PDA Council Packet
March 2019

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PDA Council
Meeting Agenda

Date: Thursday, March 28, 2019
Time: 4:00 p.m. – 6:00 p.m.
Location: Economy Building Classroom, 1433 First Avenue (3rd Floor)
Committee Members: Rico Quirindongo (Chair), Betty Halfon (Vice-Chair), Matt Hanna, David Ghoddousi, Patrice Barrentine, Ray Ishii, Colleen Bowman, Paul Neal, Devin McComb, Mark Brady, Ali Mowry, and JJ McKay

4:00pm I. Administrative:
A. Approval of Agenda
B. Approval of the PDA Council Meeting Minutes for February 28, 2019

4:05pm II. Public Comment Including the Market Community

4:10pm III. Executive Session
A. Discussion of potential litigation with PDA legal counsel (RCW 42.30.110(i))

4:25pm IV. Key Issues Presentation and Discussion Items
A. Local Improvement District Overview
B. Daystall Rules and Regulations
   i. Proposed Resolution 19-19: Adoption of Daystall Rules and Regulations
C. Viaduct Demolition Update
D. Market Foundation Annual Reports
E. PDA Council Nomination Committee

5:30pm V. Programs and Information Items
A. Council Chair Report
B. Director Report
C. Committee Chair Reports
D. Other Reports

5:40pm VI. Action Items
i. Consent Agenda
B. New Business
   i. Proposed Resolution 19-13: Approval of the Updated PDA Purchasing Policy and Procedures and Small Works Contract Roster and Bidding Process

Chair
Gerry Johnson
Lillian Sherman
Mary Bacarella
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<tr>
<th>Time</th>
<th>Item</th>
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<tr>
<td>5:45pm</td>
<td>VII. Further Public Comment</td>
<td>Chair</td>
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<td>5:50pm</td>
<td>VIII. Concerns of Committee Members</td>
<td>Chair</td>
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<td>6:00pm</td>
<td>IV. Adjournment</td>
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Thursday, February 28, 2019
4:00 p.m. to 6:00 p.m.
Economy Building Classroom, 1433 First Avenue

Committee Members Present: Rico Quirindongo, Betty Halfon, David Ghoddousi, Paul Neal, Ray Ishii, Mark Brady, Patrice Barrentine, Ali Mowry, Colleen Bowman, JJ McKay, Matt Hanna

Staff/Consultants Present: Mary Bacarella, Brady Morrison, Karin Moughamer, Kelsey Lindblom, John Turnbull

Others Present: Bob Messina, Joan Paulson, Joe Read, Howard Aller, Clint Bennett, Chad Schuster, Chris Brown, Alex Prentiss, Brian Nielsen, Russel Monroe, Ron Judd, Sarah Butler, Lauren Stensland, Angela Battazzo, Angela Brady

The meeting was called to order at 4:03 p.m. by Rico Quirindongo, Chair

I. Administrative
   A. Approval of the Agenda
      *The agenda was approved by acclamation.*

   B. Approval of the January 31, 2019 PDA Council Meeting Minutes
      *The January 31, 2019 PDA Council Meeting Minutes were approved by acclamation.*

II. Public Comment Including the Market Community
Bob Messina noted the west wall of MarketFront has had issues with graffiti. The plans shown on the Office of the Waterfront shows a green wall being installed along the wall of Victor Steinbrueck Park. That green wall does not extend to the MarketFront wall and Bob Messina suggests extending the green wall to that space.

Joan Paulson would like to see a conflict of interest protocol for staff. In addition, she would like to see the communication issue for the security team addressed. This needs to be a priority and remedied.

III. Key Issues Presentation and Discussion Items
   A. Viaduct Demolition Update and Planning for May Demolition
      Mary Bacarella noted that she has been working with WSDOT every day and both teams have been following up on identified issues. No complaints have been filed regarding dust in the parking garage. There are currently weekly walks and biweekly stakeholder walks.

      Chris Brown began by noting the tunnel is now open, the northbound off ramp is open and the Harrison Street across Aurora Avenue north is reconnected. Chris reviewed the items that WSDOT and Kiewit are working on with the Market. Those include:
- Elevator operations and safety at the southwest corner of the garage during May demolition
- Public access to and from the Waterfront from the garage in May
- Minimizing dust at the garage in May
- Overall demolition completion schedule in May
- Scheduling a site walk to discuss further issues
- Demolition noise

Alex Prentis reviewed what to expect from the viaduct demolition. They are working quickly and safely at multiple locations at once. Impact work is taking place during the daytime, except for ramps and over the railroad tracks. They are spraying/misting water to control dust and are monitoring vibration and noise to ensure work stays within permitted limits. They are also using shielding or nets to protect nearby buildings. Alex described the process for removal of the viaduct pieces, which includes breaking up the pieces into smaller pieces and allowing them to fall to the ground, which is covered in rock to protect the roadway. Column to column the process for removing a deck takes 1-2 days. The packet includes a drawing of how the viaduct will be demolished, starting with the top deck, down to the bottom deck and then removal of the foundation. Over the railroad they will cut out larger portions of the viaduct and lift them out with cranes.

Chris Brown described the process of removing sections north and adjacent to the railroads, which will be to remove sections by crane, place them on a truck, and haul them away for demolition. This will shorten the time necessary to complete the work over the railroad. This should take roughly 20-30 weeks and BNSF may allow work to be extended from four hours per night to six hours. The plan for removal over the railroad is still in negotiations.

Brian Nielsen further clarified the process for slotting and removal of the viaduct spans.

Mark Brady asked how many spans there are total. Alex Prentis responded 121 spans. Mark Brady asked for confirmation on the average number of days for each span. Chris Brown responded two days is the schedule average but not the current average. The demolition team is still learning the best ways to remove spans and different parts of the viaduct are responding differently to the removal.

Alex Prentis reviewed the demolition north of Pike Place. The team is currently at bend 7, which is near Bell Street. They anticipate opening Western and Bell at the end of next week. Elliott and Blanchard will most likely be closed until the end of March. There is a lot of signage and Elliott is now two ways in between Wall and Western.

Colleen Bowman asked if there has been feedback on the Shuttle. Alex Prentis responded that shuttle will only operate when the Lenora Pedestrian Bridge closes. That should only be closed for 14 days total over the course of demolition. The shuttle should be running 15-20 minutes, 24 hours a day. The first will be a late March closure and then a late May closure.

Alex Prentis reviewed the future garage access plan during demolition showing access and placement of signage directing people to the garage.
Alex Prentis reviewed the Pike Place demolition schedule, shown on the screen and included in printed format. The eggplant colored section should be concluded next week. The plan is to demolish the portion in front of the Market is late May. They understand the biggest issue is to ensure people can get in and out of the garage elevator and that it is ADA compliant, as well as allowing cars in and out of the garage. The garage entrance/exit will open as soon as possible. Each of the colored sections on the handout will take roughly 30 days to complete.

Colleen Bowman noted that residents in WASH tend to keep their windows open when it gets hotter and that might be an issue as demolition gets closer to the Market. Alex Prentis noted she visited Heritage House to discuss dust control measures.

Paul Neal asked when council will see the plans. Chris Brown responded once conversations have taken place with Mary Bacarella their team will start to put that together. Alex Prentis responded they will begin to come up with a plan to mitigate access during demolition. Dan Hemingway, project manager, will be working with the Market on this.

Mary Bacarella asked when she will know the timeline for demolition. Chris Brown and Alex Prentis described the work that will take place in front of the Market during demolition. They plan to demolish, then conduct site restoration, before continuing demolition so that garage access is impacted for the least amount of time possible.

Rico Quirindongo would like to better understand what the sequencing for the 30 days of impact in front of the Market looks like. Chris Brown responded they will prepare a sequencing plan.

Rico Quirindongo stated he would like to have WSDOT and Kiewit present at upcoming monthly council meetings to provide updates.

Matt Hanna asked the start date of demolition in front of the Market is known. Alex Prentis estimates late May but an exact date is not known. Matt Hanna noted the potential delay risk increases as the project goes on since the Market is one of the last pieces. Matt Hanna asked what that delay risk is for the span in front of the Market. Alex Prentis responded delay risk is currently being mitigated by extra crews and she could see that happening with the Market’s piece. Alex said she will know production rates once the crew starts at the south of the structure and starts to make its way north. They will have a better sense of timing towards the end of March.

Rico Quirindongo asked if the purple section on the drawing is complete. Alex Prentis responded no and they plan to finish that area on Wednesday. That machine will then move south to the main line.

Rico Quirindongo requested an updated demolition schedule to be provided periodically. Chris Brown suggested providing a weekly update to Mary Bacarella.

Betty Halfon asked if there are concessions to be made to the Pike Place Market if the schedule pushes into summer and the Market begins to loose parking revenue. Alex Prentis responded she will talk with their team but cannot answer that. Chris Brown added the BNSF plan for
demolition over the railroad is being finalized and that will help plan for the spring demolition in front of the Market. At that time a revised schedule can be provided.

Ray Ishii asked if a signage mitigation plan has been developed to assist with getting drivers to the Western Ave entrance to the garage. Mary Bacarella responded, yes, meetings are taking place to identify locations and wording of signage as well as elevator access. Flaggers are also part of the conversation and WSDOT will be handling the cost of the mitigation.

Rico Quirindongo thanked Alex and Chris for their presentation.

B. Waterfront Seattle Construction Update
Angela Brady introduced Sarah Butler, with Office of the Waterfront, and Lauren Stensland, communications manager for the project.

Angela Brady reviewed the waterfront Seattle program area, which stretches from 1st and Occidental to 1st and Bell Street. That work will begin this fall and last through 2023. It includes the reconstruction of Alaskan Way as well as a number of other projects, which include:

- Railroad way
- Elliott Way
- Pioneer Square streets
- Columbia Street
- Marion Street Pedestrian Bridge
- Seawall
- Seneca Street
- Promenade
- Union Street elevator and stairs
- Waterfront Park
- Protected bike lane
- Overlook Walk
- Pike Pine Renaissance
- Pier 62 rebuild
- Bellstreet Park extension

Angela Brady reviewed the constructions schedule for the program. The Overlook Walk is scheduled to start in 2021 and completing in 2023. A drawing of the area surrounding Pike Place Market was shown. Angela reviewed the current design for Overlook Walk in the vicinity of Pike Street. She pointed out the entrance to the Market garage from Alaskan Way. The new entrance will take place on the second floor as the grade of Alaskan Way is increasing.

Angela Brady continued by showing the construction sequencing of the central waterfront construction from 2018-2023. Items shown in pink are part of the waterfront project. Items in blue are related projects. Waterfront construction core values include:

- Ensure access for businesses, residents, and all modes of travel
- Support operations for BNSF, Port, and ferries
- Maintain major utility services
- Support access to parking and transit during construction
- Coordination with all public and private projects
Angela Brady next reviewed a series of slides showing construction scheduling for the next four years. Work through 2019 includes demolition of the viaduct and the waterfront program will first start work on transit access at Columbia Street as well as the Pier 62 Rebuild. Starting in August 2019 Alaskan Way work will begin. Angela will return with a more formalized schedule once the contractor has been selected. That process will start soon and she hopes to return in June/July. Pier 62 will be completed by the end of 2019. 2020 focuses on Alaskan Way and completes fall of 2021. At that point Overlook Walk construction will begin. All projects are scheduled to complete in 2023.

C. PPM Garage Modifications and Access
Angela Brady began by reviewing the Memorandum of Understanding that relates to the parking garage modifications, which includes:

- Allows the City to proceed with designing changes needed for the garage and then construct the modifications
- Biggest change is the access on the west side relocated to 2nd story due to roadway being raised
- Other modifications:
  - Related mechanical and equipment moves
  - Structural work on west beam
  - Creation of new storage area
  - Infill west wall where previous exit was
  - Adjustments to interior ramp and circulation
  - Relocation/modification of signage and parking striping

Angela Brady shared west elevation drawings of the garage. The old (current) entrance is/located on the first floor while the new entrance will be located on the second floor. Angela reviewed construction sequencing which shows viaduct demolition and staging area along the current Alaskan Way. The plan is to keep the current Alaskan Way two lanes in each direction during construction of the new Alaskan Way.

Angela Brady described the work shown on the construction sequencing for fall 2019 through summer 2020. As part of reconstruction of Alaskan Way, the T-4 transmission line will be rebuilt and moved. The current one, which runs under the market, will be de-energized once the new one is in place. That work will start September 2019 and goes until late 2020. During this time, the Market will have temporary access into the garage from Alaskan Way, but they will need to exit on Western. In September/October 2020 there will be a nine month closure of access to the Market garage from Alaskan Way. During that period the roadway will be constructed and the access to the garage will be completed with the goal of opening by summer 2021.

Angela Brady continued by reviewing construction sequencing once Alaskan Way is open and at that point construction of Overlook Walk begins. Garage access should remain open with intermittent closures during construction of Overlook Walk. In mid-2023 Overlook Walk construction is complete but the Seattle Aquarium may still have ongoing construction.

Lastly, Angela Brady reviewed the construction communications plan which includes:

- Early briefings to most affected stakeholders
- “Street Team” outreach approach
o Advanced notifications, flyering, 24-hour hotline, refreshed website with construction focus, weekly email updates, social media updates, on-the-ground outreach, physical wayfinding and informational banners, construction maps, real time updates

- Continue updating multi-agency waterfront construction portal: waterfrontconstruction.org

Colleen Bowman asked if the T4 will have an impact on the Market. The existing line will remain and will be decommissioned once the new transmission line is running.

Rico Quirindongo asked for a status report on the Overlook Walk Design. Angela Brady responded now that a contractor is in place, Hoffman, preconstruction services have begun and scoping will be reviewed before design meetings will pick up again.

Matt Hanna left at 5:26 pm.

IV. Programs and Information Items

A. Council Chair Report

Rico Quirindongo noted the MarketFront leak remediation is ongoing. No updates on the streetcar or the Showbox litigation. The Executive Director minor review feedback closes today at midnight and he expects 100% participation by council members. The goal for the next five years is to end with a net zero financial impact as we navigate the myriad of construction projects facing the Market. Rico repeated his mantra “One Family. One Mission. One Love.”

Ali Mowry asked how the Market would achieve a “net zero” impact. Rico Quirindongo responded he believes the PDA will move from surplus to deficit at some point as things change in the city. The goal is to keep everything running and whole and the fiduciary responsibility is primary in making that happen.

B. Executive Director Report

Mary Bacarella reviewed the following topics in her Executive Director report:

- Daystall Rules Review process was extended a week due to the snow. The new schedule is on the website. Staff will provide feedback on March 6th.
- She will be presenting the Hildt-Licata Agreement to the Finance & Neighborhoods Committee on March 13th for approval by City Council.
- Last weekend was Love in the Market and it was well attended. The pop-up murals were a big hit on social media and the Tasting Flight was well attended. Silvia O’Stayformore was a big hit and the DownUnder was very busy. A Rapid Market Assessment was conducted in the Pavilion and there were a variety of events going on in the Pavilion as well.
- Pig Day Out is March 1, in honor of Year of the Pig. There will be pig races and there have been some comments and letters received regarding protesting this portion of the event. There will be additional security that day. The Market is sponsoring “This Little Piggy” and other local organizations are sponsoring pigs as well.
- Mary reviewed current sales reports noting that restaurants and food sales are up with mercantile flat. Parking was over budget by $20,000 in January. In February parking revenue is below budget by $20,000.
• The strategic plan is in motion and will be reported on at the end of March. Several topics will be discussed at committee level.
• No complaints have been received regarding viaduct demolition dust but staff a monitoring.
• In early March, the cobblestones will be repaired on Virginia Street and they hope to complete by St. Patrick’s Day.

JJ McKay left the meeting at 5:45 pm

Mary Bacarella noted the recent report distributed by the DSA on repeat offenders. This is the start of a conversation city wide with Chief Best and business owners and residents in downtown. She will share the report and will schedule DSA to speak to council on this topic.

Mary Bacarella concluded with a response to a recent comment on the marketing department not working well for the holiday for the crafters. That feedback was different from what was received directly from the community. Low attendance doesn’t necessarily mean things aren’t going well. Mary Bacarella discussed daystall rules and options crafters have for not attending as well as attrition of vendors. The only way to know if things are working is to talk with the community.

Ali Mowry, referencing the crime report, is concerned with the issues of crime downtown as it relates to mental health.

C. Committee Chair Report
Colleen Bowman noted the State Hotel presentation was postponed until March, Chris Brown from WSDOT completed the viaduct demolition presentation and Mary Bacarella gave a construction update.

Ray Ishii directed council to page 113 in the packet to review the comparison over the last five years.

D. Other Reports
i. Market Foundation Update
Colleen Bowman highlighted the conversation on the new playground, which is moving forward. There was a 2018 Food Access Report, a report of federal poverty levels and the Foundation is hoping to hire a third person at the Market Commons to be able to work with members of the community who are in poverty and connect them to resources. 65 individuals received Safety Net support in 2018 and most of those requests went to support eviction prevention, homelessness, and medical. There was over 12,000 interactions at the Commons in 2018.

Rico Quirindongo asked if the handouts can be shared with councilmembers. Clint Bennett will ask.

V. Action Items
A. Consent Agenda
B. New Business

i. Proposed Resolution 19-09: Allocation of Year End 2018 Balance
Mary Bacarella introduced proposed resolution 19-09 and which states:

WHEREAS, the PDA staff has carefully reviewed the 2018 year-end PDA un-audited operating statements and finds that there is a year-end net-result operating balance after debt service and reserves of $4,626,256; and,

WHEREAS, the full PDA Council in their annual budget process had budgeted a surplus of $2,284,552 to be contributed to PDA capital repair and replacement fund (CRRF), leaving an unallocated balance from 2018 operations of $2,341,704; and,

WHEREAS, the PDA Finance Committee has considered PDA Council priorities and alternatives for use of additional year end monies available, and annually recommends to the full Council use of any such un-programmed operating balance.

THEREFORE, NOW BE IT RESOLVED that the PPMPDA Council allocates the remaining year-end operating balance as follows:

$1,000,000 to Minimum Operating Reserve
$1,321,704 to Capital Replacement Reserve
$ 20,000 to Employee Pension Plan

David Ghoddousi moved the proposed resolution and Colleen Bowman seconded the motion.

Colleen Bowman noted, that although it looks long low, $20,000 brings the total contribution to the Employee Pension Plan to its max contribution.

For: Rico Quirindongo, Betty Halfon, David Ghoddousi, Paul Neal, Ray Ishii, Mark Brady, Patrice Barrentine, Ali Mowry, Colleen Bowman
Against: 0
Abstain: 0

Proposed Resolution 19-09 passed by a vote of 9-0-0.

Kelsey Lindblom introduced Proposed Resolution 19-11 which states:

WHEREAS, the 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 and community; and,

WHEREAS, on October 26, 2018 an issue with the sewer line was discovered, the PPMPDA executed the bid process to perform necessary work, while the work was being performed it was determined that emergency repairs to the sewer line under the concrete floor of this business would be required to complete the project; and,

WHEREAS, work was schedule for after hours to reduce impact on tenant business operations, work continued for several nights as the defective sewer line was located, repaired, and reset; and

WHEREAS, in order to maintain the viability of the Pike Place Market buildings the PPMPDA determined that emergency sewer line repairs connected to the Rachel’s Ginger Beer were necessary and executed an emergency excavation to complete the clearing of the sewer line.

NOW, THEREFORE, BE IT RESOLVED that the PPMPDA Council authorizes the PPMPDA Executive Director or her designee to approve payment to STOP Inc. in an amount of $13,123.92 for the purpose of this emergency repair.

The funds for this project will be drawn from the COMPIN Budget: 160770-00.

Betty Halfon moved the proposed resolution and David Ghoddousi seconded the motion.

David Ghoddousi asked if the entire line was replaced. Brady Morrison responded it was completely replaced.

For: Rico Quirindongo, Betty Halfon, David Ghoddousi, Paul Neal, Ray Ishii, Mark Brady, Patrice Barrentine, Ali Mowry, Colleen Bowman
Against: 0
Abstain: 0

Proposed Resolution 19-11 passed by a vote of 9-0-0.

Kelsey Lindblom introduced Proposed Resolution 19-12 which states:

WHEREAS, the 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 and community; and,
WHEREAS, on January 23, 2019 an issue with the sewer line was discovered, a cleanout was installed as a solution but failed. It was determined that it was necessary to jet the line in order to cease sewer backup in La Panier; and,

WHEREAS, as the sewer lines are connected, the water to tenants living in Stewart House was turned off in order to stop the sewer backup in La Panier; and,

WHEREAS, in order to maintain the viability of the Pike Place Market buildings the PPMPDA determined that emergency sewer line repairs connected to La Panier were necessary and executed an emergency excavation to complete the clearing of the sewer line.

NOW, THEREFORE, BE IT RESOLVED that the PPMPDA Council authorizes the PPMPDA Executive Director or her designee to approve payment to *STOP Inc.* in an amount of **$10,716.14** for the purpose of this emergency repair.

The funds for this project will be drawn from the **COMSTE Budget: 160770-00**

Patrice Barrentine moved the proposed resolution and Betty Halfon seconded the motion.

Colleen Bowman asked if these two projects are related. Kelsey Lindblom responded no.

For: Rico Quirindongo, Betty Halfon, David Ghoddousi, Paul Neal, Ray Ishii, Mark Brady, Patrice Barrentine, Ali Mowry, Colleen Bowman
Against: 0
Abstain: 0

Proposed Resolution **19-12** passed by a vote of 9-0-0.

VI. **Further Public Comment**
Howard Aller noted it is currently possible for someone on wheels to go directly from Pike Place to the waterfront by using the elevators in the garage. In the future it will only be possible to get to Pike Place to the waterfront by transfer of elevators. In today’s presentation he heard that the elevator exit on the first floor of the garage will be eliminated and he hopes the council protects the ability to get off the garage elevator and go to the waterfront.

Joan Paulson commented that this is the first she is hearing of the change in elevation for Alaskan Way and that the entrance will now be on the second floor of the garage. She feels this should have been addressed and remedied many years ago. Rico Quirindongo noted that the original agreement with the City of Seattle agreed upon five years ago called out this change in elevation.

VII. **Concerns of Committee Members**
Mark Brady noted an incident with Market security and Seattle Police on Western Avenue. He feels the police and security team don’t understand the historical district boundaries and that should be addressed.
Betty Halfon commented that the council are the care takers of the market and she is concerned with the small stores, crafters, and farmers during all the construction. Council members need to be good ambassadors for the Market.

David Ghoddousi would like to hear an update on the LID.

Colleen Bowman would like the see a dashboard created that could be handed out to the community that details the Market parking, attendance, and percent revenue so that those organizations understand what is being tracked and could impacts over time. Rico Quirindongo concurred that would be a good dashboard to have.

VIII. **Adjournment**
The meeting was adjourned at 6:06 p.m. by Rico Quirindongo, Chair.

Meeting minutes submitted by:
Karin Moughamer, Executive Administrator
Section II:

Programs and Information Items
SUMMARY
A number of items to be reported on are already listed below and others are agenda items that will be discussed in this Council meeting.

A few highlights:

Spring officially came to the market on March 20th bringing record temperatures and good crowds. What it didn’t bring was Daffodil Day. Unfortunately, the snow in February affected the daffodil season and our annual celebration will now happen April 3. On that day, keep your eyes peeled for our numerous volunteers spreading our signature yellow flowers around downtown. March also kicked off with Pig Day (March 1st) presented by the Foundation. Racing pigs, humans in pig costumes, pig art, pig products and a pig beer garden and s’winery were all a part of the fun festivities to raise money for our foundation.

A big thank you goes out to our community as the Hildt Licata Agreement was passed by the City Council and signed by Mayor Durkin in the same week this month. A lot of thought, discussion, transparency and work from our daystall community and staff went into this process and we are set for another 10 years. Next up - the daystall rules and regulations resolution will be discussed in this council meeting and we will be up to date for the year.

Through the Hildt Licata process and spending time with our crafts community learning about their art and their lives in the Market, we decided to have a get together with our commercial tenants to mix and mingle. The “Meetup with Mary” seemed to be enjoyed by all. Approximately 50 tenants attended with lots of communication going on for further discussions. The general consensus was we should have more of these so stay tuned.

Plans for the next set of classes for our small business incubation workshops were presented to the Market Programs committee. Focus for both spring and fall classes will be on social media. Survey results showed this was a topic our community would like more help with. Beginner through advanced classes on Instagram, Facebook and website strategy along with other business classes will be offered free of charge starting in April. Ventures and the PDA Marketing Department will be teaching these classes. Look for more information in the Market Insider, the website, and emails for details on dates and times.

PDA staff have been working with WSDOT and Kiewit on firming up plans for safety, dust and debris mitigation, ingress and egress and elevator access for when the Alaskan Way entrance to our parking garage closes for viaduct demolition. Timeline is still being determined but at the moment we are still anticipating end of May. This closure will not affect Mother’s day which is a busy day for both the
market and the waterfront and when parking is key. A presentation will be given on these plans at this council meeting.

**KEY OPERATING METRICS**

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<th>Commercial Tenant Sales as Compared to Previous Year*</th>
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<td>Year to Date Sales (January 2018)**</td>
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<tr>
<td>Restaurants</td>
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<td>Food</td>
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<th>Operating Income After Required Reserves and Debt Service:</th>
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<td>Annual Goal</td>
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<td>Year to Date: February 28, 2018</td>
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<th>Farm and Daystall Attendance</th>
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<td>Change from February 2018 to February 2019</td>
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<tr>
<td>Craft</td>
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<td>Farm</td>
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*Several charts are also attached highlighting year-over-year sales trends through January 2018 with partial sales reports for February 2019.

**There are seven missing sales report for across Restaurant, Food, and Mercantile which may affect overall sales

***Actual performance is $508,657 over budget as reflected in preliminary year-end statement.

**Operating Statement**

2019 continues to remain strong. Total revenue was $3,203,429, over budget by $263,400 while total operating expenses are under budget by $245,257. Commercial revenue is nearly $163,000 over budget while garage revenue is over budget by $38,224. Percent rent is also strong at $74,798 over budget. The Capital Reserve Replacement Fund is $16.9 million.
Farm and Craft Attendance and Revenue
The poor weather in February negatively impacted just about everything in the farm department. Farmer attendance was down significantly as were food access coupon redemptions. Similarly, the CSA program missed a week of deliveries due to weather and staff had a very difficult time sourcing produce from our farmers. As a result, farm revenue was down 17.7%. On a more positive note, over $12,000 was secured in grant funds for Market farmers. Daystall also experienced low attendance and revenue in February due to the snow and cold weather, with revenue down nearly 20% compared to the same period last year. A financial workshop was offered in partnership with Ventures with six people from the craftsline attending.

Market Programs Committee - Key Actions and Discussions
- Craft and staff recommendations were reviewed for the 2019 Daystall Rules and Regulations. Proposed Resolution 19-19, Approval of the Daystall Rules & Regulations will be reviewed at full council.
- 2018 Small Business Incubation program was reviewed and the plan for 2019 was revealed.
- The 2018 holiday campaign was reviewed, including takeaways and key areas to focus on in 2019.

FINANCE AND ASSET MANAGEMENT
Finance and Accounting Department
- Processed all payables and receivables.
- Financial audits for LaSalle LLC and WASH LLC were presented with no findings and no management letter
- Proposed Resolution 19-13 was presented and discussed regarding amendments to the purchasing policy and small works roster. That resolution will be discussed at full council.

Residential
- At 2% vacancies continue to remain low
- Currently advertising for one residential manager position that is vacant
- Process nearly complete for rent increase for LaSalle HUD units and process is underway for rent increase in Stewart House
- LaSalle upgrade work has begun and include repainting three stair wells, adding interior storm windows in older portion of building and comprehensive replacement and upgrade of lighting in units and common areas.

Commercial
- Cobb’s Popcorn at 1500 Western is open!
- The Pizza and Pasta Bar (aka Seattle Pizza Company) remodel is nearing completion with a targeted opening of March 31st.

Capital Projects
- The Economy West Windows are complete
- DownUnder hardwoods and stairs are refinished
- Trash compactor hydraulic cylinder replaced
- First draft of the 30 year Capital Needs Assessment is due June1
Parking

- New pay stations and equipment have been ordered and awaiting late April installation
- Moved pay booth from Alaska entrance to Western entrance
- New garage lobby vestibule received a fresh coat of paint and the floors will be refinished next
- New height bars have arrived and are awaiting installation.

Maintenance & Facilities

- Overall numbers for February are lower due to the snow and cold weather. Mixed recycling was 440 yards, while garbage dropped to 94.5 tons. 40 bales of cardboard were recycled and 206 yards of compost was processed. 35 tons of fish ice was melted in February.
- 167 work orders were completed in February January, including eight apartment rehabs.
- Maintenance work focused on snow removal and checking for ruptured pipes due to freezing temperatures.

Security

- Conducted routine patrols and provided support for filming and events
- Responded to calls for service in the Market, fire alarms and requests for assistance

Finance and Asset Management Committee - Key Actions and Discussion

- Proposed Resolutions 19-14, 19-15, 19-16, 19-17 and 19-18 were moved to Consent Agenda.
- Proposed Resolution 19-13: Approval of the Updated PDA Purchasing Policy and Procedures and Small Works Contract Roster and Bidding Process was not moved to Consent Agenda.

MARKET CONNECTIONS

- The State Hotel provided an overview of their hotel operations and new restaurant, the Ben Paris.
- WSDOT provided an update on the Colman Dock Multimodal Terminal and dock project, which is on track to complete in 2023. This summer a portion of the new terminal will open as well as the water taxi dock.

PDA Employee March 2019 Anniversaries:

<table>
<thead>
<tr>
<th>Years</th>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>Katie Ngirmechaet</td>
<td>Accounting</td>
</tr>
<tr>
<td>12</td>
<td>Carl Wagoner</td>
<td>Administration</td>
</tr>
<tr>
<td>11</td>
<td>Jacob Luey</td>
<td>Security</td>
</tr>
<tr>
<td>7</td>
<td>Keith Sonderleiter</td>
<td>Maintenance</td>
</tr>
<tr>
<td>6</td>
<td>Jose Hernandez</td>
<td>Facilities</td>
</tr>
<tr>
<td>4</td>
<td>Mario Flores-Flores</td>
<td>Facilities</td>
</tr>
<tr>
<td>2</td>
<td>Raja Hooks</td>
<td>Security</td>
</tr>
<tr>
<td>2</td>
<td>Philip Jaeger</td>
<td>Security</td>
</tr>
<tr>
<td>2</td>
<td>Leamon Streety</td>
<td>Facilities</td>
</tr>
<tr>
<td>1</td>
<td>Erin Jacobson</td>
<td>Security</td>
</tr>
<tr>
<td>1</td>
<td>Tabitha Kane</td>
<td>Commercial</td>
</tr>
</tbody>
</table>
METRIC 1
Commercial Sales Comparison (thru January 2019)
Section III:

Key Presentations & Supporting Documents
CITY LID-RELATED LEGISLATION

• Legislation adopted January 28, 2019:

1. LID formation ordinance

2. Protest waiver agreement ordinance

3. Funding, operations and maintenance ordinance
WATERFRONT SEATTLE PROGRAM
1. LID FORMATION ORDINANCE

• Forms the Waterfront Local Improvement District #6751
  – Does not establish the final amount of individual assessments (subsequent legislative action to confirm “final assessment roll”)

• Caps total assessment at $160 million (not including financing costs)

• Orders the construction and completion of LID-funded improvements
LID – BENEFITS AND ASSESSMENTS

Study area overall
Total market value without improvements: $49 billion
Estimated total special benefit: $415 million
Total proposed assessment: $160 million*

Proposed assessment percentage: 38.58%

*$160 million plus the estimated amounts necessary to pay the costs of financing
WATERFRONT SEATTLE FUNDING
WITH $160M LID

Sources to cover revised LID amount:

• $5M cost reduction (remove three promenade kiosks)
• $10M additional philanthropy
• $8M in total of Waterfront MPD funds in 2021-23 (operating converted to capital)
• $7M in total of Waterfront 2.5% CPT-funded bonds in 2022-23
• $10M in total of REET in 2021-23
• Total: $40M

TOTAL= $712M

*Does not include WSDOT-funded Marion Street Pedestrian Bridge over Alaskan Way (pending future agreement)
2. PROTEST WAIVER AGREEMENT ORDINANCE

Per State law, property owners may waive their protests through an agreement with the City.

Agreement Term: 20 Years

<table>
<thead>
<tr>
<th>Property Owner Commitments</th>
<th>City Commitments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property owners representing 51% of LID assessment to sign agreement</td>
<td>• Revise LID amount to $160 million</td>
</tr>
<tr>
<td>• Waive/retract LID formation protest</td>
<td>• Waive option for supplemental assessment</td>
</tr>
<tr>
<td>• Waive legal challenge to LID formation</td>
<td>• Approve and implement operations and maintenance ordinance</td>
</tr>
<tr>
<td>• Designate Waterfront Conservancy as agent</td>
<td></td>
</tr>
</tbody>
</table>
PROTEST WAIVER AGREEMENT ORDINANCE

• Additional City contractual obligations to property owners:
  1. City shall designate park and public spaces not yet under DPR jurisdiction as “Park Boulevard” – critically important for behavior regulation. Specifically includes posting and enforcement of Park Rules and Code of Conduct.
  2. Tethered to enactment of O&M Ordinance (accomplished).
  3. Protest Waiver Agreement, Section 7.5, Default and Remedies:
     “Except as set forth below, no Party shall be in default under this Agreement unless it has failed to perform under this Agreement for a period of ninety (90) days after receipt of written notice of default from the other Party. Each notice of default shall specify the nature of the alleged default and the manner in which the default may be cured satisfactorily. If the nature of the alleged default is such that it cannot be reasonably cured within the ninety (90) day period, then commencement of the cure within such time period and the diligent prosecution to completion of the cure shall be deemed a cure. The Conservancy has the sole right to enforce performance by the City of its obligations under this Agreement or the O&M Ordinance in an action seeking specific performance by the City.”
## COUNCIL REVIEW AND NEXT STEPS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 24, 2019</td>
<td>Second Council committee briefing, possible vote</td>
</tr>
<tr>
<td>January 28, 2019</td>
<td>Full Council possible vote</td>
</tr>
<tr>
<td>February 2019</td>
<td>• Formation protest period – ends 30 days after ordinance action</td>
</tr>
<tr>
<td></td>
<td>• Budget amendment ordinance submitted to City Council to implement LID funding changes</td>
</tr>
<tr>
<td>March 2019</td>
<td>LID legal appeal period – ends 30 days after conclusion of protest period</td>
</tr>
<tr>
<td>Q3 2019</td>
<td>Final Special Benefit Study completed</td>
</tr>
<tr>
<td>Q4 2019/Q1 2020</td>
<td>• Council considers Assessment Roll resolution</td>
</tr>
<tr>
<td></td>
<td>• Public hearings on individual assessments</td>
</tr>
<tr>
<td>2020</td>
<td>• Council considers Final Assessment Roll ordinance</td>
</tr>
<tr>
<td></td>
<td>• LID assessments begin</td>
</tr>
<tr>
<td></td>
<td>• LID bonds are sold</td>
</tr>
</tbody>
</table>
3. FUNDING, OPERATIONS AND MAINTENANCE ORDINANCE

• Outlines philanthropic commitment, contribution schedule for $110 million
• Formalizes long-term partnership between Friends and Parks to operate Waterfront parks and public spaces
• Authorizes two-year pilot agreement for Pier 62
• Directs City staff to submit Park Boulevard legislation
• Commits to budget $4.8 million annually for operations and maintenance and safety and security, starting in 2023
• Creates Central Waterfront Oversight Committee
CITY FUNDING

• Baseline amount of $4.8 million from early work dating back to City Waterfront Committee’s Strategic Plan and confirmed in ETM Report.

• General Fund and MPD:

  1. “[t]he City shall include in the City’s annual budget and in the City’s annual budget requests for Seattle Park District funding, Baseline Funding for the operation and maintenance of the Parks and Public Spaces in the total amount of $4.8 million annually beginning in 2023, which shall increase annually by no less than 2.5 percent consistent with the Seattle Park District Financial Plan (as to the Seattle Park District component of the funding) and otherwise with the City’s annual budget.”

  2. “To the extent Seattle Park District funds are needed to fund Baseline Funding in any given year, such amounts of the Baseline Funding shall be included in annual City budget requests for District funding. For each District planning cycle, beginning with the cycle that includes 2021 through 2026, the City shall include the District’s year-by-year share of the Baseline Funding in the proposed spending plan it submits to the District and the District’s plans going forward shall incorporate such Baseline Funding amounts recommended by the City.”
CITY FUNDING (cont.)

• Rolling ten year capital plans:
  – “annual reviews by the Oversight Committee shall form the basis for a rolling ten-year capital replacement and investment plan, which shall inform budget recommendations to be made by DPR, SDOT, and OWCP regarding capital replacements and investments for inclusion in the City’s five-year capital improvement program for the appropriate City department.”

• Friends opportunity to terminate Management Agreement if City funding not provided.
PHILANTHROPY

• Friends of Waterfront Seattle: $110 million commitment
• Surpassed $25 million goal: $32 million committed to date
• Commits Friends to finance contributions if necessary
• Friends to provide a Fundraising Plan by March 31, 2019
• Establishes a contribution schedule to ensure funds are available consistent with City’s construction cash flow needs
FRIENDS/CITY PARTNERSHIP
FRIENDS/CITY PARTNERSHIP

• Consistent, dedicated Parks team created to provide long-term, quality maintenance

• City delegates non-First Amendment permitting and concessions to Friends (similar to Westlake and Occidental)

• Friends provides programming (music, games, concerts), safety and outreach services, community partnerships

• All revenue generated by Friends in Waterfront parks and public spaces is reinvested in the same spaces

• Annual reporting
PUBLIC BENEFITS

• Cultural, educational and recreational programming
  – Free and open to the public: for many ages and demographics
  – Regular programming of different scales

• Engagement and Inclusion Plan
  – Intended WMBE targets and outcomes
  – Recruitment of underserved communities for vendor opportunities
  – Programming is reflective of and marketed towards underserved communities
  – Outreach to vulnerable communities

• Publicly accessible bathrooms
AREA TO BE COVERED BY MANAGEMENT PARTNERSHIPS

PILOT AGREEMENT (2019 - 2021)
1 Pier 62 and Floating Dock

MANAGEMENT AGREEMENT (2021)
1 Pier 62 and Floating Dock
2 Pier 58/Waterfront Park
3 Alaskan Way East and Union Street
4 Park Promenade
5 Railroad Way

OVERLOOK WALK AGREEMENT (TBD)
6 Overlook Walk
MANAGEMENT AGREEMENT READINESS
(PRESUMPTION NOT AN ENTITLEMENT)

• City/Oversight Committee assess Friends’ readiness to assume broader responsibilities:
  1. Successful management of Pier 62 under Friends’ two-year pilot agreement with the City;
  2. Financial stability, including reasonably sufficient and funded operating reserves;
  3. Overall operating and capital budgets reasonably acceptable to the City;
  4. Staffing plans, including appropriately credentialed and experienced leadership and management personnel;
  5. Successful relationships with the Office of the Waterfront and Civic Projects (OWCP), DPR, SDOT, the Oversight Committee and relevant third-party stakeholders including the Downtown Seattle Association/Metropolitan Improvement District (DSA/MID), the Pike Place Market Preservation & Development Authority (PPMPDA), the Alliance for Pioneer Square, the Seattle Historic Waterfront Association and the Seattle Aquarium Association (SEAS); and
  6. Successful adoption of labor harmony protocols and implementation of area standard wages and benefits.

If the assessment of readiness is positive or any shortcomings can be addressed in a Management Agreement, the City shall negotiate a Management Agreement with such prospective Operating Partner.

• Management Agreement requires City Council approval.
PIER 62 TWO-YEAR PILOT

• Pier 62 projected to open by end of 2019
• City staff and Friends will present pilot agreement to Council committee for review prior to execution
• Performance on pilot will inform long-term management agreement to be reviewed and approved by Council for Waterfront parks and public spaces
• Parks providing maintenance out of existing resources until long-term management agreement in place
PIERS 62/63 PILOT

- Less than two-year term.
- Test Drive for Eligibility for Management Agreement for whole Park.

