Asset Management - Meeting Agenda

Date: Monday, March 11th, 2013
Time: 4:30 p.m. – 6:00 p.m.
Location: Elliott Bay Room (Top of the Economy Market)
Committee Members: Patrick Kerr (Chair), John Finke (Vice-Chair), Betty Halfon, David Ghoddousi, Gerry Kumata, Bruce Lorig, Tony Puma (Non-Voting), Joshua Anderson (Non-Voting), and Mark Ellerbrook (Non-Voting)

4:30pm  I. Administrative: Chair
A. Approval of the Agenda
B. Approval of the February 11th, 2013 Meeting Minutes

4:35pm  II. Announcements and Community Comments

4:40pm  III. Levy Phase III Update Ben Franz-Knight
A. Update on Windows on Western and Permit Requirements

4:45pm  IV. Key Issues & Discussion Items John Macklin
A. Comprehensive Security Report
B. Pike Place Street Uses and Wall Replacement Project Tamra Nisly & Ben Franz-Knight
C. Atrium Kitchen Progress Update John Turnbull
D. Parking and Garage Strategy – Discussion of Goals and Approach Ben Franz-Knight

5:15pm  V. Action Item(s) Ben Franz-Knight

5:25pm  VI. Property Management John Turnbull
A. Residential Property Management Report
B. Closed Session (RCW 42.30.110 [c]) Jennifer Maietta
   I. Review of Lease Proposals
      a. Current Lease Negotiations
   II. New Lease - Indi Chocolate - 1501 Pike Place #527
      Lease Renewal - Le Pichet - 1933 First Ave
      Lease Renewal - Unexpected Productions - 1428 Post Alley
   III. Review of Delinquency Report
      a. Vacancy Report
      b. Current Lease Negotiations
   IV. Real Property Negotiations – 1501 Western Avenue
C. Open Session: Approval of Lease Proposals Jennifer Maietta
D. Action Item: Proposed Resolution 13-17: Lease Proposals - March 2013

5:45pm  VII. Resolution(s) to be Added to Consent Agenda Chair
5:50pm  VIII. Concerns of Committee Members

5:55pm  IX. Public Comment

6:00pm  X. Adjournment

Chair
Pike Place Market Preservation and Development Authority (PDA)

ASSET MANAGEMENT COMMITTEE
Meeting Minutes

Monday February 11th, 2013
4:30 p.m. to 6:00 p.m.
Elliott Bay Room

Committee Members Present: Patrick Kerr, John Finke, David Ghoddousi, Bruce Lorig, Gerry Kumata, Betty Halfon, Joshua Anderson

Other Council Members Present: Gloria Skouge

Staff Present: Ben Franz-Knight, John Turnbull, Jennifer Maietta, Tamra Nisly, Matt Holland, Brittany Farrow, Tyler Jamison, John Macklin, Steve Nelson, Bob Beckstrom, Dianna Goodsell

Others Present: Howard Aller

The meeting was called to order at 4:30 p.m. by Patrick Kerr, Chair

I. Administration
   A. Approval of the Agenda.
      The agenda was approved by acclamation
   
   B. Approval of the January 14th, 2013 Minutes
      The minutes were approved by acclamation.

II. Announcements and Community Comments
   None

III. Levy Phase III Update
   Ben Franz-Knight noted there was an item on the agenda regarding the Levy which was the Windows on Western update.

IV. Key Issues & Discussion Items
   A. Quarterly Security Report

      Patrick Kerr made a statement prior to the presentation of the Quarterly Security Report. He added that he had great comments for the Security Department and their hard work. He noted that he and other merchants would like to see more of a presence of the security staff though.

      John Macklin, Pike Place Market PDA Security Manager presented the Quarterly Security Report to the Committee. A copy of the presentation was included with the meeting minute's record. The Quarterly Security Report noted that the Goal was to ensure that the Market was a Safe and Secure Environment. Report Assumptions from the presentation included: contacts/assists, car prowls and removals shows level of community engagement and responsiveness and/or identifies areas of concern. The Quarterly
Security Report included a three month report on Liquor Violations, Restroom Checks, Medic 1/First Aid Responses, Drug Activity, Garage Detox, Commercial Detox and Residential Detox.

There was a discussion that followed the presentation.

