### PDA Council Meeting Agenda

**Date:** Thursday, June 27, 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

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<thead>
<tr>
<th>Time</th>
<th>I. Administrative: (Chair)</th>
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<tbody>
<tr>
<td>4:00pm</td>
<td>A. Approval of Agenda</td>
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<td>B. Approval of the PDA Council Meeting Minutes for May 30, 2019</td>
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<tr>
<th>Time</th>
<th>II. Public Comment Including the Market Community</th>
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<thead>
<tr>
<th>Time</th>
<th>III. Key Issues Presentation and Discussion Items (Chad Schuster, WSDOT &amp; Alex Prentis, Kiewit; Lillian Sherman)</th>
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<tbody>
<tr>
<td>4:10pm</td>
<td>A. Viaduct Demolition Update and Parking Garage Access Update</td>
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<td>B. Pike Place Market Foundation Report</td>
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<tr>
<th>Time</th>
<th>IV. Programs and Information Items (Chair)</th>
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<tr>
<td>5:00pm</td>
<td>A. Council Chair Report</td>
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<td>B. Director Report</td>
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<td>C. Committee Chair Reports</td>
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<td>D. Other Reports</td>
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<td>i. Market Foundation Update (Colleen Bowman)</td>
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<th>Time</th>
<th>V. Action Items (Chair)</th>
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<tr>
<td>5:40pm</td>
<td>A. Consent Agenda</td>
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|       | i. Proposed Resolution **19-26:** Authorization for Contract Authority  
|       | – Painting of Hallways, Doors, and Door Jambs at the LaSalle Building |
|       | ii. Proposed Resolution **19-27:** Authorization for Contract Authority  
|       | – Hallway Flooring Replacement at the LaSalle Apartments |
|       | iii. Proposed Resolution **19-28:** Authorization for Contract Authority  
|       | – Upgrade Current Radio Communication System |
|       | iv. Proposed Resolution **19-29:** Authorization for Contract Authority  
|       | – Skybridge Painting |
|       | v. Proposed Resolution **19-30:** Authorization for Contract Authority  
|       | – Replacement of Stewart House Intercom System |
|       | vi. Proposed Resolution **19-31:** Insurance Coverage for Terrorism and Sabotage |
|       | vii. Proposed Resolution **19-32:** Authorization for Contract Authority  
|       | – Project Management Services Next Bold Move, LLCB. |
|       | viii. Proposed Resolution **19-33:** Lease Proposals June 2019 |
|       | B. New Business |

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<th>Time</th>
<th>VI. Further Public Comment (Chair)</th>
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<th>Time</th>
<th>VII. Concerns of Committee Members (Chair)</th>
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<tr>
<th>Time</th>
<th>VIII. Adjournment (Chair)</th>
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Thursday, May 30, 2019
4:00 p.m. to 6:00 p.m.
Economy Building Classroom, 1433 First Avenue

Committee Members Present: Rico Quirindongo, Betty Halfon, Ray Ishii, Mark Brady, Ali Mowry, Colleen Bowman, JJ McKay, Devin McComb, David Ghoddousi, Patrice Barrentine

Staff/Consultants Present: Amy Wallsmith, Karin Moughamer, John Turnbull, Brady Morrison, Shelly Brehm, Angela Battazzo

Others Present: Bob Messina, Clint Bennett, Howard Aller, Alex Prentiss, Chad Schuster, Joe Read, Joan Paulson, Conrad Wouters

The meeting was called to order at 4:02 p.m. by Rico Quirindongo, Chair

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

   B. Approval of the April 25, 2019 PDA Council Meeting Minutes
      The April 25, 2019 PDA Council Meeting Minutes were approved by acclamation.

II. Public Comment Including the Market Community
    Bob Messina thanked the facilities team for the removal of the raised dividers on the MarketFront steps.

    Clint Bennett shared the recent publication of “The History of the People of the Market” published by Mike Osborn of Socio’s in partnership with HistoryLink, which are available for free.

III. Executive (Closed) Session
    A. Discussion of potential litigation with PDA legal counsel (RCW 42.30.110(i))
       The chair stated that the council would go into closed session at 4:03 p.m. to discuss the potential litigation with PDA legal counsel and return into open session at approximately 4:30 p.m. The council entered into closed session at 4:04 p.m.

       Betty Halfon entered the meeting at 4:07 pm

       Devin McComb entered the meeting at 4:17 pm

       The council entered into open session at 4:29 p.m. The council discussed potential litigation during the closed session.
IV. Key Issues Presentations and Discussion Items

A. Viaduct Demolition Update

Alex Prentiss began by noting similar information is being presented as last month and the ADA ramp will begin installation next week with construction fencing on both sides. It will be 6’ wide, paved and have handrails. The Temporary Construction Easement notice was sent out with a start date of June 7th. That date may move towards the end of the week of June 10th but they are working to solidify the date and will provide that as soon as it’s available. They will hold off closing the entry to the garage as long as possible.

Alex Prentiss reviewed Phase 1 which restricts access south of the Market. There will be signage to help direct people in and out of the garage. The stairway at the exit of the garage elevator is being built offsite and will be placed once the work begins. Phase 1 should last approximately 10 days and access to the waterfront is via the “yellow brick road” via the ADA accessible ramp.

Amy Wallsmith reviewed the PDA communication plan for Phase 1. During Phase 1 there will be the ADA ramp, the southwest corner stairwell will have a WSDOT security guard and emergency access only and the Alaskan Way garage car entrance and exit will be closed. Internal Market communications will include a tenant alert, call-out in the June Market Insider, and to notify monthly parkers. External communications includes partner coordination, walk through on June 6th, update on the website, new wayfinding signage and painted footprints. Kiewit is providing signage indicating that people need to walk bikes and no pedi cabs. Amy shared the map that will be placed throughout the Market as well as shared with the public.

Alex Prentiss continued by reviewing Phase 2, which looks very similar. It will still have the ADA ramp and signage but the Hillclimb stairs will now be accessible. Getting the path through the work zone will be a challenge but is a priority. Security guards will be stationed on floors 2-5 in the garage stairwell to help provide direction and provide safe access in the event of an emergency. People will be encouraged to use the ramp rather than through the active work zone. Phase 2 will start roughly 10 dates after Phase 1, which may start around June 14-15.

Amy Wallsmith reviewed Phase 2 communications with the main change being limited access to the Hillclimb path. There will be a tenant alert and monthly parkers will be notified. External communication includes partner coordination, information on the website, new wayfinding signage and painted footprints. The map was shared and the work zone section is labeled as “Emergency access only, rough walkway, no stroller or wheelchairs.”

Mark Brady asked if signage around the Market will be in other languages. Amy Wallsmith responded no, they will only be in English.

Betty Halfon asked who is paying for all the signage. Angela Battazzo responded WSDOT is covering the cost under the negotiated TCE.

Alex Prentiss continued by reviewing Phase 3 which will have the biggest impact to the garage and access in general. The ADA ramp is no longer available and a shuttle will be provided continuously from 8 am – 8 pm on weekdays. On weekends there will be two shuttles running continuously and will loop around at stops identified by the Market.
Amy Wallsmith reviewed Phase 3 communication. The biggest change is the shuttle and she is working with Kiewit on the shuttle stop signage. The map shows the shuttle pickups on Western and near the aquarium on Alaskan Way. The restore zone still includes a path but is a rough walkway not suitable for strollers or wheelchairs.

Patrice Barrentine asked what the timing for Phase 3 will be. Alex Prentiss responded roughly 20 days following the beginning of Phase 1. Alex estimates that will be early July and they may choose to wait until after the 4\textsuperscript{th} of July to start Phase 3.

Mark Brady asked when Western Avenue will reopen. Alex Prentiss responded University will open this weekend. Western will remain closed for roughly 20 days but with University open drivers won’t have to turn around. There will be UPO’s (uniformed police officer) outside of the Market garage to help with traffic flow.

Colleen Bowman asked why the Market Insider drops off the internal communication plan. Amy Wallsmith responded it’s a monthly publication but if the project goes into July will be included in the July Market Insider.

V. Programs and Information Items
A. Council Chair Report
Rico Quirindongo noted Mary Bacarella’s absence due to a family emergency and did not provide any other updates.

B. Executive Director Report
Amy Wallsmith provided the following updates on behalf of Mary Bacarella:
- The spring small business incubation workshops have completed and fall workshop planning has started.
- Producers Market (PM) kicks off today. They will be held the last Thursday of each month, May – September.
- Market artists have been provided pieces of the viaduct for use in creating items to be sold at the Market. The marketing team is collecting information on which vendors are using pieces of the viaduct or featuring the viaduct either in their artwork or at their stores.
- Parking is doing well and year to date revenue is $200,000 over budget, monthly parking is $80,000 over budget year to date and total tickets as of 5/29 pulled are up 5,000 over the same time last year.

John Turnbull provided the following updates on behalf of Mary Bacarella:
- Mary has met with David Graves regarding Victor Steinbrueck Park and will meet again in June to discuss connection with MarketFront.
- On June 10\textsuperscript{th} Mary will meet with the city regarding current designs for the Overlook Walk. Betty Halfon asked if Miller Hull will be involved in the conversations and John responded they will be part of the conversation but he doesn’t know if they will be at the meeting on the 10\textsuperscript{th}.
- An update on the status of meetings regarding the Showbox was provided. A consultant has been hired to conduct a study and they will be reaching out for an interview with Mary Bacarella as well as creating an online survey to gather a wider range of input from
the community. There is a public hearing on June 4th to hear comments on extending the temporary extension by another six months. On June 5th is a Landmark preservation meeting and the Showbox is on the agenda.

- John will be attending the International Markets Conference June 6-8 and the big seven markets will be there as well many markets dealing with similar issues of gentrification and changing audiences.

Colleen Bowman asked if the Showbox consultant is known. Karin Moughamer responded she couldn’t remember the name of the firm and Colleen asked if she could send that along once she identifies the consultant.

Rico Quirindongo noted the hearing on June 4th at 5:30 pm is an extension on the moratorium. Conversation at Executive Committee focused on the thought that the Department of Neighborhoods is going to ramp up their participation in the conversation and at least one council member should attend this meeting. On June 5th starting at 3:30 pm is the landmark designation hearing. He encouraged council members to attend these meetings and listen or speak up as an individual. The PDA Council is not taking a position.

Ray Ishii noted the letter earlier submitted to City Council from the PDA on the position of the Showbox. Ray questioned whether that letter should be revised to reflect the current status. Rico Quirindongo added that letter should be reviewed as Mary prepares for any further meetings or interviews regarding the Showbox. Rico suggests the idea of a six month extension is a good idea to allow time to further study the impact to the Market. Given the limited timeframe Rico is not sure if the PDA Council will take a positon and communicate that to City Council. If the six month extension is granted then Rico will work with Mary to identify the scope and timeframe for the study and what roll the PDA Council will take in the development of that study.

C. Committee Chair Report

Colleen Bowman noted Karin Moughamer’s presentation on the heritage signage project with the Market Foundation and Friends of the Market.