Annual Reporting:

1. A summary of programs and activities;
2. Detailed revenue, costs and expenditures, and budgetary forecasts;
3. Participation by underserved communities;
4. Community surveys or other feedback tools;
5. Measurements to indicate the levels of participation in events and activities;
6. Conformance with the Performance Standard, once in place;
7. Intended targets for Women- and Minority-Owned Business Enterprises (WMBE) contracts, vendors, and concessions, as well as including actual outcomes regarding those targets; and
8. A summary of implementation of labor harmony protocols.
OPERATING BUDGET

• Two-year pilot agreement (Seattle Park District)
  – 2019: $310K
  – 2020: $315K

• Anticipated budget sources for long-term management agreement in 2023 ($4.8M)
  – Seattle Park District ($4.2M)
  – Baseline Parks funding for Waterfront Park and Pier 62 ($100K)
  – Commercial Parking Tax for roadway infrastructure ($500K)

• Friends commits to $1-1.5M annually for programming and activation
OVERSIGHT COMMITTEE

• 19 Committee members:
  – 14 Mayor/Council appointed members:
    • At-large (6)
    • LID tenant/owner (8)
  – 5 dedicated non-profits with public space management expertise: PPMPDA; DSA/MID; Historic Waterfront Association; Alliance for Pioneer Square; SEAS

• Advises on waterfront park operations, maintenance, safety, cultural and recreational programming
• Identifies “performance standard” in coordination with Friends and City
  – Based on 2018 O&M analysis and national best practices
• Provides annual report to Mayor and Council
• Both “Operating Partner” and City Departments.
• Performance Standard:
  1. “[r]eviewing DPR and the Operating Partner’s performance annually and as otherwise provided under this Ordinance. At a minimum, the Performance Standard shall be consistent with the standard of care established in the ETM Report and shall incorporate the Parks Regulations. The Performance Standard shall also be informed by best practices of national and local park assets recognized for their operations and maintenance excellence (including Highline Park and Bryant Park in New York and Millennium Park in Chicago), DPR’s existing Park Inspection Program, the experience of the Operating Partner and DPR during the Pilot Agreement, and shall be used as the basis for ongoing evaluation by the Oversight Committee of the operating performance of DPR and the Operating Partner. The metrics in the Performance Standard shall include:
     a. Levels of accessibility and use by communities from across the city;
     b. Measurements of public satisfaction and perception, including public surveys and park utilization metrics such as male-female ratios;
c. Criteria for the cleanliness, safety, and repair of assets;
d. Public safety and security indicators that include, but are not limited to, incident reports and Security Events, and the timeliness of the City in addressing Park Regulations violations;
e. Levels of social service outreach training provided to Waterfront Park and Public Space employees and successful relationships with relevant social service and programs;
f. Types and frequency of events;
g. Successful relationships with relevant third-party stakeholders including community and neighborhood organizations from across the City, DSA/MID, PPMPDA, SEAS, and SDOT;
h. The provision of public benefits by the Operating Partner consistent with the Management Agreement;
i. The timeliness with which any violations of Park Regulations are resolved; and
j. Such other criteria as the Oversight Committee may recommend (initially and over time) in consultation with the OWCP or its successor, the Operating Partner and DPR.

The Performance Standard shall be established by the City in consultation with the Oversight Committee no later than the completion and submission of the Management Agreement to the City Council for its review and approval.”

• Annual safety and security reporting and evaluation.
• Reports to Mayor and City Council.
• Corrective action, as needed.
<table>
<thead>
<tr>
<th>Prop #</th>
<th>Author</th>
<th>Representing</th>
<th>Affecting</th>
<th>Proposal</th>
<th>Staff Rec</th>
<th>Rationale</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Shari Druckman-Roberts</td>
<td>Craftspeople</td>
<td>Craftspeople</td>
<td>Proposes that attendance requirements are suspended when the temperature drops below 32 degrees fahrenheit and rises above 90 degrees fahrenheit.</td>
<td>Oppose</td>
<td>Status Quo seems to be working, and the proposed criteria seem too specific and limited to be useful. In recent snow conditions, attendance requirements were suspended. Staff take multiple factors into consideration when weighing a Market wide suspension of attendance requirements. Staff operate with a general policy of, &quot;If you can't safely travel to or work in the market, contact staff to be excused.&quot; This was heavily emphasized during the intense wildfire smoke of summer, 2108.</td>
<td>1 comment opposed, 3 comments in support, 1 mixed.</td>
</tr>
<tr>
<td>2</td>
<td>Jonathan Berner</td>
<td>Craftspeople</td>
<td>Craftspeople</td>
<td>Proposes increasing the # times per year for those reaching 1-year mark on Off Season can elect to advance to regular list, from Jan. 1 to quarterly.</td>
<td>Support in modified form.</td>
<td>Staff support offering advancement opportunities semi-annually, whereas quarterly adjustments of the list would be too frequent.  (See page 34)</td>
<td>1 comment in support, 1 opposed.</td>
</tr>
<tr>
<td>3</td>
<td>PDA Staff</td>
<td>PDA</td>
<td>Craftspeople</td>
<td>Updates to Off Season Craft List rules addressing consistency and issues from previous years' Off Season rule changes.</td>
<td>Staff support their own proposal</td>
<td>(See pages 15 &amp; 34)</td>
<td>1 comment in support.</td>
</tr>
<tr>
<td>4</td>
<td>Ryan Sanderson</td>
<td>Craftspeople</td>
<td>Craftspeople</td>
<td>Proposes that Sundays count towards working on a Saturday for craftspeople who work all the days themselves.</td>
<td>Oppose.</td>
<td>Staff do not support further reduction of current attendance requirements. Please see attached &quot;Statement from PDA Staff RE. 2019-20 Daystall Rules Review proposals &quot;</td>
<td>9 comments in support, 2 opposed.</td>
</tr>
<tr>
<td>5</td>
<td>Vickie Clark</td>
<td>Craftspeople</td>
<td>Craftspeople</td>
<td>Proposes that Sunday attendance should count as one of the two days needed to work Saturdays.</td>
<td>Oppose.</td>
<td></td>
<td>9 comments in support, 1 opposed.</td>
</tr>
<tr>
<td>6</td>
<td>Barbara Matteson</td>
<td>Craftspeople</td>
<td>Craftspeople</td>
<td>Proposes that Sunday attendance should count as one of the two days needed to work Saturdays.</td>
<td>Oppose.</td>
<td></td>
<td>10 comments in support, 1 opposed.</td>
</tr>
<tr>
<td>No.</td>
<td>Author</td>
<td>Group</td>
<td>Proposal</td>
<td>Support/Oppose</td>
<td>Comment</td>
<td>Support/Oppose</td>
<td>Comments</td>
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</tr>
<tr>
<td>7</td>
<td>Barb Benning</td>
<td>Craftspeople</td>
<td>Proposes 1 day week attendance for vendors attaining 25 years of service.</td>
<td>Oppose</td>
<td>Staff do not support further reduction of current attendance requirements. Please see statement...</td>
<td>Oppose</td>
<td>5</td>
</tr>
<tr>
<td>8</td>
<td>Barb Benning</td>
<td>Craftspeople</td>
<td>Proposes all accumulated vacation time be carried forward.</td>
<td>Oppose</td>
<td>Staff do not support further reduction of current attendance requirements. Please see statement...</td>
<td>Oppose</td>
<td>5</td>
</tr>
<tr>
<td>9</td>
<td>Barb Benning</td>
<td>Craftspeople</td>
<td>Proposes all federal holidays count as 1 day weeks for market community.</td>
<td>Oppose</td>
<td>Federal worker holidays are based on the assumption of 5 work days. Daystall attendance rules require a minimum 1-2 days. Federal workers also do not start the year with an automatic minimum of 8 weeks off. Additionally, many cushion holidays bring local families to the Market. Staff are hesitant to further relax long-standing attendance requirements intended to ensure a full Market for visitors.</td>
<td>Oppose</td>
<td>6</td>
</tr>
<tr>
<td>10</td>
<td>Barb Benning</td>
<td>Craftspeople</td>
<td>Proposes businesses be required to stay open until 4pm on Thursday from June-September.</td>
<td></td>
<td>Staff agree in principal that vendors will stay when sales warrant, and that change won’t impact Thursday attendance. In fact, Thursday attendance might increase. (See page 9)</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>11</td>
<td>Kathi Allen</td>
<td>Craftspeople</td>
<td>Proposes businesses be required to stay open until 4pm on Thursday from June-September.</td>
<td></td>
<td>Support.</td>
<td>Support</td>
<td>7</td>
</tr>
<tr>
<td>12</td>
<td>Kristin Schwartz</td>
<td>Craftspeople</td>
<td>Proposes businesses be required to stay open until 4pm on Thursday from June-September.</td>
<td></td>
<td>Support.</td>
<td>Support</td>
<td>7</td>
</tr>
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<tr>
<td>13</td>
<td>Shawn Bettinger</td>
<td>Craftspeople</td>
<td>Craftspeople</td>
<td>Proposes controls on samples of lotion, creams, balms, etc. with potential to damage neighbor’s products.</td>
<td>Support in modified form.</td>
<td>Staff feel this is a reasonable proposal, supporting careful management of possible damage while providing increased opportunity to personally engage with customers. (See page 10) Final Wording, to be placed as example under Non-Interference Clause: e. Providing product samples without direct visual and verbal control of the seller.</td>
<td>2 comments in support, 4 opposed.</td>
</tr>
<tr>
<td>14</td>
<td>PDA Staff</td>
<td>PDA</td>
<td>Farmers</td>
<td>Corrects Contextual Omission from a 2018 Rule Change RE. Morning Check In Time</td>
<td>Staff support their own proposal.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Kristeena and Ron Sabando</td>
<td>Craftspeople</td>
<td>Farmers &amp; Craftspeople</td>
<td>Proposes that all new vendors screened in be on a 1 year probationary period during vendor may be asked to leave with the option to reapply in one years time.</td>
<td>In instances where new vendors generate multiple, documented infractions of the rules in their first year, staff may opt to not renew their permits. (See page 34)</td>
<td>2 comments in support, 1 opposed.</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Rachael Jobe Cuba</td>
<td>Craftspeople</td>
<td>Farmers &amp; Craftspeople</td>
<td>Proposes that all new vendors screened in be on a 1 year probationary period during vendor may be asked to leave with the option to reapply in one years time.</td>
<td></td>
<td>2 comments in support, 1 opposed.</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Peter Schaible</td>
<td>Craftspeople</td>
<td>Farmers &amp; Craftspeople</td>
<td>Proposes selective applications of penalties in circumstances of violation in which the penalty may be applied to specifically the offending member of a joint permit.</td>
<td>Oppose.</td>
<td>Current rules are flexible enough to address this sort of issue.</td>
<td>1 comment in support, 1 comment mixed.</td>
</tr>
<tr>
<td>18</td>
<td>PDA Staff</td>
<td>PDA</td>
<td>Farmers &amp; Craftspeople</td>
<td>Proposes insertion of graphic map illustrating Hildt-Licata designated Farm- and Craft-Prefered Tables</td>
<td>Staff support their own proposal.</td>
<td>See graphic in rules draft</td>
<td>1 comment in support.</td>
</tr>
<tr>
<td>No.</td>
<td>Group</td>
<td>Proposal Details</td>
<td>Staff Response</td>
<td>Comments</td>
<td></td>
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<tr>
<td>19</td>
<td>PDA Staff</td>
<td><strong>Farmers &amp; Craftspeople</strong> Proposes 1 year, limited trial of New Craft Category allowing Artisanal Food Products</td>
<td>Staff withdraw their own proposal</td>
<td>8 comments opposed, 3 mixed, 1 in support.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>PDA Staff</td>
<td><strong>Farmers &amp; Craftspeople</strong> Proposes Annual 3% table rent increase</td>
<td>Staff support their own proposal.</td>
<td>2 comments opposed, 1 mixed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Brian Sweed</td>
<td><strong>Buskers</strong> Proposes that electric music be allowed, but may be heard no further than 4 feet from the performer</td>
<td>Oppose Rule not consistent with Historic Commission guidelines, which supersede Daystall Rules.</td>
<td>3 comments opposed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>PDA Staff</td>
<td><strong>Buskers</strong> Proposes that Non-Interference Clause apply to Buskers</td>
<td>Staff support their own proposal.</td>
<td>1 comment in support.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>PDA Staff</td>
<td><strong>Buskers</strong> Proposes Limits on Performance Duration for Cave Spot</td>
<td>Staff support their own proposal.</td>
<td>1 comment in support.</td>
<td></td>
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Excerpts showing rules changes in context, illustrated by markup; 3/12/2019
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I. RULES COMMON TO ALL DAYSTALL TENANTS

A. Mission Statement

The purpose of the Pike Place Market’s Daystalls are to uphold the Market’s founding tradition of “Meet the Producer” by providing both farmers and craftspeople an opportunity to sell farm-produced or handmade items directly to the consumer; to provide a wide variety of farm products and handmade arts and crafts for shoppers; and to provide direct marketing opportunities for new farmers and craftspeople to pursue their livelihoods. Both farm and craft businesses are an integral part of the Market’s overall economic and social communities.

Daystall management policies are intended to provide a framework for achieving these purposes; to foster an environment where individual farmers, artists and craftspeople can succeed economically; to provide equitable business opportunities; and to maintain a diverse mix of products offered for sale by producers.

The Rules and Regulations necessarily refer to the use of Marketmaster discretion in the interpretation and application of rules and direction of Daystall operations. Under the agreement between the PDA and the City of Seattle for the operation of the Daystalls, the authority for use of this discretion lies with the PDA Executive Director. The Executive Director authorizes the Daystall Management and acting daily Marketmasters to exercise such discretion in the course of daily administrative duties. Discretion shall be exercised in a manner designed to fulfill the intent of these rules.

Farmers are given the highest priority for use of the Market’s Daystalls, providing an opportunity for growers to market directly to the consumer; the sale of food and fresh farm products receives the greatest emphasis. Daystall Rules reflect this use priority, recognize the different needs and nature of farm businesses, and provide guidelines for the continued operation of the Daystalls as a farmers’ market.

The PDA acknowledges the rightful and permanent position of handmade arts and crafts as an integral use of the Market’s Daystalls. The Daystall Rules seek to encourage successful crafts businesses, promote a unique, diverse mix of handmade products, maintain standards of artistic involvement by the producer, as well as to provide opportunities for incubation of new crafts businesses on the Daystalls.

Performing artists add to the festive character of the Market and contribute to a unique shopping opportunity for Market customers. The PDA’s mission with regard to performers is to maintain location limitations within the Market where performing artists may entertain Market shoppers in a fashion consistent with and complimentary to the needs of the Market’s commercial business activities and Market residents, while maintaining safety and public access to market businesses.

B. Definitions

These definitions apply to terms used within these Rules and Regulations. For example, when the term “farmer” is used, it refers to a Market farmer who meets the terms of the definition below.

1. Daystall
   a. “Daystall” means any space, booth, stand, table, box, shelf, or other device rented by the day from the Authority for the purpose of selling or offering for sale any article or service in the Market. Two Daystalls assigned to a farmer shall constitute a standard Farm Table; one Daystall assigned to an artist or craftsperon shall constitute a standard Craft Table.
   b. All Daystall space in the Market other than on the Desimone Bridge, the west side of the Market arcade north of the Desimone Bridge and the slabs between the arcade and Virginia Street shall be farm priority tables where farmers selling permitted farm products have first
priority. Farmers may also sell supplemental farm products subject to restrictions on the
time and the amount established by the rules and regulations of the Authority. In
establishing such restrictions, the Authority shall take into consideration traditional
practices and the traditional distinction between the growing season and the off-season.
c. All Daystall space in the Market on the Desimone Bridge, on the west side of the arcade
north of the Desimone Bridge and outside slabs between the arcade and Virginia Street shall
be craft priority tables where Artists and craftspersons selling permitted merchandise and
grandfathered vendors selling the merchandise set forth, as defined in the Hildt-Licata
Agreement in Appendix A shall be given first priority for space. See Appendix B.
d. Artists, craftspersons and grandfathered vendors shall have second priority for selection of
space on farm priority tables; farmers shall have second priority for selection of space on
craft priority tables.
e. Table Size and Area: Permanently constructed Daystalls shall be of approximately uniform
frontage taking account of architectural features. Each Daystall shall have frontage on the
Arcade of at least four feet. A Daystall may exceed this size by as much as one and one-half
feet if the Marketmaster determines that this extra space is required because of the
placement of columns or other architectural barriers.
f. The Marketmaster shall clearly mark the dividing lines between Daystalls. If the
Marketmaster determines that it is in the best interest of the vendors and the public, he or
she may create additional, temporary Daystall space on property owned or managed by the
PDA or on other overflow locations as designated by the PDA with the prior approval of the
MHC. Such temporary space will provide approximately the same amount of selling space
to the vendor, but the vendor may be required to provide his or her own structure from
which to display and sell permitted merchandise.
g. “Marketmaster Discretion” allows that the Marketmaster may make judgments or issue
directives that honor the intents of the Daystall rules on infrequent instances when a
situation is either not directly addressed in the rules or the application of a rule is judged to
be significantly in conflict with the intent of the rules.

2. Fresh Produce
Fresh Produce means permitted farm products that are edible, freshly harvested, and perishable
in a short time period once offered for sale, and sold in raw, not processed, form - especially
fruits and/or vegetables.

3. Marketmaster
The Executive Director and/or his/her designee.

4. Permit Holder
a. Farmer
1) A farmer is a person who makes or intends to make a substantial portion of his or her
income from producing permitted farm products, and whose primary goal is to make a
living from farming. A farmer must have ownership or leasehold rights to the land being
farmed during the entire growing season (April 19 through October 14), or must have
use rights pursuant to the government-sponsored or non-profit training program whose
purpose is to aid farmers in full-time farming endeavors. The farmer must also possess
all required Permits and/or licenses.
2) The “farmer” on a permit may include family members as provided in Section II.A.1.b.7) of these rules. A “farmer” may consist of a corporation, partnership or joint permit, provided that the person holding the largest number of shares in the corporation meets any applicable attendance requirements for farmers.

3) Rule Intent and Application: The definition of “farmer” is designed to encourage a wide variety of growers/ producers to sell directly to the consumer at the Market as a means to support and build his or her farming business. The Market farmer is not a hobbyist or backyard grower who wishes to sell in the Market as a sideline or means of supplementing his or her primary source of income. While no single standard to differentiate qualified Market farmers will apply to all cases, the PDA staff will consider the farmer’s gross income from farming, acreage or appropriate measure of space and equipment for conducting their farm business, and requirement for different types of farm businesses in issuing farmer permits. The Marketmaster may also request the assistance and advice of existing Market farmer and other farm experts in evaluating permit applications.

b. Artist/Craftsperson

1) An artist or craftsperson is an arts/crafts permit holder who produces individually handcrafted items in accordance with the definition of and standards for permitted merchandise. An artist/craftsperson is intimately involved in the design and production of the items specified on his or her arts/crafts permit.

2) Permitted Merchandise: An item of permitted merchandise must be a handmade article which results from the combining of a variety of materials, creative energy and skill. Within each category of handmade articles, the requirements for “handmade” will vary. Accordingly, the requirements for “permitted merchandise” are further set forth below, in the section entitled “Standards for Permitted Merchandise.”

3) Agent: An agent is an individual employed by an arts/crafts permit holder for the express purpose of selling the permit holder’s permitted merchandise at the Market. Agents are regulated by the specific rules within the section entitled “Use of Agents,” Section I.G.

4) Assistant: An assistant is an individual employed by the permit holder to assist the permit holder in making permitted merchandise. An assistant must work under the direct supervision of the permit holder. Use of assistants is regulated by the specific rules within the section entitled “Use of Assistant,” III.C.

5) Arts/Crafts Seniority List: The Arts/Crafts Seniority List defines the order of seniority for arts/crafts permit holders. Those permit holders selling in the Market the longest have the lowest numbered (most desirable) positions on the Seniority List. The Marketmaster shall revise the Seniority List periodically to reflect changes in the permit holders selling at the Market. The Seniority list will be used in making Daystall assignments to all arts/crafts permit holders, as specified below in the section entitled “Table Assignment Procedures for Arts and Crafts,” III.F.

c. Performer

1) Performer means any person or group of persons who plays musical instruments, sings, dances, speaks or otherwise provides entertainment in the Market other than in space leased to merchants, when donations are sought or received for such performances. Commercial vending of products is not considered a “performance” and as such vendors do not qualify as “performers” under these rules and regulations.
2) Performers may receive donations and recordings by musicians can be available for sale; however, performers are prohibited from active solicitation of donations and from active sale of any product associated with the performance.

5. Seniority

Seniority means the number of years a farmer or craftsperson has maintained a permit to sell in the Market and the frequency of attendance of the permit holder, as further defined in the Daystall Rules and Regulations. Seniority is an administrative tool used in the assignment of Daystall space and the calculation of seniority may differ by priority group. Seniority shall not confer a guarantee of space or specific Daystall location to the permit holder. Seniority shall rest with the permit holder based on compliance with rules and regulations as such, may not be assigned, shared or transferred other than as permitted in the Daystall Rules and Regulations.

6. Week

Week for the purpose of determining seniority means the seven-day period that begins with Sundays and ends with Saturdays.

C. Rates & Fees

1. Permits
   a. Farmers $35 annual permit
      This is paid with permit application.
   b. Crafts $35 annual permit-due March 1st of each year.
      $35 off-season permit-due January 2nd of each year.
   c. Performer $30 annual permit.

2. Rental Rates for Day Tables

<table>
<thead>
<tr>
<th>Monday – Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Off-Peak Rates (January-March)</td>
<td>$7.3153</td>
<td>$16.3988</td>
<td>$24.1587</td>
</tr>
<tr>
<td>b. Shoulder Season Rates (April-May) &amp; (October-December)</td>
<td>$13.0039</td>
<td>$25.0479</td>
<td>$36.34743</td>
</tr>
<tr>
<td>c. Peak Season Rates (June-September)</td>
<td>$14.1153</td>
<td>$33.34.53</td>
<td>$30.1540.32</td>
</tr>
</tbody>
</table>

3. Other Fees
   a. Returned check fee $25.00 for each instance plus bank charges.

4. Change in Rates and Fees
   a. Rental rates are subject to change annually effective April 1st of each year.
   b. Permit fees may be adjusted annually effective January 1st of each year.
c. Payment of all rates, fees and permits is required as a condition of operation of permit.

5. Payments

a. Payment of all daily rental fees, monthly locker or cooler rent, and any other incidental fees incurred, will be due by the 20th day of the month for the prior month. A statement of charges will be mailed to all permit holders by the 5th day of each month, for the prior month’s activity. Accordingly, if any installment of rent or any other sum due from permit holder shall not be received by the PDA or PDA’s designee by the end of business hours on the 24th day of the month, then that amount is past due and the permit holder shall pay to the PDA a late charge of 25.00. (Note that since these are daily charges, the period covered by the bill will be from the 1st of the previous month to the 31st of the previous month.)

i. The permit holder will not be assigned a table if payment is not received by the 5th of the month following the billing. In order to be eligible for table assignment all current charges must be paid. The permit will be considered abandoned if full payment has not been made in 60 days after becoming past due. Appropriate written notification warning of pending abandonment status will be delivered to permit holder(s).

ii. Tenants who are past due to the point of being ineligible for set up 3 times in any 12-month period, may be placed on a mandatory structured payment plan at the discretion of the Marketmaster.

b. Fee Payment Procedures: Check or money order payments may be made during PDA office hours, 8:00 AM-5:00 PM, Monday - Friday, or via the U.S. Postal Service. Otherwise, cash payments will be accepted Monday - Friday during the hours that the cashier window operates. Payments by card will include a 5% administrative fee.

c. Rule Intent: This rule is intended to encourage craft business success and independence, and to discourage chronic late payments and business failure. Daystall staff will work with tenants to set up payment plans in cases of extreme hardship.

D. Operating Rules

1. Display Standards

a. Visibility: Table displays must be assembled in a manner which allows clear visible access to adjoining stalls. The Marketmaster will keep posted a list of specific guidelines for commonly occurring general display issues. Permit holders may submit written requests for revisions of these guidelines for review by the Marketmaster. In general, displays may not exceed a height of twelve inches in front, except where the item being displayed exceeds those dimensions. In all cases, the Marketmaster may use his or her discretion in allowing higher displays where such displays will not obscure surrounding merchandise or interfere with adjoining stalls.

b. Temporary Display: Daystall users may affix temporary display structures to the lighting superstructure above the Daystalls if the temporary display:

1) Is completely removed at the end of the day;
2) Does not obscure surrounding merchandise; and,
3) Does not weigh more than five (5) pounds (total weight of display plus products).

c. Table signs are permitted so long as they do not obscure adjoining stalls. If a sign is hung from the Daystall superstructure it will be considered a temporary display fixture and will be subject to the restrictions stated above.
d. Nails, thumb tacks, and screws may not be used to attach displays to Market property.

e. All tape must be completely removed at the end of the day.

g. Use of Utilities

1) **Electricity**: Electrical outlets or other sources of electricity near Daystalls may be used only with permission of the Marketmaster. The Marketmaster may deny such use if it results in excessive circuit loads and may also require an additional fee for such use. These outlets are intended for lighting fixtures, farmer scales and credit card machines only. Plug-ins may not exceed 300 watts per outlet. Heaters or fans are NOT permitted.

2) **Light fixtures**: Permit holders and their agents may not remove or replace any of the lights from any fixture in the area encompassed by Market Daystall tables (the 2nd and 3rd sections, the Dry and Wet Sides of the North Arcade, the Desimone Bridge, the Inside Slabs and the Dog Leg).

3) **Phone Outlets**: The phone jacks behind Market day tables are for credit card purchase verifications and 911 emergencies only.

h. The Marketmaster may, in his or her discretion, require removal of a display or a temporary display structure.

j. All vendors erecting canopies or umbrellas must securely anchor each canopy leg or umbrella with no less than 24 pounds.

k. Due to limited space behind the tables, when both adjoining tables are occupied the vendor on table 23 on the Bridge will sell in front of the table.

2. Sanitation Requirements

a. **Applicable Laws and Ordinances**: All places where food is stored, sold, or handled in the Market shall be constructed, maintained and operated in a sanitary manner in accordance with the requirements of all applicable state laws, city ordinances, and Rules and Regulations of the Authority.

b. **Cleanliness**: Daystall tenants shall keep the premises in a neat, clean and sanitary condition.

3. Conduct of Business

a. Business Hours

1) Opening Times:

   Farmers are required to set up on Market Daystalls by 9:00 am May through December or 9:30 am January through April, (except Saturday which will remain at 9:00 am), or they will forfeit their space. If a farmer has reserved space to sell for the day, they are required to establish a visible presence at their table or have called the Marketmaster cell phone by 8:00 am May through December or 8:30 am January through April (Except Saturday which will remain at 8:00 am). All craftspeople must be set up at their tables by 11:00 AM or forfeit their space. At that time, unused space reverts back to the PDA and can be reassigned by the Marketmaster.

2) Closing Times:

   Farmers are required to be open for business until at least 4:00 PM or until product is sold out. Craftspeople are required to be open for business at least until 4:00 PM each day.

   All vendors are to complete business and clear their area for daily clean up by building staff no later than 6:00 PM.
3) Summer Season Closing Times:

During the months of June, July, August, and September, all vendors are to complete business and clear their area for daily clean up by building staff no later than 7:00 PM. On Thursdays, Fridays and Saturday of these months, craft businesses shall remain open for business until at least 5:00 PM.

b. Roll call shall be held every day on which the Market is open, at the north end of the North Arcade.

From January 1 through April 30, roll call will be held at:

9:30 AM on Sundays and weekdays, and
9:00 AM on Saturdays.

From May 1 through December 31, roll call will be held at:

9:00 AM every day.

c. All Daystall tenants must dismantle their displays without interfering with normal lock-up and cleaning procedures (6:00 PM October - May; 7:00 PM June - September).

d. Standards for Behavior

These standards apply to craftspeople, farmers and agents. Behavior standards for performers are included in Section V. Specific Requirements for Performers.

1) All Daystall tenants are expected to treat others in the Market in a civil and respectful manner. No Daystall tenant or his/her agent shall treat any person in a manner that is demeaning, rough, menacing, vulgar, profane or abusive, or in a manner that involves discrimination or harassment based on race, ethnicity, gender, sexual orientation, age, disability or national origin.

a. RE. Sexual Harassment: Daystall permit holders and their representatives shall not harass any person in the Market because of that person’s sex. Harassment can include “sexual harassment” or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

b. Although this rule doesn’t prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment shall not be tolerated when it is so frequent or severe that it creates a hostile or offensive work environment in the Daystalls.

2) Babies and children are permitted behind Daystalls while their parents sell as long as they do not create a nuisance or disturbance to others.

3) No animals are allowed behind Daystalls.

4) Trading of assigned tables must be approved by the Marketmaster.

5) No Daystall tenant or his/her agent shall smoke in covered arcades or drink alcoholic beverages behind the Daystalls. Permit holders and their agents may not smoke within 25 feet of an open Daystall business or the roll call board.

6) No Daystall permit holder, agent or performer shall be under the influence of illegal drugs or alcohol while selling or performing at the Market.

7) The Marketmaster may do all things necessary and proper to enforce and carry out these Rules and Regulations.

8) Permit holders and their representatives are expected to immediately comply with requests of the Marketmaster and Market Security.
1. **Non-Interference Clause**: Displays, demonstration of goods, marketing techniques, and any other actions or behaviors of the permit holder or their representative(s) must be conducted in such a way as to not interfere with the normal conduct of business at adjoining or nearby stalls, or Market operations. This clause also requires proper storage of belongings and bins (as specified by the Marketmaster) and the cooperation with Market staff needing access for the conduction of maintenance. Sales practices shall not disrupt neighboring businesses. Examples of situations when the Marketmaster may require someone to stop a disruptive sales practice:

a. Calling aloud to passers-by who have not yet expressed interest in vendor’s goods.

b. Advertising or attempting to sell goods in the common area rather than from behind the day table.

c. Violation of display guidelines.

d. Disruptive table-side production.

d.e. Providing product samples without direct visual and verbal control of the seller.

10) Daystall permit holders or agents must treat Market facilities with care and respect. Individuals causing damage to PDA facilities are subject to violation and fine for cost of repair.

e. **Customer Service Standards**

1) All food offered or sold to the public in the Market must be safe, wholesome and from approved sources in accordance with the provisions of Ordinance 117001 and other applicable laws and regulations, as now or hereafter amended. It is not permitted to sell or offer for sale anything that is of a filthy, unwholesome or deleterious nature; or, to resort to trickery, concealment, artifice, or untruth for the purpose of concealing or misrepresenting, or to conceal or misrepresent the true quality, size, weight, number, volume, or value of produce, goods, wares, or merchandise sold or offered for sale; or, to resort to any unfair dealing or to cheat any person in any manner whatsoever.

2) No permit-holder may hold a “going out of business sale” without providing the Marketmaster with prior notice of his/her intent to leave the Market and abandon his/her permit and accrued seniority within 30 days.

3) All products offered for sale must be safe, have a decent life expectancy and exhibit quality of construction.

4) All customers are to be treated with courtesy and respect.

5) Vendors are encouraged to display prices of products offered for sale.

6) Vendors shall have written refund and exchange policies at their day table.

7) Vendors shall provide a receipt to customers on request.

8) Customer complaints that cannot be resolved amicably on-site shall be immediately referred to the Marketmaster office for handling.

9) Crafts vendors or their agents are required to have the permit holder’s business cards or the equivalent, including the permit holder’s phone number, posted in a place where the customer can see it.
10) Farmers or their agents are required to have a sign showing their name and/or the
    name of their farm and their farm’s location, specifying city and state, posted in a place
    where the customer can see it.

11) Farmers must locate their scales in a manner so that the customer not only has a clear
    view of the scale but can also see the measure and price registered on the scale.

f. Violation of Federal, State, and Local Laws and Ordinances: No Daystall tenant shall conduct
    Market-related business in violation of any city ordinance or state law, including those
    related to consumer protection or public health and safety.

g. Non-Transferability: No Daystall permit or seniority position may be sold, traded, bartered
    or otherwise exchanged. Daystall permits are not considered to be property and are
    absolutely non-transferable. A Daystall tenant cannot own or operate a commercial
    business leasing space within the Market Historical District.

E. Permit Holder Attendance Requirements

1. Minimum Permit Holder Attendance Requirements
   a. Farmers: Any farmer employing an agent must sell in person at his or her rented Daystall at
      least one day in any week in which the agent sells for that farmer at the Market. The person
      selling as the farmer must be either the permit holder, an immediate family member or
      anyone actively involved in the cultivation of the farm.

   b. Crafts: In order to maintain a position on the seniority list, a permit holder (or his/her
      designated agent) must sell at the Market a minimum of two days each week. If on a
      Sunday, Monday, Tuesday or Wednesday a permit holder attends roll call and all permanent
      Daystall space and outdoor slabs have been assigned, the permit holder has the option of
      not setting up to sell and that day will count toward the two day attendance requirement,
      provided that the permit holder receives written verification from the Marketmaster at the
      end of roll call.

      1) In addition, the permit holder answering roll call in person may not employ an agent on
         one of these days and must spend his or her time actually selling at the Daystall and
         meeting the customer.

      2) Each member of a joint permit must fulfill these same requirements at least one day
         every two weeks.

      3) In order to sell on a Saturday, a permit holder or off season permit holder (or his/her
         designated agent), must sell at the Market a minimum of two weekdays preceding the
         Saturday on which he/she wishes to sell each week.

      4) Permit holders receive eight (8) weeks of vacation time per calendar year. During a
         week of a permit holder vacation, a permit holder may elect to work one weekday to
         qualify to sell on that Saturday, if he or she is not using an agent to sell for them
         Monday through Saturday during that week (agent may sell on Sunday).

         After a permit reaches a tenure of 20 years, an additional week of vacation will be
         earned each year. After 25 years, a second additional week of vacation will be earned
         each year.

      5) Art/craft permit holders can carry over up to, but no more than, eight (8) weeks of
         vacation time into the New Year.

      6) A crafts permit holder will be designated a Senior Crafts Permit Holder on their 30th
         anniversary date of selling at Pike Place Market. A Senior Crafts Permit Holder will only
be required to sell at the Market one (1) day a week to maintain their position on the seniority list. They will still be required to sell at the Market a minimum of two (2) weekdays to sell on a Saturday.

7) A permit holder may generate an additional vacation week by operating their business a consecutive Monday, Tuesday, Wednesday block in a week during the months of January, February, or March. This week must include at least one day of attendance for the permit holder. Up to two such vacation weeks may be created in a given calendar year.

8) Recognized holidays for the Daystall Community will be Thanksgiving Day, Christmas Day, New Year’s Day, Memorial Day, the 4th of July, and Labor Day. Those weeks will constitute a one (1) day attendance week for the permit holder and also will only require one (1) weekday to be allowed Saturday set up.

9) Permit holders who work 88 attendance days or more in a given calendar year will have an additional 2 vacation weeks added to their total in the following year. (Intent: this rule serves as reward to permit holders who greatly exceed the minimum attendance requirement, providing the public with more opportunity to “Meet the Producer”.)

c. Attendance of Permit Holder: For the purposes of a) and b) above, attendance requirements for the week will have been met when the permit holder (either farmer or crafts):
   1) Is present at the time of table assignment that morning, and
   2) Is present and selling at his/her day table for a minimum of five (5) hours, and
   3) Is present while the booth/display is closed down at the end of the day.
   OR, if the permit holder is a farmer,
   4) Present and selling at his/her day table for a minimum of eight (8) hours, and is either present at the time of table assignment or when display is closed down at the end of the day.

d. Any variation from the above operation requirements must be approved in advance by the Marketmaster.

e. Sabbatical leave may be granted at the Marketmaster’s discretion. Sabbaticals are typically for twelve (12) months. Sabbaticals require a written request by the permit holder and written approval by the Marketmaster. The intent of a sabbatical is for further study of the permit holder’s art or craft. After 10 years of selling in the Market, craftspeople may request a one-time 12-month “Exit Leave”, which would preclude any additional Sabbatical or leave of absence. Permit holders shall not accrue seniority while on a leave of absence. Medical leaves of absence may be granted at the Market Master’s discretion for a period of time up to twelve (12) months. Medical leaves may be granted for serious illnesses or injuries which prevent permit holders from fulfilling their attendance requirements and require written documentation by a doctor attesting to the permit holder’s injury or illness. Permit holders requiring repeated or frequent excused absence from attendance for medical reasons may be required to review their attendance record with the Marketmaster and the outcome of this review will influence the Marketmaster’s decision regarding granting further medical leave.

Severe medical conditions requiring extended leave will be addressed on a case-by-case basis. Circumstantial factors will be weighed including severity of documented condition, tenure of the permit, and demonstrated effort of the tenant to meet their attendance requirements. Any person exceeding their approved leave of absence without prior written approval of the Marketmaster shall be considered to have abandoned their permit. Except in the case of approved extended medical leaves or extenuating circumstances, as
determined by the Marketmaster, no crafts permit holder shall accrue seniority while on a leave of absence.

f. Failure to meet the attendance requirements specified above without written verification of illness or other reasonable explanation is a violation.

g. If a permit holder is absent from the Market because of prolonged illness, the permit holder must present written verification of that illness within one week of his or her return to the Market.

h. Following a permit holder’s death, the permit holder’s families or dependents may continue to sell the permit holder’s inventory. This allowance would be made at the discretion of the Marketmaster for a period of up to three months within the first 4 months following the passing of the permit holder. The Marketmaster may require verification of the inventory prior to the period of selling as well as legal confirmation of the right to sell the work.

F. Table Assignment Procedures

The Marketmaster will assign table spaces each day according to these procedures. Individual farmers, artists, grandfathered vendors and craftspersons may rent one or more adjoining stalls as permitted by the Rules and Regulations of the Authority.

1. Standard Farm Table Assignment

   a. Unless otherwise provided by these rules, each farmer is assigned a standard space of two Daystalls. Farmers selling a diversity of fresh produce may be assigned three adjoining Daystalls, if surplus Daystalls for which farmers have first priority are available with all farmers assigned two Daystalls. During the Holiday season, farmers may be limited to less than two tables if, in the estimation of the Marketmaster, doing so would benefit the seller, community, and consumers without undue hardship on the farmer.

2. Assignment of Less Than Two Daystalls to Farmers

   a. Farmers selling only one type of item or selling products which require a limited amount of display space are encouraged to take only one table during the holiday season from Thanksgiving through December 31 in order to accommodate additional artists and craftspeople during busy times. During this time period the Marketmaster may require a farmer to take less than two Daystalls, if, in the Marketmaster’s estimation, doing so would benefit the seller community without undue hardship to the individual farmer. Guidelines for such decisions are further identified in Section II.D.

   b. In exercising Marketmaster discretion, the Marketmaster will consider the factors below.

3. Allocation of farm priority tables during the holiday season (Thanksgiving – New Years)

   On those days when combined demand for farm and craft Daystalls is expected to exceed capacity of interior spaces some farmers may be assigned less than two table spaces for the purpose of accommodating as many vendors inside as possible, while allowing as many farmers as possible to have standard two table selling space. The Marketmaster and his/her designee shall have the sole discretion in final table assignments, but shall seek to apply the following principles in addition to the farmer’s preference of table location:

   a. Larger spaces will generally be assigned to growers with multiple varieties of fresh fruits and vegetables.

   b. The Marketmaster will consider the functional facilities provided at each table in deciding where farmers can be best accommodated with reduced table space, (i.e. table depth, back area, back bench space in addition to table frontage).
c. Farmers selling multiple varieties of fresh products will generally receive more space than those selling only one crop.

d. If there is an abundance of a particular farm product at any given time, growers at that time may be required to take less space to ensure that a variety of foods are available for sale.

e. Processed food farmers selling on the dry side may be reduced to accommodate the maximum number of growers not needing tables with water.

f. Growers selling only non-edible items will receive the least consideration for allocation of a second table.

g. When practical, farmers will be asked if they wish to share space (i.e. 3 Daystalls for 2 farmers).