Ben Franz-Knight noted that we have seen the impact of legislation of alcohol and broader usage in the Market Security incidents.

John Finke noted that it would have more useful to have the security data presented spread out over a longer period of time, possibly spread out the data over a year.

There was a brief discussion of the Detex System.

John Finke inquired if there is any data that shows that over time any impacts that have to do with the Detex usage.

Bruce Lorig inquired about specific incidents in the Market including car prowling, shop lifts, assaults and such. He would like the incident data include in the report.

John Macklin briefly discussed about training completed with the security staff.

Betty Halfon inquired about the Emergency Response Program for the Market and the progress on that front. John Macklin noted there is a consultant coming in to help assist with development of a Emergency Response Program for the Market. He also noted that Homeland Security would help with the evaluation of the Market and its security vulnerabilities.

Ben Franz-Knight noted two important questions to ask in addressing the Security Staffing concern:

1. What would you do with more security or less of security?
2. What do you see with the security needs as with PCIN and what types of controls would help?

B. Windows on Western Update

Ben Franz-Knight presented the Windows on Western Update which included a list of possibly options to pursue with the next steps for the Windows. The chart distributed regarding Western Avenue Window Options was included with the minutes. The Western Avenue Windows Options Chart included the following options:

Option 1: Start the entire process over and look at all window replacement options
Option 2: Resubmit previous proposal for aluminum-clad wood windows to the Market Historical Commission (MHC)
Option 3: Do light plans and specifications restoration project where the Contractor is responsible for more field verification, as well as replication of existing work.
Option 4: Do full plans and specifications restoration project where the Architect field measures, as well as documents as many existing conditions as possible and has contract administration responsibilities.
Option 5: Other Options?

There was a brief discussion that followed.

John noted that we have public money and we have the need to repair/restore the windows. We are the custodian of public dollars. He added that he would like to see in writing that “You do not have to use the energy code” from the City.

C. Pike Place Uses

Ben Franz-Knight noted that we need to advance this overall discussion regarding Pike Place Uses since the site is deteriorating. There was an attachment with the timeline/schedule of the project which was also included with the minutes. The Pike Place Uses Timeline summarized as follows:
1. Engage Designer/Architect - March
2. Engage in Public Process - April
   a. PPM Community and Stakeholders
      i. Schedule public meetings
      ii. Post information on Market Website
      iii. Pass out Tenant Alerts
      iv. Provide option for emailing ideas, concerns, etc…if unable to attend public meetings
   b. PDA Council
      i. Discuss at April Asset Management meeting with Designer/Architect
3. Work with Designer/Architect to come up with Options based on Public Input - April/May
4. Present Options to Community and Council - May/June
   a. Design
   b. Budget
   c. Goals
5. Solicit Bids - June
6. Start Construction in Fall

There was a discussion that followed

John Finke noted that the process that was part of the Pike Place Uses Timeline sounds appropriate.

Betty Halfon noted she was opposed to the plan due to the traffic, especially in the Summer. She does like the idea of going to the MHC to see what we can or cannot do regarding Pike Place Uses.

Patrick noted that the wall on Pike Place needs to be replaced. He commented about previous drawings from SRG Architects regarding design options for Pike Place Uses.

The committee agreed to have Presentation on the work that has been done regarding Pike Place Uses to date and an outline of work to consider for the next meeting.

Ben Franz-Knight noted that we should be underway by a project by the middle of September if possible.

V. Action Item(s)


Bob Beckstrom introduced the resolution which states that in order to maintain the viability of the Pike Place Market buildings the PPMPDA has determined the Garage fire panel is now obsolete, parts are not available, and the fire panel malfunctions frequently requiring service. The PPMPDA has executed a competitive bid process to replace the fire panel, and all of the detection and control functions. It be requested that the PPMPDA Council authorizes the PPMPDA Executive Director or his designee to enter into a contract with Simplex-Grinnell in an amount not to exceed $25,125.87 for the execution of installing a new fire panel and associated devices. The funds for this project will be drawn from the Capital Projects Budget, Accounting Code 163732-00

David Ghoddousi moved, Gerry Kumata seconded

There was a brief discussion that followed

For: John Finke, David Ghoddousi, Betty Halfon, Gerry Kumata, Bruce Lorig
Against: 0
Abstain: Patrick Kerr