Betty Halfon asked Amy Wallsmith to speak to the Producers Market. Amy Wallsmith responded Producers Market is the last Thursday of the month, May – September, and starts at 5:30 pm. It involves roughly 25 vendors, buskers, some commercial tenants, and a beer garden with proceeds going to the Safety Net. Betty Halfon continued by noting the farm program is going strong.

Devin McComb provided an overview of FAM. The audit was reviewed and the PDA received a clean opinion and Devin provided kudos to Brady Morrison and his team for tracking and completing maintenance projects. Sabina provided the financial statements for April, noting that Percentage Rent and Commercial Rent are exceeding the budget and trending really well. The vacancy rate is also very low and he commended John Turnbull and his team for their work.

D. Other Reports

i. Market Foundation Update

Colleen Bowman congratulated a very successful Fete le Market at which they raised $230,000. There was a presentation from the Evans School regarding board diversity.
which will help in future recruitment. Their current board president will be stepping down and Lindy Gaylord will be taking over as president. The annual audit will be in June and Lillian Sherman will be presenting at full council next month.

VI. Action Items

A. Consent Agenda
   i. Proposed Resolution 19-23: Approval of 2018 Audited Financial Statements

The Consent Agenda was approved by acclamation.

B. New Business

Rico Quirindongo introduced proposed resolution 19-24 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, with City Council approval of the formation of a local improvement district (“LID”) to help fund the City’s Waterfront Project, including construction of waterfront park spaces and the Overlook Walk located immediately adjacent to the Pike Place Market Preservation & Development Authority’s (“PDA”) MarketFront project, the City’s appraiser will soon be re-visiting earlier preliminary valuations and assessments provided to property owners within the boundaries of the proposed LID; and,

WHEREAS, the Market Historical District is within the boundaries of the LID, subjecting the PDA’s properties to LID assessments; and,

WHEREAS, to the PDA, the City’s appraiser’s preliminary assessments for the PDA’s properties seem high; and,

WHEREAS, the PDA disagrees with the fundamental premise apparently supporting the appraiser’s preliminary assessments that the PDA’s properties will benefit from construction of and proximity to the LID-funded improvements; and,

WHEREAS, the PDA wishes to bring to the appraiser’s attention additional information in support of potentially lowering assessments for the PDA’s properties; and,

WHEREAS, the PDA’s counsel, Pacifica Law Group, is supporting the PDA in this effort and has suggested that the PDA commission independent analytical work around the question of the benefit it may derive from such improvements.
NOW, THEREFORE, BE IT RESOLVED that the PPMPDA Council authorizes Pacifica Law Group to engage professional consulting support in an amount not to exceed $75,000 to independently evaluate the benefit to PDA properties of the construction of and proximity to the LID-funded improvements.

The funds for this project will be drawn from management consulting account GL 483042-00.

Patrice Barrentine moved the proposed resolution and JJ McKay seconded the motion.

Betty Halfon asked for clarification on where the funds will come from. John Turnbull responded there are still funds available in both the legal and consulting line items in the budget. In addition, there is a surplus in the budget which will allow for more to be spent on legal and consulting.

For: Rico Quirindongo, Betty Halfon, Ray Ishii, Mark Brady, Ali Mowry, Colleen Bowman, JJ McKay, Devin McComb, David Ghoddousi, Patrice Barrentine
Against: 0
Abstain: 0

Proposed Resolution 19-24 passed by a vote of 10-0-0.

VII. Further Public Comment
Joan Paulson asked the 2019 audit to include a performance audit that looks at compliance with the Charter and issues concerning the Charter. This type of review would help the council make decisions on how to spend their money to benefit the Market both short term and long term. Additionally, Joan suggests the PDA needs to figure out how to move people around the Market when visitation is already at capacity. A performance audit could also help with that.

Howard Aller commented that members of the PDA Council are ok with allowing the City to include the Showbox in the Historical District for any amount of time, whether it’s 10 months or 16 months. He feels the City is using the Market to take a piece of property near the Market and pushing it into the Historic District and feels it’s a bad precedent. Secondly, Howard noted that he remembers there was an idea for Council members to go on a tour of the Market and he doesn’t remember that taking place. Rico Quirindongo responded there were two tours and Howard apologized for his comment.

VIII. Concerns of Committee Members
Betty Halfon applauded the PDA staff and how everyone is working together for the greater good and keeping the council updated.

Colleen Bowman that Historical Commission and Market Foundation has gone through diversity training and would like the PDA Council to receive diversity training. Rico Quirindongo asked what that would look like and Colleen responded she can find out who those two organizations received training through.

Mark Brady asked when the Nominating Committee will meet. Rico Quirindongo noted that the only job of the nominating committee will be to identifying chair and vice chair positions and
reconfirming committee participation. Rico will work with Karin Moughamer to identify a date for the first meeting.

David Ghoddousi asked who is on the nominating committee. Rico Quirindongo responded he didn’t have the list with him but can send it at a later time.

Devin McComb suggested John Turnbull could talk to other markets at the conference and learn if any have experience being taxed by their local jurisdiction, such as what the Market is experiencing with the LID.

IX. **Adjournment**  
The meeting was adjourned at 5:37 p.m. by Rico Quirindongo, Chair.

Meeting minutes submitted by:  
Karin Moughamer, Executive Administrator
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Executive Director’s Report
June 2019

Date:       June 25, 2019
To:         PDA Council
From:       Mary Bacarella

SUMMARY

A number of items to be reported on are already listed below and in the committee meeting notes. Others are agenda items that will be discussed in this Council meeting. A few highlights:

With the viaduct demolition at our front door, the MarketFront is the best place to watch this historical moment. Our visitors seem to be finding their way through the demolition to get to the waterfront and also seem to be enjoying the show. At the moment, June parking revenue is even with the budget so the messaging and signage seem to be getting out that the entrance to our garage is temporarily only on Western. We’ll see the final numbers at the end of the month. Also, we have a partial closure of the oversize lot (top level) in mid to late June due to the demolition being directly in front of the lot.

The PDA staff had their first meeting with the city and their team regarding the garage modifications that will have to be in place for the elevation of Alaskan Way, (construction begins in 2020). We are starting to work on the plans for moving the first floor Alaskan Way entrance of the Heritage House garage to the second floor because of the road elevation that will happen for the new waterfront.

As we near the end of June, the market is in full swing for the summer. Sales through April are holding steady or up and with anecdotal information from merchants, the same for May and into June. We’ll know more when sales reports are submitted.

The daystall community had the first Producer’s Market in May and the second is June 27th. To gauge success, we will continue to monitor attendance and interest to be able to change and tweak as we move forward. A few of our crafts people are also taking advantage of the concrete and rebar from the viaduct demolition and making beautiful and inspiring jewelry and products.

The market will raise the Pride flag this year for Pride week. For the first time, we will be raising the flag in partnership with the Greater Seattle Business Association.

In Capital projects, the Leland 78 window installation is complete and the new Skidata software and pay station installation is complete.

Congratulations goes out to the market’s Chris Moore, owner of Old Stove Brewery. Chris was named Entrepreneur of the Year, 2019 Award in the Mold Breaker category in the Pacific Northwest Region by Ernst & Young. This is the most prestigious business awards program for entrepreneurs. Chris was recognized for his many accomplishments including Old Stove Brewery. Congratulations Chris!
KEY OPERATING METRICS

<table>
<thead>
<tr>
<th>Commercial Tenant Sales as Compared to Previous Year*</th>
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<tr>
<td>Year to Date Sales (April 2019)**</td>
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<tr>
<td>Restaurants</td>
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<tr>
<td>Food</td>
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<td>Mercantile</td>
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<tr>
<th>Operating Income After Required Reserves and Debt Service:</th>
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<tr>
<td>Annual Goal</td>
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<td>Year to Date: May 31, 2019</td>
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<table>
<thead>
<tr>
<th>Farm and Daystall Attendance</th>
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<tr>
<td>Change from May 2018 to May 2019</td>
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<tr>
<td>Craft</td>
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<tr>
<td>Farm</td>
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*Several charts are also attached highlighting year-over-year sales trends through April 2019 with partial sales reports for May 2019.

**There are eight missing sales reports (four food, two restaurants, and 2 merchants)

***Actual performance is $1,392,349 over budget as reflected in preliminary year-end statement.

Operating Statement

Total revenue continues to be over budget by 10.8% ($837,163). Commercial revenue remains strong and is over budget by $304,292 due to strong percent rent. Residential continues to be under budget in vacancies, resulting in nearly 4% over budget in revenue. While parking revenue is over budget by $285,734, June revenue has dipped due to the closure of the Alaskan Way entrance of the garage during viaduct demolition. Expenses are still under budget by 8.6% ($555,186), however the Market is entering the busy season and expenses in many areas, especially facilities, maintenance and security will increase. Expenses for parking are slightly over budget, but that is mainly due to additional signage purchased for viaduct demolition and WSDOT will reimburse the PDA for those expenses.

Farm and Craft Attendance and Revenue

The Pike Place Market Remote Farmers Markets are off to a great start! South Lake Union continues to perform well with nearly $24,000 in sales in May (there were only one week of sales for the month),
while First Hill and Denny Regrade approached $7,000 and City Hall nearly $5,000 in sales. We can expect those numbers to increase as farmers are able to bring more fresh produce and flowers to the Markets following a late winter snowfall. Farm revenue is improving and is over budget by 1.6% and attendance down slightly by 2.4%. Ready to eat food sales on the MarketFront doubled over April, bringing in $43,342 in sales for vendors and $3,755 in percent rent for farm. Daystall kicked off the first Producers Market, an evening event on the MarketFront with craft sales, food, buskers, and a beer garden. Daystall attendance dipped in May, down 6% from the same time last year and revenue was down by 1%. Four new crafters were screened in.

**MARKET PROGRAMS**

**Marketing & PR**
- Instagram followers continue to grow with nearly 3,000 new followers in May and engagement saw a 38% increase with a reach of nearly 1,000,000 impressions or shares. Facebook followers increased by 1,000 and Twitter saw a slight dip in followers.
- PR coverage in May included 60 articles or mentions of Pike Place Market that approached 100,000,000 impressions. In April two press releases were completed, 33 stories in the press and there was one feature story.
- 35 residential concierges were visited in May.
- One blog was written in May with “Four Breakfast Spots with a View” continuing to the most viewed post.

**Programs**
- In May 19 education tours were provided and Scott visited 11 classrooms for a total of 458 students served. The school program wrapped up in June with seven tours serving 158 students.

**Market Programs Committee - Key Actions and Discussions**
- Report on Flower Festival and Mom’s Market Day was provided.
- Report on the spring small business workshops was given by Tanya Sinkovits. The classes included a series on Instagram, product photography, and website and e-commerce and were well attended by a range of crafters, farmers, and commercial tenants.
- Madison Bristol introduced the new concierge program titled “Meet the Market.” The first off-sight event brought the marketing team to a condo in downtown to share information about the Market. Several Market commercial tenants accompanied the team. In addition residential units and condos throughout downtown will receive monthly updates on the Market.