4. Assignment of Additional Farm Tables

a. Any farmer may be assigned a third table, restricted to the sale of a diverse selection of fresh produce. What constitutes a “diverse selection” will be determined by the Marketmaster. Prior to the Marketmaster’s assignment of a third inside table the Marketmaster shall estimate whether adverse weather conditions will make uncovered outside selling spaces unsuitable for Daystall operations. On days when this appears to be the case, the Marketmaster, in his/her discretion, may first limit the number of third tables allocated to farmers inside the arcade to those selling only a diversity of fresh produce; and, thereafter, may limit the number of third tables assigned inside the arcade, if necessary to provide selling space undercover for expected craft permit holders who are subject to attendance requirements.

b. Farmers who wish to sell a diversity of fresh produce in combination with other products will be able to sell from larger overflow spaces, separate from those provided for special events, promotions, and/or designated “farmers market” days, provided outside of the arcade. The Marketmaster shall use his/her discretion in determining if a farmer is providing adequate diversity of product to qualify for this extra space. Farmers selling in outside overflow spaces, separate from those provided for special events, promotions and/or “farmers market” day, are subject to the same product requirements as ordinary Daystalls.

Rule Intent: Table assignment procedures are designed to accommodate as many craftspeople and farmers as possible on any given day. In offering the farmers the potential to use a third table, the PDA seeks to maintain the historic availability of fresh produce on the Market farm tables. The Marketmaster is encouraged to offer as often as possible the use of a third table for the express purpose of continuing this tradition of fresh, edible produce. This opportunity is inclusive of those farmers selling two tables of fresh and/or dried flowers and who would like another table for the purpose of selling a diversity of fresh, edible produce.

f. After the farmer table assignments, arts/crafts permit holders shall have the opportunity to choose an additional Daystall from those which remain unassigned, according to procedures established by the Marketmaster, depending on the number of permit holders seeking additional tables, which remain unassigned at the end of roll call.

g. On days that a permitted Daystall business is selling in the Market, with a reasonable allowance for personal breaks, tables must be attended by a permit holder or agent.

G. Use of Agents
1. Farmer
   a. The Authority may require any permit holder desiring to have a representative agent at a Market stall to file with the Marketmaster a copy of the contractual agreement between the farmer and the agent.
   b. An agent may represent two permits on any given day. In order to qualify, farms cannot sell like products (ex. one agent cannot sell for two flower farms) and all attendance requirements for both farm permits must be met. Agents representing two farms will be granted three Daystalls, based on availability, and must obtain prior approval from the Marketmaster.
   c. Any farmer employing an agent must sell in person at his or her rented Daystall at least one day in any week in which the agent sells for that farmer at the Market.

2. Craftsperson
   a. An arts/crafts permit holder may employ an agent in order to sell his or her products.
   b. The permit holder may file in writing with the Marketmaster the name of any designated agent authorized to represent the permit holder.
   c. An agent may work for a permit holder during the permit holder’s absence, provided that the permit holder meets the requirements for selling a minimum number of weeks at the market as specified above.
   d. An agent may represent only one or two permit holders on any given day. If an agent represents two permit holders, the agent may choose two Daystalls when the second number is called.
   e. An agent may be allowed to work for a permit holder while the permit holder is on a documented medical leave of absence not to exceed nine weeks, provided that the Marketmaster receives documentation from a doctor stating the permit holder is able to continue to make his/her product but unable to work in the Market.
   f. A craft permit holder may serve simultaneously as his or her own vendor and as a sales agent for another permit holder year-round. In choosing table space, the seniority of the less senior permit holder shall be recognized. This rule shall have no effect on attendance rules for permit holders.
   g. During the off-season (January through April) off-season vendors may employ agents under the following conditions:
      1. The permitted off-season permit holder must sell in person one day of any given week that the off-season permit is operated. Any week this condition is not met, all points accrued for that week will be lost, and is a violation of the rules.

H. Administrative Guidelines Regarding Enforcement of Rules

1. Enforcement and Sanctions
   In cases where a rule violation has occurred or is occurring, it is the goal of PDA staff in enforcing Daystall Rules to achieve voluntary compliance by the tenant(s) upon request by the Marketmaster. In general, sanctions will be imposed only in cases where the tenant has not complied or the violation is recurring. Sanctions may be imposed by the Marketmaster, including remedial sanctions consisting of required reimbursement of the additional cost incurred by the PDA as a result of the violation, suspension or revocation of Daystall or performer permit, reflecting the severity of the violation, and record of past incidents. In the
event that sanction would result in loss of permit holder’s ability to sell at the Market, decision is subject to appeal according to the following procedures.

2. Suspension and Revocation of Daystall or Performance Permit

   a. Procedure: In making a finding that a permit holder has violated the terms of these rules and regulations, the Marketmaster shall comply with the following procedure:

      1) Notice of Grounds for Belief that Violation Has Occurred:

          When the Marketmaster has reasonable grounds to believe that a violation has occurred, he/she shall notify the permit holder in writing of the suspected violation. Such Notice shall specify the nature of the violation, the section of these Rules and Regulations that applies to the violation and the date or dates of the violation. To the extent that the Marketmaster is relying upon witnesses to the violation other than the Marketmaster, the Notice shall identify those witnesses.

          a) The Notice shall inform the permit holder that a finding of violation may result in suspension of the permit for a period of time as specified under Section I.H.2.b) or, if the violation is of a nature that may result in revocation of that permit, that a finding of violation is of a nature that my result in revocation of that permit. If the Marketmaster intends to consider prior findings of violation in setting the appropriate penalty, the Notice shall specify those prior findings of violation. The Notice shall inform the permit holder of the permit holder's right to a hearing before the Marketmaster in which the permit holder may present explanations, objections, or defenses.

          b) Notice shall be delivered to the permit holder or his/her agent if either is present at the Market. If deliver is to an agent, the Marketmaster shall also mail a copy to the permit holder at the address on file with the Marketmaster. If neither the permit holder nor his/her agent is at the market, the Marketmaster shall mail a copy of the Notice to the permit holder at the address on file with the Marketmaster.

      2) Hearing on Violation

          The permit holder shall have the right, within five (5) working days of delivery of the Notice to the permit holder, or within seven (7) working days of mailing if the Notice is mailed to the permit holder, to request a hearing before the Marketmaster. The hearing shall be held within three working days of the day the Marketmaster receives the request, and, to the extent practicable, shall be at a time agreed to between the Marketmaster and the permit holder.

          a) At the hearing, the Marketmaster shall set forth the basis for his/her belief that a violation has occurred. The Marketmaster is not required to present witnesses, but, rather, may relate what the Marketmaster has been told by witnesses and the Marketmaster’s understanding as to the basis for the witnesses’ statements. The permit holder shall be entitled to give explanations, objections, and defenses and, within the reasonable time limits set by the Marketmaster, shall be entitled to present witnesses.

      3) Decision

          Within two (2) working days of the hearing, or within ten (10) business days of mailing of the Notice of Violation if no hearing is requested, the Marketmaster shall make a written decision finding that a violation has or has not occurred and, if he/she finds that a violation has occurred, setting forth the penalty. The decision shall be personally delivered to the permit holder or his/her agent if either is present at the Market, and shall be mailed to the permit holder at the address on file with the PDA. On appeal, the
Marketmaster’s findings of fact will not be overturned unless they are unsupported by substantial evidence.

a) **Penalties**

1] **Warning:** The Marketmaster may issue a warning specifying the violation and the steps that should be taken to ensure that it does not reoccur and that appropriate limits on behavior are followed. The warning may include a requirement of certain special reporting requirements to allow the Marketmaster to ensure that the violation is not reoccurring.

2] Monetary sanctions may be assessed in cases where the nature of the violation results in increased costs of operation of the Daystalls. Such sanctions may initially be low (under $25.00) but can escalate in the case of frequent recurrence.

3] **Suspension:** For any violation of these Rules and Regulations, the Marketmaster may suspend the permit for a period of time. During the period of suspension, the permit holder may not work as a permit holder or as an agent for another permit holder. The suspension period shall not be considered an absence in determining the permit holders seniority and compliance with attendance requirements. 4] **Revocation of Permit Improperly Obtained:** The Marketmaster may revoke any permit secured by fraud, concealment or misrepresentation of fact.

5] **Other Ground for Revocation:** For any violation involving deceptive marketing, or for any violation of city ordinances or state law, or for any two violations of any type within a 12 month period (which two violations need not be of the same rule or regulation), the Marketmaster may revoke the permit. If the permit is revoked, the permit holder may not reapply for a permit for twelve (12) months after the revocation. A prior revocation or abandonment of permit may be taken into consideration when reviewing an application for return to the Market. Egregious instances of behavior toward others that are demeaning, rough, menacing, vulgar, profane or abusive, including discrimination or harassment based on race, ethnicity, gender, sexual orientation, age, disability or national origin, may also result in revocation if they are deemed by the Marketmaster to be especially malicious, injurious or disruptive to Market functions.

6] **Rule Intent and Application:** The sale and/or display of non-permitted merchandise is a deceptive marketing practice. The Marketmaster may assess a penalty of permit revocation if any Daystall tenant is found to be in violation of these rules due to sale of non-permitted merchandise.

7] The Marketmaster may require that suspected non-permitted merchandise be removed from displays pending re-inspection of the farm or studio. This will assist in making sure that all farmers sell only what he or she grows or produces on his or her land, and will insure that all craftspeople strictly adhere to Section VI. *Standards for Permitted Arts and Crafts Merchandise*.

8] **Effective Date of Decision:** Except as provided in Section I.H.3. **Suspension Pending Decision**, the decision of the Marketmaster shall be effective five working days after it is mailed to the permit holder.

3. **Suspension Pending Decision**
a. Where the Marketmaster determines, in his/her discretion, that the interests of the PDA or the public require suspension of a permit pending the decision set forth in Section 1.H.2.a.3.a) above, the Marketmaster may so require in the Notice of Violation. In such cases, however, the Marketmaster must attempt to telephone the permit holder if personal delivery of the Notice is not possible, and must make a hearing time available within one working day of the time requested by the permit holder.

b. In cases of suspension pending decision, the permit holder shall notify the Marketmaster where the permit holder can be reached by telephone and shall check with the Marketmaster each day following the hearing in order to determine the time and nature of the Marketmaster’s decision. In such cases, the decision (and any penalty) shall be effective as soon as the permit holder is verbally told of the Marketmaster’s decision. The Marketmaster’s decision shall be confirmed by a written notice mailed to the permit holder at the address on file with the Marketmaster.

4. Appeals Procedure

a. Any merchant or applicant for merchant space denied the opportunity to lease space or whose lease is canceled or revoked, and any person denied a Daystall or performance permit or whose Daystall or performance permit is suspended or revoked, and any person aggrieved by the Marketmaster’s allocation of spaces and times for performances or Daystall use may appeal such decision under the procedure set forth below. Each step in the appeal process must be taken in order for the appealing party (the “appellant”) to be entitled to go further in the process. Decisions suspending or limiting performance permits are stayed pending any appeal.

1) Appeal on Infractions:

   In cases involving a factual dispute (other than infractions related to non-payment of fees or NSF checks), the tenant may appeal the finding of the Marketmaster if he or she feels that the factual decision of the Marketmaster was not supported by substantial evidence or because the Marketmaster misinterpreted the meaning of the Rules and Regulations. In order to make such an appeal, the tenant must first pay any and all fee(s) currently due. Within two days after receiving written notification from the Marketmaster and after any fine(s) assessed have been paid in full, the tenant must submit a written statement to the Executive Director setting forth the facts in the dispute and any evidence to support his or her position. In all such cases, it is the sole responsibility of the tenant to prove that an erroneous determination has been made. The decision of the Executive Director in response to any appeal of this kind is final.

2) Appeal to the Executive Director:

   a) Within fourteen (14) days of the action from which the appellant wants to appeal, the appellant shall submit to the Executive Director a Statement of Appeal. The Statement of Appeal shall set forth:

      1] The action complained of;
      2] The reasons why the appellant believes the action should be changed, either because the factual decision of the Marketmaster was not supported by substantial evidence or because the Marketmaster misinterpreted the meaning of the Rules and Regulations;
      3] The facts supporting the appellant’s belief that the action should be changed, together with the names of any persons whom the appellant believes should be consulted in reviewing the action;
      4] The action that the appellant believes should be taken;
      5] Any request for action pending the hearing of the appeal; and
6] The appellant’s address to which decisions on the appeal should be mailed.

b) Within ten (10) working days of receiving the Statement of Appeal, the Executive Director shall make a decision in writing responding to the appeal and setting forth the decision of the Executive Director in response to the appeal.

c) The Executive Director may consult with persons other than the appellant, and may, in his/her discretion, allow the appellant to present witnesses at an informal hearing under rules and time limits to be set by the Executive Director.

d) At any time during the appeal process, the Executive Director may take any action otherwise within his/her authority to suspend or modify for the appeal period the decision being appealed. The determination whether to suspend or modify a decision pending appeal shall be in the sole discretion of the Executive Director.

3) Appeal to Committee of the Council

If the appellant is not satisfied with the decision of the Executive Director the appellant may appeal to the ad hoc “Appeals Committee” of the PDA Council within fourteen (14) days from the date of the Executive Director’s finding on the initial appeal. The composition of the Appeals Committee shall be as established from time to time by resolution of the PDA Council, but at all times shall consist of at least one member of the PDA Council.

a) At the discretion of the PDA Council, the Appeals Committee may include the Executive Director.

b) If the appellant appeals to the Appeals Committee, the appellant shall submit a Statement of Appeal in the form set forth in Section I.H.4.a.)2), and the Executive Director or his/her designee may submit a written response.

c) Within fourteen (14) days of receiving a Statement of Appeal, the Appeals Committee shall set a time for hearing of the appeal, which hearing date shall be within thirty (30) days of the time of receipt of the Statement of Appeal. The hearing will be open to the public.

d) At the public hearing, the appellant and the relevant PDA staff member shall present their positions and any witnesses they believe relevant. Unless otherwise ordered by the Appeals Committee, the appeal hearing shall be limited to one-half hour, with the appellant to take no more than twenty (20) minutes and the relevant PDA staff member to take no more than ten (10) minutes.

e) Within fourteen (14) days of the public hearing, the Appeals Committee shall issue a decision setting fourth:

1) The issue in the appeal;

2) The positions of the parties; and

3) The findings and recommendations of the Appeals Committee.

f) The findings and recommendations of the Appeals Committee shall be transmitted to the full PDA Council, and shall be considered by the PDA Council at its next regularly scheduled Council meeting occurring not less than fourteen (14) days after issuance of the Appeals Committee decision. If the appellant or the Executive Director wishes to submit comment on the Appeals Committee findings and recommendations to the full Council, he/she shall do so in writing not less than seven (7) days prior to the date of the council meeting at which the matter is to be considered.

g) The PDA Council will consider the appeal on the basis of the written submissions. No testimony will be allowed at the PDA Council meeting unless specifically
requested by the PDA Council. The PDA Council members may, however, have questions concerning the appeal and, accordingly, the appellant is encouraged to attend the Council meeting. In responding to the appeal, the PDA Council may accept, reject, or modify the recommendations of the Appeals Committee or may defer a decision pending further developments, further inquiry, or further discussion. The PDA Council will defer to the Appeals Committee unless the decision of the Appeals Committee is clearly erroneous.

b. All decisions of the PDA Council shall be final and un-appealable.
II. SPECIFIC REQUIREMENTS FOR FARMERS

A. Permit Holder Qualifications

1. Application Requirements and Procedures

   a) In order to obtain a Pike Place Market Farmer Permit, a farmer must file an application with the Pike Place Market Preservation and Development Authority (PDA).

   b) On the permit application, the applicant must specify the following:

      1) Location of acreage to be farmed.

      2) Permitted and supplemental farm products which the applicant wishes to sell at the Market.

      3) The permit shall also identify the parcel(s) of property owned or leased for farm production and from which all permitted farm products are produced, grown or raised for sale at the Market.

      4) No parcel of farmland may be listed on more than one farm permit.

      5) The Marketmaster may require applicants for farm permits to identify the property tax parcel numbers of property farmed (if owned) or by other documents sufficient to identify a leasehold interest physically separate from other property.

      6) The permit shall identify the person/permit holder who is leasing the land for farming purposes, if the farm is leased. The lease period should extend beyond the season for harvesting, and should establish that the land and crop has been maintained by the permitted farmer.

      7) Also listed on the permit will be specifics about the permit holders “farm family household.” “Farm family households” will be defined as “all the members of the immediate family involved in farm production.” These family members involved in farm production and operation may sell in the Market on behalf of the permit holder. They will all be listed on the permit application. There will be no more than one permit issued to any farm family household. No person may be named as the permit holder or family member on more than one permit.

      8) The name of any agent, other than a family member, the farmer intends to employ.

   c) Only one farmer permit will be granted per family unless separate plots are owned or leased by separate family members. The farming units must operate under separate business licenses and each permit holder must represent a truly separate family economic unit. The Marketmaster shall exercise his/her discretion in interpreting rules regarding issuance of a farm permit to a farm family household in order to ensure that the intent is maintained, namely that a family economic unit will hold only one farm permit.

   d) The Marketmaster, Farm Program Manager, or a designee will perform a farm inspection to determine if the farmer is involved with production of permitted farm products as listed on the permit application. A new farmer will not be allowed to sell in the Market until an inspection has been completed. Under special circumstances a conditional permit may be issued at the discretion of the Marketmaster.

   e) A Pike Place Market Farmer permit will be granted following completion of the farm inspection, review of the application and proof that the applicant meets the criteria of the farmer definition. This proof must include a legal document which verifies the applicant’s ownership of or leasehold or use rights to the land being farmed during the growing season. The Marketmaster will issue a permit and specify which products have been approved for sale as permitted or supplemental products under these rules.

   f) The Marketmaster may grant a one-day Provisional Farmer permit if warranted, in his or her discretion, under extenuating circumstances.
g) Farmer permits shall be valid for one calendar year.

h) The PDA reserves the right to re-inspect any farm at any time during the time the farmer has a permit to ensure that all products sold may be permitted for that farmer.

i) The PDA reserves the right to assess a fee for travel expenses incurred to conduct the farm inspection or re-inspection.

j) A farmer may renew his or her permit by filing a new application with the PDA. A farm inspection may be required for permit renewal.

k) If a farmer wishes to add to the list of permitted or supplemental farm products as specified on the permit application, change the location of acreage being farmed, change his or her designated agent, or make any change in the list of persons sharing farmer status on the permit, that farmer must amend his or her permit by filing an amended application with the Marketmaster.

l) Vendors of fresh fruits, vegetables and other eligible farm products agree to accept Market Fresh Coupons as condition of selling such products on the Daystalls. Farmers are encouraged to accept WIC (Women, Infants, and Children) and SFMNP (Senior Farmer Market Nutritional Program) checks.

m) Farmers or their agents are required to have their name and/or the name of their farm posted in a place where the customer can see it.

2. Group Selling Permits

a) Group selling permits are available to farmers residing within a farm community who wish to cooperatively market farm products with other farmers residing within that farm community.

b) Up to four farmers may apply for a Pike Place Market Farmer Group Selling Permit for the purpose of selling permitted and supplemental farm products at the Market. Any farmer named on a Group Selling Permit may represent any or all of the holders of that Group Selling Permit at a Daystall. In order to qualify for a group selling permit, each of the individual farmers must meet the following requirements:

1) Each individual works land on which one or more products to be sold under the Group Permit are grown or produced.

2) Each individual applying on a group permit is actively involved in the production of one or more products intended for sale at the Pike Place Market.

3) Each individual named on the group selling permit is required to meet all applicable attendance requirements for farm permit holders. Permit holders will rotate meeting weekly attendance requirements; i.e., if two permit holders are named on a group permit, each personally sells once every two weeks; if three, each personally sells once every three weeks; and if four permit holders are name on a group permit, each personally sells once per month.

c) Each farmer named on a Group Selling Permit must meet all the qualifications for a Pike Place Market Farmer Permit.

d) Farmers holding a Group Selling Permit may employ an agent provided they meet the same attendance requirements as other permit holders.

e) A farmer may be named on only one type of permit at any given time. Farmers with a Group Selling Permit shall have a status of a single permit holder, and shall be entitled to stall assignment as a single permit holder only.
f) **Rule Intent and Application**: Group selling permits are designed to encourage small farmers whose lands are in close proximity to one another, but may be some distance from the Market, to cooperatively sell their products at the Market. By combining their efforts and products, and spreading the responsibility for Market attendance among up to four farmers, group selling permits can provide an economical opportunity for farmers to use the Market in cooperative marketing of their product’s, while still upholding the tradition of “Meet the Producer.” Group selling permits are not designed to provide one farmer a means of wholesaling products of different farm. The only exception that the Marketmaster will consider for attendance requirements of each farmer on the group selling permit may occur in circumstances where family members of the participating farmers are retired farmers and wish to substitute their attendance for that of an active farmer.

B. **Farm Products**

1. **Intent:**
   Many types of products may be sold at the Pike Place Market on the Daystalls. A primary objective of the PDA in the operation of the Daystalls is to promote the continued sale of farm fresh produce in the Market and to promote the sale of food sold directly to the consumer. In addition, the PDA recognizes that other types of products have traditionally been sold by farmers as a supplement to farms, especially during seasons when fresh product is not available for harvest. There has traditionally been a distinction between permitted and supplemental farm products. In addition, certain types of supplemental products have been allowed as seasonal supplements, traditionally associated with the holiday period of Thanksgiving to Christmas. It is the intent of these rules to ensure that the presence of edible crops and similar food products grown and produced by the farmer remain the primary emphasis for Daystalls used by farmers and that supplemental products permitted for sale on the Daystalls relate to these traditions.

2. **Permitted Farm Products**
   a) The following items are permitted for sale at the Pike Place Market on farm priority tables, when grown or produced by the farmer and specified in the individual permit granted to that farmer:
      1) Cultivated fresh cut flowers, rooted nursery or bedding plants, fresh fruits and vegetables, nuts, berries, cultivated mushrooms, eggs, honey and edible bee products, herbs, sprouts, food seeds, grains, dairy products (including dairy products processed for a specific farmer from that farmer’s own ingredients by a producers cooperative) and processed foods (foods processed by the farmer and not intended for immediate consumption in which the main ingredient is a permitted farm product produced by the farmer). Co-packing of value added food products allowed with prior approval from the Marketmaster. In all cases where co-packing is allowed, farmers must supply all ingredients, use their own recipes, and be onsite and actively involved in production.
      2) Determination of what constitutes that main ingredient in a specific processed food shall be made by the Marketmaster.
   b) The Marketmaster may allow the sale of farm-raised meat, cultured shellfish, and fish subject to display and department of health regulations.
   c) Cultured Shellfish: The practice of managing from seed to harvest the production of shellfish on a body of water actively managed by the farmer from which the primary purpose is the production and sale of shellfish. Producers of cultured shellfish must meet the same attendance requirements as other farm permit holders.
d) Appropriate labels must be applied to all value added products, including name and place of business, a contact number, an accurate statement of quantity, and an ingredients list of each ingredient in descending order of predominance.

e) In all cases where processing of food occurs, the PDA must be in receipt of the farmer’s food processor license as well as the annual inspection report of the facility they process in. This report may come from the county, the state, or the USDA.

3. Supplemental Farm Products

a) Intent: Farmers may sell certain products to supplement the sale of permitted products from their farming operation. The sale of supplemental products is intended to be secondary to the sale of permitted products and therefore certain restrictions apply. It remains the intent of the PDA to maintain preference in the allocation of selling space for all fresh produce and other edible farm products. Supplemental products must be produced by the farmer as specified in these rules and regulations. All supplemental products must meet or exceed the current craft guidelines for like products. The materials creating the product’s significant value must be grown on land owned or leased by the farmer. Any processing to the product must be done by the farmer.

b) The following farm products are considered supplemental farm products and are permitted for sale at Market Daystalls subject to certain restrictions:

1) Edible, non-cultivated foods (i.e. berries, mushrooms and other wild plant products) gathered by the farmer on his/her property or on a piece of land which s/he has verifiable permission to harvest. These products shall be limited to 50% of the farmer’s table space at all times of the year.

2) Non-food seeds gathered or grown by the farmer on his or her land.

3) Beeswax and other non-edible bee products produced by bees tended by the farmer.

4) Dried flowers (effective April 1, 1992 for any new permits or approved addition of dried flowers to previous permit).

5) Literature written by the farmer relating directly to PERMITTED products sold by that farmer.

6) Additional products produced by the farmer and subject to approval of the Marketmaster such as inedible processed items (i.e. soaps, oils, cosmetics, herbal pet products, lavender sticks, and similar products), ready to eat foods (juices in an open cup, roasted corn – anything served ready to eat, candy (including caramel apples, chocolate covered fruits) and baked goods.

7) Modified farm products: Any permitted farm product which has been artificially modified by the addition of color or other accessories but without significant handiwork. Examples of such products include but are not limited to: dried floral arrangements fabricated entirely by the farmer and sold as wreaths or table centerpieces, braids or wreaths produced by the farmer and composed of edible farm products and which are intended for use solely as decorative items.

With prior approval from the Marketmaster, farmers may sell dried flowers in low-cost baskets based upon certain conditions. The value of the basket must be negligible and not create the focal point or value of the whole product. Farmers must receive approval of each different basket design prior to selling.
4. **Holiday Supplemental Farm Products**
   Non-edible holiday items gathered or grown by the farmer on his or her land including fresh evergreen wreaths, cut Christmas trees, pine cone wreaths, fresh holly and pine boughs, offered for sale during the holiday season (defined below).

5. **Marketmaster Discretion**
   The Marketmaster shall have sole and final discretion in determination of whether a product is Permitted, Supplemental or not permitted by these definitions.

C. **Seasonal Limitations on the Sale of Farm Products**
   1. **Growing Season (April 1 - October 31)**
      During the growing seasons supplemental products except hand-crafted farm products may be sold by farmers, provided such products constitute no more than 25% of table space (no more than 25% of total table space and display area and no more 25% of table frontage) on any given day. Hand-crafted farm products may not be sold during the growing season.

2. **Non-Growing Season (November 1 - March 31)**
   During the non-growing season more than 25% of the table space used by a farmer may be used for the display and sale of supplemental products IF the farmer has sold at least one day in five separate months and at least 25 days during the previous growing season. The beginning and end dates of each year’s growing season may be adjusted at the discretion of the Marketmaster to reflect local growing conditions.

3. **Holiday Season (November 1 - December 31)**
   A farmer may not use more than four feet of table space and display frontage for the display and sale of supplemental and holiday supplemental items during the holiday season unless the farmer has sold a minimum of 50 days of that year’s growing season.

D. **Table Assignment Procedures for Farmers**
   Daystalls shall be rented under this section only to persons holding valid farmer permits as defined above.

1. **Use of Seniority and other considerations:**
   a) Senior farmers will be defined as those farmers who began selling at the Pike Place Market prior to July 1, 1974, the date on which the PDA took over management of the Daystalls from the City of Seattle. Senior farmers shall have priority on the Daystalls at all times, with the farmer selling the longest at the market having first choice, and so forth.

   b) All non-senior farmers will be assigned a number of “base points,” according to the length of time they have sold in the Market:

<table>
<thead>
<tr>
<th>Time Sold</th>
<th>Base Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 or more years</td>
<td>5 base points</td>
</tr>
<tr>
<td>7 or 8 years</td>
<td>4 base points</td>
</tr>
<tr>
<td>5 or 6 years</td>
<td>3 base points</td>
</tr>
<tr>
<td>3 or 4 years</td>
<td>2 base points</td>
</tr>
<tr>
<td>1 or 2 years</td>
<td>1 base point</td>
</tr>
</tbody>
</table>

   c) One additional point may be earned for every day a farmer sells at the Pike Place Market during any given week, up to a maximum of 6 points.

   d) For the first week of each permit year, farmers will be assigned stalls according to seniority, with Senior Farmers having first choice of stalls according to their length of service in the
After Senior Farmers, all farmers having 5 base points at the start of the permit year shall have their choice of stalls, followed by farmers with fewer base points in each category.

e) After the first week of the permit year, a weekly seniority list shall be maintained, according to the number of base points plus the number of points earned for attendance by each farmer, up to a maximum of 7 total points. A farmer’s position on the weekly seniority list shall be determined by the number of base points that farmer is entitled to, plus one point for each day of attendance during the previous week. The seniority list shall remain constant for an entire week. Point ties will be broken by giving preference to the farmer who has sold at the Market longest.

f) All farmers are to notify the Marketmaster of what days they plan to sell in the Market at least one day ahead of time (no later than 12:00 PM the day before the Farmer plans to sell). Farmers may request a specific space reservation from the Marketmaster, but final table assignments in all cases shall be at the discretion of the Marketmaster. The Marketmaster will not reserve selling space more than a week in advance nor reserve space for more farmers than there is available space.

All farmers are to notify the Marketmaster by 12:00 PM (noon) the day before Thanksgiving, Christmas, or New Year’s Day of intended attendance the day after Thanksgiving, Christmas or New Year’s Day.

g) A farmer who has not previously notified the Marketmaster and who shows up by the check in time will be assigned a space after all other farmers have been assigned a space, except on Fridays and Saturdays during the peak season, when a farmer who has not previously notified the Marketmaster and who shows up to sell will not be assigned table space. Farmers must be set up at their tables by 9:00 AM. At this time the Marketmaster may re-assign any empty tables. Any farmer who reserves a space and fails to appear may be charged twice the daily rental for that space.

h) In making table assignments during peak selling periods, the Marketmaster shall give priority for wet side tables to those growers selling products which require water, including but not limited to fresh fruit, produce, berries and flowers, and shall give priority for dry side tables to those farmers whose products do not require water, including but not limited to processed food items and dried flowers.

i) In all disputes over space allocation, the decision of the Marketmaster shall be final.

j) On their 30th anniversary date of selling at Pike Place Market, a farmer will be exempt from the weekly seniority point system.

k) **Continuous Family Permits**: Where a permit has been consistently maintained by a family the seniority of that permit is based on the date on which the family started farming under that permit. For the purpose of these rules “family” will be defined as parent, child or spouse.

l) **Continuity of Permits**: If a Senior Farmer fails to obtain a farmer permit for one year, no penalty for total years of service will result. After two years of absence a Senior Farmer will drop to the bottom of the list of Senior Farmers. If a farmer goes for three or more years without a permit, however, that farmer’s descendants will not be allowed to assume that farmer’s place on the seniority list.

m) The PDA reserves the right to require farmers who are part of a government-sponsored or non-profit training program to share table space or receive table assignments under the rules for Group Selling Permits.
n) The Marketmaster may restrict or place special conditions on a vendor’s choice of day tables if, in the Marketmaster’s estimation, so doing will promote more harmonious relations within the vendor community.

III. SPECIFIC REQUIREMENTS FOR ARTISTS AND CRAFTSPEOPLE

A. Permit Holder Qualifications

1. Arts/Crafts permits are available to individuals or Joint Permit Holders made up of two individuals, or up to four individuals in the case of Family Joint permits. These numbers may be extended upon special need based on Marketmaster discretion. No individual may be named on more than one Market permit. Arts/crafts permits may not be transferred, traded, or named on more than one Market permit. Arts/crafts permits may not be transferred, traded, or sold, nor may arts/crafts permits be shared, except as provided for Joint permits.

2. Individual family members or spouses are eligible for separate permits, so long as they meet all the following qualifications:
   a. Separate Daystalls are maintained and staffed;
   b. Each member creates his or her product as his or her own permitted merchandise (i.e. he or she personally does the design and production) and,
   c. The products intended for sale by each member are substantially different.
   d. A permit holder must have a current Seattle business license and a state tax number.

3. In order to maintain an arts/crafts permit, the permit holder must maintain the standards for permitted merchandise as outlined in these Rules and Regulations. Changes of address or Joint Permit Agreement changes must be filed with the PDA.

B. Application Requirements and Procedures

1. New Permit Holder
   a. Applications: In order to obtain a Pike Place Market Arts/Crafts Permit an individual, or individuals if seeking a Joint Permit, must file an application with the Pike Place Market Preservation and Development Authority (PDA).
   b. On the permit application, the applicant must specify the following:
      1) Location of the studio(s) or workshop(s) where the applicants will be producing the permitted merchandise.
      2) The name, location and duties of any other person participating in the production of the permitted merchandise (e.g. casting shop).
      3) The permitted merchandise which the applicant intends to sell at the Market.

2. Verification Requirements and Studio Inspections
   a. An artist or craftserson may be required to provide verification that his or her work meets or is continuing to meet the specified standards for permitted merchandise, and/or that other requirements of the permit are being met. This verification may be required before a permit is granted, or at any time during the permit year, or both, at the discretion of the Marketmaster. When the actual language specifying product category standards for qualifying permitted merchandise is changed or updated, existing permit holders whose products do not meet the revised standards will be granted a one-year compliance period.
Revised standards will be immediately applied to all new permit holders adding or changing products from one distinct product category to another.

b. All artists and craftspeople must keep a record of receipts and purchases of raw materials and supplies. The Marketmaster may request copies of such records as part of the permit holder’s qualification and as part of studio inspections.

c. Verification may take the form of receipts for raw materials, demonstration of specific skill, or some other form of proof that the artist or craftsperson is, in fact, meeting the standards for permitted merchandise. The Marketmaster may do all things necessary and proper to ensure that permit holders are producing the products that they sell in compliance with the Daystall Rules.

d. A studio or workshop inspection may be required before a permit is issued, or at any time during the permit year, or both, upon four (4) hours advance notice from the Marketmaster.

e. If the Marketmaster determines that the permit holder has failed to provide adequate verification or has unreasonably refused to accommodate a studio inspection as specified above, the Marketmaster may, in his or her discretion, revoke the permit.

f. The PDA reserves the right to assess a fee for travel expenses incurred to conduct studio inspections.

g. Permit holders may be required, at the discretion of the Marketmaster, to maintain individual studio facilities.

3. Permit Renewal:

a. The permit year will commence each March 1st.

b. The non-refundable permit fee shall be payable upon filing of the application.

c. An artist or craftsperson may renew his or her permit by filing a new application with the PDA and paying the permit fee. At that time, a re-screening or studio inspection may be waived, at the discretion of the Marketmaster.

d. Failure to renew permit by March 30th will result in permit abandonment. Appropriate written notification warning of pending abandonment status will be delivered to the permit holder(s).

C. Use of Assistants

A permit holder may employ one assistant to help with the production of his or her permitted merchandise. An assistant must be under the direct supervision of the permit holder. An assistant may not be a market permit holder. Use of assistants is not intended to diminish the permit holder’s role as the primary producer of his/her craft. Assistants are allowed to assist with production but are not allowed to design products nor are they allowed to do more of the production than the permit holder. A permit holder must have the Marketmaster’s written approval if more than one assistant is needed, and permission will be granted at the Marketmaster’s discretion. (Example: the process of glass blowing often requires use of multiple assistants.)

D. Joint Permits

1. Requirements

a. Two persons may operate under a Joint Permit, or up to four in the case of a Family Joint Permit (as provided for in Section III.A), provided that all of the following requirements are met. Circumstances may arise which have special needs outside of these Rules and Regulations. These special circumstances are subject to Marketmaster discretion. When
exercising discretion regarding other circumstances, the Marketmaster will seek advisory
from the screening committee regarding decisions pertaining to permitted merchandise.

b. Joint Permits are available only where each permit holder is able to handcraft all of the
permitted merchandise. Thus in all cases when a Joint Permit is formed, both individuals
sharing the permit must show ability to produce all of the permitted merchandise. A joint
permit shall operate in the Market as a single business, not as two separate businesses
operating under one permit. When a new joint permit member is added to an existing
permit, no product add-ons will be considered that are solely the work of one member.

c. The purpose of the exception is to allow products composed of multiple elements and
standing alone as a recognizable single item, where each of the components would, if sold
separately, be a permitted item involving significant artistic effort, and where you would not
expect the producers of the various components to be able to produce the other
components. An example is an embroidered wood footstool where the embroidery and
footstool would each be a permitted item and you would not expect the craftspeople to
able to make each other’s items. The exception is not created to allow a bead stringer to
ally with a pendant maker (each should be able to make the full piece of jewelry) or a frame
maker to have a joint permit with a painter (these are really separate items, not a single
new item).

d. A Joint Permit shall have the same status as a single permit holder with respect to operation
requirements and other permit holder privileges, with one exception. Each permit holder
on a Joint Permit is required to sell at the Market at least once every two weeks, unless on
vacation. The Marketmaster may grant exceptions to this requirement for reasons of ill
health or other extenuating circumstances.

e. In addition to all other permit requirements, Joint Permit holders holding arts/crafts permits
must file a copy of their Joint Permit Agreement with the PDA. A Joint Permit Agreement
shall include the following information: the name under which the Joint Permit shall
operate; the names and addresses of the individuals forming the Joint Permit; and the
method by which the permit holders will divide design/production functions.

f. Joint permits shall not be split into separate permits.

2. Formation and Dissolution of Joint Permits
   a. Formation of new Joint Permits among existing permit holders
      When both permit holders already have an arts/crafts permit, they must apply for Joint
      Permit status with the Marketmaster. Upon approval of the Joint Permit, the Joint Permit
      shall assume the position on the seniority list which is halfway between their two pre-
      existing seniority list numbers.

      1) Dissolution: If the Joint Permit relationship dissolves as a result of one partner leaving, the
      remaining permit holder shall revert to their original seniority number, as adjusted to reflect
      intervening changes in the seniority list.

b. Formation of new Joint Permit between an existing permit holder and a new permit holder
   If only one of the permit holders is on the seniority list, the new permit holder (after
   otherwise qualifying as a permit holder) shall assume the least senior seniority list number
   for the purpose of this calculation (re.2.a. above)

      1) Dissolution: In the event the junior partner of a Joint Permit relationship dissolves
      before it has been in existence for five (5) years, the senior member will return to
      his/her position as adjusted to reflect intervening changes in the seniority list, and
should the senior member exit the permit, the junior member shall not retain the
permit and will return to the general applicant pool.)

2) **Dissolution**: In the even the Joint Permit relationship dissolves as result of one partner
exiting the permit after it has been in existence for five (5) years, the remaining permit
holder shall revert to their original seniority number, as adjusted to reflect intervening
changes in the seniority list.

c. **Formation of Joint Permits where new permit holders are entering the Market as a Joint
Permit**

A Joint Permit which consists of two individuals neither of whom is a permit holder may
apply for an arts/crafts permit under the same rules as an individual applicant, provided that
their Joint Permit Agreement is submitted as specified above in Section III.D.1.d). Two such
new permit holders shall receive the two least seniority positions. Their Joint Permit
Agreement must specify which permit holder receives the more senior of these two
numbers.

1) **Dissolution**: In the event the Joint Permit relationship dissolves, the seniority will be
considered split in half so that each person will be assigned a number halfway between
the position of the joint permit and the end of the list.

d. **Formation of Family Joint Permits**

When the Joint Permit is with a primary family member (parent, child, or spouse), and both
family members are existing permit holders, then the joint permit will operate under the
seniority number of the senior permit holder. If one of the family members is not a permit
holder, then he/she shall (after otherwise qualifying as a permit holder) be deemed to have
received the least senior seniority list number then available on the seniority list.
Notwithstanding this deemed seniority number, the Family Joint Permit shall be entitled to
sell under the seniority number of the most senior member. On a showing of special need,
the Marketmaster may extend the definition of primary family member to include siblings,
uncles, aunts, nephews, nieces or cousins.

1) **Dissolution if both family members were existing permit holders**:

If the Family Joint Permit is thereafter dissolved by a partner exiting the permit, the
remaining permit holder shall revert to his/her original seniority number, as adjusted to
reflect intervening change in the seniority list.

3) **Dissolution if one of the family members was not a permit holder at the time the Joint
Permit was formed**:

In the event of the senior partner leaving the permit by medical necessity, retirement,
or death, the less senior member’s seniority will revert to their original position in the
list plus a 5% advancement toward the senior member’s position for every year up to 20
that they have completed in the Market.

4) **Reversion to Seniority Position**:

As used in this Section III.D., when it is said that a permit holder “reverts” to his/her seniority
number, it means to take the place on the seniority list that such permit holder would have
occupied had he/she been selling in the Market individually rather than under the Joint
Permit (i.e. the spot will be adjusted to reflect intervening changes in the seniority list.)