Resolution 13-09 passed with a vote 5-0-1

Tyler Jamison introduced the resolution which states that in order to maintain the viability of the Pike Place Market buildings the PPMPDA has determined that the restrooms located on the top floor of the Economy Building need to be refurbished for potential event space clients located in the Economy Building. The PPMPDA has executed a competitive bid process to renovate the restrooms. It be requested that the PPMPDA Council authorizes the PPMPDA Executive Director or his designee to enter into a contract with Experienced Construction, Inc. in an amount not to exceed $22,295.30 for the execution of refurbishing the restrooms. The funds for this project will be drawn from the Capital Projects Budget, Refurbish Upper Economy Restrooms, Accounting Code 163729-00

David Ghoddousi moved, Betty Halfon seconded

There was a discussion that followed

Bruce Lorig asked if this was part of renovation budget.

For: John Finke, David Ghoddousi, Betty Halfon, Gerry Kumata, Bruce Lorig,
Against: 0
Abstain: Patrick Kerr

Proposed Resolution 13-10 passed with a vote 5-0-1

**VI. Property Management**

A. Residential Property Management Report

John Turnbull gave a brief update on the Residential Property Management Report. He noted that vacancies are very low. He added that the Residential Department has been through a couple of audits, which more are to come. He lastly noted that we are looking for additional residential staffing as well.

*Closed Session started at 5:42p.m.*

B. Closed Session (RCW 42.30.110 [c])

   I. Review of Lease Proposals
   II. New Lease - BEHR Water Color Paintings - 1516 Western Ave
   Lease Renewal - Alibi Room - 85 Pike Street #410
   Lease Renewal - Falafel King - 97B Pike Street
   Lease Renewal - Jasmine Thai - 1530 Post Alley #6
   Lease Renewal - Made in Washington - 1530 Post Alley #12
   Lease Renewal - Old Seattle Paperworks - 1501 Pike Place #424
   Lease Renewal - Pike Place Parcels & Wanderer’s Mail - 1916 Pike Place #12

   III. Review of Delinquency Report

   a. Vacancy Report
   b. Current Lease Negotiations

IV. Real Property Negotiations - 1501 Western Avenue

*Closed Session ended at 6:33p.m.*

C. Open Session: Approval of Lease Proposals

*Open Session started at 6:34p.m*

D. **Action Item**: Proposed Resolution 13-11: Lease Proposals - February 2013

Jennifer Maietta introduced the resolution which states the Lease Proposals for February 2013 below:

BEHR Water Color Paintings  Behrooz & Hami Bahadori  One (1) Year  February 15, 2013
Alibi Room  RJM Post Alley Corporation  Five (5) Years  July 1, 2012
Falafel King
Yacob Gazae
Five (5) Years
March 1, 2013

Jasmine Thai
Mohsen Borhani
Five (5) Years
February 1, 2013

Made in Washington
Seabear, Inc.
Three (3) Years
March 1, 2013

Old Seattle Paperworks
John & Amy Hanawalt
Five (5) Years
February 1, 2013

Pike Place Parcels &
Wanderer’s Mail Service
Steve & Robie Main
Five (5) Years
February 1, 2013

Betty Halfon moved, David Ghoddousi seconded

For: John Finke, David Ghoddousi, Betty Halfon, Gerry Kumata, Bruce Lorig
Against: 0
Abstain: Patrick Kerr

Resolution 13-11 passed with a vote 5-0-1

VII. Items for the Consent Agenda
Resolutions 13-09, 13-10 and 13-11 were moved to the Consent Agenda.

VIII. Public Comment
None

IX. Concerns of Committee Members
None

X. Adjournment
The meeting was adjourned at 6:36 p.m. by Patrick Kerr, Chair

Meeting minutes submitted by:
Dianna Goodsell, Administrative Services Coordinator
Pike Place Market Preservation and Development Authority (PDA)

PROPOSED RESOLUTION 13-16:
Authorization for Contract Authority – Depew, Inc. – Commissioning Services

MARCH 2013

WHEREAS, Pike Place Market Preservation and Development Authority ("PPMPDA") was chartered by the City of Seattle pursuant to RCW 35.21.730 et. seq with the mission of promoting enterprises essential to the functioning of the Pike Place Market, including the preservation and expansion of the low-income residential community, the promotion and survival of small businesses, and the expansion of services to the public market community; and,