**FINANCE AND ASSET MANAGEMENT**

**Finance and Accounting Department**
- Processed all payables and receivables.
- Commercial Department provided an overview of leasing guidelines, including graphs and charts showing sales by department in comparison to City of Seattle sales.
- Overview of Pike Place Market PDA Investment Policy provided. Committee recommended review of policy by PDA Council.

**Commercial**
- Market Optical Sale of Business, PDA to be compete in June 2019
- Applicant/concept review for 1500 Pike place #15 (previously Britt’s Pickles)
- Applicant/concept review in process for Mastercraft Leather and Umai Sushi and Teriyaki
Residential
- Vacancies still below 3% with four move-ins scheduled for June.
- “Meet the New Manager” resident meetings were held in June at the LaSalle and Market House.
- A new Social Services and Resident Advocate Compliance manager started at the Senior Center to help with increased case load.
- Updates have been issued to tenants on new housing laws concerning rent delinquency and additional tenant rights in eviction process for non-payment of rent.

Capital Projects
- Leland 78 window installation complete
- Metal roof installation complete
- Received first draft of the 30-year capital needs assessment

Parking
- New Skidata pay station installation and software complete.
- Oversize lot is half closed mid-June due to the viaduct demolition.

Maintenance & Facilities
- With the start of the busy season waste numbers are increasing with 149 tons of garbage and mixed recycling is at 473 yards garbage (second highest amount for the year). 64 bales of cardboard were recycled (the highest yet this year) and 288 yards of compost was processed. 60 tons of fish ice was melted in April.
- 154 work orders were completed in May, including seven apartment rehabs, repairs to the entry door at the LaSalle, replacement of a door jamb in the Sanitary basement, and the repair of concrete in the Stewart House basement and Sanitary residential entry.

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 19-25, 19-26, 19-27, 19-28, 19-29, 19-30, 19-31, 19-32, and 19-33 were moved to the Consent Agenda.

MARKET CONNECTIONS
- Jeannie Falls, director of the Pike Place Market Senior Center and Pike Market Food Bank provided a great presentation on the successes of those two organizations. Also noted were plans for the future and the challenges each face in a changing Seattle.
- Mary Bacarella provided an update on construction projects surrounding the Market.
PDA Employee June 2019 Anniversaries:

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<tr>
<th>Years</th>
<th>Name</th>
<th>Last Name</th>
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<tbody>
<tr>
<td>34yrs</td>
<td>Jeff</td>
<td>Jarvis</td>
</tr>
<tr>
<td>18yrs</td>
<td>Lakesha</td>
<td>Brown</td>
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<td>Ronald</td>
<td>Taulung</td>
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<td>17yrs</td>
<td>Lorne</td>
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<td>10yrs</td>
<td>Chad</td>
<td>Blake</td>
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<td>2yrs</td>
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<td>Moughamer</td>
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<td>Thierry</td>
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<tr>
<td>1yr</td>
<td>Ted</td>
<td>Williamson</td>
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METRIC 1
Commercial Sales Comparison (thru April 2019)
Section III:

Key Presentations & Supporting Documents
Section IV:

Consent Agenda Items
Authorization for Contract Authority – Painting of Hallways, Doors and Door Jambs at the LaSalle Building
June 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 painting of the hallways; and,

WHEREAS, the PPMPDA has executed a bid process to complete the painting of the hallways, doors, door jambs, and elevator doors.

NOW, THEREFORE, BE IT RESOLVED that the PPMPDA Council authorizes the PPMPDA Executive Director or her designee to enter into a contract with Reliant Construction Services in an amount not to exceed $53,069.41 for the purpose of painting the hallways, doors, door jambs, & elevator doors in the LaSalle Building.

The funds for this project will be drawn from the RESLAS 162002-00

______________________________________ ______________________________
Mark Brady, Secretary/Treasurer       Date

Date Approved by Council:
For:
Against:
Abstained:
Proposed Resolution 19-26
Authorization for Contract Authority – Painting of Hallways, Doors, and Doro Jambs at the LaSalle Building
June 2019

Proposed Resolution Costs: $53,069.41

Project: Painting of LaSalle Common Area Hallways, doors, door jambs, & elevator doors

Account: LaSalle Replacement Reserves

Accounting Code: 162002-00

Project Description: Paint the walls, ceiling, doors, door jambs, handrails, & elevator doors

Scope: Clean, prep, and paint the walls, ceilings, doors, door jambs, handrails and elevator doors of the LaSalle building.

Bid Process:
Solicited 5 contractors. Received 5 responses.

- Reliant Construction Services $53,069.41 with 15% Contingency
- NOVO Painting $44,883.75
- Long Painting $52,571.00
- Express Quality Painting $53,800.00
- Grund Painting $71,846.00
Authorization for Contract Authority – Hallway Flooring Replacement at the LaSalle Apartments  
June 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 replacement of the hallway flooring and baseboard; and,

WHEREAS, the PPMPDA has executed a bid process to complete the replacement of hallway flooring.

NOW, THEREFORE, BE IT RESOLVED that the PPMPDA Council authorizes the PPMPDA Executive Director or her designee to enter into a contract with New Life Flooring in an amount not to exceed $36,227.08 for the purpose of replacing the flooring in the common area hallways of the LaSalle Building.

The funds for this project will be drawn from the RESLAS 162091-00

Mark Brady, Secretary/Treasurer  Date

Date Approved by Council:
For: 
Against: 
Abstained:
Proposed Resolution 19-27  
Authorization for Contract Authority – Hallway Flooring Replacement at the LaSalle Apartments  
June 2019

Proposed Resolution Costs: $36,227.08

Project: Hallway Flooring Replacement

Account: LaSalle Replacement Reserves

Accounting Code: 162002-00

Project Description: Replace the existing flooring in the hallways

Scope: Remove and replace the carpet, LVT, and baseboard in the common area hallways of the LaSalle building.

Bid Process:
Solicited 5 contractors. Received 4 responses.

- New Life Flooring $36,227.08 (with 15% Contingency)
- Division 9 Flooring $47,140.05
- Great Floors $51,877.00
- Reliant Construction Services $78,419.00
- Major Brands NO BID
Authorization for Contract Authority – Upgrade Current Radio Communication System
June 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 current radio system does not provide adequate coverage for all PDA Buildings; and,

WHEREAS, on May 31, 2018 the PDA Council approved Resolution 18-20, however, the radios recommended under that contract did not meet the needs of the Market and were not purchased; and

WHEREAS, the PPMPDA has executed a new bid to convert the two-way radio system from analog to digital.

NOW, THEREFORE, BE IT RESOLVED that the PPMPDA Council authorizes the PPMPDA Executive Director or her designee to enter into a contract with Day Wireless Systems in an amount not to exceed $98,827.42 for the purpose of upgrading the PDA Radio System to digital.

The funds for this project will be drawn from the Capital Inventory Equipment Fund PDA GL: 160170-00.

____________________________________  ______________________________
Mark Brady, Secretary/Treasurer  Date

Date Approved by Council:
For: ________________________________________________________________
Against: ____________________________________________________________
Abstained: __________________________________________________________
Proposed Resolution 19-28
Authorization for Contract Authority – Update Current Radio Communication System
June 2019

Proposed Resolution Costs: $98,827.42

Current Budget: $35,133.00

Project: Update current radio communication system

Account: Capital Projects

Accounting Code: 160170-00

Scope: Design and implementation of two-way radio communication system including purchase of new digital handheld radios

Bid Process: Solicited five contractors; received two.
  - Day Wireless Systems $98,827.42
  - Industrial Communications $46,010.79 (Incomplete, bid only includes radios)
  - PSI Bid not received
  - Bear Communications Unresponsive
  - Terabonne Declined
Authorization for Contract Authority – Skybridge Painting
June 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 Skybridge has areas of failing paint and deterioration which requires new paint and rust prevention, and,

WHEREAS, the PPMPDA has executed a bid process for the painting of the Skybridge.

NOW, THEREFORE, BE IT RESOLVED that the PPMPDA Council authorizes the PPMPDA Executive Director or her designee to enter into a contract with Purcell Painting and Coating in an amount not to exceed $202,738.14 for the purpose of painting the Skybridge and elevator tower.

The funds for this project will be drawn from the Capital Projects COMGAR 163848-00.

____________________________________ _______________________________
Mark Brady, Secretary/Treasurer       Date

Date Approved by Council:
For: 
Against: 
Abstained: 
Proposed Resolution 19-29
Authorization for Contract Authority – Skybridge Painting
June 2019

Proposed Resolution Costs: $202,738.14

Current Budget: $220,000.00

Project: Skybridge Painting

Account: Capital Projects

Accounting Code: 163848-00

Project Description: Skybridge Painting

Scope: Spot repair rusted areas and prime with rust inhibitor. Apply primer to all steel structures and top coat of Carbothane 134 HG. Prep, clean and repaint concrete ceilings, walls, columns, beams with exterior acrylic finish.

Bid Process: This project was solicited in the Daily Journal of Commerce.
- Purcell Painting & Coating $202,738.14 (Includes 10% Contingency)
- Long Painting $241,733.36
Authorization for Contract Authority – Replacement of Stewart House Intercom System
June 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 Stewart Intercom System has failed and is in need of replacement, and,

WHEREAS, the PPMPDA has executed a bid process to complete intercom install.

NOW, THEREFORE, BE IT RESOLVED that the PPMPDA Council authorizes the PPMPDA Executive Director or her designee to enter into a contract with BKS Security in an amount not to exceed $42,966.17 for the purpose of installing new intercom system in the Stewart House.

The funds for this project will be drawn from the Capital Projects COMSTE 163849-00.

Mark Brady, Secretary/Treasurer

Date

Date Approved by Council:
For:
Against:
Abstained:
Proposed Resolution 19-30
Authorization for Contract Authority – Replacement of Stewart House Intercom System
June 2019

Proposed Resolution Costs: $42,966.17

Current Budget: $45,000.00

Project: Stewart House Intercom System Replacement

Account: Capital Projects

Accounting Code: 163849-00

Project Description: Replace Intercom System in the Stewart House

Scope: Replace the telephone intercom system and interface panel. Connect units to panel and install receivers in all units. Dedicated desktop set up for programming. Materials to be replaced include: conduit, connectors, fittings and boxes.

Bid Process: Solicited six contractors; received one bid.

- BKS Security $42,966.17 (Includes 15% Contingency)
- Sound Electronics Unresponsive
- Pacific Security Unresponsive
- Vertex Security Unresponsive
- Zip Lick Unresponsive
- Watson Security Unresponsive
Insurance Coverage for Terrorism and Sabotage
May 2019

WHEREAS, the PDA is responsible for obtaining insurance coverage for its Pike Place Market properties, and for the properties managed by the PDA in the Market Historic District, such as LaSalle Senior Housing LLC, LaSalle Condominium Association, MarketFront Condominium Association, Western Avenue Senior Housing LLC, Western Avenue Manager LLC and PPM QB3; and,

WHEREAS, the PDA Finance & Asset Management Committee has presented and approved under Resolution 19-20 the renewal package for the 2019-2020 property and liability insurance coverage for both the Pike Place Market PDA, and the properties managed by the PDA in the Market Historic District; and,

WHEREAS, the PDA will continue to acquire stand-alone coverage for Terrorism and Sabotage.