4. **Status of Existing Partnerships**: 
With respect to seniority, the status of the seniority of existing partnerships (which will be transitioned to Joint Permits) will be assessed on a case-by-case basis, by the Marketmaster. The purpose of transition decisions will be to mitigate the disruption to persons who have been working for a long time in the Market in reliance on the prior rules, while at the same time moving steadily toward full applicability of the new rules for all Joint Permit Holders. In making his/her decision, the Marketmaster shall take into account fairness to the Joint Permit Holder, fairness to other crafts persons, and how consumers will best be served. In each decision under this paragraph, the Marketmaster shall set forth his/her decision in writing, and shall explain how the decision takes into account the preceding standards and is consistent with any prior decisions by the Marketmaster under this paragraph.

E. Screening Procedures for Arts/Crafts

1. New Permits

   a. Before an arts/crafts permit is granted, the applicant must appear before the Marketmaster and a screening committee, with representative samples of the permitted merchandise which he or she intends to sell at the Market. At that time, the applicant may be asked to demonstrate or explain how his or her work meets the standards for permitted merchandise as defined above.

   b. Screenings for new artists and craftspeople shall be held at the discretion of the Marketmaster based upon the projected availability of space rather than a set number. The Marketmaster shall seek the advice from the screening committee and other Daystall permit holders when projecting space availability. This projection will consider table availability during peak times balanced with the limited sales of off-peak times.

   c. Established pool of applicants will be maintained, containing applications from those individuals who desire to participate in a screening. In advance of screenings, the Marketmaster will consult with the screening committee for an assessment of the existing product mix. Once a date for a screening has been established, craft waitlist applicants will be selected, notified and screened by the Marketmaster and the screening committee. The Marketmaster and screening committee will select the candidates for screening by taking into consideration the Market’s standards for permitted merchandise, the balance of the existing product mix, the applicant’s demonstrated commitment to their craft, the unique, handmade aspects and the amount of artistic involvement in the products intended to be sold and displayed. Great care will be given to identifying candidates who exhibit originality, skill, mastery, talent, or great potential to make exceptional work.

   d. Rule Intent and Application: While this rule necessarily entails the exercise of judgment by the Marketmaster, it is not intended to set quotas for products or impose aesthetic standards or limits. Rather, it is designed to enable the Marketmaster to balance several considerations in screening new permit holders that will serve the overall economic interest of the crafts community; that will promote the long term viability and relevance of the craft market, that will aid the interest and viability of new craftspeople; that will uphold the PDA’s management responsibilities for preserving the traditions and character of the Market; and, that will provide the consumer with a broad variety of quality hand-made products.

   e. The screening committee shall be made up of five people who represent a variety of arts and crafts present in the Market. The Marketmaster may specify which arts and crafts the committee shall be chosen from. The Marketmaster shall choose the committee from a pool of volunteers as needed. Screening committee members will be chosen based upon: their ability to maintain a craft permit in good standing; their demonstrated ability to work productively in group settings while maintaining professional and respectful boundaries;
their ability to focus on the greater Market interest over personal interest; and their ability
to engage in thoughtful and critical discussion regarding issues pertaining to handmade craft
product guidelines.

f. The Marketmaster will determine the set of permitted merchandise standards by which
each applicant’s work will be evaluated.

g. The screening committee will evaluate each applicant’s work according to the specific
Standards for Permitted Merchandise which applies to that applicant’s work and will
determine if it is credible that the applicant is the producer of the work presented. Each
screening committee member will then make a recommendation as to whether or not the
applicant should be offered a permit and which products should be approved. These
recommendations are advisory, however, and the decision of the Marketmaster shall
prevail.

After the Marketmaster will notify applicants in writing whether or not they will be offered a
permit. If the applicant’s work fails to pass screening, the written notification will state the
reason(s) for permit denial. In some instances, the applicant may be asked to return for
another screening if questions remain before a final decision can be made.

h. A trial program will offer the opportunity to prospective or guest craftspeople for a one-
time opportunity to sell for a total of five days during a 14-day period, on days where there
is a significant surplus of tables available. Candidates would be selected via application
review and screening by the Marketmaster, in consultation with the screening committee,
and based on the same criteria that are applied to screening new permit holders.
Attendance will be by advance registration on any day that during the prior year had 20 or
more unrented tables. No more than 3 “guest craftspeople” would be able to reserve on the
same day, and they would call after all permitted craftspeople have selected tables. This
opportunity would be extended to no more than 20 artisans during the trial, which would
commence at the end of this current rules review and be subject to evaluation by the
beginning of the next rules review cycle.

2. Change of Existing Use (Add-On)

a. Permit holders may add or change product lines WITHIN an approved product category at
any time contingent upon his or her ability to demonstrate to the Marketmaster the ability
design and produce the item. Prior approval and review of new items within the
approved product category by the Marketmaster is required before display or sale of the
new items.

b. Permit holders wishing to add or change products OUTSIDE of their existing product
category must attend an add-on screening. All permit holders must file an application with
the Marketmaster indicating the type of product they wish to add or change. Add-on
screenings for permit holders who wish to add or change products OUTSIDE of their existing
product category will be held four times each year, and the status (i.e. open or closed) of
categories shall be publicly posted with screening dates. When permit holders submit
requests to add or change products OUTSIDE of their existing product category, the
Marketmaster will provide a written response within 30 days, to the permit holder
announcing the date for the next scheduled add-on screening.

c. A standing screening committee may be established as needed for the purpose of
evaluation of a permit holder’s work in any new category according to the specific Standards
for Permitted Merchandise, Appendix I.

d. The PDA may restrict add-on screenings to exclude certain product categories.
1) When screening for new permits and new product add-ons, the Marketmaster will anticipate the logistics of selling at the Market in relation to the Non-Interference Clause. Proposals that may be denied on these grounds include, but are not limited to, those that require demonstration or behind-the-table production that would impinge on neighboring businesses, heavily scented products, or products requiring live models (i.e. portraits).

e. **Rule Intent and Application**: In an effort to foster ongoing artistic development and to further the pursuit of creative ideals among existing permit holders, the PDA will provide screening opportunities to those tenants wishing to add new products outside of the original category into which he or she originally screened in. In holding add-on screenings, the PDA will take into consideration the balance of the existing product mix in determining which product categories should not have additional vendors added, and may restrict changes of use in these particular categories.

f. Two separate permit holders may apply to the Marketmaster to add-on a collaborative product, in which both parties contribute their specialized craft to create the final product. Please see Collaborative Products in Appendix: Standards for Permitted Arts and Crafts Merchandise.

F. **Table Assignment Procedures for Arts and Crafts**

1. **Roll Call Procedures**

   a. Arts/crafts permit holders have first priority for use of all Daystall space on the Desimone Bridge and of the Daystall space on the west side of the Market arcade north of the Desimone Bridge, including the slabs between the arcade and Virginia Street. Farmers have first priority on all other Market Daystall space. Arts/Crafts have second priority for unassigned farm tables.

   Within the above stated priorities, first preference of location is given to those permit holders with the lowest numbers on the seniority list.

   c. When a permit holder’s name is called from the seniority list, he or she, or his/her designated agent, may choose a stall from those available. If the permit holder, or his/her designated agent, is not present at the time his or her name is called then when that permit holder, or his/her designated agent arrives, the Marketmaster will allow that person to choose a stall from those available, if doing so would not disrupt the roll call in the estimation of the Marketmaster.

   c. In case of emergency, when a permit holder or his or her designated agent is not able to make it to roll call on time, he/she may reserve a selling space without attending roll call, by calling in late on the Marketmaster cell phone line, (206) 618-7117, at least 10 minutes prior to the start of roll call. The permit holder may then request that a space be reserved when his or her name is called for roll. Responsibility to contact the Marketmaster ahead of time remains solely with the permit holder in this instance. If a permit holder is unable to contact the Marketmaster in person, a space will not be reserved. If the Marketmaster reserves a space and the permit holder fails to appear at the Market to sell, the permit holder may be charged for the space.

   d. Anyone who arrives at the Market after roll call is complete must check in with the Marketmaster and sign the attendance sheet before setting up a table.

   e. No table fees are refundable except to renters of exposed tables where, in the opinion of the Marketmaster, a change of weather before 11:00 AM makes the tables unusable.

   f. Permit holders and their agents may not push carts through the roll call area while roll call is in progress.
g. Roll call will be over when the time is written on the board. After roll call, any assignments made will be for emergencies only and based upon Marketmaster discretion.

2. Holiday Procedures

The Marketmaster will announce in November the procedure for holiday table assignment. A letter regarding the procedure for holiday table assignment will go out no later than the week before Thanksgiving. The procedure shall require advance sign up or reservation of space. If advance sign up is required and the vendor fails to show they may be charged double rent for the day.

3. Off-Season Crafts List

   a. The “Off-Season” is defined as the time period from January 1 to April 30 each calendar year. New off-season craftspeople may be screened in at any time outside of the off-season during the calendar year, based on the Marketmaster’s assessment of table availability. Off-Season permit holders must sell 16 days during each off-season following the screening in order to sell during the remaining months of that year; new off-season craftspeople screened in prior to an off-season may work in the market in advance of the off-season if space allows. Off-season permit holders are subject to all rules and regulations that apply to regular permit holders, with the exception of their different attendance requirements.

4. Off-Season Permit Holder Table Assignment

   a. Daystall space will be allocated to people on this list after all regular permit holders have had an opportunity to select space.

   b. During the first year, new off-season vendors will be placed on the list according to a lottery.

   c. Off-season permit holders are subject to certain attendance requirements. Vendors on the off-season list must have sold at least 16 days during the immediately preceding off-season (January through April) to be eligible to sell after April 30, in years the Marketmaster extends the season for such vendors.

   d. Redefining the Off Season List:

      At the beginning of each Off Season, or on June 1st each year, Off Season List members who have completed one year or more of good standing on the Off Season List may elect to advance to the Regular List. In rare instances where vendors generate multiple infractions of the rules in their first year, staff may opt not to renew their permits. Off Season members must notify the Marketmaster in writing of their intention to advance.

   e. For every 6 weeks the business operates in the Market (that include one permit holder attendance day) 1 vacation week is earned which will allow business to operate without a permit holder attendance day that week.

5. For All Vendors

   a. While every reasonable effort will be made to accommodate permit holders, permission of an arts/crafts permit does not guarantee the permit holder a selling space at the Market.

   b. The Marketmaster may restrict or place special conditions on a vendor’s choice of Daystall tables if, in the Marketmaster’s estimation, so doing will promote more harmonious relations within the vendor community.

IV. SPECIFIC REQUIREMENTS FOR GRANDFATHERED VENDORS

A. Permit Application Procedure
1. Each grandfathered vendor will be asked to sign an agreement which confirms his or her adherence to and agreement with the standards established in the 1974, and 1999 PDA/City Agreements. Each vendor will submit a specific list of items currently sold. PDA staff will perform an initial review of compliance with the PDA/City Agreement.

2. Grandfathered vendors may not sell items which are specific duplicates of merchandise sold by Daystall vendors who produce handmade articles in compliance with the standards for permitted merchandise as set forth in the Daystall Rules and Regulations. This policy shall be enforced on a complaint-received basis, i.e. if a Daystall vendor submits a specific complaint regarding a specific item that item will then be reviewed by PDA staff. If staff determines that the item is indeed a duplicate, the grandfathered vendor will be asked to remove the item from his or her Daystall.

3. Grandfathered vendors may not enter into joint permits with other permit holders or individuals, with the sole exception of their own spouses or children. Determination of such a new joint permit’s placement on the list and the dissolution of this joint permit would be addressed in a manner consistent with family joint craft permits, as described in Section III. D. 2. d. Grandfathered family joint permits may not be split in to two separate permits. (underlined section changed in Rules Review, 2010.)

B. Adding on Products
1. Before adding new items to his or her inventory, the vendor will submit the items to the PDA staff for review and approval.

2. Grandfathered vendors may continue to add new items to their inventory by using the screening process open to other non-grandfathered Daystall vendors. In reviewing new items, PDA staff will take the following factors into consideration:
   a. Does the item fit within the general description?
   b. Does the item help to provide a healthy environment for permanent merchants through insuring a beneficial tenant mix? (Duplication of products sold elsewhere in permanent shops shall not automatically be grounds for denial.)
   c. Is the item currently being produced by hand by other Daystall vendors?

C. Seniority
1. Those vendors defined in the PDA – City of Seattle Agreement as “grandfathered vendors” may maintain their present positions on the seniority list as long as they continue to meet all requirements for artists and craftpeople not related to standards for permitted merchandise.

2. If a grandfathered vendor is dropped from the seniority list for violation of the rules or excessive absence, the permit shall be withdrawn and shall not be reinstated.

D. Signage
Grandfathered vendors are required to display at their stalls a sign containing the following wording: “Some of this merchandise is not hand crafted by the seller.” The PDA will provide such signs to grandfathered vendors, or the vendor may provide his or her own sign. The vendor may vary the wording of this sign if desired, with the permission of the Marketmaster.

V. SPECIFIC REQUIREMENTS FOR PERFORMERS
A. Mission Statement (Excerpted from Section I. Rules Common to All Daystall Tenants)
Performing artists add to the festive character of the Market and contribute to a unique shopping opportunity for Market customers. The PDA’s mission with regard to performers is to maintain
locations within the Market where performing artists, as an integral part of the Market Community, are encouraged to entertain Market shoppers in a fashion that supports public safety and is consistent with and complimentary to the market’s historic use as a shopping destination.

B. **Definition** *(Excerpted from Section I. Rules Common to All Daystall Tenants)*

**Performer**

1. Performer means any person or group of persons who plays musical instruments, sings, dances, speaks, or otherwise provides entertainment in the Market other than in space leased to merchants, when tips or donations are sought or received for such performances. Commercial vending of products is not considered a “performance” and as such vendors do not qualify as “performers” under these Rules and Regulations.

2. Performers may receive donations and recordings by musicians can be available for sale; however, performers are prohibited from active solicitation of donations and from active sale of any product associated with the performance.

C. **Application Requirements and Procedures**

1. Performing is permitted subject to regulation of the Market Historical Commission.

2. The permit application will be processed by the Marketmaster.

3. The Marketmaster shall issue permits to performers for performances in the Market subject to the following requirements:

   a. Applications shall be made in writing upon a form prescribed by the Market. The Marketmaster will inform the applicant of locations and times for performances in the Market, and orient the performer to the performer guidelines.

   b. If the Marketmaster is satisfied that the facts set forth in the application are true, and if the applicant executes a statement stating that he or she will comply with the applicable provisions of this agreement, a permit shall be issued subject to suspension or revocation for material change in the matters set forth in the application, for violation of this agreement or Authority Rules and Regulations, or for violation of city ordinances or state law. A reasonable permit fee may be charged.

   c. When issued a permit, performers will be given a badge that shall be worn or displayed by the performer in plain view at all times during a performance. The badge, which will bear a number, may have a nickname or no name at all.

   d. New performer permits will be issued starting the first Tuesday in April each year. Performer permits shall be paid by April 15 each year, or by the first performance date of each year, and will remain valid through April 14 of the following year unless revoked by the Marketmaster as provided below. A performer shall be entitled to only one permit, which shall not be transferable.

   f. Specific performance times will not be assigned by the PDA, nor are there actually specific performance times at any performance locations. There are only positions in line (in the queue). Positions in line at a performance location are established on an honor system in which performers line up (queue) in person to establish and maintain their position in the line (queue).

   g. Performances are limited to one hour when another performer is in line (and present in line) at the time the previous performer finishes their performance. A performer may not play longer than one hour when another performer is in line and present at the time at which that hour ends.
h. If you are next in queue to perform and are not present when the play spot becomes available you will be allowed a five (5) minute grace period before you forfeit your place in line to perform.

i. A performer may play less than one hour, or someone else in the queue may forfeit his or her spot in the queue. For this reason, it is imperative for performers to monitor their place in the line (queue), in order to avoid forfeiting their position in the line (queue). If a performer is next in line to perform, and for any reason that performer is not present when the performer spot becomes available, that performer then forfeits their place in line and must go to the end of the line. In this instance, the next performer in the line (queue) assumes the next position in line. If no performers are present in the line (queue), any permitted performer may perform at that location and all positions in the former line (queue) are forfeited.

j. Performers may not mark a place in queue for more than one location at a time; this is termed “double marking” and is not permitted. One performer may not play in the same location for more than one (1) hour, even if they are part of two separate “groups,” if any other performer is in queue.

k. Performers are expected to comply with these rules as a condition of their permit.

D. General Provisions

1. Standards for Behavior

   a. Donations for performances may be accepted passively in an instrument case or other receptacle provided for that purpose by the performer. The receptacle may include a written sign, which informs the public that such donations are sought. In line with City of Seattle Ordinance 117104 no performer shall solicit donations in a manner that is aggressive or confrontational.

   b. All buskers are expected to treat others in the Market in a civil and respectful manner. No performer shall treat any person in a manner that is demeaning, rough, menacing, vulgar, profane or abusive, or in a manner that involves discrimination or harassment based on race, ethnicity, gender, sexual orientation, age, disability or national origin.

   c. Children are permitted to accompany performers as long as they do not create a nuisance or disturbance to others.

   d. No animals are allowed inside buildings or covered arcades.

   e. Trading or selling of performer permits is not allowed.

   f. Drinking of alcoholic beverages or performing while intoxicated is prohibited. Smoking in covered arcades and at designated performance locations is prohibited.

   g. Performers are responsible for moderating the volume of their performance to a level appropriate to the designated activities of the market. Performers are responsible for respecting reasonable requests of nearby merchants regarding performance volume and crowd control.

   h. Performers are responsible for ensuring that their audience does not block vehicle traffic, access to Market buildings or to merchant businesses, or cause a safety hazard.

   i. Performers are responsible for respecting spaces provided for performance by keeping them free from unnecessary clutter.

   j. Performers shall immediately comply with requests of the Marketmaster and Market Security.
k. Animals used in performances must be treated in a manner which is not exploiting, demeaning, or harmful. All performances which include an animal will be limited to the East side of the street.

l. Consistent with Farm and Craft permit holders, performers are subject to the "Non-Interference Clause" (page 10): that any actions or behaviors of the permit holder must be conducted in such a way as to not interfere with the normal conduct of business at adjoining or nearby stalls, or Market operations.

2. Applicable Laws and Ordinances

The Marketmaster may suspend or revoke any performance permit secured by fraud, concealment or misrepresentation of fact. No street performer shall act in relation to his/her Market performance in violation of city ordinance or state law.

E. Performance Times

1. Performers may perform in the Market only between the hours of 9:00 AM to 9:00 PM EXCEPT at the locations on Pike Place between Starbuck’s and the Stewart House, the Post Alley spot, the south tip of the Triangle stairs, and the walkway on the First Lower Level of the Pike Street Hillclimb Corridor. Performances at these spots must end at 7:00 PM. Street performing is permitted every day that the Market is open. Performances in any one location shall be limited to one (1) hour, unless no other performer is in the queue, except as provided for elsewhere in these rules. A performer may be required to end a performance sooner, however, if, in the estimation of the Marketmaster, a continuing performance violates these Rules and Regulations or constitutes a hazard to public safety due to crowding, non-compliance of the Fire Code or blocking of access to merchant stalls or store fronts.

3. Specific performance times will not be assigned to a performer by the PDA.

F. Performance Locations

1. Performers may perform only at permitted locations on PDA – and City – owned property, as specified in this section.

2. The maximum number of performers in any location is limited to the corresponding number stenciled within the red location circle, as described in this section. The Marketmaster may require a reduction in the number of performers if, in the determination of the Marketmaster, the volume of music or performance significantly interferes with verbal communication at the nearest place of business and/or if doing so would alleviate foot traffic congestions in common areas at or near a performance location.

3. Likewise, upon special written request by a performer, the Marketmaster may allow an increase by one performer above the number designated at a specific location if s/he determines that doing so would not lead to increased interference with verbal communications at the nearest place of business and or significantly impede the flow of foot traffic in common areas at or near the performance location.

Such approval will be granted under special conditions that place specific limits on the times(s) of performances and/or location of performances by extraordinary group sizes or other considerations. Performers operating under such special conditions must have the written authorization on their person when performing.

4. All performance locations will be marked by a colored stencil with a number inside, unless otherwise noted below, designating the maximum number of performers who may perform at that location. Locations with a pink colored stencil are designated locations where performances must end at 7:00 PM.
5. As stated above, the Marketmaster may require a reduction in the number of performers at any given location. A map of the following locations is maintained by the PDA.

6. **Locations at which no more than one or two performers are permitted:**
   
   a. Under the clock at the main Market entrance. The exact location is curbside, just north of the first pillar and south of the first Daystall. Restrictions relating to facing in or not playing at this spot will be suspended for a one-year trial period. The following sign will be posted at this spot and enforced:
      
      "This indoor performer location requires extra attention from performers to work with neighboring merchants due to their direct proximity and the potential for blocking pedestrian traffic. The Marketmaster may, at their discretion, place limits relating to this spot on individuals who have demonstrated a pattern of not managing these factors."
   
      Three or four performers may play at this spot, so long as they face out to the street.

   b. The southeast corner of Pine Street and Pike Place.

   c. At the North Arcade entrance (at the foot of Stewart Street), on the Desimone Bridge. No performing is allowed at this location on Saturday. At this location, the Marketmaster will post and enforce the following statement:
      
      "This performer location requires extra attention from performers to work with neighboring businesses due to the proximity of so many merchants with no physical barriers to sound. The Marketmaster may, at their discretion, place limits relating to this spot on individuals who have demonstrated a pattern of not managing this requirement."

   d. Outside the flower shop on the sidewalk at the corner of First Avenue and Pike Street.

   e. On the sidewalk at the southeast corner of First Avenue and Pine Street.

   f. In the First Avenue Courtyard adjacent to the main entrance to the Livingston-Baker Apartments.

   g. On the walkway on the Second Lower Level, between the Pike Street Hillclimb Corridor and the bridge over Western Ave.

7. **Quiet Performance Locations:**
   
   a. These spots will be for quiet performances—low level of vocals and instrumentation, no percussion instruments or sounds (including clapping) and non-instrumental/non-vocal performances.
      
      1) In the center of the courtyard of the Post Alley Building between that building and the Sanitary Market Building. This is an instrumental only spot Sunday-Friday.

      2) At the south tip of the Triangle Building near the metal stairs.

   b. **At these locations performers will:**
      
      1) Play no longer than one hour, whether or not another performer is in line.

      2) Take a break of at least one hour after performing in either of these before they can perform at either spot again.

      3) Not repeat any of her/his repertoires more than once.
c. **Rule Intent and Application**: It is the PDA’s intent that these rules be self-enforcing and that musicians police each other to achieve compliance and that musicians respect the requests of residents when residents ask for compliance.

8. **Group Locations**:

More than two performers are permitted at these locations, up to the maximum indicated within the red location circle. One or two performers may also use these locations:

a. In the middle of the sidewalk which runs along the south side of Pike Street separating Pike Street and Lower Pike Street.

b. On the walkway on the First Lower Level, along the Pike Street Hill Climb Corridor (The Cave)

   Similar to a quiet spot (due to close proximity to merchants and residents) performers at this location will:

   1) Play no longer than one hour, whether or not another performer is in line.
   2) Take a break of at least one hour after performing in either of these before they can perform at either spot again.
   3) Not repeat any of her/his repertoires more than once.

c. At the southeast corner of Stewart Street and Pike Place intersection.

d. On Pike Place sidewalk between Starbuck’s and Stewart House.

e. On Pike Place sidewalk in front of Pike Place Grocery.

f. On Pike Place sidewalk along Western Ave just north of the Hillclimb stairs.

9. **Indoor Locations**:

Permitted buskers who perform solo or as duos and who perform on quiet musical instruments, or who otherwise perform at low volume, may inquire with the Marketmaster about limited opportunities for indoor performance. Should an appropriate opportunity be available, the Marketmaster will coordinate approval with the appropriate PDA Manager responsible for the given area.

G. **Conditions of Performance**

1. **Prohibition on Commercial Activity**

   a. Use of performance space to vend is expressly prohibited. Commercial vending of products or services is not considered a “performance” and, as such, vendors do not qualify as “performers” under these Rules and Regulations.

   b. **Rule Intent Statement**: Performers may receive donations, and recordings by musicians can be available for sale; however, performers are prohibited from aggressive or confrontational solicitation of donations and from active sale of any product associated with the performance.

2. **Display and Sale of Recordings**

   a. Performers with permits to perform in the Pike Place Market may accept donations for recordings of their performances.

   b. Performers must be in the act of performing at a designated performer spot while recordings are displayed.
c. Recordings shall be displayed in an instrument case or other receptacle provided for that
purpose by the performer. Displays of recordings shall be limited to one or two examples
per recording, not to exceed five items. Displays must be set up in the area reserved for the
street performer. Performers may distribute recordings through other commercial business
locations in the Market Historical District.

d. Performers are prohibited from displaying recordings of any other artist.

e. Performers may display signs noting that recordings are available. These signs may not
exceed 8” x 11” and must be displayed with the recordings in an instrument case or other
receptacle provided for that purpose by the performer.

3. Other Conditions

a. Children under the age of 16 who purchase a Market permit must be accompanied by an
adult during performances.

b. No devices for the electronic amplification of any sound are allowed. No brass instruments
or drums are allowed. All performances at permitted locations must be played at levels
that do not significantly interfere with normal verbal communication at the nearest place of
business.

1) Muted tubas will be allowed on a trial basis in 2017, and re-evaluated in Rules Review in
2018 for inclusion in the rules. Performers wishing to play muted tubas must obtain specific
permission from the Marketmaster during regular busker permitting times, with staff
reserving the right to rescind this permission in instances of non-compliance with any
related rules. This allowance will not include playing on the Desimone Bridge or playing
under the clock sign while facing inward.

c. The Marketmaster may do all things necessary and proper to enforce and carry out these
Rules and Regulations.

VI. SPECIFIC REQUIREMENTS FOR TOUR GUIDES

A. Application Requirements and Procedures

1. Tour Guides are recognized as a unique and separate category of permitted service,
similar to Performer Permits, guided by rules specific to their special role of providing
entertainment through the presentation of history, stories and visitor information about
Pike Place Market. These are persons who lead or narrate walking tours through
the Pike Place Market for compensation paid in advance or donation and they
are distinguished from traditional performers who conduct their activity at a
specific location for donations.

2. Tour Guides may only conduct this service on PDA property with a Tour Guide
permit AND must be sponsored, affiliated or employed by a company licensed by
the Pike Place Market PDA to conduct commercial activity on its premises. The
terms of license shall be determined by separate agreement with each business.
Upon approval, the business shall be referred to as a “Licensed Tour Company.”
The PDA shall establish criteria and procedures for licensing such activities.

3. Tour Guides shall obtain Tour Guide permits from the Marketmaster annually
and comply with the standards for behavior listed below.
4. Tour Guides may not use spots reserved for traditional performers and instead are to follow routes and operate tours at times specified in the licensing agreement with their affiliated Licensed Tour Company.

5. If requested by the Pike Place Market Historical Commission, the requirements that each Tour Guide be sponsored, affiliated or employed by a Licensed Tour Company may be applied to all public areas of the Pike Place Market Historical District.

B. Standards for Behavior for Tour Guides

1. Tour Guides are responsible for having a knowledge of the generally documented history of the Pike Place Market, important persons and events and the mission of the Market PDA and Market Historical Commission. Tour guides will be expected to correct mis-statements of fact when informed.

   Unless specifically permitted by a licensing agreement with the PDA, not donations may be solicited on site nor tickets for guided tours sold within the Pike Place Market Historical District.

2. No electronic amplification of sound is permitted. Tour narrations by wireless headsets is permitted.

3. Guided tours narrated by voice shall be at a volume that is not disruptive of other commercial activity. Group size should not exceed 10 persons per guide.

4. Tour guides using wireless headsets for narration are responsible for making sure that persons they are escorted are aware of traffic and safety issues, especially when on the streets. Group size should not exceed 16 persons per guide.

5. Each tour guide is responsible for maintaining a reasonable separation of their group from others that may be operating at the same time. A reasonable separation would be a distance of 20 feet and/or five minutes between groups.

6. No tour guide shall treat any person in a manner that is demeaning, rough, menacing, vulgar, profane or abusive, or in a manner that involves discrimination or harassment based on race, ethnicity, gender, sexual orientation, age, disability or national origin.

7. Pet animals are not allowed inside buildings or covered arcades.

8. Trading or selling of tour guide permits is not allowed.

9. Drinking of alcoholic beverages or conducting tours in the District while intoxicated is prohibited.

10. Smoking in covered arcades or within 25 feet of any business, entrance or window is prohibited.

11. Tour guides are responsible for moderating the volume of their performance to a level appropriate to the designated activities of the market.

12. Tour guides are responsible for respecting reasonable requests of nearby merchants and PDA security regarding volume of narration and minimizing congestion.

13. Tour guides are responsible for ensuring that their audience does not block vehicle traffic, access to Market buildings or to merchant businesses, or cause a safety hazard.

14. Tour guides are responsible for ensuring their escorted groups do not interfere with designated performance spaces.
15. Tour guides shall immediately comply with requests of the Marketmaster and Market Security.

VII. APPENDIX A—STANDARDS FOR PERMITTED ARTS AND CRAFTS MERCHANDISE

A. Statement of Intent
The Market’s Standards for Permitted Merchandise operate as guidelines in determining whether or not a crafts item qualifies as “handmade.” In order to qualify as “handmade,” an article must be produced using a variety of raw materials, creative energy and skill.

1. The artist/craftsperson must be closely and thoroughly involved with the design of each article. Special emphasis will be placed on originality of work for all product approvals including screenings for new permits and screening of add-on requests. Uses of other artists’ work (including but not limited to licensed or trademarked images, characters or logos, and clip art) which are absent significant alteration and stylistic interpretation will not be allowed.

2. The artist/craftsperson must be closely and thoroughly involved with the production of each article.

3. Design and production standards should relate to the specific materials and processes used to produce a specific craft.

4. The standards should not permit the production of products by the use of technologies or other mechanized means in which the hands-on involvement of the artist/craftsperson with production is non-existent or minimal.

5. Food items or other items intended to be eaten or ingested are not considered permitted products for artists/craftspeople.

B. Terminology
1. Within each medium, the terminology of that medium is used. For example, “jeweler,” “woodcrafter,” etc., are used where appropriate. In each case, terminology which refers to an artist or craftsperson means the permit holder or his or her assistant.

2. Raw Materials—In interpreting the definition of permitted merchandise, “raw materials” means the basic material with which or upon which an artist or craftsperson creates an image or design.

C. Standards
Standards for each medium are based on a pass/fail system that reflects the degree of artistic involvement in design and production. To qualify as permitted merchandise, any article must pass both design and production requirements when evaluated by the Marketmaster (described below).

D. Requirements
The Marketmaster will strictly enforce the requirement that the significant value of the product is constituted by the artwork and/or handcrafted aspect of the product.

1. General Standards
   a. Permit holders are expected to exhibit originality in design of the products they sell.
1. Print reproduction of original art may be used as elements of products only when the artists’ additional handwork comprises the significant value of the product. Craft products may not consist of print reproduction simply attached as decoration to a purchased or pre-existing item that is not made by the permit holder.

2. Original digitally generated designs and print reproduction may be used as additional elements on products that are already allowed under product guidelines, (example: an iron-on print on a tied-dyed pre-made cloth item.)

b. Found, recycled and pre-existing objects as elements of products:
   1. The artists’ design and handwork must create the significant value and focal point of the end product.
   2. The artist must expend significant time and energy transforming the appearance and function of the original object(s).
   3. Fabrication of product must involve more than mere assembly, and should utilize techniques such as fusing, resurfacing, or alteration of shape or size.
   4. Elements that are purchased must be worth 25% or less the value of the final product.

c. Use of emerging technologies as element of production (including but not limited to printers, plotters, CNC machines, laser cutters, plasma cutters, etc.)
   1. Each product line must be evaluated by the Marketmaster in consultation with the screening committee.
   2. Permit holder must operate the machine and have full proficiency in its operation.
   3. Must use permit holder’s original designs or artwork, itself requiring significant time and effort. No clip art or work of other artist is allowed.
   4. Each product must include a significant element of handwork by the permit holder.
   Intent: Allows for artistic growth and exploration of new production tools while not tokenizing or eliminating the established requirements or meaning of “handmade” on the Pike Place Market crafts line.

d. Collaborative Products: Two separate permit holders may apply to the Marketmaster to add-on a collaborative product, in which both parties contribute their specialized craft to create the final product.
   1. Both components must require a highly specialized method of handmade fabrication that is not reasonably accessible to the other partner.
   2. Collaborative products are approved at the discretion of the Marketmaster in consultation with the screening committee.
   3. Product must be clearly labeled in a manner that names the collaborators and identifies them as current Pike Place Market permit holders.
   4. Permit holders are limited to a single collaborative product approval with a maximum of 1 item on the table taking up no more than 20% of the display, with the rest of the display consisting of approved products handmade by the displaying permit holder.

e. Craft permit holders may seek approval to table a limited number of printed books, restricted to 1/8 of their display or less with the remaining part of the display consisting of approved handmade products. Books must be one of the following:
   - An extension of artist’s mastery of medium as sold on their table.
   - Published volumes of artist’s 2-D artwork as sold on their table.
   - Self-published volumes of artist’s 2-D artwork as sold on their table, which have been approved by the screen committee to ensure professional quality.
E. **Category Guidelines**

1. **Bath and Body Products**
   a. **Design**
      1) Development of product line
      2) Original recipes/blends
   b. **Production**
      1) Makes 70% of the base foundation, and
      2) Controls formula of aromatherapy, and
      3) Significant effort in packaging of product.

2. **Candles/Wax Products**
   a. **Design**
      1) Design of focal point by artist/craftsperson
      2) Focal point worth 60% of the value of the piece.
   b. **Production**
      1) Makes own molds (if the design is the focal point), and
      2) Pours/dips candle by hand, and
      3) Significant effort in assembly of product.

3. **Glass Art**
   a. **Heat-worked Glass (Fused, Cast, Flame-Worked, Blown, Kiln-Worked)**
      1) **Design**
         a) Creation of original design involving significant time and energy.
      2) **Production**
         a) Production of focal point, constituting the article’s significant value by artists, and
         b) Assembly of all components by artist.
   b. **Stained and/or Beveled Glass Design**
      1) **Design**
         a) Total design of piece by artist
      2) **Production**
         a) Component parts (other than glass) assembled by artist, and
         b) Component glass parts cut by artists, or
         c) Component parts (other than glass) which constitutes the significant value and focal point of piece produced by artist.

4. **Handmade Clothing and Other Fabrics, Leather, Yarn or Woven Articles**
   a. **Design**
      1) Total design by maker,
   b. **Production**
      1) Article sewn or laced by maker, or
      2) Article knitted, crocheted, woven or knotted by maker, and
      3) Use of hand-dyeing techniques by maker, or
      4) Application of original design (fabric appliqué, paint, dye or other material) to handmade clothing, handbag, etc. or
      5) Individual variation of each item.
5. Hand-Done Print Reproduction
   a. Design
      1) Creation of original image for reproduction
   b. Production
      1) Reproduction produced by artist
      2) Individual variation by artist of each item

6. Handmade Stationary and Paper Products
   a. Design
      1) Design of focal point by artist/craftsperson
      2) Focal point worth 60% of the value of the piece
   b. Production
      1) Adds original artwork to each piece, and
      2) Production of focal point, and
      3) Significant effort in assembly of product

7. Jewelry
   a. Fabricated Jewelry
      1) Design
         a) Design of all visible elements, exclusive of manufactured fastening devices, jump rings, or
         b) Design of the focal point worth at least 60 percent of retail value of the entire piece.
      2) Production
         a) Production by jeweler of entire article or all component parts, exclusive of findings, gem or stone, and
         b) Final production (i.e. polishing or other finishing technique) of entire article.
   b. Cast Jewelry
      1) Design
         a) Creation of original image which constitutes the focal point and/or significant value of entire piece.
      2) Production
         a) Production of mold used for casting, and
         b) Production of article by artist using casting method, and
         c) Final production (i.e. polishing or other finishing technique) of entire article exclusive of component parts.
   c. Lapidary Jewelry
      1) Design
         a) Design of the focal point work at least 60 percent of the retail value of the entire piece.
      2) Production
         a) Production of article by jeweler, exclusive of findings, and
         b) Final production (i.e. polishing or other finishing technique) of entire article.
d. **Jewelry - Combination of Production Methods (Cast, Fabricated, or Lapidary)**

1) **Design**
   a) Design of all visible elements exclusive of findings (manufactured fastening devices, jump rings, or heads of faceted stones), or
   b) Design of the focal point worth at least 60 percent of the entire piece.

2) **Production**
   a) Production by jeweler of entire article or all component parts, exclusive of gem or stone provided that stone is less than 40 percent retail value of entire piece, or
   b) Production or reproduction by jeweler, exclusive of casting, of focal point worth at least 60 percent of the retail value of the entire piece, and
   c) Final production (i.e. polishing or other finishing technique) of entire article by jeweler.

e. **Multi-Media Jewelry**

1) **Design**
   a) Design of all visible elements, exclusive of findings, or
   b) Design of focal point worth at least 60 percent of the value of the entire piece.

2) **Production**
   a) Production by jeweler of article, exclusive of findings, or
   b) Production of entire piece.

f. **Ceramic Jewelry**

1) **Design**
   a) Design of all visible elements exclusive of findings, or
   b) Design of focal point worth at least 60 percent of the retail value of the entire piece.

2) **Production**
   a) Production by jeweler of entire article exclusive of findings, and
   b) Production (i.e. kiln-firing and glazing or other finishing technique) of entire article.

g. **Other Jewelry (Paper, Acrylic, etc.)**

1) **Design**
   a) Design of all visible elements exclusive of findings, or
   b) Design of focal point worth at least 60 percent of the value of the entire piece

2) **Production**
   a) Production by jeweler of article, exclusive of findings, and
   b) Final production of entire piece.

8. **Metalwork (other than Jewelry) including Sculptures, Boxes, and Candleholders**

   a. **Design**
      1) Total design by artist, or

   b. **Production**
      1) Crafting of entire article or all component parts by artists, or
      2) Crafting of focal point constituting the significant value of the piece, and
      3) Assembling of entire article or all component parts by artist, and
      4) Finishing of article by artist.
9. Miscellaneous Art or Craft
   a. Design
      1) Creation of original design involving significant time and energy.
   b. Production
      1) Production of focal point, constituting the article’s significant value, by artist, and
      2) Assembly of all components by artist.

10. Painting, Sculpture and Other Original Artwork
    a. Design
       1) Creation of original image involving significant energy and time on or with any medium.
    b. Production
       1) Full control of Production by artist.
       2) Artists may request to table 25% of their display space as Print Reproductions: such
          products will be subject to the same guidelines as the Print Reproduction Category.

12. Photography (Closed to Additional Vendors)
    a. Design
       1) Photographing of original image for reproduction
    b. Production
       1) Reproduction process fully controlled by artist
       2) Individual variation by artist of each reproduced item or article, or
       3) Matting and framing done by artist.

13. Photography with Individual Handmade Presentation
    a. Design
       1) Photographing of original image
    b. Production
       1) Each Image mounted by hand by technique requiring significant time and energy

14. Pottery and Ceramics
    a. Design
       1) Wheel-thrown or hand-built by ceramicist, or
       2) Molded from mold made by ceramicist
    a. Production
       1) Glazed or painted by ceramicist, and
       2) Kiln-fired or other heat process by artists/ ceramicist, or
       3) Other finishing process by artist

15. Premade Fabric, with Hand-painted, Airbrushed, Tie-Dyed or Appliquéd Surface Design
    a. Design
       1) Original design of graphic image which constitutes the focal point creates the significant value.
    b. Production
       1) Final hand painted or other process by artist.

16. Premade Fabric, with Screen Printed Surface Design
a. **Design**
   1) Original design of graphic image by artist which is the focal point and creates the significant value

b. **Production**
   1) Preparation or execution of final production, artwork by artists, and
   2) Transfer by artist of final production artwork to the screen and final screen printing process by the artist.