WHEREAS, in order to maintain the viability of the Pike Place Market buildings the PPMPDA has undertaken a major renovation of the Pike Place Market buildings, and many of the building systems have now reached the end of their useful life and are in need of major repair; and,

WHEREAS, the PPMPDA contracted with Depew, Inc. for Levy Commissioning work in April 2009 as originally authorized by the PDA Council in Resolutions 09-09 and 10-61 in the amount of 215,000 and now wishes to amend that contract to include additional commissioning services to close out the Levy work in an amount not to exceed $10,000.

BE IT RESOLVED that the PPMPDA Council authorizes the PPMPDA Executive Director or his designee to execute an amendment to the existing Depew, Inc. contract in an amount not to exceed $10,000. Funding for this work will be drawn from Levy Proceeds.

Gloria Skouge, Secretary/Treasurer    Date

Date Approved by Council:
For:   
Opposed:   
Abstained:   

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### Pike Place Market Preservation and Development Authority (PDA)

**RESOLUTION 13-17:**

**Lease Proposals**

**MARCH 2013**

<table>
<thead>
<tr>
<th>Tenant</th>
<th>Term</th>
<th>Start Date</th>
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<tbody>
<tr>
<td>Indi Chocolate</td>
<td>One (1) Year</td>
<td>April 1, 2013</td>
</tr>
<tr>
<td>Erin Andrews</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Le Pichet</td>
<td>Five (5) Years</td>
<td>January 1, 2012</td>
</tr>
<tr>
<td>James Drohman &amp; Joanne Herron</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unexpected Productions</td>
<td>Five (5) Years</td>
<td>March 1, 2013</td>
</tr>
<tr>
<td>Randall Dixon</td>
<td></td>
<td></td>
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</table>

Gloria Skouge, Secretary/Treasurer

Date

**Date Approved by Council:**

**For:**

**Against:**

**Abstained:**

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# Lease Summary

**Date:**  03/11/2013

<table>
<thead>
<tr>
<th>Business Name/Owner</th>
<th>Indi Chocolate / Erin Andrews</th>
</tr>
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<tbody>
<tr>
<td>Address/Building/Square feet</td>
<td>1501 Pike Place #527 / Fairley/ 469 sf</td>
</tr>
<tr>
<td>Tenant Since</td>
<td>New Tenant</td>
</tr>
<tr>
<td>Primary Term</td>
<td>One (1) Year</td>
</tr>
<tr>
<td>Options</td>
<td>Two (2) Years</td>
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<tr>
<td>Use Description</td>
<td>The sale of locally produced chocolate, chocolate body care products</td>
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</table>

<table>
<thead>
<tr>
<th>Business Name/Owner</th>
<th>Le Pichet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address/Building/Square feet</td>
<td>1933 First Ave / Linvinston-Baker / 885 sf</td>
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<tr>
<td>Tenant Since</td>
<td>2000</td>
</tr>
<tr>
<td>Primary Term</td>
<td>Five (5) Years</td>
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<tr>
<td>Options</td>
<td>Five (5) Years</td>
</tr>
<tr>
<td>Use Description</td>
<td>Café specializing in French cuisine and wine</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Business Name/Owner</th>
<th>Unexpected Productions / Randall Dixon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address/Building/Square feet</td>
<td>1428 Post Alley / Economy / 5,968 sf</td>
</tr>
<tr>
<td>Tenant Since</td>
<td>1991</td>
</tr>
<tr>
<td>Primary Term</td>
<td>Five (5) Year</td>
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<tr>
<td>Options</td>
<td>Five (5) Year</td>
</tr>
<tr>
<td>Use Description</td>
<td>Theater and Improvisational performance, Theater sports classes and corporate training</td>
</tr>
</tbody>
</table>
WHEREAS, Pike Place Market Preservation and Development Authority (“PPMPDA”) was chartered by the City of Seattle pursuant to RCW 35.12.730 et. seq with the mission of performing renewal, rehabilitation, preservation, restoration, development, and nonprofit management of structures and open spaces in a manner that will initiate programs to expand food retailing; to promote the survival and predominance of small shops, marginal businesses, thrift shops, arts and crafts, other enterprises, activities and services which are essential to the functioning of the Public Market; and