NOW, THEREFORE BE IT RESOLVED, that the PDA Council hereby authorizes the PDA Executive Director, or her designee, to approve policy terms and conditions of the coverage for Terrorism and Sabotage for an annual amount not to exceed $33,811. The details of the coverage are shown below:

For Property
Limit: USD 202,486,687 any one occurrence and in the aggregate for damage and financial loss combined
Premium: USD 25,311 (100% annual)

For Liability
Sub-Limit: USD 10,000,000 any one occurrence and in the aggregate for damage and financial loss combined
Premium: USD 8,500 (100% annual)

Mark Brady, Secretary/Treasurer       Date

Date Approved by Council:
For:
Against:
Abstained:
Authorization for Contract Authority – Project Management Services Next Bold Move, LLC
June 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, beginning in February 2019, Next Bold Move has provided the PDA with project management services related to the demolition of the Alaskan Way Viaduct, including attending PDA Council meetings and meetings with WSDOT and Kiewit related to impacts on access to the PPM garage; and,

WHEREAS, following demolition of the viaduct SDOT will commence work on the new Alaskan Way which will require modifications to the entrance/exit of the Market garage; and

WHEREAS, the PDA would like to retain the project management services of Next Bold Move, LLC to represent the PDA on issues related to the Alaskan Way Viaduct demolition and work associated with garage modifications as a result of a realigned Alaskan Way.

NOW THEREFORE, BE IT RESOLVED that the PDA Council authorizes the PDA Executive Director or her designee to enter into a contract with Next Bold Move, LLC for additional project management services in an amount not to exceed $25,000.

The funds for this service contract will be drawn from Consulting 483042-00.

____________________________________ ______________________________
Mark Brady, Secretary/Treasurer       Date

Date Approved by Council:
For:  
Opposed:  
Abstained:
## Lease Proposals
### June 2019

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</table>

Mark Brady, Secretary/Treasurer  

Date

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

New Business Items
Section VI:

PDA Committee Minutes
Monday, June 10, 2019
4:00 p.m. to 5:00 p.m.
Economy Building Classroom, 1433 First Avenue (3rd Floor)

Committee Members Present: Colleen Bowman, David Ghoddousi, Mark Brady, JJ McKay, Devin McComb

Other Council Members Present:

Staff/Consultants Present: Mary Bacarella, Karin Moughamer

Others Present: Russell Monroe, Howard Aller

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 May 13th, 2019 Minutes
      The May 13th, 2019 meeting minutes were approved by acclamation.

II. Announcements and Community Comments
    None.

III. Reports & Discussion Items
    A. Pike Place Market Senior Center and Food Bank
       Jeannie Falls, Executive Director of the Pike Place Market Senior Center and Food Bank, introduced herself and began by discussing the Senior Center that serves the immediate community. Roughly half of their members are homeless and the majority are low income. Jeannie provided a handout with service statistics and client demographics for 2018. Programs at the Senior Center are free. The meals program provides free breakfast and lunch 7 days a week and in 2018 they served 52,008 meals, each meal costs roughly $0.50 and many of the ingredients are donated. Meal time is also a time for personal interactions and it allows people to engage in other offerings by the Senior Center.

       Jeannie Falls discussed some of the other programs, which include physical fitness programs. The Senior Center has partnered with the YMCA. If a Senior Center member participates in programs at the YMCA, then the Senior Center pays for their membership. Participation is capped at 40 people and the YMCA provides an attendance report to Jeannie each month. There is currently a waiting list and Jeannie is hoping to find a sponsor for the program. Jeannie discussed the field trips members have participated in.
Jeannie Falls continued by discussing the social services program. The Senior Center has three full time social workers, one of whom is bilingual in Spanish. Social workers help connect people to housing opportunities and medical appointments as well as help with a number of other services, including how to get an ID when someone doesn’t have an ID.

Jeannie Falls discussed how the Senior Center provides a safe place for people who have been marginalized, including people who are homeless, people aging in place, or people without familiar help. It’s a place where people feel welcome and the members have the opportunity to give back to the community.

Jeannie Falls continued by discussing the Pike Market Food Bank and provided a handout with statistics. They are seeing record number of people accessing the food bank. For a long time they were serving 600 people each week and in 2017 it started to rise. Now they see roughly 1,100 people each week. Many of the people they serve are using the service as a way to help make ends meet as the cost of living in Seattle rises. The food bank staff are working to make visits a reliable experience that offers a stable menu. They aim to provide every customer with eggs, milk, fresh protein, and fresh vegetables. That is tough because 93% of food comes from donations. Jeannie discussed the use of VISTA volunteers who worked to develop relationships with businesses around the city that donate food. The Pike Place Market vendors provide 1,000 pounds of donated food. In addition to donating food the food bank provides a service by rescuing food that may otherwise go into the waste stream and composting anything that has gone bad.

Jeannie Falls reviewed the hours of the Food Bank which are Tuesdays and Thursdays from 10 am- 1 pm and Wednesdays from 4-6 pm. The Food Bank is working toward a grocery model and the Market Foundation is providing funds to help them purchase equipment to make that happen. Jeannie shared several examples of partnerships with local companies that help fund programs the Food Bank couldn’t afford otherwise. The No Cook Bags is one example and at the Senior Center one couple purchases commodities for patrons. Jeannie discussed the Women’s Retreat on Vashon Island donor’s sponsor.

Jeannie Falls concluded by noting she feels supported by the community, the PDA and the Market Foundation. She shared a video created for the recent Stone Soup fund raiser.

Mary Bacarella asked if the Senior Center is open to everyone. Jeannie Falls responded the only criteria is that members are 55 years or older and fill out a form to provide demographics. At the Food Bank the aim to serve people in zip codes 98101, 98121, and 98104. Nobody is turned away. Jeannie discussed the history of the suggested donation to join the Senior Center but donations are not required to join.

David Ghodrous asked for more information on what a new service entrance would look like. Mary Bacarella responded the PDA is working with the Food Bank to identify creative ways for deliveries and people to use the space. There was a discussion of the history regarding renovation and the new MarketFront garage.
Mark Brady asked how many people are on the wait list at the YMCA. Jeannie Falls responded about 15 people. There was a conversation on the ways Seattle’s Sweetened Beverage Tax benefits the Food Bank.

Mary Bacarella asked for a description on the home delivery and no-cook bag programs. Jeannie Falls responded the home delivery does not have funding but they do the program and provide support to 100 people. There is also a waiting list for this program and people need to be referred by a case worker to participate. People can ask for a no-cook bag at any time and was created to support the homeless population.

Colleen Bowman asked if there are ways the PDA Council can help spread the message of the Food Bank. Colleen suggested an article in the Market Insider each month.

Colleen Bowman asked how the Senior Center hears about residential tenants who could benefit from the Food Bank or additional services. Jeannie Falls responded Sandra Dunn, who is the residential advocate, has a good relationship with residential managers. Jeannie discussed a current project to add more staffing to help support social services in the Market.

*JJ McKay left the meeting at 4:50 pm*

Colleen Bowman noted Council Member Ali Mowry’s participation in the Food Bank and that the council hopes to organize a work party at the Food Bank soon.

Colleen Bowman allowed for public comment.

Howard Aller noted the PDA Charter mandates delivering food to people as well as providing social services and that when the Pike Place Market is thriving thanks to tourists and shoppers, it benefits social services and that business can support providing food to people and social services.

B. Construction Impact Updates

Mary Bacarella provided updates on the following construction projects:

- The Showbox passed through the first stage of the landmark nomination process. In addition there was a City Council meeting regarding extension of the study period and Mary and Rico attended. The City Council voted 8-1 to extend the study period for another six months. Mary has been contacted by Stepherson & Associates for a stakeholder interview.
- Work has begun with the consulting firm assisting in a report on the LID.
- Victor Steinbrueck Park is hoping to go before the Historical Commission on July 24th to present their 95% design. The project is out to bid and the totem poles are not included in the park design.
- Overlook Walk design is at a high level and they are working to validate their scope of work due to budgeting. They are drafting a milestone schedule and are working on scope of 30% design with the 60% design ready fall 2019, the 95% design ready spring/summer 2020, and construction beginning 2021.

David Ghoddousi asked if Building B was mentioned. Mary Bacarella responded it is included as a different iteration from what was originally designed but isn’t sure if it will continue to be
included in the design. David also asked if the elevators were discussed. Mary Bacarella responded those are still being discussed.

Karin Moughamer provided an updated on Market to MOHAI and noted the Department of Neighborhood Street Fund grant has been selected to move forward to the next stage of approval. The project received the highest number of votes in District 7 and will now be reviewed by a small committee and hopefully in August the team will learn if the grant for $675,000 was approved.

Mary Bacarella continued with an updated on viaduct demolition. WSDOT believes prep work will begin on Wednesday with demolition starting next Monday or Tuesday. The ADA ramp is in and looks good. Signage and website updates will go up in the next day or two.

Mary Bacarella noted several daystall artists have received pieces of the viaduct and the jewelry pieces being created are beautiful.

Mark Brady asked what the status is of the fence between MarketFront and Victor Steinbrueck Park. Mary Bacarella responded she will be meeting with Parks in June to discuss.

Mark Brady asked if it’s possible to get a port-a-potty in the parking garage for Food Bank visitors who arrive before the public restrooms open. Mary Bacarella responded she is looking into that issue.

Colleen Bowman asked for clarification on the discussion regarding the totem poles. Mary Bacarella responded the totem poles are still coming out and there will be a different conversation regarding whether or not they will be replaced after the park is renovated. Mary will ask David Graves about the base the totem poles currently are attached to.

Colleen Bowman asked who the Overlook Walk contact is at the City. Mary Bacarella responded Angela Brady.

IV. Public Comment
Howard Aller offered to provide public comment to the City with regards to the elevators associated with Overlook Walk.

V. Concerns of Committee Members
None.

VI. Adjournment
The meeting was adjourned at 5:09 p.m. by Colleen Bowman, Chair

Meeting minutes submitted by:
Karin Moughamer, Executive Administrator
Market Programs Committee
Meeting Minutes

Wednesday, June 11th, 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, Mark Brady, Colleen Bowman

Other Council Members Present:

Staff/Consultants Present: Mary Bacarella, Amy Wallsmith, Tanya Sinkovits, Scott Davies, Madison Bristol, Karin Moughamer

Others Present: Howard Aller, Bob Messina

The meeting was called to order at 4:00 pm by Betty Halfon, Chair.

I. Administration
   A. Approval of the Agenda
      The agenda was approved by acclamation.
   B. Approval of the Market Programs Committee May 14th, 2019 Minutes
      The May 14th, 2019 meeting minutes were approved by acclamation.