17. **Print Reproduction (closed to new vendors 4/01/2006)**
   a. **Design**
      1) Creation of original image, involving significant energy and time, for reproduction.
   b. **Production**
      1) Production fully controlled by artist
      2) Individual variation by artist of each reproduced item or article, or
      3) Matting and framing done by artist.
      4) Artists selling images using print reproduction must use conspicuous and legible signage or labeling on their tables that accurately identifies the method of print reproduction (including both reproduction technology and type of paper used.)
   c. The artist who creates the Market Festival or Busker’s Festival poster may sell signed copies of these mass-produced posters from his/her Daystall, depending on the agreement that is made between the festival organizers and the artist.

18. **Strands of Beads**
   a. **Design**
      1) Design of the strand pattern exclusive of findings
   b. **Production**
      1) Production of all bead components by jeweler, or
      2) Production of at least 60 percent, by retail value, of all beads components by jeweler, and
      3) Assembly of all parts by jeweler.

19. **Wooden Articles (including boxes, sculptures and furniture)**
   a. **Design**
      1) Total design by woodcrafter,
   b. **Production**
      1) Crafting of entire article or all component parts by woodcrafter, and
      2) Sanding of entire article or all component parts by woodcrafter, and
      3) Finishing of article by woodcrafter, including sanding, oiling, varnishing, and/or other finishing process.
      4) When using purchased, non-wooden components, woodwork must comprise the focal point and the significant majority of the item’s value.

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**APPENDIX B: MAP OF PIKE PLACE MARKET HISTORICAL DISTRICT DELINEATING CRAFT AND FARM PREFERRED TABLES**
Adoption of Daystall Rules and Regulations  
March 2019

WHEREAS, the 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 and community; and,

WHEREAS, The PDA conducts an annual review of the Daystall Rules and Regulations; and

WHEREAS, The PDA solicited and received suggestions from the Daystall community regarding rule changes; and

WHEREAS, The PDA staff has held Daystall community meetings regarding the potential changes and have altered the initial proposed changes to Daystall Rules and Regulations based upon those meetings; and on March 12th, 2019 the Market Programs Committee held an open public meeting that discussed and considered rule changes with opportunity for public comment.

NOW, THEREFORE BE IT RESOLVED that the PPMPDA Council hereby approves the following 2019 changes to the Daystall Rules and Regulations as noted in Exhibit A.

____________________________________________________________________
Mark Brady, Secretary/Treasurer       Date

Date Approved by Council:

For:

Against:

Abstained:
Stairs: emergency access will be maintained at all times. When demo becomes a hazard to the stairs (likely bents 54-53), Floors 2 through 5 will be blocked, and a security guard will stand at each door to direct pedestrians to a safe exit and allow people through in the event of an emergency. No security guard when there is not active work (i.e., at night).

Elevator will continue to operate but exit at bottom will not be ADA-accessible.

Route to Hillclimb: ramp or other access to the sidewalk in front of the Fix Midori building leading to Hillclimb. Not ADA-accessible. No access to Waterfront.

Ramp: ADA-accessible ramp north of the driveway will be built and maintained throughout demolition to the south, providing access to Waterfront. Ramp maintained during site prep work.
Pike Place Market
Area: "Phase 2"

- **Work Zone**: Stairs: emergency access will be maintained at all times. When demo becomes a hazard to the stairs (likely bents 54-53), Floors 2 through 5 will be blocked, and a security guard will stand at each door to direct pedestrians to a safe exit and allow people through in the event of an emergency. No security guard when there is not active work (i.e., at night).
- **Site Prep**: Elevator will continue to operate but exit at bottom will not be ADA-accessible.
- **Route to Hillclimb**: ramp or other access to the sidewalk in front of the Fix Midori building leading to Hillclimb or Aquarium. Not ADA-accessible.
- **Ramp**: ADA-accessible ramp north of the driveway will be built and maintained throughout demolition to the south, providing access to Waterfront. Ramp maintained during site prep work.
Pike Place Market
Area: "Phase 3"

- **Stairs:** Emergency access will be maintained at all times. When demo becomes a hazard to the stairs (likely bents 54-53), Floors 2 through 5 will be blocked, and a security guard will stand at each door to direct pedestrians to a safe exit and allow people through in the event of an emergency. No security guard when there is not active work (i.e., at night).

- **Elevator:** Will continue to operate but exit at bottom will **not** be ADA-accessible.

- **Route to Hillclimb:** Ramp or other access to the sidewalk in front of the Fix Midori building leading to Hillclimb or Aquarium. Not ADA-accessible.

- **Ramp:** Will no longer be accessible.

- **Shuttle:** ADA-accessible shuttle will circulate between top deck of garage down to Alaskan Way (during demo of bents 52-48).
Building Protection Near the Garage

Heavy-duty debris nets hang from above the deck to the ground to catch fly rock wherever there is risk. This will move south to north with the work. Option: hang the debris net from the garage roof deck for better protection.

We will rent parking stalls in affected areas, moving from south to north.

We will use water extensively to minimize dust from entering the garage. Option: aim hose from garage roof deck for better saturation. Hose equipment would move south to north with the work.
2018 Impacts
Grants Awarded: 65
Total Individuals Served: 76

Total Awarded: $38,660.50
2017: $41,200 awarded, 59 people served

GRANTS BY CRISIS
- Homeless: 21%
- Eviction: 28%
- Medical: 28%
- Other: 16%
- Farm: 1%
- Theft: 6%

REFERRING AGENCIES
- Legacy Partners: 35%
- PDA Daystall: 37%
- PDA Residential: 21%
- PDA Commercial: 3%
- PDA Farm: 4%
2018 Food Access Program Report

Total Shopping Capacity*: $213,799.57

**Food Access Cost by Program**

- Farmer Pike Bucks: $32,440.00
- Highstall Pike Bucks: $25,200.00
- Bonus Card: $26,798.32
- Fresh Bucks: $25,132.00
- Pike Box CSA: $84,119.25
- Bulk Buy: $12,750.00
- Safeway Pilot: $7,360.00

**Shoppers Reached by Program**

- Farmer Pike Bucks: 875
- Highstall Pike Bucks: 892
- Bonus Card: 278
- Fresh Bucks: 268
- Pike Box CSA: 250
- Bulk Buy: 2,336
- Safeway Pilot: 216

**Total Dollars Leveraged**: $117,511.29

* Dollars spent: $213,799.57 spent by 5,115 people through all shopping programs

**Secret Garden**

Our community led intergenerational garden provides produce to the Pike Market Food Bank and programming for our Legacy Partners.

- Volunteer Hours: 654
- Pounds Donated to Food Bank: 408

**Americorps VISTA**

The Market Foundation sponsors AmeriCorps VISTA volunteers to increase organizational capacity and planning within partner organizations to address food insecurity.

- AmeriCorps VISTAs: 16
- Summer Associates: 4
- Agencies Served: 6
- Total Hours Given: 20,840

**Preschool Pilot Program**

The Food Bank’s Preschool Pilot Program tested a low-barrier grocery pick-up program for working families at the Pike Place Childcare and Preschool.

- Duration: 5 months
- Total People Served: 77
- Program Cost: $2,386.22
- Pounds of Food Distributed: 1,087.24

+ Dollars Leveraged: $117,511.29 was utilized to gain $213,799.57 in purchasing power for individual shoppers and partner agencies
2018 Report

Total Interactions - 12,702
Desk Interactions - 7,372
Activity Attendees - 5,330

General: directions, tours
Living Room: includes basic questions and regular visitors
Social Service Inquiries: also include attendees of Community Health Plan of Washington and King County Metro Orca Lift Sign-Ups

Resource Desk

Service Inquiry Breakdown

ActiVities

Activity Attendees - 5,330
Rent Credit

Economic Stability

Living Room

Food

Social Context

Education

Neighborhood

Healthcare

Facilitating access to nutritional resources and promoting food security

Providing physical space for community driven programs and activities

Activities that offer social integration, promote community engagement and help reduce stress

Navigation of the healthcare system and educational programming for quality of care

Early childhood education and promoting lifelong learning

Resource Desk

Service Inquiry Breakdown

Total Hours
Total Interactions

ACTIVITIES BREAKDOWN

Economic Stability

Food

Social Context

Education
The Pike Place Market Public Development Authority consists of 12 members per RCW 32.21.730 and Seattle Municipal Code (SMC) 3.110; appointed as indicated below, subject to City Council confirmation, four-year terms:

- Four (one each year) Mayor
- Four (one each year) PDA Constituency
- Four (one each year) PDA Council

Appointments generally expire June 30th each year. The current PDA Council members are attached below.

The following calendar outlines the general steps in the nomination and selection of new Council-appointed members to the PDA.

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>March PDA Council Meeting</td>
<td>Chair to seek volunteers and to create ad-hoc Nomination Committee (2-6 members)</td>
</tr>
<tr>
<td>April</td>
<td>Chair to seek input/recommendations on Council appointment</td>
</tr>
<tr>
<td>First two weeks of May</td>
<td>Nomination Committee reviews and selects candidates to interview; works with ED and Executive Administrator to select interview dates</td>
</tr>
<tr>
<td>Last two weeks of May (selection of two days for interviews)</td>
<td>PDA Council-selected and Mayoral appointment interviews</td>
</tr>
<tr>
<td>May PDA Council Meeting (last Thursday in May)</td>
<td>PDA Council is briefed by Nominating Committee on candidates</td>
</tr>
<tr>
<td>Early June</td>
<td>Nomination Committee provides Chair with selection</td>
</tr>
<tr>
<td>June Executive Committee</td>
<td>Discussion and selection of Council-selected Councilmember and election of PDA officers and committee chairs</td>
</tr>
<tr>
<td>June PDA Council Meeting (last Thursday in June)</td>
<td>Proposed Resolution for Election of PDA Officers, Committee Chairs, and Council-selected Councilmember</td>
</tr>
<tr>
<td>July PDA Council Meeting</td>
<td>New Councilmembers present</td>
</tr>
<tr>
<td>Early July</td>
<td>ED one-on-one meetings with new councilmembers; orientation with current councilmembers</td>
</tr>
</tbody>
</table>

The Pike Place Market Constituency has historically selected their appointee in June and ratified the vote at their July meeting.

The Mayor’s office has historically relied on the PDA to nominate Mayoral appointees and follows the same calendar for Council-appointed members.
Section IV:

Consent Agenda Items
Authorization for Contract Authority – Painting of LaSalle Stairwells
March 2019

WHEREAS, the 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 and community; and,

WHEREAS, the Pike Place Market PDA is the managing member of the LaSalle LLC and as such it approves of this resolution relating to this building; and,

WHEREAS, in order to maintain the viability of the Pike Place Market buildings the PPMPDA has determined that the LaSalle Apartments LLC, managed by the PDA for low income housing, requires cleaning and painting of the main stairwells, and,

WHEREAS, the PPMPDA has executed a bid process to complete the cleaning and painting of main stairwells #2 & #5; and,

NOW, THEREFORE, BE IT RESOLVED that the PPMPDA Council authorizes the PPMPDA Executive Director or her designee to enter into a contract with Express Quality Painting in an amount not to exceed $30,387.60 for the purpose of cleaning and painting stairwells #2 & #5 of the LaSalle Building.

The funds for this project will be drawn from the RESLAS 162901-00

____________________________________  _______________________________
Mark Brady, Secretary/Treasurer       Date

Date Approved by Council:
For:
Against:
Abstained:
Authorization for Contract Authority – Tuck and Point and Parapet Urethane Seal on Economy Building
March 2019

WHEREAS, the 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 and community; and,

WHEREAS, in order to maintain the viability of the Pike Place Market buildings the PPMPDA has determined that the western wall of the Economy Building is in need of tuck and point starting on the second floor to the top of the building and a complete urethane seal on the western parapet to stop leakage; and,

WHEREAS, the PPMPDA has executed a bid process to complete necessary repairs and sealants.

NOW, THEREFORE, BE IT RESOLVED that the PPMPDA Council authorizes the PPMPDA Executive Director or her designee to enter into a contract with Pioneer Masonry Restoration Company, Inc. in an amount not to exceed $49,346.40 for the purpose of completing tuck and point and a urethane seal on the parapet.

The funds for this project will be drawn from the Capital Projects COMECO 163845-00.

Mark Brady, Secretary/Treasurer

Date Approved by Council:
For:
Against:
Abstained:
PROPOSED RESOLUTION 19-16

March 2019

WHEREAS, the 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 and community; and,

WHEREAS, in order to maintain the viability of the Pike Place Market buildings the PPMPDA has determined that the Chinese Cuisine Windows are a safety concern for pedestrian safety and in need of replacement; and,

WHEREAS, the PPMPDA has executed a bid process to replace the Chinese Cuisine Windows with MHC approved Steel frame replacement windows.

NOW, THEREFORE, BE IT RESOLVED that the PPMPDA Council authorizes the PPMPDA Executive Director or her designee to enter into a contract with Legacy Renovations in an amount not to exceed $269,847.61 for the purpose of installing new steel frame windows.

The funds for this project will be drawn from the Capital Projects COMFAR 163832-00

________________________________________________________________________
Mark Brady, Secretary/Treasurer _______________________________ Date

Date Approved by Council:
For:
Against:
Abstained:
Authorization for Contract Authority – Waterproofing Third Section Tile in North Arcade
March 2019

WHEREAS, the 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 and community; and,

WHEREAS, in order to maintain the viability of the Pike Place Market buildings the PPMPDA has determined that the Third Section Tile in the North Arcade is in need of replacement and waterproofing due to leaks in tenant space below; and,

WHEREAS, the PPMPDA has executed a bid process to complete necessary repairs and sealants.

NOW, THEREFORE, BE IT RESOLVED that the PPMPDA Council authorizes the PPMPDA Executive Director or her designee to enter into a contract with Combined Construction in an amount not to exceed $23,121.00 for the purpose of completing demolition and application of new substrate and waterproofing of third section tile.

The funds for this project will be drawn from the Capital Projects COMFAR 160820-00.

Mark Brady, Secretary/Treasurer
Date

Date Approved by Council:
For:
Against:
Abstained:
# PROPOSED RESOLUTION 19-18

## Lease Proposals
March 2019

<table>
<thead>
<tr>
<th>Tenant</th>
<th>Term</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sergio’s Barber Shop</td>
<td>Five (5) Years</td>
<td>March 1, 2019</td>
</tr>
<tr>
<td>Sergio Curiel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totem Smokehouse</td>
<td>Five (5) Year</td>
<td>March 1, 2019</td>
</tr>
<tr>
<td>Totem Smokehouse, Inc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mark and Rebecca Zenger</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mark Brady, Secretary/Treasurer  
Date

Date Approved by Council:
For:  
Against:  
Abstained:
Section V:

New Business Items
WHEREAS, the 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 and community; and,

WHEREAS, the PDA, as a public organization, maintains and implements complex and thorough Purchasing Policies and Procedures as well as a Small Work Contract Roster and Bidding Process; and,

WHEREAS, periodic review and changes are necessary to maintain policies current with legal requirements and practices, as may be recommended by the management and the council, which will be presented to the PDA Finance and Asset Management Committee and Council for approval; and,

WHEREAS, the PDA Finance Committee has reviewed the updated versions of Purchasing Policies and Procedures, and Small Work Contract Roster and Bidding Process.

THEREFORE, NOW BE IT RESOLVED that the PPMPDA Council approves the updated PDA Purchasing Policies and Procedures and PDA Small Work Contract Roster and Bidding Process, attached as Exhibit A.
Purchasing General Guidelines and Policies

1. Budget Management Expectations
   - Each department is provided with a budget outlining the approved expenditures for each year.
   - Managers and Department Directors are expected to manage their budgets to ensure accountability for cost control and for effective and cost saving means of delivering service and fulfilling operational requirements.
   - All Managers and Directors are expected to operate within the budget authority and be consistent with program plans authorized by the PDA Council in the annual budget or subsequent resolutions.
   - Each department can make only the specific purchases listed on their department’s approved budget. For example, all computer hardware, software, and accessory purchases are made only by the IT Manager; office supplies and furniture are purchased by the Office Manager in the Administrative Department, etc.
   - When non-budgeted costs or cost increases occur that could result in exceeding budget levels the Supervisor/Department Director should notify his/her superior and the Finance Director and discuss reducing, eliminating, or deferring other items in order to remain within authorized budget levels. Expenditures beyond total budgeted annual levels require advanced written authorization of the responsible Department Director and written notice to the Finance and Executive Directors.

2. Price Quotes/Estimates/Bids - Operational and Budgeted Goods, Equipment and Services
   - Expenditures less than $10,000: competitive pricing, quality of goods and customer service will be taken into consideration.
   - Expenditures costing $10,000 - $34,999: solicit three (3) price quotes except in an emergency, or as specified in the SWCR Policies and Guidelines.
   - Expenditures costing $35,000 - $199,999: solicit five (5) price quotes except in an emergency, or as specified in the SWCR Policies and Guidelines.
   - Expenditures costing $200,000 or more: advertise in the DJC for competitive award.
   - Price Quote can be in the form of an Estimate or Bid.
   - Price Quotes must be comparable and for like items.
   - Price Quotes must have printed vendor name, contact, address and contact numbers.
   - Price Quotes can be faxed, emailed, mailed. Catalogue cuts with published prices are also acceptable as quote documentation.
   - Price Quote documentation must be attached to the corresponding purchase order. For recurring purchases, multiple-year quotes will be kept on file with Accounts Payable.
   - Emergency: In the case of an emergency, with approval of the Department or Executive Director, the PDA is authorized to bypass the Price Quote process to obtain goods, equipment and services in a manner most expeditious to address the emergency. This flexibility notwithstanding, the PDA has an ongoing responsibility to carryout its responsibilities in the most cost-effective manner. Notification must be made to the immediate Supervisor and Accounts Payable as soon as possible.
   - For recurring or annual products and operational services generally the Bid process should occur every (5) years.
   - For procedures pertaining to procurement of capital repairs and improvements contractors, please refer to the PDA’s Small Works Contractor Roster policies and guidelines.
3. Architectural and Engineering Services
   - Architectural and engineering services shall be procured under a qualification and negotiation process in accordance with RCW 39.80
   - Advertisement for specific services will be made, and a Request for Qualifications will be prepared and sent to responding firm
   - Selection process will be developed for each contract, and may include a selection team of PDA staff, outside consultants, and/or PDA Council members
   - Selection of professional firm will be made based on qualifications and value to PDA and will be documented in contract file

4. Non Operational or Capital Professional Services or Consultants
   - Managers and Directors responsible for engagement of professional and consulting firms are expected to ensure these firms provide both value and excellent service to the PDA. Examples of professional service and consultants falling into this category include but are not limited to: legal, marketing research and advertising, public relations, financial analysts, auditors, real estate appraisal, graphic design, development consulting,
   - Contracts less than $10,000, competitive pricing, qualifications and reliability of service will be taken into consideration
   - Contracts between $10,000 and $34,999, a written statement of the requirements and qualifications (RFP/RFQ) shall be developed and at least three (3) proposals solicited. Selection will be made based on qualifications of proposing firm and value to the PDA
   - Contracts $35,000 or more, a Request for Proposal/Qualifications will be developed and will be advertised in the DJC for interested firms. A selection process will be developed to select the most qualified firm.
   - Generally, for discreet, annual and recurring professional service contracts such as annual financial audit services, insurance broker, banking services, the RFP/RFQ process should occur every seven to ten years, based on case by case consideration.

5. Authorization for Purchases
   - Purchases less than $3,000: Authorized Supervisors (as listed on the Approval Authority list).
   - Purchases of $3,000 - $4,999: Authorized Supervisor and/or Department Director.
   - Purchases of $5,000 - $9,999: 2 Directors: Department Director and Executive Director or her designee.
   - Purchases of $10,000 or more: PDA Council approval by resolution.

6. Purchasing Methods and Procedures
   - Purchase Orders (P.O.): Purchase orders are used for all purchases except when there is a Contract, Service Agreement, Check Request or when Petty Cash is used (see page 3).
   - Contracts/Service Agreements: Contracts and Service Agreements are used for capital and construction projects, consultant services, and maintenance agreements (see page 4).
   - Check Request: Check requests are used when pre-paying an expense (C.O.D.) and / or there is no invoice (see page 5).
   - Petty Cash: Petty cash is generally used when an employee is requested to make a cash purchase of $25 or less and there is not enough time to submit a Check Request (see page 4).
   - Expense Reports: Expense reports are used when an employee needs to be reimbursed for approved business expenses they have incurred such as travel expenses, parking reimbursement, office supplies, etc. (see page 5).
   - Credit Card purchases please see page (see page 6)

7. Invoice Routing and Payment Procedures
   - All invoices should be mailed to the PDA “Attention: Accounts Payable”. Department Directors and Supervisors are required to notify vendors/contractors of this. If an invoice is sent directly to the department, it should be immediately forwarded to Accounts Payable.
• All invoices, Check Requests, Credit Cards and Expense Reports must be approved, properly
coded and submitted to A/P on Monday morning, by 10:00 AM, to be included in that week’s
check run. Exceptions will be made, with prior approval, for emergencies and official holiday
rescheduling.
• Checks are issued each Friday by 4:00 PM.
• Checks must have required signatures before mailing or distributing.
• Manual checks will only be issued in case of an emergency, with authorization by the Finance
  Director or the Executive Director.

8. Payment Terms
• Payment on vendor invoices will be paid within 30 days of date of invoice (Net 30), unless there
  is a discount for earlier payment.
• It is the responsibility of the Department Director and Supervisor placing the order to request
  early payment discount and to notify vendors/contractors of payment terms.
• When exceptions are required, the invoice should be clearly marked with the payment terms and
  the reason.
• Check Requests and Employee Expense Reimbursements are paid on Friday if the approved,
coded report is turned in to the A/P department on the previous Monday.

9. Conflict of Interest
No conflict of interest or appearance of conflict between a vendor, contractor, or supplier and the
PDA personnel authorizing the purchase is permitted. Any purchase made or authorized by a PDA
employee in which the employee may receive direct financial benefit or other compensation from the
vendor is strictly prohibited. Breaking up contracts or purchases to avoid adherence to these policies
is strictly prohibited.

Purchase Order Procedures

| Used for all purchases except when there is a Contract, Service Agreement, Check Request or Petty Cash is used. |

1. Purchase orders to be completed and authorized in advance of a purchase which will be paid
   by invoice and which is not covered by a previously approved service agreement or contract.

2. Purchase Orders are completed and approved on the Purchase Orders System(online):

3. Complete Purchase Order with the following information:
   • Vendor Name
   • Date of Order
   • Detailed description of product and usage
   • Unit and Total Costs
   • Building Property Code
   • Budget Code number
   • Requester’s name and signature
   • Authorized Signature (as listed on the Approval Authority list)

4. Approval Authorization
   • Less than $3,000: Authorized Supervisors (as listed on the Approval Authority list)
   • $3,000 - $4,999: Authorized Supervisor and/or Department Director
   • $5,000 - $9,999: 2 Directors: Department Director and Finance or Executive Director
   • $10,000 or more: PDA Council approval by resolution (see Contract Procedures)

5. Placing Order
   • Give vendor the Purchase Order # and request that all invoices refer to this PO#
• Inform vendor of Net 30 Payment Terms
• Inform vendor to mail all invoices to the attention of Accounts Payable

6. Receipt of Items Ordered
   • Compare actual order to Purchase Order
   • Indicate any changes, back-orders, etc. on copy of purchase order

7. Invoice Process
   • Invoice is received in A/P (if invoice is mailed to department, forward to A/P)
   • Invoice is stamped by A/P with Coding-Approval Stamp
   • A/P routes invoice (with purchase order) to department for coding & approval
   • Department completely fills out all information on Coding-Approval Stamp
   • Obtain authorized signature(s) on Coding-Approval Stamp
   • Indicate any changes, back-orders, etc. on attached purchase order
   • Attach packing slip or other documentation
   • Route back to A/P for payment
   • Department’s approval and coding of invoice should be completed within 5 days of receipt of invoice for timely payment to our vendors

Contracts and Service Agreement Procedures

| Used for capital and construction projects, consultant services, & maintenance agreements |

1. Types of Contracts
   • PDA standard Construction Contract
   • PDA standard Service Contract
   • Non-standard contract/agreement mutually written by the contractor and PDA
     (Non-standard contracts must include same terms and conditions as standard contracts)

2. Approval Authorization
   • Less than $3,000: Authorized Supervisors (as listed on the Approval Authority list)
   • $3,000 - $9,999  Department Director, or Executive Director, or her designee
   • $10,000 or more: PDA Council approval by resolution (reference #3)
   • Contract term exceeding one (1) year: PDA Council approval by resolution

3. Resolution (for contracts of $10,000 or more) will be presented at the Finance Committee with the following information:
   • Project name
   • Detailed description of the project
   • Project status: approved budgeted Capital Project, emergency, other
   • Name of general contractor/consultant
   • Maximum authorized amount of the contract (including sales tax and contingency)
   • Source of funding with coding
   • Selection process: bidding process or sole source with justification and/or detail

4. Contract Review: Standard PDA contracts with any changes, or non-standard contracts, must be reviewed and initialed by Executive Director or Finance Director

5. Contracts must be completed and signed before they are given to the contractor to be signed

6. Contracts are to be signed before services/items are purchased
7. Capital and Construction Project contracts and Operations Contracts may be delegated to the Operations Director, with the concurrence of the Asset Management Director if work will be performed in tenant spaces.

8. Signed ORIGINAL contracts are submitted by the respective manager/director for permanent filing

9. Signed COPY of contract is submitted to A/P before payment will be rendered

10. Approved Resolution, if applicable, is submitted to A/P before payment will be rendered

### Check Requests

**Used when pre-paying an expense (C.O.D.) or if there is no invoice**

- Check Request forms are kept in the A/P department
- Documentation or full description must be provided
- Fill out form completely
- Must have authorized approval
- Submit completed form to A/P on Monday morning by 10:00 AM for Friday payment
- Same-day requests for payment can be made in case of an emergency, but this should be limited to special circumstances only

### Petty Cash

**Used when an employee is requested to make a cash purchase of $25 or less**

- Petty Cash is generally used for food or supply items when there is not time to place an order through our standard ordering procedure
- $25 limit unless approved by Executive or Finance Director
- Request Petty Cash Slip from A/P
- Fill out form completely with description and code
- Petty Cash slips must have authorized approval
- If purchase has not been made, A/P will give an approximate cash amount; employee will make the purchase and return with receipt and change (or be given additional cash to match the receipt)
- If personal funds have been used for the purchase, the receipt must be attached to petty cash slip and we will provide reimbursement

### Expense Reports

**Used for approved business expenses that employee has incurred**

- Reimbursable employee expenses:
  - Travel expenses
  - Parking
  - Mileage
  - Budgeted expenditures not generally purchased through another department or through an established vendor
Expense Report forms are kept in the Accounting department
Fill out form completely with description and code
Attach receipts and back-up documentation
ALL Expense Reports must be approved by your supervisor and/or the Human Resources Director
Submit to A/P on Monday morning by 10:00 AM for Friday payment

Credit Card Procedures

The use of credit cards is a customary and economical business practice to improve cash management, reduce costs, and increase efficiency.

(1) Pike Place Market as a quasi-municipal corporation is authorized to use credit cards for official government purchases and acquisitions.

(2) Pike Place Market PDA has contracted Bank of America for issuance of the credit cards.

(3) The Pike Place Market PDA has adopted a system for credit cards usage.

The PDA has three credit cards, with a $10,000 limit on each, issued in the names of Mary Bacarella, Sabina Proto, and Joseph Strong. Mary and Sabina’s credit cards will be in the custody of accounting, Joe’s credit card is for IS use and in his custody.

The authorization and control of the use of credit card funds:

The intent for credit card use is for internet and telephone purchases, reservations, or deposits, and other. Cash advances on credit cards are strictly prohibited.

- Prior to use, a credit card charge form should be filled out with required authorization signatures and brought to accounting, with the exceptions noted below.

- The credit card will be given to the user, which will be tracked in the credit card log binder with the users name, date, time, and check in/out.

- When the credit card is returned, proof of the transaction must accompany it, which will be held in the log binder to check against the credit card statement.

Exceptions: Due to credit card not being checked out of accounting.

1. For recurring credit card charges an approved request form is kept on file.

2. For vendors who have our card on file (i.e. amazon) a request form with receipt will be submitted and not logged.

The authorization and control of the use of Joe Strong credit card:

-Joe Strong will maintain all credit card request forms for use in IT and turn them into accounting upon request for processing payments.

The payment of credit card charges:

-Accounting will review the statements, matching proof of transactions, and ensuring payment is made by the due date. We will not allow, in any case, delaying the payment and being charged for late fees.

-Accounting will contact the credit card users for questions/discrepancies and/or customer service.
INTRODUCTION

The Pike Place Market Preservation and Development Authority (PDA) maintains and periodically updates a construction trades contractor list for a variety of construction, craft, and maintenance trades, as later described. This document defines the PDA’s procedures for compiling a contractor roster and for soliciting bids for work from contractors qualified on the roster.

The Pike Place Market PDA is a not-for-profit, quasi-public corporation chartered by the City of Seattle to develop, operate, manage and preserve the core properties of the Pike Place Market. The PDA owns and operates fourteen mixed-use commercial and residential buildings in the 9 acre Pike Place Market Historical District. The PDA also owns and operates an 800 stall parking garage. The Pike Place Market PDA is organized pursuant to Seattle Municipal Code (SMC) 3.110 and RCW 35.21.660, 35.21.670, and 35.21.730-755. RCW 35.21.750 provides in part as follows: “All liabilities incurred by such public corporations, commission or authority shall be satisfied exclusively from the assets and properties of such public corporation, commission or authority and no creditor or other person shall have any right of action against the city, town, or county creating said corporation, commission or authority on account of any debt, obligation or liability of such public corporation, commission or authority.” The powers of the PDA are limited by State and federal law and regulations, ordinances of the City of Seattle, and other local regulations.

The PDA has an in-house maintenance staff that carries out preventive, responsive and emergency maintenance work on the PDA Market buildings and their systems. The PDA Director of Operations and the Capital Projects staff plan and implement the annual PDA Capital Repair and Improvement Program. Capital projects work is performed by outside contracts and the PDA maintenance staff performs its work through use of its in-house staff and through outside contracts. Use of outside contractors covers a wide range of trades and circumstances (e.g. plumbing, electrical, mechanical, carpentry, structural engineering; annual service contracts, preventive servicing, emergency response, and general contract work, etc.).

OVERALL POLICIES AND GENERAL PROCEDURES FOR CAPITAL CONTRACTING

The PDA’s contracting for maintenance and capital projects work is guided by seven key policy objectives:

1. To perform the Market’s capital and maintenance requirements in the most effective and cost efficient manner.
2. To ensure that the projects are completed with high quality workmanship and consistency with historic preservation objectives.
3. To implement projects with maximum attention and sensitivity in-order to minimize adverse impacts on Market businesses and residents.
4. To begin and complete projects in a timely fashion, with minimum interference to commercial businesses during the Market’s peak business times.
5. To provide competitive opportunities for contractors to perform work in the Market.
6. To ensure opportunities for woman and minority-owned businesses to perform work in the Market.
7. To employ contractors with a proven record for quality work completed on time and within budget.

In order to achieve these policy objectives, the PDA follows certain general procedural guidelines. All projects with contracts in excess of $10,000 require prior approval of such contract by resolution of the PDA Council, the governing body of the PDA. In the absence of extraordinary conditions, the PDA will advertise, issue specifications, and solicit formal written bids for projects in excess of $200,000. For projects estimated to cost less than $200,000, the PDA may request quotes/bids from five contractors on the Small Works Contractor Roster (SWCR) depending upon the estimated value of the contract.

The PDA maintains a SWCR from which firms are selected to perform and/or provide bid estimates for PDA maintenance and capital projects estimated to cost less than $200,000. The SWCR provides an efficient and cost effective method for selecting outside contractors on a pre-qualified competitive basis in a number of circumstances: (1) when a project size or scope does not warrant preparation of formal specifications or solicitation of advertised bids; (2) when the specialty or emergency nature of a project warrants an abbreviated or specialized solicitation of qualified contractors; and, (3) when the work may require the ongoing use of a particular trade or expertise on more of an on-call or retainer basis.

In its sole discretion, the PDA may elect, as a result of the specialty nature of a project, emergency requirements, or other compelling reason affecting the cost and quality of the project, to deviate from these general rules if such deviation best serves the overall policy objectives. In cases where the PDA has deviated from these general polices and guidelines, the reason for such
deviation shall be communicated and delineated in the authorizing resolution of the PDA Council. In cases deemed emergency by the PDA, a written finding of the emergency must be made to the PDA Council within two weeks following the award of the contract. In cases where Federal, State or local government funds are to be used in a specific capital project, the rules and procedures governing those funds will take precedence over the small works roster guidelines herein.

**ESTABLISHMENT/UPDATING OF THE PDA SMALL WORKS CONTRACTOR ROSTER (SWCR)**

The PDA will establish and maintain a SWCR of eligible contractors who qualify by PDA selection standards. The list will be maintained by categories of trade specialties. The list will be open on a continuous basis. Annually the PDA will advertise for firms wishing to be included on the SWCR. All those qualifying for the SWCR will remain on the active list for three years, unless removed for cause or as a result of the contractor requesting withdrawal or not renewing enrollment.

The SWCR will remain open continuously and the PDA will update the SWCR at its discretion. Qualifying contractors may be added through any of the following methods:

- Contractor is added via application through the annual advertising solicitation of interest or via application upon inquiry during the intervening period;
- Contractor has worked for the PDA as a contractor previously and has proven to provide quality work, on time and on budget;
- Contractor has done work other than for the PDA in the Market Historical District and demonstrated quality work in their specific area of expertise;
- Contractor has worked for an architect/project manager that the Market uses regularly and has proven references for work satisfying PDA objectives, as stated above; or,
- Contractor is solicited independent of the existing SWCR based on specialty or emergency nature of a particular job and expertise and experience of the firm.

All contractors, regardless of the source for getting on the SWCR shall be required to file the same application information and shall be subject to the same assessment of their qualifications. If the PDA selects a contractor for work, and that contractor has not been placed on the list previously, then application and qualifying information shall be assembled and confirmed prior to formal authorization and execution of contract for work.

Contractors can be removed from the SWCR by the PDA, in its sole discretion, if performance of work by that contractor does not satisfactorily meet the PDA’s performance objectives for completion of projects on time, within budget, at specified and acceptable quality, and with proper sensitivity to the business environment of the Market and to affected commercial or residential tenants. Any contractor removed from the SWCR by the PDA shall be notified of the reasons for such decision and whether corrective action would warrant reinstatement on the SWCR.

Application requirements and the list of trade/contract specialties for the SWCR are included in Exhibit 1 (attached).

The PDA may further delineate requirements for any specialty area and limit invitation of contractors to those with specialty expertise with a specific process or product. For example, the PDA could decide that roofing of all Market buildings would use specific material(s) or application process(es) and limit firms to be considered to those with experience and/or warranties in the specified product/application.

There may be certain specialty areas where the PDA will decide to ask for price quotes or rates for ongoing work on a recurring basis (i.e., plumbing -- drain cleaning, small plumbing jobs; electrical -- installation and repair of panel services, installing new meter services; elevator maintenance; HVAC maintenance; etc). In such cases, the PDA would expect to solicit quotes from qualified contractors on the SWCR for an ongoing body of work and negotiate annual contracts to provide those services. Such contracts for annual services will be re-bid at least every three years if the value of the services exceeds $25,000 per year and at least every five years for annual services costing less than $25,000.

**QUALIFICATION OF CONTRACTORS & PROCESS FOR USE OF SMALL WORKS ROSTER**

The PDA will review all applications for the SWCR for completeness before the contractor is placed on the SWCR. Before any contractor on the SWCR is used, the PDA will qualify the application via evaluation and verification of job performance with previous contracting firms – evaluative considerations will include, but are not limited to: completion of projects on time, within budget, at specified and acceptable quality, and with proper sensitivity of contractor supervisor and crew to the business environment, and to affected commercial or residential tenants. A firm may be removed from the SWCR if the reference checks are not satisfactory on the grounds of quality of work, timeliness of work completion, work within budget, job safety, or other factors directly pertaining to the effectiveness of the firms’ or lead supervisor’s prior performance. These standards shall apply irrespective of the method by which the firm gets on the SWCR.
Once a contractor is placed on the SWCR, a letter confirming the same and indicating the sub-groups for which the contractor has been listed will be sent to that contractor; the letter will indicate whether reference checks have/have not been completed (if not, the status will be “contingent”). Each contractor will be placed on the SWCR by specialty/trade expertise; the applicant is expected to specify the sub-groups for which they are qualified, licensed, and/or experienced and for which lists they are applying.

It shall be the general, though not exclusive, practice of the PDA to solicit, electronically or via phone or fax, estimates/bids/price quotes for contract services the PDA wishes to have performed and which are not expected to exceed $200,000 from firms who are qualified on the SWCR as described below. It is the PDA’s intent to provide all qualified contractors a reasonable opportunity to bid on available contract work in the course of each year, depending on the extent and nature of the PDA’s outside work requirements for the year and the extent of available qualified contractors on the SWCR. At anytime that estimates/bids/price quotes are solicited the requirements/specifications may be given orally by phone, orally in person on a walk-through, in writing electronically, via fax, or via mail, or via any combination of the above.

A project’s work scope or specifications may be modified during the estimating/bidding process due to changes in materials required, the method for completing the work, time considerations, or other factors expected to affect project cost estimates. If this occurs, the PDA has the option either to re-circulate the specifications to the selected contractors bidding on the job, or to select a contractor that has met the listed criteria for selection of bids and that contractor will be asked to resubmit the bid based on the modified specifications. In such an instance, selection of a preferred contractor will be based on the objectives identified above.

The PDA will try to utilize the skills of all contractors on the list, but there is no guarantee that every contractor will be used in any given period. A contractor will not be prohibited from bidding on successive projects because they have been selected for a previous project. The PDA is under no obligation to use each and every contractor on the SWCR list for specific specialties. The PDA will afford opportunities to submit an estimate/bid from WBE or MBE contractor on the list to the maximum practical extent. While it is the expectation that vast majority of the PDA’s outside maintenance and capital projects work will be performed by contractors qualified on the SWCR, there will be times when contractors for PDA work will not necessarily be drawn from the SWCR. These occasions could include, but are not limited to the following: (1) when a project is bid through a published advertising notice; (2) when the project is of a specialized nature and there are no or insufficient numbers of qualified firms on the SWCR in the required specialty; and (3) when emergency conditions and the nature of the project dictate a sole source use of a contractor not on the roster. These contractors must meet the same criteria and policy objectives, as have contractors on the list. Once qualified, these contractors will be added to the list.

The award of contracts shall be based upon a series of consideration, all or any of which can be the deciding factor(s) for the contractor selected for a particular project:

- Estimate/bid/price quote amount for the specified work;
- Ability, capacity, and skill of the contractor to perform the contract or provide the service required;
- Judgment, experience and efficiency of the contractor represented by either past work performed within the Market and/or the approach, design and recommendations made as part of the contractors present estimate/bid for the specified work;
- Demonstrated ability to meet contract time limits and work in an occupied residential and/or retail setting demanding coordination with the landlord, commercial tenants, and/or residents or other contractors/vendors;
- The quality of performance of previous contracts or services;
- Prior experience with renovation of historically significant structures; and,
- Ability to return bid documents or other requested bid materials within a specific time frame, and within the guidelines requested.

The PDA may ask for estimates/bids for a project in stages, components or in whole. Depending on the scope and nature of the project/service to be performed, the PDA may also require performance bonds and warranties for workmanship and/or equipment and materials.

**PDA’s GENERAL PROCEDURES FOR SOLICITING AND AWARDING PROJECT BIDS**

The following guidelines represent the general procedures and practices of the PDA in contracting for construction, construction-related, and maintenance services:

1. It is the PDA’s preference to solicit cost estimates/bids/price quotes from more than one qualified firm whenever possible in order to ensure that work is performed at the most cost effective price. Except in cases of documented emergency, sole source justification, or other extraordinary circumstance, more than one estimate (verbal or written) will be solicited for work expected to exceed $10,000.
(2) It is the PDA’s general practice to solicit and obtain at least three written project estimates/quotes/bids for all projects or maintenance work between $10,000 and $35,000.