WHEREAS, The PDA Council approved RMB Vivid, Inc. to proceed with completion of design work and installation of prototypes; and

WHEREAS, The total approved contract for services was in an amount not to exceed $61,000 to to be paid form the Capital Projects Budget to include design work by RMB Vivid in the amount of $46,000, an estimate of $13,000 for manufacturing of three prototypes and an additional $2,000 contingency for additional variable project related expenses; and

WHEREAS, The estimate of $13,000 for fabrication was based on preliminary designs (October 2012), which were subsequently modified at the request of the PDA Council and Market Historical Commission resulting in increased production costs; and

WHEREAS, The revised prototype design and manufacturing cost are now $17,049.15 of which the $13,000 original estimate and $2,000 contingency will be applied for a remaining balance of $2,049.15 plus additional variable project related expenses to include, but not limited to fax, courier, color copies, laser prints, disks, film and presentations materials, etc.

BE IT RESOLVED that he Pike Place Market PDA Council authorizes the PDA to increase the RMB Vivid for design services and prototypes from $61,000 to $64,000 due to required design changes, the additional $3,000 to be paid from the 2013 Commercial Operating Budget.
Pike Place Market Preservation and Development Authority (PDA)

PROPOSED RESOLUTION 13-19
Authorization to Proceed with Atrium Kitchen Operational Plan

March 2013

WHEREAS, Pike Place Market Preservation and Development Authority ("PPMPDA") was chartered by the City of Seattle pursuant to RCW 35.21.730 et. seq with the mission of promoting enterprises essential to the functioning of the Pike Place Market, including the promotion of the Pike Place Market as a regional center focused on food and farm products; and,

WHEREAS, the PPMPDA by Resolution 12-103 authorized the Executive Director to proceed with the business plan model for the Atrium Kitchen, solicit bids for construction and report to the Council in February, 2013,

WHEREAS, the Executive Director has engaged in discussions and review of the proposed business with local professionals in the culinary and meeting facility business and through these discussions been advised of changes to the proposed business and operating model that would increase the success of the venture as a community educational resource focused on culinary topics; and,

WHEREAS, the recommendations of local experts include the formation of an Advisory Board (aka Kitchen Cabinet) of local professionals in the food and education sectors to provide ongoing advice for the design, operation, sources of sponsorship funding and programming of the proposed facility; and,

WHEREAS, the PPMPDA has revised design plans for the proposed kitchen to reflect this added guidance; and,

WHEREAS, the PPMPDA has identified several local and regional experts in culinary instruction, community programming, event hosting, facility operations, nutritional education and culinary media programs who are supportive of the public kitchen proposal, willing to serve as members of the Advisory Board and who offer community and professional expertise that will ensure ongoing programming; and,

WHEREAS, The Advisory Board will provide ongoing guidance to the PDA Event Management staff on how to best operate the Kitchen and related facilities to ensure professional standards are met, community programming is featured and operating income is sufficient to defray expenses,

THEREFORE BE IT RESOLVED that the PPMPDA Council authorizes the PPMPDA Executive Director to proceed with the implementation of the Atrium Kitchen, convening an Advisory Board to work with the PDA special event management staff and to proceed with completion of the design and pricing of the build-out of the facility in an expeditious manner.
ATTESTED:

____________________________________                                ______________________
Gloria Skouge, Secretary-Treasurer      Date

Date Approved by Council:

For:
Opposed:
Abstained:
A) Day-Stall Exploration - Freestanding Collapsible Awnings - Arcade
A) Day-Stall Exploration - Freestanding Collapsible Awnings - Arcade
A) Day-Stall Exploration - Fixed Stands
Collapsible Awnings

Sidewalk

Permanent Glass Awning (wraps toward entry)

Sidewalk
B) Day-Stall Exploration - Freestanding Collapsible Awnings - North Arcade
B) Day-Stall Exploration - Freestanding Collapsible Awnings - North Arcade
C) Day-Stall Exploration - Freestanding Collapsible Awnings - North Arcade
C) Day-Stall Exploration - Freestanding Collapsible Awnings - North Arcade