II. Announcements and Community Comments
    None.

III. Programs and Marketing Report
    Amy Wallsmith began by introducing Madison Bristol, the new PR specialist. Amy continued with an update on creating a presentation calendar for Market Programs Committee and expects to have that next month. The education program is wrapping up for the year. The viaduct demolition will start to mobilize in front of the Market tomorrow. Amy shared an example of the signage that will be placed throughout the Market and the website will be updated once the entrance/exit to the garage from Alaskan Way closes. In addition, Waze and Google will be updated to show the closure and redirect drivers to Western Avenue entrance. Amy mentioned there is a media campaign for the viaduct demolition.

    Mark Brady mentioned that there is a bottle neck at Alaskan Way and University which is backing traffic on to Western Avenue. Mary Bacarella will look into it.

    Amy Wallsmith continued that the Magic Shop recently took over the PDA Instagram account. Tanya Sinkovits noted they had the highest impressions, comments, interactions, and total
followers of the takeovers so far. They received 50 new followers. Artist Brooke Westland will be the next Instagram takeover.

Amy Wallsmith noted that Market Insider for June received a 32% open rate. In July the team will focus on the length of the Market Insider to shorten it and see if that helps with the open rate.

Betty Halfon would like to see information on upcoming meetings stay on the Market Insider.

David Ghoddousi asked for clarification on the open rate for the Market Insider and the skim method. Amy Wallsmith responded the skim method is a short line that entices people to open the Insider, rather than provide a lot of content up front. The open rate is 32% and the industry standard is 17-20%.

Amy Wallsmith noted there are 27 Pike Box CSA subscriptions left for the season. The first Meet the Market concierge program is this Thursday. A Pride event is being planned for later in June and the next Producers Market on the 27th will be Pride themed.

IV. Reports & Discussion Items
A. Small Business Workshops Spring Recap and Fall Plan
Tanya Sinkovits provided an overview of the program. The small business workshops offered during the spring were designed specifically for Pike Place Market businesses. Five classes were offered including three on Instagram, one on product photography and a class on website and e-commerce.

Tanya Sinkovits reviewed the program objectives, which are:

- Build a relevant educational curriculum
- Increase opportunities for financial success
- Support and develop existing small businesses
- Cultivate in-house professional educators
- Recruit high-quality new artisan vendors and tenants
- Provide resources to help businesses make “Arcade to Internet” connection

The program goals include:

- Create a curriculum that teaches PPM commercial, day stall, and farm tenant’s new skills for growing their business and/or online presence.
  - KPI: evaluate surveys to track levels of improvement for each class
- Serve as a credible resource for PPM tenants and permit holders to learn.
  - KPI: track attendance for each class
- Develop a consistent and return customer base.
  - KPI: compare year over year business attendance and note businesses that signed up for fall 2018 workshops and spring 2019 workshops.

Tanya Sinkovits reviewed the outreach for the program which included flyers, information in the April and May Market Insider, RSVP reminders and provided attendees with custom notepads at the workshops. Attendance at each of the workshops was as follows:
<table>
<thead>
<tr>
<th>Class</th>
<th>Instagram Level 1</th>
<th>Instagram Level 2</th>
<th>Instagram Level 3</th>
<th>Product Photography</th>
<th>Website and E-commerce</th>
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<td>TOTAL: 19</td>
<td>TOTAL: 16</td>
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</tbody>
</table>

Amy Wallsmith noted the two numbers listed above for the attendance is the number of sign ups vs actual attendance. In the fall the team will work to get those numbers closer to the same.

Colleen Bowman asked what the capacity is for the Senior Center. Amy Wallsmith responded the cap is around 30 people and that is due more to allowing for more interaction with participants.

Betty Halfon asked if there were differences between fall and spring attendance and would like to know if one season is more popular for tenants to take class.

Tanya Sinkovits noted that 10% of businesses that signed up for the 2019 spring workshops also signed up for the 2018 fall workshops and there was a 50% increase in the number of different businesses that signed up for the spring workshops.

Patrice Barrentine noted it might be interesting to see how many businesses attended in fall and spring rather than a percentage.

Colleen Bowman suggested getting some anecdotal feedback from attendees.

There was a conversation on ways to analyze the data moving forward.

Tanya Sinkovits continued by reviewing the results of the participant surveys. Over 82% of participants felt their knowledge had increased from attending one of the workshops. Overall, feedback was positive with participants highlighting that the handouts were helpful, appreciated hands on attention and thought the instructor was good. Areas to improve or suggestions for future classes include using real time demonstrations on devices, creating a list of attending businesses’ Instagram handles to follow and offering individual sessions with practice and homework. Survey data from each of the classes was shared.

David Ghoddousi asked for information on what the classes looked like and asked for examples of the materials handed out at the class.

Tanya Sinkovits concluded by sharing the future workshops being offered in fall 2019. Those include:

- Instagram review
- Facebook Business 101, 02, 103
- Email marketing for the holiday season
- Taxes for small business
- Building a brand
Daystall: Holiday prep theme

In addition, a class on food safety training specifically for Hmong farmers is being considered and is dependent on a grant from the Hmong American Farmers Association of Minnesota.

B. Flower Festival and Mom’s Market Day Recap

Madison Bristol began by noting this was the 11\textsuperscript{th} annual Flower Festival and the inaugural Mom’s Market Day which took place on the Saturday of Mother’s Day weekend. The core event goals included:

- Bring visitors to the Market by creating activities that move the visitor in, around, and through the entire Market.
  - KPI: track interactions with counter, track the number of tattoos, Sasquatch lollipops handed out, tote bags and parking vouchers distributed, number of cookies decorated, dot survey on the Pavilion, pedestrian counters
- Build audience of new locals to engage with the Market as a whole
  - KPI: record zip codes from all participants in the shopping incentive
- Create opportunities for commercial tenants, daystall/farm and the community to participate
  - KPI: record number of participating tenants and send survey to Market businesses

Mary Bacarella added that the PDA is encouraging commercial tenants to activate areas of the Market during events, just like the Western Avenue businesses did during Mom’s Market Day.

Madison Bristol reviewed the activation for the event. The PDA organized 10 activations for Market-goers.

- Shopping incentives (192 participants)
- Live music on the Farm Truck
- Eight flower themed pop-up murals
- Temporary Tattoos (346 participants)
- Craft demonstrations
- Oversized M-O-M photo op (six tags)
- Live art photo board (three tags)
- Cookie decorating (194 participants)
- Sasquatch photo-op (257 participants)
- Shopping passports (30 participants)

Madison continued by reviewing the PR and social media plan which included:

PR
- Website: event calendar and homepage slider published on April 22
- Media Alert: distributed to local media on April 22
- Press release: distributed to local and national media on May 1
- Pitching: pitched storylines to targeted media from May 1-10
- The Market Insider: April and May issues
Social

- Instagram: PPM posted about the event nine times leading up to and on the event. PPM created five Instagram stories.
- Facebook: PPM created 12 Facebook posts
- Twitter: leading up to the events, PPM posted or retweeted nine times

Concierge

- The PDA Marketing team visited 32 residential buildings in the Downtown Seattle area and distributed event posters to the concierge department
- The team also sent hotel and residential concierge contacts a newsletter about upcoming Market events
  - Residential CTR 26.8%
  - Hotel CTR 30%

Media outreach for Mom’s Market Day resulted in 39 pieces of print coverage (over 96,390,500 impressions) in top outlets including Trip Savvy, Seattle Met, The Seattle Times and Seattle Refined. Broadcast coverage resulted in 21 segments (582,504 impressions) from KOMO, KIRO, and Q13. On social media posts about Flower Festival and Mom’s Market Day received 550,055 impressions across Facebook and Instagram. Madison shared the social media stats for Instagram, Facebook and the website and those were listed in the presentation.

Madison Bristol noted the PDA experiences a record breaking weekend in tickets pulled and revenue generated from May 11-12, 2019.

Madison Bristol reviewed findings associated with people who participated in incentive program at Mom’s Market Day. When shoppers spent at least $50 at Market shops, restaurants, farm tents, craft tables they qualified for a special gift; either a custom designed shopping tote or 1 hour of free parking in the Market garage. In total, 192 people participated, with 177 choosing a tote bag and 15 parking vouchers. Participating shoppers generated over $14,879 in Market sales. 56% of shoppers were from Washington, 39% from other U.S. states, 2% from Canada and 3% from other countries. Madison reviewed the stores most shopped at (Lavende Lavender had 11 shoppers who participated) and the number of stores participants reported visiting while at the Market (50% visited one store.) Those graphs are included in the presentation.

Amy Wallsmith added that participants were very willing to fill out the form in order to receive the giveaway.

There was a conversation regarding why people would choose the free parking or the free tote bag. Examples of the bags were shared.

Patrice Barrentine is interested in seeing specific zip code information on the people who reported they are from Washington.

Madison Bristol concluded with lessons learned, which included:

- The shopping incentive was a great success
- Based on the number of cookie decorating attendees we may save that activity for the fall/winter events
• Temporary tattoos increase the size or provide two size options for kids and adults.
• Provide shade for buskers performing on the busker truck
• New signage and Market ambassadors helped direct guests to activities, distribute activity maps and answer questions
• Include hashtag and call to action to encourage photo ops to tag the Market

There was a conversation on fixing and ownership of the farm truck.

Betty Halfon suggested the Market have volunteer ambassadors throughout the Market during the summer months to help people get around.

C. Meet the Market Concierge Program
Madison Bristol introduced the new program titled “Meet the Market,” which is a partnership with nine residential concierges in downtown Seattle. Each event will bring 3-4 Market merchants with bags filled with Market coupons, swag and door prizes. There are 35 residential buildings in downtown Seattle that the Marketing team visits in person regularly to discuss upcoming Market events and give promotional material. A map showing the 35 buildings was shown. These 35 buildings have been divided into two groups – Group A and Group B – and the Marketing team will rotate the two groups for face-to-face interaction.

Patrice Barrentine asked if it’s known how many people live in the apartment buildings. Madison Bristol responded yes, they have data on that.

Madison Bristol continued by reviewing the event goals which are:
• Showcase to locals what is in their backyard and encourage them to get to know their Market. The ultimate goal is to increase local resident visitors.
  o Potential KPI: record the number of Meet the Market specific coupons from Welcome Tote used at the PPM.
• Engage target audience (local residents) to #MakeItAMarketDay
  o Potential KPI: record the number of social posts by locals that use the hashtag #MakeItAMarketDay
• Keeping neighborhood residential and hotel buildings in the loop about what is happening at the Market through monthly outreach and visits.
  o Potential KPI: send monthly concierge email with a 35% click through rate and visit 35 residential/hotel buildings each quarter

Betty Halfon asked what is included in the tote bag. Madison Bristol responded information on the Market, including information on the commercial businesses. In addition the PDA will have a table at the event where attendees can play trivia to learn more about the Market and be entered for a chance to win prizes.

David Ghoddousi asked if there is any outreach to low income housing in downtown. Mary Bacarella responded the Marketing team is still working on that but noted that Fresh Bucks and food access programs to extend to residential buildings outside of the Historical District.