(3) As a guideline, projects in excess of $35,000 will solicit bids from five contractors on the SWCR or advertise for bid in the Daily Journal of Commerce; projects in excess of $200,000 will be advertised in the DJC for competitive award. The level of detail of the specifications and whether these are provided in writing, orally, or orally with a walk-through will depend on the size, scope, and complexity of the project.

(4) It is the PDA’s preference to distribute, via competitive selection and rotating invitations, the outside contracting work for similar specialties the PDA requires among several qualified firms, in order to maintain quality performance and competitive pricing.

(5) As a guideline, the PDA is not responsible for and does not perform work in tenant spaces, unless the work is integral to the structural integrity of the building or the buildings systems. The PDA does, however, require that work done by tenants or tenant’s contractors in tenant spaces meet quality standards and employ construction methods and materials approved by the PDA, in order to ensure that overall integrity of buildings and building systems is maintained. The PDA may refer qualified contractors from the SWCR to tenants planning investments in their business space; however, the PDA bears no liability for the determination by the tenant of which contractor to employ, nor is the tenant required to follow the conditions set forth in these procedures.

(6) As a general rule, timely completion of PDA very small works – projects of less than $10,000 – can best be accomplished by selecting a contractor from the SWCR qualified for the particular specialty required.

(7) The authority to determine the method of contractor selection on projects of less than $10,000 lies with the Capital Projects Coordinator, provided that work in tenant spaces, except in emergencies. For work of more than $3,000, also requires the prior authorization of the Director of Operations.

PDA Council resolution. The authorizing resolution and background documentation shall include the name and nature of the project; whether the project was included in the adopted CIP program, is an emergency, or arises from some other source; the name of the general contractor for the project, if selected; the maximum authorized amount of the contract; and, if sole source, the justification for the sole source contract. Contracts authorized pursuant to Council resolution shall be signed by the Executive Director, or his/her designee.

(8) The completion of all capital projects in excess of $10,000 shall be reported to the PDA council and closed and accepted by resolution.

(9) All contracts let on a sole source basis shall require a sole source written authorization in advance. Sole source authorization for contracts of less than $3,000 rests with the Maintenance Manager or the Capital Projects Manager; approval for sole source contracts from $3,000-$9,999 requires the further authorization of the Director of Operations and or the Director of Asset Management; sole source authorization for contracts in the amount of $10,000 or more (aggregated for the calendar year) require approval of the Executive Director. Written documentation of sole source justification and authorization shall be maintained in the project contract file, and presented to the PDA Council at the next scheduled meeting.

(10) All PDA construction, A&E, or other service contracts shall be signed by the PDA Executive Director or his/her designee. Contract signing and contractual commitment authority is delegated to the Maintenance Manager or the Capital Projects Manager for contracts of less than $3,000; contractual authority for contracts of $3,000 to $9,999 is delegated to the responsible PDA Department Director; and, all contracts of $10,000 or more shall be authorized by signature of the Executive Director or his/her designee.

CONCLUSION

Any questions regarding these procedures should be directed to Brady Morrison, Director of Operations. He can be reached at Brady@pikeplacemarket.org, 85 Pike St. Rm. 500, Seattle, WA 98101; phone or 206-774-5268, or fax 206-774-5293. Please note that the above procedures and policies are general guidelines that apply to the majority of work performed. The PDA, however, retains the right and authority to deviate from these guidelines in order to ensure the most cost effective, timely, efficient, and quality service to Market tenants and the preservation of Market facilities.
EXHIBIT 1
APPLICATION INSTRUCTIONS FOR PDA SMALL WORKS CONTRACT ROSTER

The annually advertised recruitment process will involve the placing of a notice in the Daily Journal of Commerce for two weeks running, which shall include at least: "The Pike Place Market Preservation and Development Authority (PDA) is a non-profit public corporation chartered by the City of Seattle. The PDA performs maintenance, capital repairs, and improvements sometimes requiring assistance from most construction trades and related fields. Currently the PDA has its Small Works Contract Roster open for new applicants. Interested contractors should be familiar with mixed use residential and commercial buildings, as well as historical preservation work."

The information that the contractors seeking to get onto the roster need to provide is:

- Name of firm, mailing address, phone number, fax number, and names with titles of key personnel authorized to act on behalf of the company, e-mail addresses of key personnel and company website information.
- Washington State Contractor’s license number, license names and numbers for any professional/trade licenses in specialty trades fields where contractor wishes to be listed on the SWCR;
- City of Seattle Business License number;
- Liability insurance carrier’s name, address, agent name and number, and type and amount of insurance carried;
- Bonds maintained and/or bonding capacity;
- Brief company history: length of time in business; annual sales/business volume; number of full-time employees and EEO profile of employees; description of firm expertise and areas of experience;
- Description of performance history: Describe three jobs comparable to those that might be performed for the PDA, indicate what the job entailed; the size of the contract; and a reference with phone number for the contracting firm or organization;
- List of at least five professional references, with names and phone numbers (can include those listed above);
- If firm is a Women Business Enterprise(WBE), Minority Business Enterprise(MBE), or Women Minority Business Enterprise(WMBE), list certification number and include a copy of State of Washington WBE/MBE/WMBE certification;
- Identify whether you are applying to appear on the SWCR list as a general contractor, sub-contractor, specialty trade contractor, or service contractor; indicate all lists for which are applicable;
- Specify all trades or areas of specialty for which your firm has expertise and for which you are applying to the SWCR; and,
- Other information as relevant and appropriate.

Applications are to be submitted in writing on the “Small Works Contractor Roster Application”.

To the maximum practical extent, the SWR will be maintained on a trade/specialty expertise basis, using at least the following trade specialties (work examples included):

1. **Fire system** maintenance and monitoring
2. **Elevator** maintenance and repair
3. **Mechanical system** maintenance, e.g. HVAC system maintenance: chillers, air handlers, filter maintenance, coolers, pneumatic control systems, compressors, system balancing etc.
4. **Plumbing**, including leak evaluation and plumbing repairs, e.g. hot water heaters, hose bibs, water lines, floor drains, sewer and drain cleaning/clearing, preventive maintenance, grease diversion/reduction systems etc.
5. **Electrical capacity**, e.g. new sub electrical panels, new lighting, extension of service, load analysis, etc.
6. **Painting**, e.g. commercial and residential building interiors and exteriors; electrostatic painting; trim work, such as windows; parking lot stripping, application of waterproof membranes etc.
7. **Carpentry**, e.g. repair and/or replace wood windows, install and repair doors, install cabinetry, finish carpentry including cabinets, etc.
8. **Metal work**, e.g. fabricate specialty gutters, install and repair sheet metal flashing, install down spouts, fabricate and install sheet metal covering on day tables and other services, etc.
9. **Roofing**, e.g. repair work on existing roofing, installation of new roofing, application of waterproof membranes, etc.
10. **Fencing and Metal specialties**, e.g. repair and installation of chain link fencing, gates, and metal roll down doors, installing bumper guards, etc.
11. **Tile Work**, e.g. manufacture, inscription, and/or installation of floor tile in main market arcade, standard installation on floors and walls, etc.
12. **Awnings and tarps**, e.g. design of awning systems and fabrication, repair, and installation of tarps and awnings, etc.
13. **Building restoration**, e.g. windows repair or replacements stucco structural repair, concrete tuck pointing, grouting, etc.

14. **Signage**, e.g. design and restoration and/or construction and installation of all types of directional signage, neon signage and other specialized signage (banners, etc.) and directory updates.

15. **Architectural/design services**, e.g. design of tenant space layout, design drawings and specifications for capital projects, etc.

16. **Engineering Services**, e.g. typically this pertains to structural evaluation and specifications for structural repairs of concrete, masonry, steel and heavy timber structures, etc.

17. **Construction management**, e.g. oversight of rehabilitation and repair project plans and budgets on owner’s representative.

18. **Historic Preservation**, e.g. specialty and experience as architect or general construction manager in restoration and rehabilitation of historic properties in accordance with generally accepted preservation standards.

19. **Mason Contractors**; cobble stone installation, curb and sidewalk repairs, and building repair, tuck pointing and grouting etc.

20. **Flooring**, e.g. specialty experience with epoxy based, VCT, tile, carpet, and other installations of finished floor surfaces.

21. **General Contractor** – identify specific expertise in the above areas.
Section VI:

PDA Committee Minutes
Monday, March 11, 2019  
4:00 p.m. to 6:00 p.m.  
Economy Building Classroom, 1433 First Avenue (3rd Floor)  

Committee Members Present: Colleen Bowman, David Ghoddousi, Ali Mowry, Mark Brady, Devin McComb,  

Other Council Members Present:  

Staff/Consultants Present: Mary Bacarella, Brady Morrison, Karin Moughamer  

Others Present: Howard Aller, Bob Messina, Bryant Bullamore, Nick Setten, Lillian Sherman, Kelly Norwalk, Abigail Gullo  

The meeting was called to order at 4:00 pm by Colleen Bowman, Chair.  

I. Administration  
A. Approval of the Agenda  
The agenda was approved by acclamation.  

B. Approval of the Market Connections Committee February 11th, 2019 Minutes  
The February 11th, 2019 meeting minutes were approved by acclamation.  

II. Announcements and Community Comments  
None.  

III. Reports & Discussion Items  
A. The State Hotel  
Kelly Norwalk, Director of Sales, and Abigail Gullo, Assistant General Manager and Bar Manager of Ben Paris, introduced themselves and shared a short video featuring the hotel. Kelly Norwalk provided background information on the hotel, which will be opening March 15th. The building was purchased by LUP in 2015 and was mostly vacant for the last 30 years. The exterior of the building was preserved and has 91 rooms and they added an additional floor on the top level, which includes a space for a pop-up bar that can hold 25 people with the doors open.  

Kelly Norwalk continued by discussing the room layout, amenities, and sizes, including the local artwork that are incorporate into the rooms. Artists include Kate Blairstone and Kyler Martz.  

Abigail Gullo introduced the restaurant, Ben Paris, and started out with the history of the person, Ben Paris, a Seattle entrepreneur who owned a restaurant in the same building. Modern Seattle food will be served, created by Chef Quinton Stewart, and it will be a welcoming space. Abigail shared her background in the restaurant industry. She wants this restaurant to be a
touchstone for the community and noted this property is owned by Columbia Hospitality, which also owns the restaurant in the Smith Tower. The bar menu will be cocktail focused and will feature 100% local beers, 50% local wines and 50% woman made wines. The restaurant is opening the week of March 18.

Kelly Norwalk concluded by noting Columbia Hospitality is always looking for ways to give back to the community and looks forward to different opportunities to get involved with the Market, as well as other local organizations.

David Ghoddousi welcomed the State Hotel to the community and congratulated them on their hard work.

Colleen Bowman asked what the restaurant capacity is. Abigail Gullo responded there are 65 seats, with 8-12 at the bar, and the flexibility to spill into the lobby. The hours are 6:30 am – 10:00 pm.

Colleen Bowman asked if there is a concierge service. Kelly Norwalk responded that all of the front desk staff will be trained in concierge.

Colleen Bowman asked if the building was historically protected. Kelly Norwalk responded it was not historically protected.

Colleen Bowman asked how guests will arrive and leave as well as where deliveries will be made. Kelly Norwalk responded guests will be served by valet on Second Avenue and they are partnering with two nearby garages. Garbage and recycling will be in the alley.

Kelly Norwalk asked what the best way is to stay in touch with the Committee. Mary Bacarella suggested sending emails to Karin Moughamer.

Colleen Bowman invited the public to make comments.

Bob Messina asked if they know if the portion of the building under the billboards will be restored. Kelly Norwalk responded that is paid advertising space and that possibly could have played into not removing the billboards to restore the building.

Bob Messina asked who owns the air rights over the properties west of the State Hotel. Kelly Norwalk said they would look into that question.

B. Seattle Ferry Multimodal Terminal Update

Bryant Bullamore, Construction Manager for the Washington State Ferries Terminals, started with an overview of the multimodal hub. Coleman Dock is Washington State Ferries busiest terminal, with 10 million riders in 2018. That number includes Kitsap Fast Ferry and King County Water Taxi. The terminal is being replaced to improve safety, reduce conflict between vehicles, bicycles, and pedestrians, and ensure safe and reliable ferry service for the region. Bryant shared a rendering of what the project will look like when completed. The passenger-only ferry facility will be located on the south side of the terminal. The new Terminal Building will run north south and provides better views of the Puget Sound. Slip 3 overhead loading will be
replaced and there will be an elevated walkway between the new terminal building and an entry building along Alaskan Way.

Bryant Bullamore continued with a construction overview, noting the project is on target to be completed in 2023. The terminal remains open, with no service reductions, and the elevated pedestrian connections will be maintained. In-water work, including pile driving, is limited to six months a year (August 1 – February 15th.) An aerial photo of the current construction project was shared. Operation of the new terminal building will start in August and at the time the existing terminal will be demolished and rebuilt. In addition, an elevated walkway will be construction connecting the terminal building to a temporary bridge over Alaskan Way while the current Marion Street Bridge is demolished with the Viaduct, in either the spring or summer.

David Ghoddousi asked how much shoreline will be opened up along the north end of the project. Bryan Bullamore responded over-water coverage remains the same, but shifted to the south. The portion along the north will be opened up to shoreline.

Colleen Bowman asked if the King County Water Taxi plans to keep the extended ferry service. Bryant Bullamore responded they are currently operating on the summer service, which will officially start, he believes, in April.

Colleen Bowman asked if the new terminal means anything different for ferry riders. Bryant Bullamore responded it will have better views of the water. There won’t be as many retailers in the space but will have pop-up kiosks. The entry building may have more restaurants.

Mary Bacarella asked if there will be any reduction of ferry service during the summer. Bryant Bullamore responded the goal of the project is to maintain ferry operations throughout so he doesn’t anticipate any reduction of service. That is part of the reason why the project will take five years to complete.

David Ghoddousi asked if there is capacity to expand ferry service. Bryant Bullamore responded ridership has been increasing over the last few years and there is capacity for more walk-on service. However, they are limited on car service.

Mark Brady asked if there will be any delays or issues with the removal of the Marion Street Bridge. Bryant Bullamore responded since that is not part of his project it’s out of his control. If there is a period when there is no bridge over Alaskan Way, there is talk of an ADA shuttle service.

Howard Aller asked if there will always be a way for someone in a wheelchair to be able to get from First Avenue to the terminal building during this project. Bryant Bullamore responded yes, there will always be a way for a wheelchair to get from First Avenue to the terminal.

C. Construction Impact Updates
Mary Bacarella began with an update on the viaduct demolition. PDA staff are participating in weekly stakeholder walks and the PDA also participates in a biweekly meeting that is attended by many downtown organizations. Mary noted she learned that WSDOT does not consider the Market garage is not considered part of the central waterfront. That designation is for Pike St. south and WSDOT is aiming to have the central waterfront portion completed by June 1. Mary
and other waterfront stakeholders are pushing to have the Market garage included in that June 1 completion. One of the concerns during demolition in front of the garage is creating a safe walkway exiting the garage for pedestrians. PDA staff are working with WSDOT to find alternatives. Signage is also being worked on to encourage people to park in the Market garage. In the next two-three weeks a plan will be presented for the closures of the entrance to the Market garage along Alaskan Way. Mary described the screen that would be used to protect cars and people within the Market from dust and debris.

JJ McKay wondered if the screen would block the view from the Market. Mary Bacarella noted the concern is for the safety of people during the demolition.

JJ McKay asked if there are statistics on how people enter the garage, either on Alaskan Way or Western Avenue. Mary Bacarella responded she can get those numbers.

Mark Brady noted that his math and WSDOT’s math don’t match with regards to how long it will take for them to demolish the entire viaduct. Mary Bacarella responded she does not have a number and there was a discussion on the issues facing WSDOT during demolition.

Ali Mowry asked if Mary Bacarella is being well informed of the demolition. Mary Bacarella responded yes. Brady Morrison added that information is being provided weekly and things are constantly changing for WSDOT and the demolition team. Mary Bacarella and Colleen Bowman noted that there is still a lot that the demolition team is figuring out.

There was a conversation about all the ways the PDA is providing updates to council members and the community, including committee meetings, full council meetings, and email and website communications.

Ali Mowry asked if Mary thinks the Market community is aware of the effects the demolition will have on business. Mary Bacarella responded she can host a community meeting but there have been several mentions in the Market Insider, there is a page on the website, and she can provide more information once a firm date is set for demolition in front of the Market.

Mark Brady asked if any work has been started over the railroad. There was conversation on when that work would start and Mary Bacarella said she can find out.

Mary Bacarella continued with the rest of the updates:

- Garage revenue was met for January and February and are already above projections for March.
- Staff will be meeting soon with the Hahn team on design elements and other topics.
- No changes to Overlook Walk design and no new meetings.
- The garage design modifications MOU is being drafted and will present to council once completed.
- On March 23 the transit tunnel will close to bus traffic and hundreds of buses will move to surface streets.
- Update on Victor Steinbrueck Park will be at the April Market Connections meeting.

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• No updates on the Showbox litigation. Nick Setten noted a coalition is forming and more information will be available in April or May. Friends of the Showbox has had their first steering committee meeting.

• Mary noted there is a new Orca program initiated by the mayor and she has reached out to see if there is any opportunity for a similar program at the Market. She has also reached out to Commute Seattle but hasn’t heard back yet.

• An update on the recent crime report provided by DSA will be given at the April full council meeting. Colleen Bowman asked if Randy will join that presentation. Mary responded she will talk with him.

Mark Brady asked if there has been any movement on talking with SPD on the boundaries of the Historical District. Mary Bacarella has asked but has not heard anything yet.

David Ghoddousi, with regards to the Orca program, suggests framing the request to the city as a way to support marginal businesses.

There was further conversation on the qualifications for an Orca Lyft Card. Mary Bacarella noted the issue is that workers can’t live in the city on minimum wage so there should be a program to help those people commute into the city.

Ali Mowry shared how challenging it is for workers to afford commuting and living in the city.

JJ McKay discussed the funding structure for public transit in this area, including businesses that pre-pay for employee transit to help frontload funds for the transit companies throughout the year.

IV. Public Comment
Nick Setten asked if there was anything surprising or new that was learned on the most recent Viaduct site walk. Mary Bacarella responded the main issue she sees is the egress from the elevator.

Bob Messina asked when SDOT can come back and share information with the committee regarding how the elevated Alaskan Way will connect to the garage, specifically how the elevator will connect to the new Alaskan Way and allow people to cross safely as well as how the Fix Madore building will be affected. Mary Bacarella responded she could ask them to come back.

Howard Aller commented that he feels Mary Bacarella is being supplied with all the information available but the challenge is that the contractors don’t have all the answers right away. He encouraged council members to accept the fact this period is going to be worse that we want it to be and we won’t know how bad it will be until it happens.

V. Concerns of Committee Members
Mark Brady asked to be invited to the next viaduct demolition walkthrough.

David Ghoddousi asked which committee council members will hear an update on the LID. Mary Bacarella responded March full council.
VI. **Adjournment**

The meeting was adjourned at 5:21 p.m. by Colleen Bowman, Chair

Meeting minutes submitted by:
Karin Moughamer, Executive Administrator
Wednesday, March 12th, 2019
4:00 p.m. to 6:00 p.m.
Economy Building Classroom, 1433 First Avenue (3rd Floor)

Committee Members Present: Betty Halfon, Patrice Barrentine, David Ghoddousi, Colleen Bowman, Ali Mowry, Mark Brady, Paul Neal

Other Council Members Present:

Staff/ Consultants Present: Mary Bacarella, Karin Moughamer, Scott Davies, David Dickinson, Matthew Holland, Molly Kirk, John Turnbull, Zack Cook

Others Present: Joan Paulson, Jerry Baroh, Howard Aller, Russell Monroe, Shari Druckman-Roberts, Hollis Clark, Miranda Arney, Todd Arney, Sharon Shaw, Jack Strubbe, Carol Wolf

The meeting was called to order at 4:00 pm by Patrice Barrentine, Vice Chair.

I. Administration
   A. Approval of the Agenda
      The agenda was approved by acclamation.

   B. Approval of the Market Programs Committee February 12th, 2019 Minutes
      The February 12th, 2019 meeting minutes were approved by acclamation.

II. Announcements and Community Comments
    Miranda Arney commented on her opposition to Daystall Rules recommendation 13 regarding controls on samples of lotions, creams, etc. Miranda noted that restricting administering of lotions by the salespersons will impact the sales of these businesses. This recommendation implies there is one type of business that is harmful to another type of business and she does not feel that is the case and not in the spirit of the Market. She noted there are many examples of products that can damage products and this recommendation does not solve the issue. Miranda suggested rewording the recommendation to read “The sales agent must be present and witness the sampling of the products and that no samples may be left unattended.”

    Sharon Shaw, a member of the Pike Place Market community for 34 years. This is her first year providing comment to the Daystall Rules Review and feels strongly that this rule is discriminatory and restricts one type of business and not another. Sharon believes that she’s experienced more damage from food and beverages than lotions.

    Shari Druckman-Roberts, wife of the creator of Buddha Bath, concurs with the previous comments and she takes great care in monitoring all sampling. If they are not there, they cannot sample. Toothpicks are used for sampling and three different types of wipes are offered after
sampling or after accidents. She feels that vendors are all in this together and that she cares for her neighbors.

*Mark Brady entered the meeting at 4:07 pm.*

Hollis Clark, an agent for Resident Botanicals, she concurs with the previous comments and ads that she understands how on paper this rule makes sense. However, she finds it interesting that she has never heard from any of her neighbors that they have lost product, without compensation, to one of their neighbors’ body products. She is also not aware of a complaint to the Market Master regarding this issue and pointed out that the agent for the company making the recommendation regularly samples Resident Botanical products.

Carol Wolf, a member of the Daystall community for 13 years, occasionally get smudges on products but it’s all due to food, like honey sticks and donuts.

Joan Paulson shared the Walking Guide for Fremont, noting that she likes the readable map, advertisements and feels that the layout could accommodate very easily to the website. She would like to see something like this map that shared with the neighborhoods, or in the newspapers, as a stuffer. Second, Joan shared “Citizen Jean” by Jean Godden that dedicates a chapter on saving the Market. Third, she feels council members don’t have a good sense of the issues that have been brought up in the past, such as with Daystall Rules Review and cultivating new business. She would like to see council members better educated on the history before making their decisions today. Administrative decisions should be made more on building a community rather than reprimanding or dividing the community.

### III. Programs and Marketing Report

Amy Wallsmith noted that on March 25th Madison Bristol will join the Marketing team as a Senior Public Relations and Programs Specialist. Madison will handle filming requests, PR outreach, and assist with trademarking and events. She has a lot of PR experience, is very detail oriented, and has put on large events with minimal advance notification.

Amy Wallsmith continued by noting Scott Davies will be hosting 15 education tours and visiting 17 classrooms. Instagram is 2,800 away from 100,000 followers. Several Market businesses have expressed interest in taking over the PDA Instagram account, which means a business will provide content for the Instagram account over the course of a day. There was a discussion on what it means for a business to take over an Instagram account. On Facebook, several videos have received good responses. Of the five videos shared, those have been viewed over 13,000 times. The pop-up murals have been doing well on social media. The eight murals have been tagged #locallove in 275 photos, and the #pikeplacemarket tagged 399 times. A mural hunt was posted as an Instagram story.

Amy Wallsmith noted website and blog traffic. The mobile website has experienced a 6% increase and the blog is the third most popular page on the website. In April she will begin meeting with potential website developers. The Market Insider is now online and in March there was a 32% open rate (above industry average). Amy read a comment complimenting the Market on the revised Market Insider and noted that the Insider is a joint effort among many departments to pull together the content.
Colleen Bowman asked if there is a print version of the Market Insider. Amy Wallsmith responded there is not a print version at the moment due to the amount of information included and anyone can be added to the email list.

Amy Wallsmith continued by noting that Mary Bacarella participated in a story for the Alaska Airlines “Seattle Here and Now” section and will be printed in the April edition.

Ali Mowry asked if the Alaska Airlines article is focused on tourists. Mary Bacarella responded a lot of local fly Alaska Airlines and it’s a great opportunity. This article doesn’t interfere with other advertising aimed at locals.

A conversation continued on the specifics of the Alaska Airlines article.

IV. Reports & Discussion Items
A. Proposed 2019 Daystall Rules & Regulations
David Dickinson began by handing out a slightly revised version of the Summary of Rule Change Proposals. David acknowledged that a lot of proposals clustered around decreasing attendance requirements. In response, David prepared a letter explaining attendance changes in the past as well as removal of the staff recommendation for including artisanal foods. David asked council members to look at the Summary of Rule Change Proposals and he noted that items highlighted in green are what staff are recommending changing and the bold, red citations indicate the page the change would be made.

David Dickinson reviewed each proposal, providing the rationale for each staff decision. Each proposal, rational, and comment are included in the handout, but are summarizes as follows:

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<thead>
<tr>
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<th>Staff Recommendation</th>
<th>Rationale</th>
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<tbody>
<tr>
<td>1</td>
<td>Proposes that attendance requirements are suspended when the temperature drops below 32 F and rises above 90 F</td>
<td>Oppose</td>
<td>Status quo seems to be working, and the proposed criteria seem too specific and limited to be useful.</td>
</tr>
<tr>
<td>2</td>
<td>Proposes increasing the # of times per year for those reaching 1-year mark on Off Season can elect to advance to regular list, from Jan. 1 to quarterly</td>
<td>Support in modified form</td>
<td>Staff support offering advancement opportunities semi-annually, whereas quarterly adjustments of the list would be too frequent.</td>
</tr>
<tr>
<td>3</td>
<td>Updates to Off Season Craft List rules addressing consistency and issues from previous years’ Off Season rules changes</td>
<td>Staff support their own proposal</td>
<td></td>
</tr>
<tr>
<td>4-6</td>
<td>Proposes that Sundays count towards working on a Saturday for craftspeople who work all the days themselves</td>
<td>Oppose</td>
<td>Staff do not support further reductions of current attendance requirements.</td>
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</table>
Ali Mowry asked if there is lower attendance on Sunday’s. David Dickinson responded Friday, Saturday, and Sunday’s are generally the busiest days.

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<tr>
<td>7</td>
<td>Proposes that 1 day week attendance for those vendors attaining 25 years of market service (from 30 years)</td>
<td>Oppose</td>
<td>Staff do no support further reduction of current attendance requirements. David noted that about a third of the craftspeople list would fall under this category if approved.</td>
</tr>
<tr>
<td>8</td>
<td>Proposes that all accumulated vacation time be carried forward</td>
<td>Oppose</td>
<td>Staff do no support further reduction of current attendance requirements. Craftspeople currently receive 8 weeks and everyone can roll over 8 weeks a year, for a total of 16 weeks. David further reviewed the specifics of craftspeople vacation days.</td>
</tr>
<tr>
<td>9</td>
<td>Proposes that all federal holidays count as 1 day weeks for market community</td>
<td>Oppose</td>
<td>Federal worker holidays are based on assumption of 5 work days. Daystall attendance rules require a minimum 1-2 days. Federal workers also do not start the year with an automatic minimum of 8 weeks off. Additionally, many holidays bring local families to the Market. Staff are hesitant to further relax long-standing attendance requirements intended to ensure a full Market for visitors.</td>
</tr>
<tr>
<td>10-12</td>
<td>Proposes that businesses should only be required to stay open until 4 pm (instead of 5 pm) on Thursday from June-September</td>
<td>Support</td>
<td>Staff agree in principal that vendors will stay when sales warrant, and that change won’t impact Thursday attendance. In fact, Thursday attendance might increase.</td>
</tr>
<tr>
<td>13</td>
<td>Proposes controls on samples of lotion, creams, balms, etc. with potential to damage neighbor’s products</td>
<td>Support</td>
<td>Staff feel this is a reasonable proposal, supporting careful management of possible damage while providing increased opportunity to personally engage with customers.</td>
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</table>

David Dickinson handed out a change to proposal 13. Shawn Bettinger’s original suggestion was as follows:
“Samples of lotions, creams, balms, etc. shall be applied or administered directly from the salesperson/agent in reasonable amounts. All samples must be kept away from uncontrolled access by potential customers.”

David Dickinson noted that Miranda Arney put that suggestion to the test and found that it didn’t work. Staff suggested the following based on Miranda Arney’s written comment:

“Product samples that could potentially damage other vendors’ products should be in direct visual and verbal control of seller, managing potential negative impacts.”

Mark Brady asked how staff will regulate what is potentially harmful. David Dickinson responded it will be handled on a case-by-case basis and will work with the community to identify issues needing attention.

Sharon Shaw added the majority of damage comes from coffee and feels that vendors that do not monitor sampling of lotions are the biggest offenders.

A conversation ensued that discussed the various products that can damage products.

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<td>14</td>
<td>Corrects contextual omission from a 2018 rule change re morning check-in time</td>
<td>Staff support their own proposal</td>
<td>Adds “Except Saturday which will remain at 8:00 am” on page 8 of Daystall Rules and Regulations</td>
</tr>
<tr>
<td>15-16</td>
<td>Proposes that all new vendors screened in be on a 1 year probationary period during vendor may be asked to leave with the option to reapply in one year’s time</td>
<td>Support in modified form</td>
<td>In instances where new vendors generate multiple, documents infractions of the rules in their first year, staff may not renew their permits.</td>
</tr>
<tr>
<td>17</td>
<td>Proposes selective applications of penalties in circumstances of violation in which the penalty may be applied to specifically the offending member of a joint permit</td>
<td>Oppose</td>
<td>Current rules are flexible enough to address this sort of issue</td>
</tr>
<tr>
<td>18</td>
<td>Proposes insertion of graphic map illustrating Hildt-Licata designated Farm and Craft Preferred Tables</td>
<td>Staff support their own proposal</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Proposes 1 year, limited trial of New Craft Category allowing Artisanal Food Products</td>
<td>Staff withdraw their own proposal</td>
<td>Staff acknowledge numerous concerns about how artisanal food makers would integrate positively into the Daystalls. At the same time, staff see that the growth of this type of artisan and the increase in demand from the public warrant</td>
</tr>
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the development of opportunities at Pike Place Market, which has an historic emphasis on food and producers. As suggested by multiple commenters, perhaps these trial opportunities could be developed in other areas of Market not reserved for daystall use.

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<tbody>
<tr>
<td>20</td>
<td>Proposes annual 3% table rent</td>
<td>Staff support their own proposal</td>
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John Turnbull noted the increase in fees which range from $0.22 for off-peak rates to $1.17 on Saturday's in the summer. That translates to an additional $213 per year if a craftsperson was present every day. A redline version of the rate increase is included on page 6 of David’s handout.

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<tr>
<td>21</td>
<td>Proposes that electric music be allowed, but may be heard no further than 4 feet from the performer</td>
<td>Oppose</td>
<td>Rule not consistent with Historic Commission guidelines, which superseded Daystall Rules.</td>
</tr>
<tr>
<td>22</td>
<td>Proposes that non-interference clause apply to buskers</td>
<td>Staff support their own proposal</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Proposes limits on performance duration for Cave spot</td>
<td>Staff support their own proposal</td>
<td></td>
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Betty Halfon commented on rule changes 10-12, noting there are so many businesses in the market still open from 4-5 pm. When Daystall closes early, it looks like the whole Market is closed. David Dickinson responded closing at 4 pm assists in helping the craftspeople start the nearly two hour tear-down process and if there is a still a lot of people shopping, craftspeople will usually choose to stay open.

David Ghoddousi asked if there were any comments from the community about the rent increase being a hardship. David Dickinson responded there were two comments in opposition and one mixed.

Ali Mowry asked when sales numbers are not collected from the daystall community. David Dickinson responded he would like to start collecting hard data to be able to understand how the program is doing.

Colleen Bowman asked if David Dickinson was aware of Miranda Arney’s suggestion. David Dickinson had received communication from Miranda Arney. Miranda Arney commented that she is in agreement with the new staff suggestion for the wording of proposal 13.

Colleen Bowman asked the craftspeople in the room to show their hands if they are in agreement with the staff suggested wording of proposal 13. All the craftspeople present raised their hands.

Patrice Barrentine suggested changing the wording of the proposal to read “Product samples should be in direct and visual and verbal control of seller.”
B. Small Business Incubation 2019 Update

Matthew Holland began by reviewing the program objectives, which included:

- Build a relevant educational curriculum
- Increase opportunities for financial success
- Support and develop existing small businesses
- Recruit high quality new artisan vendors and tenants
- Provide resources to help businesses make “Arcade to Internet” connection

Matthew introduced Jen Hughes, the Director of Programs at Ventures, a Seattle based non-profit and tenant at the Pike Place Market. Ventures has been partnering with PDA classes since 2013, offering 155 classes since that time.

Matthew Holland noted the four classes that were offered in October and November 2018, which included:

- A Communication Plan that Works: Leveraging media resources, press releases and unearned media to tell your story
- Effective & Efficient Digital Marketing: Creating a solid digital marketing plan
- A Business Plan to Make More Money: Breakeven point, profit and loss and cash flow
- Merchandising Refresh: Refresh of merchandising and display strategies

Amy Wallsmith reviewed marketing and communication outreach for the classes, which included:

- Announced workshops in the September Market Insider
- Hand-delivered paper flyer to all tenants
- Electronic registration invite to commercial, daystall and farm
- Market Master reminders at roll-call
- Reminder emails send one week and 24 hours prior to the workshop

All attendees received a custom Pike Place Market notepad.

Matthew Holland reviewed the attendance numbers for each class. Effective and Efficient Digital Marketing had the highest attendance with 18. Matthew hopes to see attendance numbers increase in 2019.

Patrice Barrentine asked what the capacity is for the classes. Matthew Holland responded they had room for 30. Karin Moughamer added that the room best accommodates between 18-22 people.

Matthew Holland continued by reviewing the survey responses. 32 surveys were completed across the four classes. At least 50% of business owners came in with little to no existing knowledge of subject matter on all topics and 100% of business owners stated they learned, some to a lot from the workshops. “How to Create Effective Content for Digital Media” had the lease tenant knowledge and “How Cash Flow Can Help You Make Better Decisions” showed the most improvement.
Amy Wallsmith reviewed next steps for this program, which include classes in the spring and fall. Daystall will focus efforts on growing their Pike Place Educators Program and David Dickinson shared background on that program, noting about a dozen daystall vendors have gone through the eight week program. Jen Hughes and a daystall vendor have been working on curriculum for this year. Zack Cook noted that farm will focus on farm visits and on-site consultation in April – June.

Amy Wallsmith reviewed the proposed 2019 workshop schedule, which includes:

**April and May**
- Instagram 101, 102, 103, taught by the Marketing Department
- Marketing Meet & Greet
- Building Website/e-commerce presence with Ventures
- Product Photography with Ventures
- Daystall: Re-Boot Product Photography with Daystall/peer coaches
- Farm: Farmer Risk Management, instructor TBD

**September and October**
- Facebook Business 101, 102, 103 taught by the Marketing Department as well as an external expert (for 103)
- Email Marketing for the Holiday Season with the Marketing Department
- Taxes for Small Businesses with Ventures
- Building a Brand with Ventures
- Daystall: Holiday prep there, taught by Daystall/peer coaches

David Ghoddousi asked if these workshops are free. Amy Wallsmith responded yes.

Ali Mowry asked if merchants can send their employees. Amy Wallsmith responded yes.

Colleen Bowman asked if there is incentive for Daystall vendors to participate in the peer education program. David Dickinson responded yes, they are being compensated through a stipend.

David Ghoddousi asked what time of day the classes are offered. Amy Wallsmith responded that past surveys indicated that mornings are better than evenings. Spring classes will probably be scheduled for 8:30-11 am.

Ali Mowry suggested a class for how restaurants can use online tools for food delivery and pickup.

Betty Halfon took one of the classes and appreciated the content. Betty asked if brighter lightbulbs could be installed in the classroom to help with morning classes.

Patrice Barrentine is interested in learning more about the return on investment and suggested a follow-up survey on whether they applied what they learned. She also would like to see what the total investment in the workshop is per attendee to gauge what the return is for that investment.
Matthew Holland noted that information can be incorporate into the next round of evaluations.

C. 2018 Holiday Recap
Amy Wallsmith began with an overview of the holiday campaign goals, which include:
- Draw visitors into the Market encouraging exploration throughout the nine acre Historical District
- Create new reasons for locals to visit and shop at Pike Place Market
- Increase duration of visits to Pike Place Market
- Continue to integrate MarketFront spaces into the overall Pike Place Market
- Develop partnerships with local organization to enhance programming
- Expand awareness and stature of Daystall handmade crafts

Amy Wallsmith continued by reviewing new elements for Magic in the Market, which included:
- Baby reindeer
- Sasquatch photo op in the DownUnder
- New entertainment with a performance by Can Can dancers
- Activities at MarketFront Pavilion, including wrapping paper, temporary tattoos, demonstrations, stocking displays and contest and meet the artist opportunities.

Amy Wallsmith reviewed December and holiday performances, which included:
- Jazz in the Atrium, which took place the first three weekends in December and featured performances by Roosevelt, Garfield and Ballard High Schools.
- 2018 was the 19th year for artist Graig Anderson’s holiday buttons.

New this year:
- The Visit Seattle Holiday Breakfast Pop-up Holiday Market featured Market vendors and it raised $5,000 for the Market Foundation.
- Magic in the Market was featured in Visit Seattle’s Let’s Unwrap this Town online holiday campaign
- Holiday Night Market. Over 30 Market businesses participated. It was almost canceled due to a large windstorm.

Paul Neal asked if there are estimates on attendance for the Holiday Night Market. David Dickinson responded there was not enough staff to do pedestrian counts but the tables were full and it felt busier attendance wise than during the day.

Amy Wallsmith reviewed the paid digital banner ads, which included programmatic banner ads (targeted based on likes and proximity to the Market) and retargeting ads (Market ads that show up on external websites). Gift Guide campaign ran from 12/3-12/14 and Shot & Eat at the Market ran from 12/27-1/1. Retargeting ads were shown Seattletimes.com, KING5.com, USAToday.com, WashingtonPost.com and Mail.Yahoo.com. $6,000 was spent on the campaign with 836,639 impressions, 1,540 link clicks and a click thru rate of 0.18% (benchmark is .07%).

Amy Wallsmith reviewed the paid digital search engine marketing campaign with Google Ads, which was new this year. Amy reviewed the ad groups for the Gift Guide and Show & Eat at the Market and noted that there was 133,994 impressions with 575 clicks and a click thru rate of 0.43% (benchmark is 0.1%). The Market’s average page position was 2.3. A table of the sitelink extensions was included in the presentation.
Amy Wallsmith reviewed the WAZE campaign, which was new this year. The Market bought pins and advertising directing people to the parking garage. The campaign was from 12/3-12/31 with a click thru rate of 10.98% and a navigation rate of 11.53%. Mary Bacarella added this was a way to create awareness of the Market parking garage in advance of the Seattle Squeeze. Amy Wallsmith noted this was a huge success.

Amy Wallsmith reviewed the paid social advertising, which featured the Gift Guide and Shop & Eat at the Market campaigns. Target audience was downtown workers and those within a 25 mile radius of downtown. There was a click thru rate of 1.53%, which is higher than the 1% benchmark.

PDA generated social content was reviewed and for Instagram Stories there were 25,643 impressions, which the Holiday Gift Guide How To and Gifts for Kids receiving the most impressions, each with over 3,500.

E-blasts had an open rate of 22% (industry average is 17.6%) while the blog had a total of 989 page views for the three posts during the campaign.

Amy Wallsmith reviewed the print advertising campaign in the Seattle Times which had 276,299 impressions in the Thanksgiving Day holiday gift guide and a front page strip ad. Out of Home advertising was focused on a Sound Transit Light Rail takeover from 11/26-12/23. Bus advertising was not used in the fall campaign and was rather saved to expand the light rail take over. That campaign resulted in 7,292,474 total impressions. In 2017 the total impressions were 3,258,706 and that was for one billboard in downtown Seattle.