Betty Halfon suggested working with the 5th Avenue to advertise #MakeItAMarketDay to encourage people to come to the Market before going to a show.
Madison Bristol shared the scheduled upcoming Meet the Market events and the residential buildings they plan to attend. Madison continued by reviewing the event activities which include:

- 3-4 Market merchants with new merchants at each event and a variety of the types of businesses. Pike Place Fish, Socios, and Barque Brontes are attending the first event at West Edge
- Wine/beer station (first event sponsored by the Market Foundation)
- Welcome tote bags with Market coupons, swag and door prizes
- Market samples
- PDA information table

Colleen Bowman asked if participating market merchants will be compensated for their time. Madison Bristol responded yes.

V. Public Comment
Howard Aller offered to volunteer to help provide information to visitors and he thinks it’s a good idea.

VI. Concerns of Committee Members
Mark Brady would like to see a celebration for Memorial Day at the Market.

VII. Adjournment
The meeting was adjourned at 5:18 p.m. by Patrice Barrentine, Vice Chair

Meeting minutes submitted by:
Karin Moughamer, Executive Administrator
Tuesday, June 18, 2019
4:00 p.m. to 6:00 p.m.
Economy Building Classroom, 1433 First Avenue (3rd Floor)

Committee Members Present: Ray Ishii, Patrice Barrentine, David Ghoddousi, Mark Brady, JJ McKay, Devin McComb

Other Council Members Present: Betty Halfon

Staff/Consultants Present: Mary Bacarella, Sabina Proto, Brady Morrison, John Turnbull, Kelsey Lindblom, Karin Moughamer, Matthew Holland, Tyler Jamison

Others Present: Joe Reed, Jerry Baroh

The meeting was called to order at 4:01 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 May 21st, 2019 Minutes
      The May 21st, 2019 meeting minutes were approved by acclamation.

II. Announcements and Community Comments
    None.

III. Reports & Discussion Items
    A. Review of PDA Financial Statements for May 2019
       Sabina Proto began by noting May was a good month. The prepaid expense category jumped compared to the prior month due to the renewal of the insurance policy. On the Operating Statement the total revenue for the end of May was $8,604,355 (over budget by 10.8%). Commercial revenue is over budget by $304,292. Residential is also over budget while Daystall is on track and farm is also over budget. Parking is still over budget (23% higher in daily parking and 53% higher in monthly parking.) Net result after debt service and reserves is $1,392,349 over budget.

       Sabina Proto reviewed the operating expenses. Parking is one of the few departments over budget due to some recent repairs and signage for the viaduct demolition but those costs will be covered by WSDOT. Many of the categories are under budget due to trending, including in areas such as water and garbage.

       Sabina Proto noted that next month there will be mid-year review of the budget and can amend or reallocate monies if the council chooses to.
Sabina Proto noted Percent Rent is over budget by $121,000 and $132,000 higher than actuals of the same period last year. The CRRF balance is $17.1 million.

Mark Brady asked if garbage costs will increase due to being charged removal of cardboard. John Turnbull responded yes, those costs will increase.

Ray Ishii asked why utilities are under budget and if there is a connection between common area charges being over budget. John Turnbull responded that no, there is no direct relationship.

B. Capital Projects Update
Brady Morrison discussed a couple projects. The Leland 78 windows have just completed and the scaffolding should be removed by the end of the week and he will inspect the work. The Soames Dunn window replacement should kick off in August. He has received the first draft of the 30 year Capital Needs Assessment and are working on sending back edits to SKHS.

C. Checking Account Activity Report May 2019
Sabina Proto handed the checking account activity for May 2019 to Karin Moughamer.

D. Pike Place Market PDA Investment Policy
Sabina Proto provided an introduction to the PDA Investment Policy. The PDA is limited in how aggressive the PDA can be with investing funds due to receiving public funds.

Sabina Proto handed out a summary of description and purpose of each reserve, which includes:

- **Capital Repair and Replacement Reserves**: Annual contributions are made at the discretion of the PDA Council as part of the PDA’s annual budget process. All the Capital Project expenditures are paid from this account.
- **Minimum Operating Reserve**: PDA policy stipulates that MOR (minimum operating reserve) is to be funded to maintain a minimum balance of at least 5% of operating revenue. It is established to be used as a “rainy day” fund.
- **LGIP (Legal Funds Reserve)**: This reserve is to be used for litigation expenditures not covered by insurance. No annual contributions are made to this reserve.
- **2015 Bond – Debt Svc Res**: This reserve is established per 2015 Pike Place Market Bond covenant: balance should be 150% of the annual amount of bond payment (principal + interest)
- **2009 Refunded Bond Reserve**: This reserve is established per 2009 PDA Bond covenant.
- **Low Income Housing Reserve**: Reserve established to deal with if any situations of shortage from HUD funds. No annual contributions are made to this account since 2008 per Council’s decision.

The Pike Place Market Investment policy includes an overview of the reserves, a description of the investments policy, which is the LGIP, a statement regarding review of banking services, and a note on security deposits collected from tenants. Sabina Proto provided a handout in the packet with more details as well as statement of account for the Local Government Investment Pool and source of investments for the LGIP. Also included is a graph showing the LGIP net rate of return from June 2017 to May 2019.
Sabina Proto noted she will include regular updates on the balance of the LGIP throughout the year.

Sabina Proto noted that review of the Pension Plan is not included in the investment pool. There is a separate committee that reviews that account.

JJ McKay and David Ghoddousi thanked Sabina Proto for the clear and detailed overview.

Ray Ishii asked when the last time the policy was reviewed by the Council. Sabina Proto responded it has been a long time but investments are reviewed regularly.

E. Women and Minority Owned Business Update

Brady Morrison handed out a document outlining the capital projects completed by women and minority owned businesses. The PDA annual publishes an invitation to register Commerce small works contractor roster. There is a state roster the Market references to complete maintenance, facilities, or capital projects as well as a separate roster the Market keeps track of. To date in 2019 20 projects have been completed by contractors while 12 (38%) have been completed by minority and women owned businesses, which totals $435,702 by contractors and $148,704 (25%) by women and minority owned businesses.

Patrice Barrentine appreciated the charts but is interested in seeing how many of the businesses included in the charts are small. Kelsey Lindblom responded that only one company out of the 12 is a larger company that is 51% owned by women. The rest are small companies.

JJ McKay asked how these numbers compare to the number of contractors in general in Seattle. Brady Morrison responded believes the Market is using more but can’t definitively answer that. There are 28 registered companies but only 11 are active. A lot of smaller minority owned businesses choose not to register with the State.

Brady Morrison noted he could report on this data twice a year.

JJ McKay suggested a celebration, in conjunction with the City, reminding them of who the Market is and the people that make up the Market, not only our tenants but the people the Market works with.

Ray Ishii would be interested to see the change over the last few years of tracking this data.

Ray Ishii asked if other departments in the Market use a similar process when hiring consultants. Ray would like to see data on women and minority owned business in the market as well as a breakdown of PDA staff.

F. Commercial Rent Components

John Turnbull began by noting the Market has roughly 225 tenants (retail, office, and social services), approximately 190,000 square feet and includes 13 buildings over nine acres.

John Turnbull reviewed a chart of base rents by location. Rates reflect the location/visibility, size, and condition of space, and type of business. Typically rents are at or just below
comparable Seattle CBD market rents. The base rents vary from $11 per square foot to $43 per square foot. Sales based percent rent varies between 2-7% based on business type/operating margins and business sales performance. Common Area Charges reflect overhead operations for the entire Market, currently assessed at 61% of base rent.

Matthew Holland provided further information on the sales based percent rent. 75% of tenants are at a 6% sales based percent rent.

Devin McComb asked if Unico charges sales based percent rent. Matthew Holland does not believe so.

John Turnbull continued reviewing the Market Historic Commission Guidelines, the major goals of the commission shall be to preserve the Market as a place for the following:

- Farmers to sell their own produce.
- Local Shoppers to do their food shopping
- Persons with low and moderate incomes can find affordable food, goods and services, and residences.
- Widely varied shopping area with a diversity of many small, owner-operated specialty businesses.

Matthew Holland reviewed the priority uses for food and retail. Food uses are evaluated by the Commission in the following order:

a. First priority for sale of locally grown or harvested fresh produce, meat, fish and poultry.
b. Second priority for sale of fresh produce, meat, fish and poultry that is not locally grown or harvested.
c. Third priority for sale of food items such as bakery goods, dairy products, and delicatessen and grocery items, particularly items sold in bulk or needing further preparation.
d. Fourth priority for sale of food related items, such as garden supplies or food preparation supplies.
e. Fifth priority for food and beverage businesses offering on premise dining.
f. All other food-related uses

Retail uses are evaluated by the Commission in the following order:

a. First priority for sale of used goods, affordable daily necessities, or repair services, particularly for district residents and low income shoppers.
b. Second priority for sale of flowers and plants.
c. Third priority for sale of seller-made arts and crafts items.
d. Fourth priority for sale of hard to find goods such as seasonal, ethnic or those not readily round in the great Seattle.
e. All other retail uses.

John Turnbull added that these priorities are from 1974 and have not been changed since that time. It’s a good way to keep the market consistent.

Patrice Barrentine asked if the Historical Commission has defined local. John Turnbull responded that has not been discussed too much but the PDA uses the Washington State farmers guidelines.
John Turnbull reviewed a map of the market zones outlining the permitted uses and the types of businesses (food, retail, housing, social). John reviewed the market zones by floor showing that the closer to Pike Place a business is the more restrictive the historic guidelines are.

John Turnbull reviewed sales trends for Seattle vs. Pike Place Market to determine if the Market is meeting customer demand. He reviewed two charts that compare food purchases in Seattle in 2017 compared to food sales in Pike Place Market. John also reviewed the growth rate in retail sales at Pike Place Market since 2010 compared to Seattle CBD. Sales in restaurants have been well outpacing Seattle downtown sales.

John Turnbull reviewed two charts showing Market tenant tenure. Almost 25% of businesses have been in continuous operation for over 40 years with a few exceeding 100 years. There is room for business incubation as well with nearly as many businesses in operation 10 years or less. The established core of businesses continue to drive the highest totals in retail sales.

John Turnbull reviewed several charts that show tenant mix vs. proportional sales volume as reported by total square feet leased, total reported sales, total rents, and percentage rent for 2018. Restaurants pay proportionally more in rent, especially percentage rents. The top 20 rent payers are primarily restaurants while food businesses occupy a third of retail space but generate 38% of sales and 40% of percentage rent. Non-food businesses occupy about a third of retail space, pay 21% of rents, and report 15% of sales.

Matthew Holland noted that restaurant growth has been consistent at 10%, year over year.

Mark Brady asked how many businesses are on a month to month rent. Matthew Holland responded he doesn’t know the total number of month-to-month leases but estimates it is a couple dozen leases.

JJ McKay noted that because the Market relies so much on restaurants to support other aspects of business that could make the Market vulnerable to a recession. Matthew Holland responded he and his team have been trying to get in front of businesses to better understand their sales and address and issues.

David Ghoddousi suggested there is data from the last recession. John Turnbull noted the Market did well during the last recession because the Market was remodeling and the contractors were shopping in the Market. Sales increased during that time.