Amy Wallsmith next reviewed the Online Gift Guide. Total visitors were 19,074, up from 17,739 in 2017. New this year was a responsive design, My List and Map were prominently displayed, and added View All, Filter by Price, and a search field.

Holiday PR top hits included features on Q13 Fox News, Seattle Refined, and KING 5 Morning News. Total earned reach was 12,682,369 with a value of $2,892,752. Ali Mowry asked how those numbers are generated. Amy Wallsmith responded the PR firm calculates that using a formula. Amy shared screen shots from some of the media.

Holiday successes include:

- Commercial sales increased 4% from prior year
- Garage parking revenue increased 4% from prior year

Paul Neal asked what the 4% translates to as a dollar amount. Amy Wallsmith responded she can get those numbers.

Paul Neal asked if the promotion dollars increased from 2017. Amy Wallsmith responded no.

Amy Wallsmith continued with December results for the campaign:

- Instagram: 67% increase in Follower and 86% increase in Stories from prior year
- Facebook: doubled average daily engagement on Magic in the Market and 21% increase on video engagement from prior year.
Amy Wallsmith concluded with takeaways from the campaign and programming, which include:

- Expand Market holiday decorations to new areas in the Market
- For Magic in the Market
  - Increase communication leading up to the event
  - 20th anniversary of Graig Anderson pins
  - Continue activities in the North Pavilion for families
  - Activation of the DownUnder
- In discussion to repeat Visit Seattle Holiday Breakfast Pop-Up Market
- For Gift Guide
  - Website homepage takeover
  - Plan your shopping day functionality is key
  - Featured items album
  - Themed lists and itineraries that people can follow

Ali Mowry asked if vendors were selling products at the Holiday Pop-Up Market at the Visit Seattle event. Amy Wallsmith responded yes and their sales were good. Some vendors had decent sales but some experienced increased sales at the Market. Mary Bacarella added the Market Foundation raised $5,000.

Colleen Bowman reiterated her suggestion for more Santa at the Market during the holidays.

Ali Mowry provided specific feedback on Magic in the Market.

Paul Neal commented he liked many aspects of the event and feels it’s a good use of marketing dollars. He is interested in learning more about the actual return on investment. If vendors are earning more, then more money should be invested. If the Night Market is repeated he suggested tracking attendance. Additional, Paul feels all the goals were met for the campaign, with the exception of increased duration of visits. To him, he would be more interested in learning more about increased revenue and making that a goal. He would like to see goals tied to something that can be measure.

A conversation ensued regarding activation and activity on the Pavilion focused on arts and crafts.

Patrice Barrentine suggested linking the data to pedestrian counters. Additionally she thanked the team for their hard work.

David Ghoddousi thanked the team and appreciates all they are doing to increase visibility and sales at the Market.

Mary Bacarella noted that Marketing, Daystall, Farm, and Commercial are working together to build programming and promotional plans with a goal of greater success.

Mark Brady would like to see more kids participating in holiday programming throughout the Market. He asked if the Market truck is being repaired and would like to see that featured in local parades to advertise the Market. Lastly, he asked if there is any programming for Easter. Amy Wallsmith responded no.
Mary Bacarella noted there will be four core events throughout the year: Local event; flower event; fall harvest focused event; Magic in the Market. A calendar is being built that features PDA programs as well as tenant produced events.

Mark Brady asked how much the pop-up murals cost. Amy Wallsmith responded approximately $5,000. A majority of artists would like to participate again but it will probably cost more for the next round.

David Ghoddousi measures the success of these programs by increased revenue and that is a huge positive.

V. Public Comment
Howard Aller cautioned the PDA on celebrating or programming events for religious holidays.

VI. Concerns of Committee Members
None.

VII. Adjournment
The meeting was adjourned at 6:25 p.m. by Patrice Barrentine, Vice Chair.

Meeting minutes submitted by:
Karin Moughamer, Executive Administrator
Tuesday, March 19th, 2019  
4:00 p.m. to 6:00 p.m.  
Economy Building Classroom, 1433 First Avenue (3rd Floor)

Committee Members Present: Ray Ishii, David Ghoddousi, Mark Brady, JJ McKay, Devin McComb, Paul Neal

Other Council Members Present: Betty Halfon

Staff/ Consultants Present: Mary Bacarella, Sabina Proto, Matthew Holland, Kelsey Lindblom, Karin Moughamer, Tabitha Kane, John Turnbull

Others Present: Joe Read, Jerry Baroh

The meeting was called to order at 4:03 pm by Ray Ishii, Chair.

I. Administration
   A. Approval of the Agenda
      The agenda was approved by acclamation.

   B. Approval of the Finance & Asset Management Committee February 19th, 2019 Minutes
      The February 19th, 2019 meeting minutes were approved by acclamation.

II. Announcements and Community Comments
   None.

III. Reports & Discussion Items
   A. Review of PDA Financial Statements for February 2019
      Sabina Proto began her presentation with a note that staff anticipated less revenue due to the
      viaduct closure and then as a result of bad weather. The balance sheet shows that designated
      case increased due to contribution of the 2018 additional surplus to CRRF and MOR and
      restricted cash increased due to monthly contribution to Debt Service Reserve accounts. The
      accounts receivable activity report shows an increase from the prior month.

      Sabina Proto continued by reviewing the PDA operating statement notes. Total revenue for the
      end of February was $3,203,429, over budget by 9%. Total operating expense for the end of
      February was $2,280,582, under budget by 9.7%. Net result after Debt Service and Reserves was
      $780,978, which is $508,657 over budget.

      Mary Bacarella noted that Daystall revenue is under budget but that is due to relaxed
      attendance in January as well as during the snow storms in February. However, farm revenue is
      over budget by $1,648.
Sabina Proto continued by noting commercial revenue is over budget by $162,985 and residential revenue is over budget by $8,596. Garage revenue is over budget by $38,224, as a result of being conservative on estimations knowing the viaduct would be closing and then demolished. Miscellaneous revenue is over budget by $56,169 mostly in investment income.

Sabina Proto continued by reviewing the operating expenses, which are all under budget, mostly due to budget trending. Expenses will pick up as the weather warms up and the Market gets busier. Percent rent is $74,798 over budget and $105,376 higher than the actuals of the same period last year. Sabina explained how percent rent is collected and when it is reported. The CRRF is currently at $16.9 million for the end of February 28, 2019.

Mary Bacarella noted a report on parking will be provided in April.

There was a discussion on the financial success of the market in December and January.

Ray Ishii, referencing the operating statement, asked if the utilities were compared to the same time last year since this number consistently runs below budget. Sabina Proto responded we are getting closer to estimating those costs. John Turnbull added some of the issue involves accruals and the fact the statements are received on the 15th of the month.

There was clarification on farm revenue and the reason for it being over budget, which is a result of the CSA program.

Mark Brady asked if the farm revenue is off due to CSA boxes not being able to be delivered during the snow. John Turnbull responded...

B. Capital Projects Update
Brady Morrison noted the Economy west windows are finished as well as the DownUnder hardwood floor and stair refinishing. The garbage bin on Pike Place has been removed and the compactor arm has been repaired.

Ray Ishii asked if the MarketFront repairs are included on the Capital Projects report. Mary Bacarella responded those repairs are not included and managed on a different budget. Those projects are being tracked and will be discussed during closed sessions.

David Ghoddousi commented that $10,000 seems like a lot for new chairs in the Goodwin Library and noted in the past chairs had been donated by law firms. Brady Morrison responded the seats need to be replaced and staff are looking into options for purchasing new chairs or reupholstering the seats.

Betty Halfon entered the meeting at 4:21 pm

C. Checking Account Activity Report February 2019
Sabina Proto handed the checking account activity for February 2019 to Karin Moughamer.

D. LaSalle LLC Audit for Year End 2018 and WASH LLC Audit Year End 2018

Devin McComb entered the meeting at 4:25 pm
Sabina Proto began by noting to take advantage of the Low Income Tax Credits the PDA has two organizations, the LaSalle Senior Housing LLC and the WASH LLC. The PDA is the managing member of the LaSalle LLC, while the NEF is the investor. For WASH, the PDA is the managing member and US Bank is the investor. This audit took place early in the year to comply with tax requirements.

Included in the packets are audit letters from Peterson Sullivan LLP which review qualitative aspects of accounting practices, difficulties encountered in performing the audit, corrected and uncorrected misstatements, disagreements with management, management consultations with other independent accounts, significant issues discussed with management prior to retention and supplementary information. For both LaSalle LLC and WASH LLC there were no issues identified with each of these aspects of the audit.

Each of the letters is followed by the audit report. Sabina Proto directed council members to page 31 in the LaSalle LLC which includes the balance sheet for year end 2018 which shows the replacement reserve of $1.1 million which Tyler Jamison has been hired to help spend down.

Sabina Proto noted these LLCs exist to break even and the bottom lines are negative due to depreciation. With WASH LLC the rents are low. The balance sheet for WASH shows the reserves are lower since this project is only in its second year.

Ray Ishii referenced page 33 of the LaSalle LLC audit and noted that the managing member’s equity was a negative amount and wonders if per the agreement the PDA needs to remain positive. Sabina Proto responded she will have to review the agreement.

Ray Ishii referenced page 38 of the LaSalle LLC audit, in the footnote it references a minimum contribution required of about $30,000, but in 2009 a capital needs study was completed and that number was increased to $122,000. Ray Ishii asked if the PDA has considered not contributing as much. Sabina Proto responded the amount is determined as a result of a variety of decisions, including the structure of the loan with the City and tax credits. After numerous large Market-wide projects, Maintenance is now catching up with spending down the reserves.

A conversation continued regarding the future of the LaSalle building after the project winds down in 2020.

Ray Ishii next referenced the WASH footnotes for a reference to the PDA guaranteeing the tax credits. Sabina Proto responded yes and the PDA is the guarantor in substance.

Ray Ishii asked about the deferred developer fee for WASH and wondered if that payment was part of the projection. Sabina Proto responded the cash value was better than the forecast so they distributed it through several years.

Mark Brady asked if the LID will have an affect the bottom line. Mary Bacarella responded the LID will be discussed at full council.

E. PDA Purchasing Policy and Procedures and Small Works Contract Roster and Bidding Process

Sabina Proto noted that this policy has not been reviewed since 2009. The policies are a result of staff, auditors and attorneys. PDA staff are looking to revise the policies to update them to current purchasing and bidding policies. Sabina Proto read the Summary Points. The main goals to be accomplished by having strong purchasing policies and procedures:

- Acquire maximum value of supplies, services, or works
- With lowest cost possible
- Maintain high standard of quality of products and services we provide
- Award contracts impartially
- Comply with accounting standards and all laws, rules, and regulations of city and state.

Sabina Proto continued by noting the components of Policies and Procedures, which includes:

- Budget approval process
- Implementation of the competitive search and bidding process for purchasing and acquisition
- Standard language on the service contracts, operational and non-operational
- Purchasing methods
- Internal controls regarding invoice approval and payments
- Payment terms
- Conflict of interest

Sabina Proto noted the PDA Small Works Contract Roster and Bidding Process involves:

- Following and complying with policies for capital projects
- Expectation regarding cost effectively and efficiently
- Achieving maximum value during bidding and awarding the projects
- Strict requirements to completing work on time
- Provide competitive opportunity to small work contracts, minorities, and women
- Instructions for establishing and maintaining PDA Small Work Contractor Roster
- Evaluation requirements regarding qualifications and the process for using the contractors out of that list
- General procedures for soliciting and awarding project bids
- Application instructions of PDA Small Works Contract Roster

Sabina Proto is now recommending changing the following policies and procedures:

**Approval Authorization process for purchases and services:**

- Less than $3,000, authorization by the supervisors of department (prior policy was less than $1,000)
- $3,000-$4,999, authorized by manager and respective director (prior policy was $1,000-$4,999)
- $5,000-$9,999, authorized by two directors
- Purchase of $10,000 or more authorized by PDA council (refer to PDA Charter and Resolution 09-31)
Who Signs the Contracts?

- Less than $3,000, signed by manager (prior policy was less than $1,000)
- $3,000-$4,999, signed by manager and respective director (prior policy was $1,000-$4,999)
- $5,000-$9,999, authorized by two directors
- $10,000 or more approved by resolution, signed by the Executive Director of her Designee

Bidding

- For work $10,000-$34,999, at least three bids will be solicited (prior policy was $5,000-$34,999)
- For work $35,000-$200,000 at least five bids will be solicited
- Projects in excess of $200,000 will be advertised in the Daily Journal of Commerce for competitive award.

i. Proposed Resolution 19-13: Approval of the Updated PDA Purchasing Policy and Procedures and Small Works Contract Roster and Bidding Process

Sabina Proto introduction Proposed Resolution 19-13 which states:

WHEREAS, the 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 and community; and,

WHEREAS, the PDA, as a public organization, maintains and implements complex and thorough Purchasing Policies and Procedures as well as a Small Work Contract Roster and Bidding Process; and,

WHEREAS, periodic review and changes are necessary to maintain policies current with legal requirements and practices, as may be recommended by the management and the council, which will be presented to the PDA Finance and Asset Management Committee and Council for approval; and,

WHEREAS, the PDA Finance Committee has reviewed the updated versions of Purchasing Policies and Procedures, and Small Work Contract Roster and Bidding Process.

THEREFORE, NOW BE IT RESOLVED that the PPMPDA Council approves the updated PDA Purchasing Policies and Procedures and PDA Small Work Contract Roster and Bidding Process, attached as Exhibits A and B.

Paul Neal moved the proposed resolution and JJ McKay seconded the motion.

JJ McKay asked if $10,000 is high enough. Brady Morrison noted that $10,000 is listed in the Charter and that requires more work. JJ McKay asked if the goal is to ultimately change the Charter. Sabina Proto responded yes.
Brady Morrison noted the Maintenance Department is experiencing bid burnout from contractors and it seems like the majority of projects at the Market exceed the $5,000 threshold for multiple bids.

JJ McKay suggested PDA staff provide a report in six months on the proposed changes.

David Ghoddousi is concerned with changing the Charter. Sabina Proto noted this Proposed Resolution does not proposed to change the Charter. David Ghoddousi continued that for transparency it is important for council members to approve projects above $10,000. He is not in favor of changing the $10,000 threshold.

Sabina Proto reiterated this resolution does not aim to change the Charter.

Ray Ishii clarified the $10,000 threshold is not part of this resolution.

Devin McComb asked if there any other updates to the policies attached to the Proposed Resolution. Sabina Proto responded it’s the changes listed above as well as adding that credit card payment is accepted. Devin McComb would like to see this policy reviewed on a regular basis. Sabina Proto added these policies are reviewed annual by the State Auditor

Betty Halfon suggested not placing this resolution, if passed, on the Consent Agenda.

JJ McKay clarified that this proposed resolution is not about red tape, it’s about the fact that the PDA is unable to follow policy guidelines. The low level for requiring bids results in fewer companies bidding on the projects. He believes the options are the PDA moves into non-compliance of its policies or the PDA adjusts to be more market right.

Paul Neal would like to see the discussion regarding raising the threshold above $10,000 and amending the Charter take place at Finance & Asset Management Committee.

For: Mark Brady, Paul Neal, JJ McKay, Ray Ishii, David Ghoddousi, Devin McComb
Against: 0
Abstain: 0

Proposed Resolution 19-13 passed by a vote of 6-0-0.

Ray Ishii deferred the discussion to another meeting regarding the $10,000 spending threshold as noted in the Charter.

IV. Action Items
A. Proposed Resolution 19-14: Authorization for Contract Authority – Painting of LaSalle Stairwells
   Tyler Jamison introduction Proposed Resolution 19-14 which states:

WHEREAS, the 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 and community; and,

WHEREAS, the Pike Place Market PDA is the managing member of the LaSalle LLC and as such it approves of this resolution relating to this building; and,

WHEREAS, in order to maintain the viability of the Pike Place Market buildings the PPMPDA has determined that the LaSalle Apartments LLC, managed by the PDA for low income housing, requires cleaning and painting of the main stairwells, and,

WHEREAS, the PPMPDA has executed a bid process to complete the cleaning and painting of main stairwells #2 & #5; and,

NOW, THEREFORE, BE IT RESOLVED that the PPMPDA Council authorizes the PPMPDA Executive Director or her designee to enter into a contract with **Express Quality Painting** in an amount not to exceed **$30,387.60** for the purpose of cleaning and painting stairwells #2 & #5 of the LaSalle Building.

The funds for this project will be drawn from the **RESLAS 162901-00**.

David Ghoddousi moved the proposed resolution and Devin McComb seconded the motion.

Paul Neal asked what the paint colors will be. Tyler Jamison responded bone white and market red.

Betty Halfon asked what the timeline is for the project. Tyler Jamison responded 2-3 weeks as they cannot close down both stairwells at the same time.

For: Mark Brady, Paul Neal, JJ McKay, Ray Ishii, David Ghoddousi, Devin McComb
Against: 0
Abstain: 0

Proposed Resolution **19-14** passed by a vote of 6-0-0.


Kelsey Lindblom introduction Proposed Resolution **19-15** which states:

WHEREAS, the 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 and community; and,

WHEREAS, in order to maintain the viability of the Pike Place Market buildings the PPMPDA has determined that the western wall of the Economy Building is in need of tuck and point
starting on the second floor to the top of the building and a complete urethane seal on the western parapet to stop leakage; and,

WHEREAS, the PPMPDA has executed a bid process to complete necessary repairs and sealants.

NOW, THEREFORE, BE IT RESOLVED that the PPMPDA Council authorizes the PPMPDA Executive Director or her designee to enter into a contract with Pioneer Masonry Restoration Company, Inc. in an amount not to exceed $49,346.40 for the purpose of completing tuck and point and a urethane seal on the parapet.

The funds for this project will be drawn from the Capital Projects COMECO 163845-00.

David Ghoddousi moved the proposed resolution and JJ McKay seconded the motion.

Mark Brady asked why only one company bid the project. Kelsey Lindblom responded she’s not sure why, but the company that did bid comes recommended by the MHC and two window companies that work with the Market.

Betty Halfon asked if a yearlong warranty is standard for this type of work. Kelsey Lindblom responded yes and also added that this has not been worked on since the 70’s.

For: Mark Brady, Paul Neal, JJ McKay, Ray Ishii, David Ghoddousi, Devin McComb
Against: 0
Abstain: 0

Proposed Resolution 19-15 passed by a vote of 6-0-0.


Kelsey Lindblom introduced Proposed Resolution 19-16 which states:

WHEREAS, the 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 and community; and,

WHEREAS, in order to maintain the viability of the Pike Place Market buildings the PPMPDA has determined that the Chinese Cuisine Windows are a safety concern for pedestrian safety and in need of replacement; and,

WHEREAS, the PPMPDA has executed a bid process to replace the Chinese Cuisine Windows with MHC approved Steel frame replacement windows.
NOW, THEREFORE, BE IT RESOLVED that the PPMPDA Council authorizes the PPMPDA Executive Director or her designee to enter into a contract with Legacy Renovations in an amount not to exceed $269,847.61 for the purpose of installing new steel frame windows.

The funds for this project will be drawn from the Capital Projects COMFAR 163832-00.

David Ghoddousi moved the proposed resolution and Paul Neal seconded the motion.

JJ McKay asked if they will look different than the windows currently in place. Kelsey Lindblom responded the windows are being replaced in-kind with the following changes: the lower windows will become fixed, the upper transoms become operational awnings, and the wall will be matched with paint.

Paul Neal asked if this damage is due to wear and tear. Kelsey Lindblom responded they have not been worked on since 1977 and it is difficult to work on them due to their location, which requires closing down Western Avenue.

David Ghoddousi asked if there is money left over from Renovation that can be used to pay for this. Kelsey Lindblom responded this project was budgeted for 2018.

Kelsey Lindblom noted they are brainstorming ways to make the windows look better from the outside. This work will not be started until January due to needing to close the restaurant when they are not busy. Also, the windows have a seven month lead time.

Ray Ishii asked if staff are taking steps to secure the windows to ensure the public are not at risk. Kelsey Lindblom responded these windows are currently not operational and are blocked within the space.

Betty Halfon asked if any additional windows in those building need repairs and if so, should they be worked on at the same time. Kelsey Lindblom responded most of those windows were worked on in 2014 and are accessible from Western by a lift.

Devin McComb voiced his concern for ensure the public remains safe from broken windows. Brady Morrison responded he’s looking into placing taping on the window to protect them from breaking and pieces falling to Western.

Tabitha Kane added the PDA received a letter from the tenant noting their concern and will work with the PDA to ensure safety measures are taken.

Mark Brady would like to see the tenants’ lease amended so that they cannot place items against the windows that are not attractive to the public.

For: Mark Brady, Paul Neal, JJ McKay, Ray Ishii, David Ghoddousi, Devin McComb
Against: 0
Abstain: 0

Proposed Resolution 19-16 passed by a vote of 6-0-0.

Kelsey Lindblom introduced Proposed Resolution 19-17 which states:

WHEREAS, the 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 and community; and,

WHEREAS, in order to maintain the viability of the Pike Place Market buildings the PPMPDA has determined that the Third Section Tile in the North Arcade is in need of replacement and waterproofing due to leaks in tenant space below; and,

WHEREAS, the PPMPDA has executed a bid process to complete necessary repairs and sealants.

NOW, THEREFORE, BE IT RESOLVED that the PPMPDA Council authorizes the PPMPDA Executive Director or her designee to enter into a contract with Combined Construction in an amount not to exceed $23,121.00 for the purpose of completing demolition and application of new substrate and waterproofing of third section tile.

The funds for this project will be drawn from the Capital Projects COMFAR 160820-00.

Paul Neal moved the proposed resolution and Devin McComb seconded the motion.

JJ McKay asked how long the work will take. Brady Morrison responded four to five nights.

David Ghoddousi asked for clarification on what is being replaced. Brady Morrison responded work has been done over the last few years to address the issues. This work will include removal of tiles and replaced with seamless flooring to the trench drain.

Paul Neal asked if any signature tiles are being torn up. Brady Morrison responded no.

Betty Halfon asked when this project would be started. Kelsey Lindblom responded tentatively the week of April 1. Betty Halfon responded she’s concerned about work during the busy time. Brady Morrison responded this will be at night but there may be a day or two where the whole section will need to be blocked off.

For: Mark Brady, Paul Neal, JJ McKay, Ray Ishii, Devin McComb, David Ghoddousi
Against: 0
Abstain: 0

Proposed Resolution 19-17 passed by a vote of 6-0-0.

V. Property Management

A. Residential Property Management Report
John Turnbull gave a brief summary of the Residential Property Report, noting there is nothing significant. The PDA will be hiring several new residential managers. One person did not make it through probation and the other is moving out of the city.

VI. Public Comment
None.

VII. Closed Session
The Committee Chair stated that the committee would go into closed session at 5:35 p.m. to discuss the property management report and return into open session at approximately 5:55 p.m.

The committee entered into closed session at 5:36 p.m.

A. Property Management Report - Closed Session (RCW 42.30.110(c))

B. Review of Lease Proposals
   i. Lease Renewal – All Thing Lavender, 76 Pike Street #2
   ii. Lease Renewal – Atrium Kitchen at PPM, 93 Pike Street #101

C. Review of Delinquency Report
   i. Vacancy Report
   ii. Current Lease Negotiations

The committee entered into open session at 6:09 p.m.

The committee discussed the property management report which included the delinquency and vacancy report along with the current commercial lease negotiations during the closed session.

VIII. Open Session
Proposed Resolution 19-18: Lease Proposals – March 2019

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<tr>
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<th>Term</th>
<th>Start Date</th>
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<tbody>
<tr>
<td>Sergio’s Barber Shop</td>
<td>Five (5) Years</td>
<td>March 1, 2019</td>
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<td>Sergio Curiel</td>
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<tr>
<td>Totem Smokehouse</td>
<td>Five (5) Years</td>
<td>March 1, 2019</td>
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<td>Totem Smokehouse, Inc.</td>
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<td>Mark and Rebecca Zenger</td>
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Paul Neal moved the proposed resolution and David Ghoddousi seconded the motion.

For: Mark Brady, Paul Neal, JJ McKay, Ray Ishii, Devin McComb, David Ghoddousi
Against: 0
Abstain: 0

Proposed Resolution 19-18 passed by a vote of 6-0-0.
IX. **Resolutions to be added to the Consent Agenda**

- Proposed Resolution **19-14**: Authorization for Contract Authority – Painting of LaSalle Stairwells
- Proposed Resolution **19-17**: Authorization for Contract Authority – Waterproofing Third Section Tile in North Arcade
- Proposed Resolution **19-18**: Lease Proposals – March 2019

Proposed Resolution **19-13**: Approval of the Updated PDA Purchasing Policy and Procedures and Small Works Contract Roster and Bidding Process will not be moved to Consent Agenda.

X. **Concerns of Committee Members**

None.

XI. **Adjournment**

The meeting was adjourned at 6:10 p.m. by Ray Ishii, Chair

Meeting minutes submitted by:
Karin Moughamer, Executive Administrator
Executive Committee
Meeting Minutes

Wednesday, March 20, 2019
4:30 p.m. to 5:45 p.m.
Economy Building Goodwin Library, 1433 First Avenue (3rd Floor)

Committee Members Present: Rico Quirindongo, Betty Halfon, David Ghoddousi, Colleen Bowman, Ray Ishii

Other Council Members Present: Mark Brady

Staff Present: Mary Bacarella, Karin Moughamer

Others Present: Jerry Baroh

The meeting was called to order at 4:32 p.m. by Rico Quirindongo, Chair.

I. Administration
   A. Approval of the Agenda
   The agenda was approved by acclamation.

   Approval of the February 20, 2019 Executive Committee Meeting Minutes
   The February 20, 2019 Executive Committee Meeting Minutes were approved by acclamation.

II. Announcements and/or Community Comments
None.

III. Council Chair’s Report
Rico Quirindongo began by noting the MarketFront leak and remediation is ongoing and there will be more information in April. An inquiry is in to Office of the Waterfront to find out when design meetings will begin again and requested being part of the conversation. In addition, the PDA is still involved in conversations to be involved in an operations and maintenance agreement pertaining to the Overlook Walk. There are no updates on the streetcar or Showbox litigation and there was recently a meeting with the developers of the Hahn building to address PDA concerns regarding design.

IV. Committee Chair’s Report
   A. Market Connections
   Colleen Bowman noted there was a presentation by The State Hotel, which touched on the rooms and the restaurant and a grand opening is coming soon. There was an update from WSDOT on the new multimodal terminal at Coleman Dock and they noted the pile driving impacts that may be heard at the Market. That project will wrap up in 2023.

   B. Market Programs
   Mary Bacarella provided an overview of the meeting. There was a presentation and discussion on the Daystall Rules and Regulations. The final redline will be presented to full council on March 28th. Two areas where there was conversation involved the removal of a staff proposal to include artisanal food
vendors in the craft community. Staff removed that proposal. The other proposal from a daystall crafter focused on the administering and oversight of lotions and balms. Staff originally accepted the proposal but after discussion at the meeting the proposal was re-worded to meet the needs of the community.

Mary Bacarella continued by noting a presentation on the small business education workshops in 2018 and providing a list of the classes that will be offered in spring and fall 2019. There was also an overview of the holiday campaign, noting the ways in which the programs and campaign are assessed for success as well as the takeaways to help plan for holiday 2019.

C. Finance & Asset Management
Ray Ishii noted the February financials are looking good given the snow and viaduct closures, with parking revenue and percentage rent over budget. The annual audits for LaSalle LLC and WASH LLC were reviewed. There were no findings or management letters and received the highest level of opinion. The LaSalle LLC has about a year and a half until the wind down and over the year there will be projects on the building to spend down the reserves.

Ray Ishii continued by noting the presentation by Sabina Proto on the purchasing policy and small works roster. The purchasing policy has not been reviewed since 2009 and each year the auditors review the policy to ensure compliance. Staff is proposing two changes: 1. increasing amount from $5,000 to $10,000 requiring three bids; and 2. changing staff approval policies depending on amount. That resolution was not moved to Consent Agenda.

There were five proposed resolutions passed to Consent Agenda, the most notable was the proposed resolution to replace the Chinese Cuisine windows, which will be completed in January 2020. Ray Ishii noted a discussion during closed session on one of the tenant. If council members have any questions they can talk to Mary Bacarella directly.

David Ghoddousi noted that part of the purchasing and policy discussion was the proposal to increase the $10,000 amount noted in the Charter to $50,000 for council approval.

Ray Ishii noted that was not a proposal. David Ghoddousi changed “proposal” to “idea.” Mary Bacarella added that topic will be up for discussion at a later time.

David Ghoddousi believes the $10,000 minimum creates checks and balances and transparency and he believes it works and would not want to see that amount changed in the future.

Betty Halfon noted that she was impressed with the FAM meeting.

Colleen Bowman asked how many bids were received for the Chinese Cuisine windows. Ray Ishii responded two bids were received and it was advertised in the Daily Journal of Commerce.

Colleen Bowman asked if specific people are being authorized in the purchasing policy. Mary Bacarella responded the positions who can sign off on spending are outlined in the policy and the change comes with the amount each position can sign for.

Rico Quirindongo asked to review the Chinese Cuisine window proposal and asked if there is a liability issue with these windows. Mary Bacarella responded PDA staff are looking at options to secure the windows.
Rico Quirindongo noted that several years back Patrick Kerr proposed a branding identifier for that location. If money is already being spent to get up there and replace the windows why not look into an option to include branding and make the exterior look better.

A conversation followed regarding this suggestion and Mary Bacarella will research this option.

Betty Halfon reiterated her comment from Finance & Asset Management Committee to use this as an opportunity to address issues along the western facing walls, which she feels exist.

David Ghoddousi noted that the Fairley Building windows were restored not too long ago.

Rico Quirindongo noted that Western Avenue is an area that Market Connections was intended to address and he suggested looking into minutes of previous council retreats for the discussion. Colleen Bowman will address this in future Market Connections meetings.

David Ghoddousi noted the popularity of the pop-up murals around the Market, which reflect positively on the Market.

D. Executive Director Review Update
Betty Halfon provided an update noting that 35 out of 55 people responded and on average spent 14 minutes. All councilmembers replied, eight employees, two residents, six daystallers, two merchants and five city/state people responded. Betty and Patrice Barrentine could have a report ready by Thursday for review.

Rico Quirindongo asked for next steps as listed on the ED review schedule. Betty Halfon responded March 16-30 the council reviews results; suggests any additional highlights to call out. April 1-15 Chair conveys findings to ED. The report prepared by Betty Halfon and Patrice Barrentine will be easy to read.

Betty Halfon read a quote from one of the surveys.

A conversation continued on where next to discuss the Executive Director review.

A conversation continued on the agenda for the full council meeting to allow room for the Executive Director review.

Rico Quirindongo will meet with Betty Halfon and Patrice Barrentine prior to the next Executive Committee meeting and this discussion will most likely take place during closed session at the next Executive Committee meeting.

Rico Quirindongo noted the current status of convening the PDA Council nomination process. He has spoken with Colleen Bowman, who wishes to remain on the board, and needs to meet with Ray Ishii to determine his status. The nomination committee will most likely be focused on board committee structure and chairs, which should shorten the process. At the council meeting Rico will ask for participation on the ad hoc committee and out like it to consist of 6 council members, evenly represented by council, constituency, and mayoral seats.

V. Executive Director’s Report
Mary Bacarella provided updates on the following topics:
- On Monday, the Hildt-Licata was approved unanimously by City Council and is awaiting signature by the Mayor. Mary reiterated the redline version provided to City Council was the same version approved by the PDA council.
- There will be a presentation at council on the LID, both in open and during an executive session.
- The MOU for the garage modifications will also be discussed at full council in executive session.
- Parking is over budget for January and February and monthly parking is also over budget.
- No updates on Showbox litigation or depositions.
- WSDOT will be at full council to provide an update on viaduct demolition and Mary is working to set up a meeting on Friday to discuss a better than conceptual plan for the parking garage ingress/egress of the elevator during demolition. Demolition around the railroad will begin this week and take place over night.
- Daffodil Day is delayed to April 3.
- Tomorrow is the first Meet up with Mary commercial happy hour to get to know the community.

VI. Public Comment
None.

VII. Concerns of Committee Members
Betty Halfon asked about the distribution of the buses on surface streets. Rico Quirindongo noted that he has been part of the transportation committee and it has always been the plan, since the tunnel was built, to remove buses from the transit tunnel. There has been a committee planning for this closure for three years.

Betty Halfon noted her concern that Seattle is changing and it’s not the Seattle she has known. The PDA Council has a responsibility to protect the Market from the larger change.

Mark Brady noted that supposedly there was a security grievance to the union. Mary Bacarella responded that is a topic to discuss during executive session.

VIII. Adjournment
The meeting was adjourned at 5:39 p.m. by Rico Quirindongo, Chair.

Meeting minutes submitted by:
Karin Moughamer, Executive Administrator
Section VII:

Financials & Additional Enclosures
RESOLUTION 09-31

Policy Regarding General Authorization of Selected Charter Section 2 Transactions

March 2009

WHEREAS, Section 2 of the Charter of the Pike Place Market Preservation and Development Authority requires the "general or particular authorization or concurrence of the [PDA] Council" by resolution with regard to enumerated transactions, including but not limited to "all transactions in which the consideration exchanged or received by the PDA exceeds ten thousand dollars ($10,000)";

WHEREAS, the Pike Place Market PDA Council each year considers and authorizes a operational and a capital budget, which budget contemplates certain expenditures in excess of $10,000 and other expenditures subject to the authorization or concurrence requirement of Section 2 of the Charter;

WHEREAS, the PDA Council deems it prudent and appropriate that certain expenditures subject to Section 2 of the Charter be approved particularly even if they are otherwise within an approved budgeted line item; and that other transactions be approved generally, by approval of the budget containing a line item for such expenditure; and

WHEREAS, the PDA Council deems it prudent and appropriate that it articulate which such expenditures it will, until further resolution, authorize particularly and which it will authorize generally;

NOW, THEREFORE, BE IT RESOLVED, that the PDA Council resolves as follows:

1. Approval by the PDA Council of a budget, or of an amendment to a budget, shall not constitute the authorization or concurrence of the PDA Council, whether general or particular, for any transaction contemplated by such budget (or an amendment to a budget), except as provided for by section 2 of this resolution immediately below.

2. Approval by the PDA Council of an annual budget (or an annual budget amendment) that budgets payments or expenditures within the following categories shall constitute the PDA Council’s authorization of such payments or expenditures as required by Section 2 of the Charter:

a. Payment of obligations, including payment of principal or interest, on extant PDA debt or other extant PDA financial obligations as such payment is due, provided that the debt or obligation itself was expressly and particularly authorized by the PDA Council pursuant to a resolution separate from the resolution approving the budget;

b. Payment of sales tax, B&O tax and of sales tax receipts owed to the State of Washington, and of the commercial parking tax due to the City of Seattle, in the amounts and on the dates due;
c. Payments for the PDA's share of the health insurance provided to its employees, provided that such payments are within a line item in the approved budget and within the budgeted amount;

d. Payments for the PDA's property and liability insurance coverage, provided that such payments are within a line item in the approved budget and within the budgeted amount;

e. Expenses for garbage disposal and for recycling, provided that such expenses are within a line item in the approved budget and within the budgeted amount;

f. Expenses for water and sewer services, for electricity and natural gas, in the amounts and on the dates due;

g. Expenses incurred with regard to marketing activities or marketing services provided to the PDA, including payment of invoices of advertising or public relations firms engaged by PDA Staff, provided that such expenses are within a line item in the approved budget and within the budgeted amount;

h. Expenses incurred with regard to annual fire & life safety contracts, with regard to maintenance contracts for maintenance or repair of elevators or HVAC equipment, or with regard to annual facilities contracts for window washing or pest control, provided that such expenses are within a line item in the approved budget and within the budgeted amount;

i. Expenses for Yardi and other software licenses, provided that such expenses are within a line item in the approved budget and within the budgeted amount;

j. Expenses incurred with regard to legal representation or legal services provided to the PDA, including payment of invoices of law firms engaged by PDA Staff, provided that such expenses are within a line item in the approved budget and within the budgeted amount; and

k. Specifically payments or expenditures subject to Section 2 of the Charter that are both (a) within a line item in the approved budget and within the budgeted amount; and (b) authorized by a resolution of the PDA Council separate from the resolution approving the budget.

3. This resolution shall apply to the 2009 Budget approved by Resolution 8-68.

4. This resolution shall apply to future annual budgets unless and until this resolution is modified or rescinded by the PDA Council.

______________________________
Gloria Skouge, Secretary/Treasurer

______________________________
May 6, 2009

Date Approved by Council: 4/30/2009

For: 9
Opposed: 1
Abstained: 0
Date: March 19, 2019
To: PPM PDA Council
From: Sabina Proto, Director of Finance
Subject: February 28, 2019 Financial Statements

**Balance Sheet Notes:**

**Page 1:**

**Designated Cash:** Increased due to the contribution of the 2018 additional surplus to CRRF and MOR.

**Restricted Cash:** Increased due to monthly contribution to Debt Service Reserve accounts.

**Fixed Assets:** Increase related to capital expenditures on current year Capital Projects.

**Page 2:**

**Accounts Receivable Activity Report** – Increased from the prior month.

**Page 3:**

**PDA Operating Statement Notes:**

Total Revenue for the end of February 2019 was $3,203,429, over budget by $263,400 or 9.0%

Total Operating Expense for the end of February 2019 was $2,280,582, under budget by $245,257 or 9.7%

Net Result after Debt Service and Reserves was $780,978, which is $508,657 over budget.

We are up to date on all debt payments.

**Page 4:**

Footnotes on the Operating Statement

**Commercial Revenue** is over budget by $162,985; it’s up in Base Rent-Retail, Percent Rent, Common Area and Direct Utilities.

**Residential Revenue** is over budget by $8,596; Rent revenue is over budget because the actual vacancy is less than budgeted.

**Daystall Revenue** under budget by $4,222 and Farm Revenue over budget by $1,648
Page 5:

Garage Revenue is over budget by $38,224.

Miscellaneous Revenue is over budget by $56,169 mostly in Investment Income.

Page 6:

Operating Expenses are all under budget – we think is mostly to budget trending. As the weather warms up, and the market gets busier, we'll see the operating expenses will increase.

Page 7:

Percent Rent spreadsheet- Percent Rent is $74,798 over budget YTD, and $105,376 higher than the actuals of the same period last year.

Page 8:

The report states the balance of the Capital Replacement Reserve, which was $16.9 M for the end of February 28, 2019.