Devin McComb would like to learn more about some of the more successful businesses whose leases are up for renewal in the coming year. That could be discussed during lease renewal conversations at FAM. Matthew Holland responded they do keep track of that information and can bring that to future meetings.

Patrice Barrentine suggested offering succession planning in the small business workshops. There was a discussion on the sales of current businesses and best case scenarios for successful sales of Market businesses.
IV. Action Items

A. Proposed Resolution 19-26: Authorization for Contract Authority – Painting of Hallways, Doors, and Door Jambs at the LaSalle Building

Tyler Jamison introduction Proposed Resolution 19-26 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 painting of the hallways; and,

WHEREAS, the PPMPDA has executed a bid process to complete the painting of the hallways, doors, door jambs, and elevator doors.

NOW, THEREFORE, BE IT RESOLVED that the PPMPDA Council authorizes the PPMPDA Executive Director or her designee to enter into a contract with Reliant Construction Services in an amount not to exceed $53,069.41 for the purpose of painting the hallways, doors, door jambs, & elevator doors in the LaSalle Building.

The funds for this project will be drawn from the RESLAS 162002-00

Patrice Barrentine moved the proposed resolution and David Ghoddousi seconded the motion.

David Ghoddousi asked why the lowest bid was not selected. Tyler Jamison responded Reliant includes tax and a 15% contingency, the lowest bid did not include tax or a contingency.

For: Ray Ishii, Devin McComb, Patrice Barrentine, David Ghoddousi, Mark Brady, JJ McKay
Against: 0
Abstain: 0

Proposed Resolution 19-26 passed by a vote of 6-0-0.


Tyler Jamison introduction Proposed Resolution 19-27 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 replacement of the hallway flooring and baseboard; and,

WHEREAS, the PPMPDA has executed a bid process to complete the replacement of hallway flooring.

NOW, THEREFORE, BE IT RESOLVED that the PPMPDA Council authorizes the PPMPDA Executive Director or her designee to enter into a contract with New Life Flooring in an amount not to exceed $36,227.08 for the purpose of replacing the flooring in the common area hallways of the LaSalle Building.

The funds for this project will be drawn from the RESLAS 162091-00

David Ghoddousi moved the proposed resolution and Patrice Barrentine seconded the motion.

David Ghoddousi asked if LBT was going to be used in the entire building. Tyler Jamison responded only in certain locations, such as corridors that are high volume.

For: Ray Ishii, Devin McComb, Patrice Barrentine, David Ghoddousi, Mark Brady, JJ McKay
Against: 0
Abstain: 0

Proposed Resolution 19-27 passed by a vote of 6-0-0.


Brady Morrison introduction Proposed Resolution 19-28 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 current radio system does not provide adequate coverage for all PDA Buildings; and,
WHEREAS, on May 31, 2018 the PDA Council approved Resolution 18-20, however, the radios recommended under that contract did not meet the needs of the Market and were not purchased; and

WHEREAS, the PPMPDA has executed a new bid to convert the two-way radio system from analog to digital.

NOW, THEREFORE, BE IT RESOLVED that the PPMPDA Council authorizes the PPMPDA Executive Director or her designee to enter into a contract with **Day Wireless Systems** in an amount not to exceed **$98,827.42** for the purpose of upgrading the PDA Radio System to digital.

The funds for this project will be drawn from the **Capital Inventory Equipment Fund PDA GL: 160170-00**.

Patrice Barrentine moved the proposed resolution and JJ McKay seconded the motion.

David Ghoddousi asked if Day Wireless has tested this equipment already. Brady Morrison responded, yes, they have already tested and will continue to work on the system until the PDA is happy.

David Ghoddousi asked if it has a warranty. Brady Morrison does not know what kind of warranty comes with the radio or the installation. He does not believe the company will warranty a signal and the largest cost associated with the bid is for the radios, which should be under warranty. He will look into that.

Devin McComb asked Day Wireless have worked on similar projects. Brady Morrison responded they have done work with the Seattle Art Museum and he went and talked with their staff and they are happy with the system and the customer service of Day Wireless.

For: Ray Ishii, Devin McComb, Patrice Barrentine, David Ghoddousi, Mark Brady, JJ McKay
Against: 0
Abstain: 0

Proposed Resolution 19-28 passed by a vote of 6-0-0.

Kelsey Lindblom introduction Proposed Resolution 19-29 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 Skybridge has areas of failing paint and deterioration which requires new paint and rust prevention, and,

WHEREAS, the PPMPDA has executed a bid process for the painting of the Skybridge.

NOW, THEREFORE, BE IT RESOLVED that the PPMPDA Council authorizes the PPMPDA Executive Director or her designee to enter into a contract with Purcell Painting and Coating in an amount not to exceed $202,738.14 for the purpose of painting the Skybridge and elevator tower.

The funds for this project will be drawn from the Capital Projects COMGAR 163848-00.

JJ McKay moved the proposed resolution and David Ghoddousi seconded the motion.

JJ McKay asked if the paint job will last through the opening of the waterfront. Kelsey Lindblom responded the paint selected should last for 20 years in this environment and it has fade resistance.

David Ghoddousi asked when the painting will begin. Kelsey Lindblom responded it could start as early as August or September but it will be dependent on a lot of factors, including continuing work on the waterfront with the viaduct removal.

Mark Brady asked if Western Avenue will be shut down. Kelsey Lindblom responded it depends on how they decide to do the painting but that the cost includes various plans for equipment needed for the painting.

For: Ray Ishii, Devin McComb, Patrice Barrentine, David Ghoddousi, Mark Brady, JJ McKay
Against: 0
Abstain: 0

Proposed Resolution 19-29 passed by a vote of 6-0-0.


Kelsey Lindblom introduction Proposed Resolution 19-30 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 Stewart Intercom System has failed and is in need of replacement, and,
WHEREAS, the PPMPDA has executed a bid process to complete intercom install.

NOW, THEREFORE, BE IT RESOLVED that the PPMPDA Council authorizes the PPMPDA Executive Director or her designee to enter into a contract with BKS Security in an amount not to exceed $42,966.17 for the purpose of installing new intercom system in the Stewart House.

The funds for this project will be drawn from the Capital Projects COMSTE 163849-00.

David Ghoddousi moved the proposed resolution and Patrice Barrentine seconded the motion.

Mark Brady asked if this company has been used in the Market before. Kelsey Lindblom responded she isn’t aware but the company was recommended by a Market maintenance employee.

Devin McComb asked if they considered a wireless system as opposed to wired. Kelsey Lindblom responded she was concerned with the reliability of a wireless system and in addition she wasn’t sure if all the tenants would have a cell phone.

For: Ray Ishii, Devin McComb, Patrice Barrentine, David Ghoddousi, Mark Brady, JJ McKay
Against: 0
Abstain: 0

Proposed Resolution 19-30 passed by a vote of 6-0-0.

F. Proposed Resolution 19-31: Insurance Coverage for Terrorism and Sabotage

Sabina Proto introduction Proposed Resolution 19-31 which states:

WHEREAS, the PDA is responsible for obtaining insurance coverage for its Pike Place Market properties, and for the properties managed by the PDA in the Market Historic District, such as LaSalle Senior Housing LLC, LaSalle Condominium Association, MarketFront Condominium Association, Western Avenue Senior Housing LLC, Western Avenue Manager LLC and PPM QB3; and,

WHEREAS, the PDA Finance & Asset Management Committee has presented and approved under Resolution 19-20 the renewal package for the 2019-2020 property and liability insurance coverage for both the Pike Place Market PDA, and the properties managed by the PDA in the Market Historic District; and,

WHEREAS, the PDA will continue to acquire extended coverage for Terrorism and Sabotage above the federal limits.

NOW, THEREFORE BE IT RESOLVED, that the PDA Council hereby authorizes the PDA Executive Director, or her designee, to approve policy terms and conditions of the coverage for Terrorism and Sabotage for an annual amount not to exceed $33,811. The details of the coverage are shown below:
For Property

Limit: USD 202,486,687 any one occurrence and in the aggregate for damage and financial loss combined

Premium: USD 25,311 (100% annual)

For Liability

Sub-Limit: USD 10,000,000 any one occurrence and in the aggregate for damage and financial loss combined

Premium: USD 8,500 (100% annual)

BE IT FURTHER RESOLVED that the PDA Council hereby authorizes the continuation of the brokerage representation and services provided by Arthur J. Gallagher Risk Management Services, Inc.

Devin McComb moved the proposed resolution and Patrice Barrentine seconded the motion.

Devin McComb asked if the last sentence that reads “BE IT FURTHER RESOLVED...” is relevant to the proposed resolution.

Sabina Proto reviewed the resolution and replied that no, that does not need to stay in the resolution. In addition, Sabina recommended amending the third Whereas to read “the PDA will continue to acquire stand-alone coverage for Terrorism and Sabotage.”

The friendly amendments were accepted by Devin McComb and Patrice Barrentine.

For: Ray Ishii, Devin McComb, Patrice Barrentine, David Ghoddousi, Mark Brady, JJ McKay
Against: 0
Abstain: 0

Proposed Resolution 19-31 passed by a vote of 6-0-0.

Mary Bacarella introduction Proposed Resolution 19-32 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, beginning in February 2019, Next Bold Move has provided the PDA with project management services related to the demolition of the Alaskan Way Viaduct, including attending PDA Council meetings and meetings with WSDOT and Kiewit related to impacts on access to the PPM garage; and,

WHEREAS, following demolition of the viaduct SDOT will commence work on the new Alaskan Way which will require modifications to the entrance/exit of the Market garage; and

WHEREAS, the PDA would like to retain the project management services of Next Bold Move, LLC to represent the PDA on issues related to the Alaskan Way Viaduct demolition and work associated with garage modifications as a result of a realigned Alaskan Way.

NOW THEREFORE, BE IT RESOLVED that the PDA Council authorizes the PDA Executive Director or her designee to enter into a contract with Next Bold Move, LLC for additional project management services in an amount not to exceed $25,000.

The funds for this service contract will be drawn from Consulting 483042-00.

Patrice Barrentine moved the proposed resolution and Devin McComb seconded the motion.

Devin McComb questioned if this needed to go through a bid process. Mary Bacarella responded she did talk with two other consultants and chose Next Bold Move due to her experience and pricing.

Patrice Barrentine believes the bid process does not need to take place for service contracts, only construction related projects.

Ray Ishii asked for clarification on service contracts going to bid.

For: Ray Ishii, Devin McComb, Patrice Barrentine, David Ghoddousi, Mark Brady, JJ McKay
Against: 0
Abstain: 0

Proposed Resolution **19-32** passed by a vote of 6-0-0.

V. **Property Management**
   A. Residential Property Management Report
   John Turnbull reviewed the residential property management report included in the packet, highlighting that vacancy is below budget, two new staff members have joined the team, and rent reviews will begin soon for market rate units. In addition, residential managers are getting ready for summer get-togethers for residential tenants.

VI. **Public Comment**
   None.

VII. **Closed Session**
The Committee Chair stated that the committee would go into closed session at 5:59 p.m. to discuss the property management report and return into open session at approximately 6:10 p.m.