Page 9:

Capital Projects Report provides the status and YTD spending on different Capital Project we are working on.
# PIKE PLACE MARKET PDA
## BALANCE SHEET
### February 28, 2019

### ASSETS

<table>
<thead>
<tr>
<th>Current Assets</th>
<th>Note</th>
<th>Current Month</th>
<th>Prior Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted Cash</td>
<td></td>
<td>1,073,706</td>
<td>3,419,266</td>
</tr>
<tr>
<td>Rental Accounts Receivable</td>
<td>1</td>
<td>243,983</td>
<td>201,170</td>
</tr>
<tr>
<td>Misc Accounts Receivable</td>
<td></td>
<td>378,447</td>
<td>434,682</td>
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<tr>
<td>Prepaid Expenses</td>
<td></td>
<td>128,905</td>
<td>200,035</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td></td>
<td><strong>1,825,041</strong></td>
<td><strong>4,255,153</strong></td>
</tr>
<tr>
<td>Designated Cash &amp; Equivalents</td>
<td></td>
<td>22,469,189</td>
<td>20,111,871</td>
</tr>
<tr>
<td>Restricted Cash &amp; Equivalents</td>
<td></td>
<td>4,245,419</td>
<td>4,136,815</td>
</tr>
<tr>
<td><strong>Total Fixed Assets</strong></td>
<td></td>
<td><strong>196,646,632</strong></td>
<td><strong>196,552,631</strong></td>
</tr>
</tbody>
</table>

### LIABILITIES & CAPITAL

<table>
<thead>
<tr>
<th>Current Liabilities</th>
<th>Note</th>
<th>Current Month</th>
<th>Prior Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td></td>
<td>381,795</td>
<td>633,739</td>
</tr>
<tr>
<td>Current Portion - LT Debt</td>
<td></td>
<td>705,000</td>
<td>705,000</td>
</tr>
<tr>
<td>Interest Payable Accrued</td>
<td></td>
<td>248,344</td>
<td>170,636</td>
</tr>
<tr>
<td>Accrued Payroll, Vacation &amp; Taxes</td>
<td></td>
<td>553,540</td>
<td>532,130</td>
</tr>
<tr>
<td>Accrued Business Taxes</td>
<td></td>
<td>42,150</td>
<td>61,970</td>
</tr>
<tr>
<td>Security Deposits</td>
<td></td>
<td>454,025</td>
<td>448,768</td>
</tr>
<tr>
<td>Parking Agreement Due To City</td>
<td></td>
<td>11,420</td>
<td>11,440</td>
</tr>
<tr>
<td>Other Liabilities</td>
<td></td>
<td>1,249,688</td>
<td>1,258,157</td>
</tr>
<tr>
<td>Unearned WSDOT revenue</td>
<td></td>
<td>3,596,490</td>
<td>3,640,350</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td></td>
<td><strong>7,242,452</strong></td>
<td><strong>7,462,190</strong></td>
</tr>
</tbody>
</table>

### Long Term Debt

| 2009 PDA Refunding Bonds |      | 1,163,707     | 1,199,845   |
| 2015 Bond Series A       |      | 18,650,000    | 18,650,000  |
| Premium on 2015 Bond Series A | | 1,617,837     | 1,617,837   |
| N/P City of Seattle - Creamery Lot | | 455,000       | 455,000     |
| QB3 Deferred Master Lease Payment | | 9,512,118     | 9,512,118   |
| Current Portion - Long Term Debt | | (705,000)     | (705,000)   |
| **Total Long Term Debt** |      | **30,693,662** | **30,729,800** |

### Total Liabilities

|      |      | **37,936,114** | **38,191,990** |

### Capital

| Contributed Capital |      | 11,818,935     | 11,818,935   |
| Prior Years' Results |    | 135,050,112    | 135,050,112  |
| Current Year Operating Result | | 856,420        | 470,733      |

### Net Operating Capital

|      |      | **147,725,467** | **147,339,780** |

### TOTAL ASSETS

|      |      | **185,661,581** | **185,531,770** |

### TOTAL LIABILITIES AND CAPITAL

|      |      | **185,661,581** | **185,531,770** |
Pike Place Market, PDA  
Footnotes to Balance Sheet  
February 28, 2019  

Note 1  
Accounts Receivable  

<table>
<thead>
<tr>
<th>Category</th>
<th>Previous Month Balance</th>
<th>Total Current Charges</th>
<th>Total Current Receipts</th>
<th>Current Month Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Revenue</td>
<td>115,228</td>
<td>443,172</td>
<td>391,056</td>
<td>167,344</td>
</tr>
<tr>
<td>Daystall Revenue</td>
<td>66,490</td>
<td>25,112</td>
<td>38,281</td>
<td>53,311</td>
</tr>
<tr>
<td>Residential Rent (excluding HUD)</td>
<td>24,947</td>
<td>79,270</td>
<td>80,404</td>
<td>23,813</td>
</tr>
<tr>
<td>HUD Subsidy</td>
<td>(5,485)</td>
<td>103,415</td>
<td>98,415</td>
<td>(485)</td>
</tr>
<tr>
<td>Total</td>
<td>201,170</td>
<td>650,969</td>
<td>608,156</td>
<td>243,983</td>
</tr>
</tbody>
</table>
# PIKE PLACE MARKET PDA - PRELIMINARY OPERATING BUDGET COMPARISON STATEMENT

Period Ending February 28, 2019

<table>
<thead>
<tr>
<th>Description</th>
<th>Current YTD</th>
<th>Current Budget</th>
<th>Variance</th>
<th>Variance %</th>
<th>Current Month</th>
<th>Current Budget</th>
<th>2019 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commercial</td>
<td>1,211,151</td>
<td>1,953,166</td>
<td>162,945</td>
<td>8.3%</td>
<td>941,938</td>
<td>941,938</td>
<td>12,844,564</td>
</tr>
<tr>
<td>Net Result-PPM QALICB3</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
<td>-</td>
<td>-</td>
<td>(27,828)</td>
</tr>
<tr>
<td>Residential</td>
<td>516,621</td>
<td>508,025</td>
<td>8,596</td>
<td>1.7%</td>
<td>257,849</td>
<td>254,070</td>
<td>3,109,115</td>
</tr>
<tr>
<td>Daystall</td>
<td>72,904</td>
<td>77,126</td>
<td>(4,222)</td>
<td>-5.5%</td>
<td>31,728</td>
<td>38,868</td>
<td>838,581</td>
</tr>
<tr>
<td>Farm</td>
<td>29,576</td>
<td>27,928</td>
<td>1,648</td>
<td>5.9%</td>
<td>19,476</td>
<td>19,303</td>
<td>575,056</td>
</tr>
<tr>
<td>Parking</td>
<td>341,709</td>
<td>303,485</td>
<td>38,224</td>
<td>12.6%</td>
<td>177,145</td>
<td>158,674</td>
<td>2,695,400</td>
</tr>
<tr>
<td>Market Foundation</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
<td>-</td>
<td>-</td>
<td>25,000</td>
</tr>
<tr>
<td>Miscellaneous Revenue</td>
<td>126,468</td>
<td>70,299</td>
<td>56,169</td>
<td>79.9%</td>
<td>59,932</td>
<td>34,118</td>
<td>610,197</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>3,203,429</td>
<td>2,940,029</td>
<td>263,400</td>
<td>9.0%</td>
<td>1,488,068</td>
<td>1,446,971</td>
<td>20,670,085</td>
</tr>
<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Management</td>
<td>220,196</td>
<td>238,155</td>
<td>17,959</td>
<td>7.5%</td>
<td>104,333</td>
<td>122,920</td>
<td>1,550,934</td>
</tr>
<tr>
<td>Parking</td>
<td>86,084</td>
<td>78,464</td>
<td>(7,620)</td>
<td>-9.7%</td>
<td>41,414</td>
<td>41,512</td>
<td>519,873</td>
</tr>
<tr>
<td>Operations</td>
<td>846,995</td>
<td>833,265</td>
<td>(13,730)</td>
<td>-1.6%</td>
<td>393,136</td>
<td>416,141</td>
<td>5,215,199</td>
</tr>
<tr>
<td>Utilities</td>
<td>469,438</td>
<td>541,940</td>
<td>72,502</td>
<td>13.4%</td>
<td>206,133</td>
<td>268,006</td>
<td>2,275,000</td>
</tr>
<tr>
<td>Insurance</td>
<td>111,096</td>
<td>110,100</td>
<td>(996)</td>
<td>-0.9%</td>
<td>56,061</td>
<td>55,050</td>
<td>675,000</td>
</tr>
<tr>
<td>Administration</td>
<td>415,507</td>
<td>475,671</td>
<td>60,164</td>
<td>12.6%</td>
<td>177,354</td>
<td>202,578</td>
<td>2,594,004</td>
</tr>
<tr>
<td>Marketing &amp; Programs</td>
<td>131,266</td>
<td>248,244</td>
<td>116,978</td>
<td>47.1%</td>
<td>75,179</td>
<td>137,112</td>
<td>1,763,442</td>
</tr>
<tr>
<td><strong>TOTAL OPERATING EXPENSES</strong></td>
<td>2,280,582</td>
<td>2,525,839</td>
<td>245,257</td>
<td>9.7%</td>
<td>1,053,837</td>
<td>1,243,319</td>
<td>15,593,452</td>
</tr>
<tr>
<td><strong>NET OPERATING RESULTS</strong></td>
<td>922,847</td>
<td>414,190</td>
<td>508,657</td>
<td>122.8%</td>
<td>434,231</td>
<td>203,652</td>
<td>5,076,633</td>
</tr>
<tr>
<td><strong>DEBT SERVICE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bond Principal and Interest Payment PDA</td>
<td>79,958</td>
<td>79,958</td>
<td>-</td>
<td>0.0%</td>
<td>39,979</td>
<td>39,979</td>
<td>479,748</td>
</tr>
<tr>
<td>2015 PDA Bond Series A&amp;B</td>
<td>203,750</td>
<td>203,750</td>
<td>-</td>
<td>0.0%</td>
<td>10,875</td>
<td>101,875</td>
<td>1,222,000</td>
</tr>
<tr>
<td><strong>TOTAL DEBT SERVICE</strong></td>
<td>283,708</td>
<td>283,708</td>
<td>-</td>
<td>0.0%</td>
<td>50,854</td>
<td>141,854</td>
<td>1,762,248</td>
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<tr>
<td><strong>RESERVES - DESIGNATED</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pension Contribution</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
<td>-</td>
<td>-</td>
<td>420,000</td>
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<tr>
<td>LIH Interest to Reserve</td>
<td>15</td>
<td>15</td>
<td>-</td>
<td>0.0%</td>
<td>-</td>
<td>-</td>
<td>164</td>
</tr>
<tr>
<td><strong>TOTAL DESIGNATED RESERVES</strong></td>
<td>15</td>
<td>15</td>
<td>-</td>
<td>0.0%</td>
<td>-</td>
<td>-</td>
<td>420,164</td>
</tr>
<tr>
<td>Net Results after Debt Service &amp; Reserves</td>
<td>639,124</td>
<td>130,467</td>
<td>508,657</td>
<td>389.9%</td>
<td>383,377</td>
<td>61,798</td>
<td>2,954,221</td>
</tr>
<tr>
<td><strong>CAPITAL RESERVE CONTRIBUTION</strong></td>
<td>639,124</td>
<td>130,467</td>
<td>508,657</td>
<td>0.0%</td>
<td>383,377</td>
<td>61,798</td>
<td>2,954,221</td>
</tr>
<tr>
<td><strong>TOTAL RESERVES &amp; CONTRIBUTIONS</strong></td>
<td>639,124</td>
<td>130,467</td>
<td>508,657</td>
<td>0.0%</td>
<td>383,377</td>
<td>61,798</td>
<td>2,954,221</td>
</tr>
</tbody>
</table>
### Note 1
**Commercial Revenue**

<table>
<thead>
<tr>
<th></th>
<th>2019 Total Budget</th>
<th>YTD ACTUAL</th>
<th></th>
<th>YTD BUDGET</th>
<th></th>
<th>YTD 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>% of total</td>
<td>Feb</td>
<td>% YTD</td>
<td>Comm Rev</td>
<td>Feb</td>
<td>% YTD</td>
</tr>
<tr>
<td>Base Rent - Retail</td>
<td>31.2%</td>
<td>690,045</td>
<td>32.6%</td>
<td>650,000</td>
<td>33.3%</td>
<td>40,045</td>
</tr>
<tr>
<td>Base Rent - Office</td>
<td>4.7%</td>
<td>100,839</td>
<td>4.8%</td>
<td>100,714</td>
<td>5.2%</td>
<td>125</td>
</tr>
<tr>
<td>Prep Space</td>
<td>0.7%</td>
<td>14,534</td>
<td>0.7%</td>
<td>14,394</td>
<td>0.7%</td>
<td>140</td>
</tr>
<tr>
<td>Common Area</td>
<td>19.0%</td>
<td>419,688</td>
<td>19.8%</td>
<td>396,500</td>
<td>20.3%</td>
<td>23,188</td>
</tr>
<tr>
<td><strong>Total Rent Revenue</strong></td>
<td>1,225,106</td>
<td>1,116,608</td>
<td></td>
<td>1,161,868</td>
<td></td>
<td>63,498</td>
</tr>
<tr>
<td>Percentage Rent [1]</td>
<td>35.9%</td>
<td>690,700</td>
<td>32.6%</td>
<td>615,902</td>
<td>31.5%</td>
<td>74,798</td>
</tr>
<tr>
<td>Direct Utilities</td>
<td>6.5%</td>
<td>158,067</td>
<td>7.5%</td>
<td>133,422</td>
<td>6.8%</td>
<td>24,645</td>
</tr>
<tr>
<td>Storage/Cooper</td>
<td>1.5%</td>
<td>30,995</td>
<td>1.5%</td>
<td>32,500</td>
<td>1.7%</td>
<td>(1,505)</td>
</tr>
<tr>
<td>Tenant Work Reimbursements</td>
<td>0.1%</td>
<td>1,439</td>
<td>0.1%</td>
<td>1,560</td>
<td>0.1%</td>
<td>(121)</td>
</tr>
<tr>
<td>Other Rentals</td>
<td>0.2%</td>
<td>5,426</td>
<td>0.3%</td>
<td>3,334</td>
<td>0.2%</td>
<td>2,092</td>
</tr>
<tr>
<td>Late Fees</td>
<td>0.2%</td>
<td>4,418</td>
<td>0.2%</td>
<td>4,840</td>
<td>0.2%</td>
<td>(422)</td>
</tr>
<tr>
<td><strong>Total Commercial Revenue</strong></td>
<td>100%</td>
<td>2,116,151</td>
<td>100%</td>
<td>1,953,166</td>
<td>100%</td>
<td>162,985</td>
</tr>
</tbody>
</table>

[1] See attachment for Percentage Rent revenue data by month.

### Note 2
**Residential Revenue**

<table>
<thead>
<tr>
<th></th>
<th>2019 Total Budget</th>
<th>YTD ACTUAL</th>
<th></th>
<th>YTD BUDGET</th>
<th></th>
<th>YTD 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>% of total</td>
<td>Feb</td>
<td>% YTD</td>
<td>Comm Rev</td>
<td>Feb</td>
<td>% YTD</td>
</tr>
<tr>
<td>Residential Rents</td>
<td>98.8%</td>
<td>511,059</td>
<td>98.9%</td>
<td>502,000</td>
<td>98.8%</td>
<td>9,059</td>
</tr>
<tr>
<td>Laundry Net of Taxes</td>
<td>0.4%</td>
<td>2,123</td>
<td>0.4%</td>
<td>2,248</td>
<td>0.4%</td>
<td>(125)</td>
</tr>
<tr>
<td>Other [1]</td>
<td>0.8%</td>
<td>3,439</td>
<td>0.7%</td>
<td>3,777</td>
<td>0.7%</td>
<td>(338)</td>
</tr>
<tr>
<td><strong>Total Residential Revenue</strong></td>
<td>100%</td>
<td>516,621</td>
<td>100%</td>
<td>508,025</td>
<td>100.0%</td>
<td>8,596</td>
</tr>
</tbody>
</table>

[1] Other includes maintenance services, storage, rental screening & late fees

### Note 3
**Daysail Revenue**

<table>
<thead>
<tr>
<th></th>
<th>2019 Total Budget</th>
<th>YTD ACTUAL</th>
<th></th>
<th>YTD BUDGET</th>
<th></th>
<th>YTD 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>% of total</td>
<td>Feb</td>
<td>% YTD</td>
<td>Day Rev</td>
<td>Feb</td>
<td>% YTD</td>
</tr>
<tr>
<td>Daily Craft</td>
<td>87.1%</td>
<td>55,953</td>
<td>76.7%</td>
<td>60,000</td>
<td>77.8%</td>
<td>(4,047)</td>
</tr>
<tr>
<td>Locker Rent</td>
<td>8.8%</td>
<td>11,431</td>
<td>15.7%</td>
<td>12,351</td>
<td>16.0%</td>
<td>(920)</td>
</tr>
<tr>
<td>Parking</td>
<td>2.2%</td>
<td>2,620</td>
<td>3.6%</td>
<td>1,875</td>
<td>2.4%</td>
<td>(745)</td>
</tr>
<tr>
<td>Late Fees</td>
<td>1.9%</td>
<td>2,900</td>
<td>4.0%</td>
<td>2,900</td>
<td>3.8%</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Daysail Revenue</strong></td>
<td>100%</td>
<td>72,904</td>
<td>100%</td>
<td>77,126</td>
<td>100%</td>
<td>(4,222)</td>
</tr>
</tbody>
</table>
### Note 4: Farm Revenue

<table>
<thead>
<tr>
<th></th>
<th>2019 Total Budget</th>
<th>YTD ACTUAL</th>
<th>YTD BUDGET</th>
<th>YTD 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>% of total</td>
<td>Feb</td>
<td>% YTD</td>
<td>Feb</td>
</tr>
<tr>
<td></td>
<td>Surf Rev</td>
<td>Actual</td>
<td>Surf Rev</td>
<td>Budget</td>
</tr>
<tr>
<td>Daily Farmer</td>
<td>43.2%</td>
<td>15,204</td>
<td>51.4%</td>
<td>15,000</td>
</tr>
<tr>
<td>Remote Markets</td>
<td>11.2%</td>
<td>2,709</td>
<td>0.0%</td>
<td>-</td>
</tr>
<tr>
<td>Cooler Rent</td>
<td>3.1%</td>
<td>1,295</td>
<td>9.4%</td>
<td>1,500</td>
</tr>
<tr>
<td>Permits</td>
<td>0.6%</td>
<td>1,026</td>
<td>2.8%</td>
<td>1,400</td>
</tr>
<tr>
<td>CSA Market Boxes</td>
<td>15.0%</td>
<td>24,957</td>
<td>99.9%</td>
<td>24,957</td>
</tr>
<tr>
<td>Specialty Crop Block Grant</td>
<td>24.9%</td>
<td>29,576</td>
<td>34.8%</td>
<td>27,928</td>
</tr>
<tr>
<td>Total Farm Revenue</td>
<td>100%</td>
<td>29,576</td>
<td>100%</td>
<td>27,928</td>
</tr>
</tbody>
</table>

### Note 5: Garage Revenue

<table>
<thead>
<tr>
<th></th>
<th>2019 Total Budget</th>
<th>YTD ACTUAL</th>
<th>YTD BUDGET</th>
<th>YTD 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>% of total</td>
<td>Feb</td>
<td>% YTD</td>
<td>Feb</td>
</tr>
<tr>
<td>Parking Revenue Net of Taxes</td>
<td>99.4%</td>
<td>339,224</td>
<td>99.8%</td>
<td>301,885</td>
</tr>
<tr>
<td>Parking Reimbursement</td>
<td>0.6%</td>
<td>2,485</td>
<td>0.2%</td>
<td>1,600</td>
</tr>
<tr>
<td>Total Garage Revenue</td>
<td>100%</td>
<td>341,709</td>
<td>100%</td>
<td>303,485</td>
</tr>
</tbody>
</table>

### Note 6: Miscellaneous Revenue

<table>
<thead>
<tr>
<th></th>
<th>2019 Total Budget</th>
<th>YTD ACTUAL</th>
<th>YTD BUDGET</th>
<th>YTD 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>% of total</td>
<td>Feb</td>
<td>% YTD</td>
<td>Feb</td>
</tr>
<tr>
<td></td>
<td>Gar Rev</td>
<td>Actual</td>
<td>Misc Rev</td>
<td>Budget</td>
</tr>
<tr>
<td>Security Service Contracts</td>
<td>11.8%</td>
<td>11,777</td>
<td>9.3%</td>
<td>11,998</td>
</tr>
<tr>
<td>Management Fees[1]</td>
<td>18.2%</td>
<td>15,110</td>
<td>11.9%</td>
<td>13,562</td>
</tr>
<tr>
<td>Investment Income/Interest</td>
<td>32.6%</td>
<td>30,851</td>
<td>71.8%</td>
<td>33,400</td>
</tr>
<tr>
<td>Film-License Revenue</td>
<td>4.1%</td>
<td>2,070</td>
<td>1.6%</td>
<td>1,650</td>
</tr>
<tr>
<td>Other Revenues[2]</td>
<td>32.9%</td>
<td>6,662</td>
<td>5.3%</td>
<td>9,689</td>
</tr>
<tr>
<td>Total Miscellaneous Revenue</td>
<td>100%</td>
<td>126,468</td>
<td>100%</td>
<td>70,299</td>
</tr>
</tbody>
</table>

(1) Management fees from LaSalle Senior Housing LLC and Western Avenue Senior Housing
(2) Other Revenues includes Constituency Revenue, Misc Taxable & Non-Taxable Revenue, Key and Access Cards, Trademark/Royalties, Market Tours and Rummage HALL less sales tax.
### Note 7: Property Management Expenses

<table>
<thead>
<tr>
<th></th>
<th>YTD ACTUAL</th>
<th>% PM Exp</th>
<th>YTD BUDGET</th>
<th>% PM Exp</th>
<th>YTD 2019 Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial</td>
<td>75,462</td>
<td>24.6%</td>
<td>78,526</td>
<td>24.8%</td>
<td>3,064</td>
</tr>
<tr>
<td>Residential</td>
<td>102,440</td>
<td>33.4%</td>
<td>117,352</td>
<td>37.1%</td>
<td>14,912</td>
</tr>
<tr>
<td>Daytime</td>
<td>42,294</td>
<td>13.6%</td>
<td>42,277</td>
<td>13.4%</td>
<td>(17)</td>
</tr>
<tr>
<td>Garage</td>
<td>86,064</td>
<td>26.1%</td>
<td>78,464</td>
<td>24.8%</td>
<td>(17,620)</td>
</tr>
<tr>
<td><strong>Total Property Management Expenses</strong></td>
<td><strong>306,280</strong></td>
<td><strong>100%</strong></td>
<td><strong>316,619</strong></td>
<td><strong>100%</strong></td>
<td><strong>10,339</strong></td>
</tr>
</tbody>
</table>

### Note 8: Operations Expenses

<table>
<thead>
<tr>
<th></th>
<th>YTD ACTUAL</th>
<th>% Ops Exp</th>
<th>YTD BUDGET</th>
<th>% Ops Exp</th>
<th>YTD 2019 Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities</td>
<td>339,155</td>
<td>23.8%</td>
<td>344,864</td>
<td>23.2%</td>
<td>5,709</td>
</tr>
<tr>
<td>Security</td>
<td>295,096</td>
<td>20.7%</td>
<td>282,120</td>
<td>19.0%</td>
<td>(12,976)</td>
</tr>
<tr>
<td>Maintenance</td>
<td>197,252</td>
<td>13.8%</td>
<td>191,871</td>
<td>12.9%</td>
<td>(5,381)</td>
</tr>
<tr>
<td>Capital Management</td>
<td>15,492</td>
<td>1.1%</td>
<td>14,410</td>
<td>1.0%</td>
<td>(1,082)</td>
</tr>
<tr>
<td>Utilities</td>
<td>469,438</td>
<td>32.9%</td>
<td>541,940</td>
<td>36.5%</td>
<td>72,502</td>
</tr>
<tr>
<td>Insurance</td>
<td>111,096</td>
<td>7.8%</td>
<td>110,100</td>
<td>7.4%</td>
<td>(996)</td>
</tr>
<tr>
<td><strong>Total Operations Expenses</strong></td>
<td><strong>1,427,529</strong></td>
<td><strong>100%</strong></td>
<td><strong>1,485,308</strong></td>
<td><strong>100%</strong></td>
<td><strong>57,776</strong></td>
</tr>
</tbody>
</table>

### Note 9: Administration Expenses

<table>
<thead>
<tr>
<th></th>
<th>YTD ACTUAL</th>
<th>% Adm Exp</th>
<th>YTD BUDGET</th>
<th>% Adm Exp</th>
<th>YTD 2019 Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management</td>
<td>166,449</td>
<td>40.1%</td>
<td>180,264</td>
<td>37.9%</td>
<td>13,815</td>
</tr>
<tr>
<td>Finance</td>
<td>59,945</td>
<td>14.4%</td>
<td>71,253</td>
<td>15.0%</td>
<td>11,308</td>
</tr>
<tr>
<td>Office Administration</td>
<td>69,496</td>
<td>16.7%</td>
<td>87,010</td>
<td>18.3%</td>
<td>17,514</td>
</tr>
<tr>
<td>Human Resources</td>
<td>27,461</td>
<td>6.7%</td>
<td>39,300</td>
<td>8.3%</td>
<td>11,639</td>
</tr>
<tr>
<td>Information Services</td>
<td>91,956</td>
<td>22.1%</td>
<td>97,844</td>
<td>20.6%</td>
<td>5,888</td>
</tr>
<tr>
<td><strong>Total Administration Expenses</strong></td>
<td><strong>415,507</strong></td>
<td><strong>100%</strong></td>
<td><strong>475,671</strong></td>
<td><strong>100%</strong></td>
<td><strong>60,164</strong></td>
</tr>
</tbody>
</table>

### Note 10: Programs Expenses

<table>
<thead>
<tr>
<th></th>
<th>YTD ACTUAL</th>
<th>% Prg Exp</th>
<th>YTD BUDGET</th>
<th>% Prg Exp</th>
<th>YTD 2019 Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing</td>
<td>43,795</td>
<td>33.4%</td>
<td>43,355</td>
<td>35.7%</td>
<td>89,560</td>
</tr>
<tr>
<td>Farm Program</td>
<td>57,447</td>
<td>43.6%</td>
<td>67,797</td>
<td>27.3%</td>
<td>10,350</td>
</tr>
<tr>
<td>Market Foundation</td>
<td>30,024</td>
<td>22.9%</td>
<td>47,092</td>
<td>19.0%</td>
<td>17,068</td>
</tr>
<tr>
<td><strong>Total Program Expenses</strong></td>
<td><strong>131,266</strong></td>
<td><strong>100%</strong></td>
<td><strong>248,444</strong></td>
<td><strong>100%</strong></td>
<td><strong>117,178</strong></td>
</tr>
</tbody>
</table>
## 2019 Calendar Year

### Percentage Rent Revenue by Month of Sales

<table>
<thead>
<tr>
<th>Month</th>
<th>Total</th>
<th>Approved Budget</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>441,658</td>
<td>370,902</td>
<td>70,756</td>
</tr>
<tr>
<td>February</td>
<td>3,199</td>
<td>245,000</td>
<td>4,688</td>
</tr>
<tr>
<td>March</td>
<td>1,337</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>April</td>
<td>1,208</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>May</td>
<td>1,752</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>June</td>
<td>2,616</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>July</td>
<td>2,698</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>August</td>
<td>2,014</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>September</td>
<td>2,583</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>October</td>
<td>1,608</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>November</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>December</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>443,657</td>
<td>615,902</td>
<td>74,756</td>
</tr>
</tbody>
</table>

## 2018 Calendar Year

### Percentage Rent Revenue by Month of Sales

<table>
<thead>
<tr>
<th>Month</th>
<th>Total</th>
<th>Approved Budget</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>373,903</td>
<td>350,000</td>
<td>23,903</td>
</tr>
<tr>
<td>February</td>
<td>33,663</td>
<td>206,000</td>
<td>11,421</td>
</tr>
<tr>
<td>March</td>
<td>174</td>
<td>250,000</td>
<td>35,887</td>
</tr>
<tr>
<td>April</td>
<td>517</td>
<td>325,000</td>
<td>45,027</td>
</tr>
<tr>
<td>May</td>
<td>807</td>
<td>350,000</td>
<td>14,585</td>
</tr>
<tr>
<td>June</td>
<td>3,115</td>
<td>400,000</td>
<td>3,652</td>
</tr>
<tr>
<td>July</td>
<td>3,984</td>
<td>510,000</td>
<td>471,901</td>
</tr>
<tr>
<td>August</td>
<td>1,041</td>
<td>550,000</td>
<td>3,102</td>
</tr>
<tr>
<td>September</td>
<td>1,028</td>
<td>550,000</td>
<td>3,102</td>
</tr>
<tr>
<td>October</td>
<td>24,391</td>
<td>450,000</td>
<td>10,175</td>
</tr>
<tr>
<td>November</td>
<td>1,387</td>
<td>355,400</td>
<td>19,928</td>
</tr>
<tr>
<td>December</td>
<td>8,789</td>
<td>352,824</td>
<td>1,974</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>411,114</td>
<td>4,615,624</td>
<td>57,326</td>
</tr>
</tbody>
</table>

## 2017 Calendar Year

### Percentage Rent Revenue by Month of Sales

<table>
<thead>
<tr>
<th>Month</th>
<th>Total</th>
<th>Approved Budget</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>387,815</td>
<td>340,000</td>
<td>47,815</td>
</tr>
<tr>
<td>February</td>
<td>5,314</td>
<td>160,500</td>
<td>15,966</td>
</tr>
<tr>
<td>March</td>
<td>4,853</td>
<td>215,000</td>
<td>15,175</td>
</tr>
<tr>
<td>April</td>
<td>1,268</td>
<td>265,700</td>
<td>29,941</td>
</tr>
<tr>
<td>May</td>
<td>1,287</td>
<td>310,300</td>
<td>23,666</td>
</tr>
<tr>
<td>June</td>
<td>1,117</td>
<td>342,600</td>
<td>27,345</td>
</tr>
<tr>
<td>July</td>
<td>22,686</td>
<td>587,900</td>
<td>413,316</td>
</tr>
<tr>
<td>August</td>
<td>4,294</td>
<td>463,100</td>
<td>95,860</td>
</tr>
<tr>
<td>September</td>
<td>3,845</td>
<td>434,466</td>
<td>401,388</td>
</tr>
<tr>
<td>October</td>
<td>1,608</td>
<td>378,300</td>
<td>21,698</td>
</tr>
<tr>
<td>November</td>
<td>528</td>
<td>327,828</td>
<td>63,546</td>
</tr>
<tr>
<td>December</td>
<td>694</td>
<td>327,828</td>
<td>25,332</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>402,356</td>
<td>4,252,728</td>
<td>100,362</td>
</tr>
</tbody>
</table>
Pike Place Market, PDA
Footnotes to Statement of Revenue and Expenditures
February 28, 2019

Capital Replace Reserve Fund Balance

<table>
<thead>
<tr>
<th></th>
<th>Anticipated Year End Balance</th>
<th>YTD Balance (actual)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance 12/31/2018</td>
<td>15,091,597</td>
<td>15,091,597</td>
</tr>
<tr>
<td>Surplus allocation of the prior year</td>
<td>TBD</td>
<td>1,321,704</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1,321,704</td>
</tr>
<tr>
<td>Balance as of 1/1/18</td>
<td>16,413,301</td>
<td>16,413,301</td>
</tr>
</tbody>
</table>

**Budget 2019 Contribution:**

|                                | 2,974,221 | 639,124 |

**Capital Projects Spending:**

|                                | (2,000,000) | (299,989) |

**CRRF Capital Reserve Balance**

|                                | 17,387,522 | 16,752,436 |

2 Reconciliation of Net Operating Result (Operating Statement) to Current Year Result (Balance Sheet)

(a) Net Operating Results - Operating Statement

|                                | 922,847 |
| Total Interest Expense on Bonds | (166,843) |
| Recognition of Deferred WSDT Revenue, grants & gains | 100,416 |
| Net Operating Result on the Balance Sheet | 856,420 |

(b) Current Year Result - Balance Sheet

|                                | 856,420 |


## February 2019 CAPITAL PROJECTS REPORT

### Project Budgets

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>COR</td>
<td>163490-00</td>
<td>Economy west windows</td>
<td>150,000</td>
<td>0</td>
<td>150,000</td>
<td>46,242</td>
<td>Project is complete</td>
<td>18-35</td>
</tr>
<tr>
<td>various</td>
<td>163765-00</td>
<td>Cameras in different locations</td>
<td>17,161</td>
<td>0</td>
<td>17,161</td>
<td>0</td>
<td>In progress 90% Complete</td>
<td>18-41</td>
</tr>
<tr>
<td>GAR</td>
<td>163766-00</td>
<td>Skidata Upgrade</td>
<td>0</td>
<td>331,556</td>
<td>331,556</td>
<td>151,050</td>
<td>In Progress</td>
<td>19-04</td>
</tr>
<tr>
<td>LEL</td>
<td>163777-00</td>
<td>Hillclimb Bridge</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>8,258</td>
<td>Project is complete</td>
<td>19-04</td>
</tr>
<tr>
<td>FAR</td>
<td>163782-00</td>
<td>DownUnder Hardwoods</td>
<td>14,000</td>
<td>0</td>
<td>14,000</td>
<td>0</td>
<td>Project is complete</td>
<td>19-07</td>
</tr>
<tr>
<td>SOA</td>
<td>163829-00</td>
<td>Soames Dunn window replacement</td>
<td>115,000</td>
<td>0</td>
<td>115,000</td>
<td>0</td>
<td>starting 3/30</td>
<td>18-33</td>
</tr>
<tr>
<td>FAL</td>
<td>163832-00</td>
<td>Chinese Cuisine Windows</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1,235</td>
<td>Bidding</td>
<td>18-36</td>
</tr>
<tr>
<td>LEL</td>
<td>163833-00</td>
<td>Leland 78 window &amp; restoration</td>
<td>50,000</td>
<td>0</td>
<td>50,000</td>
<td>0</td>
<td>Contracted-starting 5/1</td>
<td>18-36</td>
</tr>
<tr>
<td>various</td>
<td>163839-00</td>
<td>Radio Digital upgrade</td>
<td>35,133</td>
<td>0</td>
<td>35,133</td>
<td>0</td>
<td>On Hold</td>
<td>18-20</td>
</tr>
<tr>
<td>SAN</td>
<td>163841-00</td>
<td>Metal Roof Coating</td>
<td>50,000</td>
<td>0</td>
<td>50,000</td>
<td>0</td>
<td>In Progress</td>
<td>19-08</td>
</tr>
<tr>
<td>ECO</td>
<td>163843-00</td>
<td>Chairs- Goodwin Library</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>424</td>
<td>In Progress</td>
<td>19-06</td>
</tr>
<tr>
<td>LEL</td>
<td>163844-00</td>
<td>Hydraulic Cylinder Replacement</td>
<td>15,000</td>
<td>0</td>
<td>15,000</td>
<td>0</td>
<td>Project is complete</td>
<td>19-06</td>
</tr>
<tr>
<td>Various</td>
<td>164107-00</td>
<td>30 Year Study Update</td>
<td>38,500</td>
<td>0</td>
<td>38,500</td>
<td>0</td>
<td>In progress-craft 6/1</td>
<td>18-50</td>
</tr>
<tr>
<td>SOA</td>
<td></td>
<td>Corner Market rebuild lights (16)</td>
<td>10,000</td>
<td>0</td>
<td>10,000</td>
<td>0</td>
<td>Sourcing in-kind replacement</td>
<td>18-50</td>
</tr>
</tbody>
</table>

**Total** 494,794  1,535,000  1,950,794  207,209

### Other Possible Projects

<table>
<thead>
<tr>
<th>Project Description</th>
<th>2018 Budget Carryover</th>
<th>2019 Budget Allocation</th>
<th>2019 Total Budget</th>
<th>YTD Expenses</th>
<th>Status for Financial Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAR DeSimone Bridge restore windows</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>awaiting prioritizing</td>
</tr>
<tr>
<td>LB Livingston-Baker exterior repairs/paint</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>awaiting prioritizing</td>
</tr>
<tr>
<td>LEL Rehab Flower Row paint/windows/tables</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>awaiting prioritizing</td>
</tr>
<tr>
<td>MAR MF Garage Day stall storage lockers</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>awaiting prioritizing</td>
</tr>
<tr>
<td>TRI Triangle fuck &amp; point</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>awaiting prioritizing</td>
</tr>
<tr>
<td>various Security Gate Project</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>awaiting prioritizing</td>
</tr>
</tbody>
</table>

### Total Available Funds for Other Projects

**Total** 494,794  1,535,000  1,950,794  207,209

### MISCELLANEOUS (Tenant Compensations and Commercial Tenant Improvements)

<table>
<thead>
<tr>
<th>Project Description</th>
<th>2018 Budget Carryover</th>
<th>2019 Budget Allocation</th>
<th>2019 Total Budget</th>
<th>YTD Expenses</th>
<th>Status for Financial Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>160260-00 Commercial Tenant Compensation</td>
<td>0</td>
<td>80,000</td>
<td>80,000</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>160280-00 TI - Tenants</td>
<td>0</td>
<td>35,000</td>
<td>35,000</td>
<td>7,176</td>
<td></td>
</tr>
</tbody>
</table>

**Sub-Total** 0  115,000  115,000  7,176

### CONTINGENCY

<table>
<thead>
<tr>
<th>Project Description</th>
<th>2018 Budget Carryover</th>
<th>2019 Budget Allocation</th>
<th>2019 Total Budget</th>
<th>YTD Expenses</th>
<th>Status for Financial Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>160960-00 Contingency for Known Projects</td>
<td>0</td>
<td>25,000</td>
<td>25,000</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>160970-00 Contingency for Unknown Projects</td>
<td>0</td>
<td>25,000</td>
<td>25,000</td>
<td>0</td>
<td></td>
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</tbody>
</table>

**Sub-Total** 0  50,000  50,000  0

### CAPITAL INVENTORY

<table>
<thead>
<tr>
<th>Project Description</th>
<th>2018 Budget Carryover</th>
<th>2019 Budget Allocation</th>
<th>2019 Total Budget</th>
<th>YTD Expenses</th>
<th>Status for Financial Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>160XXX-00 Capital inventory</td>
<td>0</td>
<td>300,000</td>
<td>300,000</td>
<td>85,604</td>
<td></td>
</tr>
</tbody>
</table>

**Sub-Total** 0  300,000  300,000  85,604

**Total** 494,794  2,000,000  2,494,794  299,989

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Page 9
Vacancies continue just above 2% (budget is 3%). Work with maintenance continues to focus on speeding unit turnover, which we are making good progress on.
HIGHLIGHTS

OPERATIONS and TENANT ISSUES
- Coin operated laundry equipment has been reinstated
- Currently advertising for one residential manager position that’s vacant
- Pests are under control
- Scheduling City Light LED light program outreach with tenants in Livingston Baker
- Increased enforcement underway on “No Smoking” policies in apartments

REGULATORY
- Seattle Office of Housing audit completed on 3/13 for WASH with no major issues
- The Affirmative Housing Management plan has been updated to include reference to the Seattle Landlord Tenant Law
- Currently monitoring proposed changes in Washington State Tenant Law
- HUD updates in reporting
- Process nearly complete for rent increase for LaSalle HUD units
- Process is underway for rent increase in Stewart House
- Seattle Rental Housing Inspections are being coordinated with other inspection agencies to minimize overlap

LASALLE LLC – upgrades and renovations funded from building reserves
- Assembling bids for following scope of work:
  - Repainting three fire stairs
  - Adding interior storm windows in older portion of the building
  - Comprehensive replacement and upgrade of lighting in units and common areas to LED and low-energy fixtures.
  - Tyler Jamison hired to manage building upgrades. His work will be based on the recent life cycle studies, building inspection reports, and recommendations from staff to prioritize improvements.
March 2019 PDA Report

Our mission is to nurture a thriving Market community.

Values: Collaboration, Inclusion, Respect, Optimism, Gratitude

Waterfront for All
Thanks to the PDA Staff and Council members who attended the March 6th Thought Forum hosted by Laird Norton Wealth Management. We are embarking on a partnership with Friends of the Waterfront, Seattle Aquarium and the Seattle Foundation to establish a master fund to create a “Waterfront for All”. The intent of this fund is to inspire new ideas beyond building and maintaining the Waterfront park that invites a diversity of people and activities to the park.

We’re in the early stages of defining what that means for the Market community and what our role will be. What’s our process to collaborate with the PDA? If you are interested in learning more, contact Lillian.Sherman@pikeplacemarket.org.

Here is the link to a study presented by the Friends of the Waterfront: Beyond Real Estate Increment: The Value of the Central Seattle Waterfront

Hygiene Drive
Help low-income Market community members with much-needed hygiene products! Host a Hygiene Drive in your store, company or community gathering space. All donations can be delivered to The Market Commons before April 30th. Contact Patricia.Gray@pikeplacemarket.org for promotional materials and more information.

Suggested donations:
*New and unopened*
- Pads and tampons
- Toothpaste and toothbrushes
- Dental floss
- Toilet paper
- Shampoo and conditioner
- Body lotion
- Soap
- Deodorant
- Baby wipes
FÊTE le MARKET
YEAR OF THE PIG 2019

Celebration & Fundraiser
PIKE PLACE MARKET - MARKETFRONT PAVILION

THURSDAY, May 16th 6:30-9:00 PM

PLEASE JOIN US IN CELEBRATING
THE SOUL OF SEATTLE!

Reserve your place at the Fête by May 1st. Tickets $50
Guests are asked to consider making a gift of personal significance (suggested donation, $50).

Tickets and hosting information at:
pikeplacemarketfoundation.org/fete ~ (206) 774-5254