The committee entered into closed session at 6:00 p.m.

A. Property Management Report - Closed Session (RCW 42.30.110(c))

B. Review of Lease Proposals
   i. Lease Renewal – Read All About It-Retail, 93 Pike Street
   ii. Lease Renewal – Read All About It-Office, 93 Pike Street #301
   iii. Lease Renewal – Swanberg’s Gifts, 1525 Pike Place

C. Review of Delinquency Report
   i. Vacancy Report
   ii. Current Lease Negotiations

The committee entered into open session at 6:15 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 19-33: Lease Proposals – June 2019

<table>
<thead>
<tr>
<th>Tenant</th>
<th>Term</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read All About It-Retail</td>
<td>Five (5) Years</td>
<td>August 1, 2019</td>
</tr>
<tr>
<td>Lee Lauckhart</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Read All About It-Office</td>
<td>Five (5) Years</td>
<td>August 1, 2019</td>
</tr>
<tr>
<td>Lee Lauckhart</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Swanberg’s Gifts</td>
<td>Five (5) Years</td>
<td>July 1, 2019</td>
</tr>
<tr>
<td>John Blocker</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

David Ghoddousi moved the proposed resolution and Devin McComb seconded the motion.

Devin McComb moved to amend the motion to remove Read All About It – Retail and Read All About it-Office.

David Ghoddousi and Devin McComb accepted the friendly amendment.

For: Ray Ishii, Devin McComb, Patrice Barrentine, David Ghoddousi, Mark Brady, JJ McKay
Against: 0
Abstain: 0

Proposed Resolution 19-33 passed by a vote of 6-0-0.
IX.  **Resolutions to be added to the Consent Agenda**
    - Proposed Resolution **19-26**: Authorization for Contract Authority – Painting of Hallways, Doors, and Door Jambs at the LaSalle Building
    - Proposed Resolution **19-27**: Authorization for Contract Authority – Hallway Flooring Replacement at the LaSalle Apartments
    - Proposed Resolution **19-29**: Authorization for Contract Authority – Skybridge Painting
    - Proposed Resolution **19-30**: Authorization for Contract Authority – Replacement of Stewart House Intercom System
    - Proposed Resolution **19-31**: Insurance Coverage for Terrorism and Sabotage
    - Proposed Resolution **19-32**: Authorization for Contract Authority – Project Management Services Next Bold Move, LLC
    - Proposed Resolution **19-33**: Lease Proposals June 2019

X.  **Concerns of Committee Members**
    Ray Ishii would like to hear an overview and response to the comments about conflict of interest in contracting mentioned during previous meetings.

XI.  **Adjournment**
    The meeting was adjourned at 6:19 p.m. by Ray Ishii, Chair

Meeting minutes submitted by:
Karin Moughamer, Executive Administrator
Wednesday, June 19, 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: Howard Aller

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 May 28, 2019 Executive Committee Meeting Minutes
      The May 28, 2019 Executive Committee Meeting Minutes were approved by acclamation.

II. Announcements and/or Community Comments
    None.

III. Council Chair’s Report
    Rico Quirindongo noted his attendance at the consultant interview regarding the Showbox. He feels the process is appropriate and takes the historic boundary context into account.

    David Ghoddousi heard great feedback from the Market community on Rico’s public comment at the city council meeting regarding The Showbox last week.

IV. Committee Chair’s Report
   A. Market Connections
      Colleen Bowman noted the presentation by Jeannie Falls of the Pike Place Senior Center and Food Bank. The Senior Center served over 52,000 meals in 2018 and provided over 1 million pounds of food at the Food Bank. They are looking to expand their service hours and budget and will be converting the Food Bank to a grocery model.

   B. Market Programs
      Betty Halfon noted the spring recap of the small business workshops which focused on social media classes. There was an overview of Flower Festival and Mom’s Market Day and Betty noted the new staff member, Madison, who handles PR and trademark.
Mary Bacarella added the small business classes were focused on Instagram, product photography and website development. The Instagram classes were led by PDA staff and the other two classes by Ventures. Meet the Market Concierge program started which includes monthly outreach to 30 downtown condos and apartment buildings. Last week the Marketing team attended a condo happy hour to meet people who live downtown and brought Market vendors, provided swag bags, and shared information about the Market.

David Ghoddousi added information on the surveys from the small business workshops, including demographics and referenced the charts included in the presentation materials.

Mary Bacarella continued by noting the upcoming fall small business workshops which will focus on Facebook as well as some specific classes for craft and farm.

Colleen Bowman asked how many people attended the first Meet the Market concierge happy hour. Mary Bacarella responded about 130 people.

David Ghoddousi and Betty Halfon commended the Marketing staff on all their hard work.

C. Finance & Asset Management
Ray Ishii noted the meeting’s full agenda. The May financial statements continue to be strong. Percentage rent is strong, which is due to the success of the Market restaurants. Parking continues to be strong and while expenses are under budget, the Market is entering the busy season and expenses will increase. Sabina Proto provided a high level overview of the PDA investment policy. Most of the money is held in the LGIP and the policy is probably due for a review by the council. Over $26million is invested in the LGIP. Brady Morrison provided an update on women and minority owned businesses utilized for capital and maintenance projects at the Market. John Turnbull provided a great overview of commercial leasing which included a number of graphs, including the tenure of tenants. Ray highlighted that over 60 businesses have been at the Market for over 40 years. Ray noted there was a conversation on what the PDA can do to help assist in business succession and what is appropriate as well as the proportion of successful Market businesses that are restaurants and what that means if there is a recession.

Ray Ishii noted there were many proposed resolutions moved to the consent agenda, all passed unanimously. For lease proposals one business was removed for further review.

Rico Quirindongo, based on Ray’s report, acknowledge there is an issue around the Pike Place Market identity and the Market tenants. The five year plan is to maintain the position despite what goes out outside the Market.

David Ghoddousi noted that in the past restaurant revenues have been reviewed and several have gone into new ownership. He hasn’t seen any issues with restaurants not having a succession plan. David Ghoddousi noted for the record that a lot of the $26 million in the LGIP is tied up under a contractual obligation. He also noted the common space, including Pike Place, is a big obligation, and the Market is obligated to maintain it 24 hours which is a cost to the Market.

Betty Halfon suggested the PDA could offer succession planning for businesses to help them plan for the future. Betty noted this would normally be something covered by a Merchants Association.

Ray Ishii noted that is why it’s important to understand the PDA’s role in helping plan for the financial future of the PDA and Market businesses. Maybe that means supporting a Merchant’s Association.
Colleen Bowman noted that the PDA should be careful on how the PDA should move forward on conversations regarding succession planning.

Rico Quirindongo asked Mary Bacarella to think about looking at continued financial viability of the PDA as it relates to long term and large leases and to develop a policy. Second, Rico would like to have a conversation regarding a Merchants Association, and that could include a 101 on the role of the Merchants Association and how to reconstitute that organization and the role of the PDA.

Colleen Bowman noted her experience on the Market Historical Commission and they have a guideline committee. That commission has four vacant seats and some members would be open to reevaluating the guidelines, while others may not.

Mark Brady noted that Market leases include a clause that all businesses must be a member of the Pike Place Merchants Association.

David Ghoddousi added that utilities were down due to Little Fish not being in operation.

V. Executive Director’s Report

Mary Bacarella began with the following updates:

- Viaduct demolition in front of the Market has started. Kiewit has taken the parking spots on the upper level and will protect the two vans plugged in. The parking garage stairwell has been closed but people can use the elevator, which now has a line. Signage is being adjusted to help direct people to the Market and waterfront. On Tuesday, Phase 3 is tentatively starting, which means the shuttle service will start and the garage stairwell and elevator are out of service. The contractors are hoping to create a path from the Pike Street Hillclimb to the waterfront.
- Parking is flat for June but revenue year to date is over budget for both daily parking and monthly parking. The closure due to viaduct demolition is providing good information on how to budget for when the parking garage is closed for nine months during the realignment of Alaskan Way as well as how to plan with the city for traffic mitigation. Both daily and monthly parking are over budget through the first five months of the year.
- Garage modification meetings have started. Final design is anticipated for fall 2020 with 30% design currently shared with the PDA.
- Work has started with the LID consultant, who will be meeting with the PDA team next week.
- The June 27 Night Market is Pride themed. In addition a Pride Flag raising is being planned for next week.
- Viaduct promotion is going well and a couple Market vendors have been featured on a number of media outlets.
- Overlook Walk design meetings have started again.
- A resolution was presented to continue retention of Angie Battazzo to assist with viaduct demolition, garage modifications and Overlook Walk design conversations.
- She attended a meeting with the consultant hired to develop the Showbox historic district review. An online survey is being created and she will forward that once received.

There was further conversation on the parking stalls being utilized by the viaduct demolition team.

David Ghoddousi asked who is on the Overlook Walk design team. Mary Bacarella responded Rico, Matt, Colleen, John, Brady and herself, as well as Angela Battazzo.

There was further conversation on the raising of the Pride celebration flags.
Ray Ishii questioned whether issues previously reviewed by Council with regards to outside projects, such as the Overlook Walk, should be reconsidered by the Council. Are their issues the Council should mobilize on to be better prepared in the future. Rico Quirindongo asked to table that conversation to Concerns of Committee Members later in the meeting.

David Ghoddousi asked how information presented to the PDA on the Overlook Walk will be conveyed to the Council. Rico Quirindongo asked to table that conversation to Concerns of Committee Members later in the meeting.

Mark Brady asked if a police officer could direct traffic along Alaskan Way at University to help alleviate traffic along Western. Mary Bacarella responded she has requested a traffic officer and was told they are currently limited on staffing. There will be a traffic officer on Western to help with the garage exit.

VI. Public Comment
None.

VII. Concerns of Committee Members
Rico Quirindongo summarized the thoughts previously presented by Ray Ishii and David Ghoddousi above, suggesting the Market Connections Committee will be handled first through the Market Connections Committee and raising any issue requiring more conversation to full Council. With regards to the Showbox Rico Quirindongo would like to see a PDA council member at future public meetings held by the City. Regarding the Overlook Walk, that conversation will be a slow simmer for a number of years and the PDA is still waiting for a plan and schedule from the Office of the Waterfront. Design elements that can be shared in public meetings will be shared and anything requiring confidentiality will be presented during closed sessions, when possible.

Rico Quirindongo suggested providing the council an updated construction scheduled that has previously been presented to Market Connections. He suggested presenting at the August council meeting.

David Ghoddousi would like to revisit at the council level talks regarding PDA involvement of the Overlook Walk as costs are rising in the City and there are new council members to update on the status. Rico Quirindongo commented that once the revised Waterfront plan is released a presentation can be scheduled for full council.

Ray Ishii wants to ensure that larger projects are connecting to projects currently online at the Market, such as alterations to Heritage House in conjunction with development and design of Overlook Walk.

There was a conversation on the creation of a fourth committee to handle larger projects such as Overlook Walk. Colleen Bowman responded there is room on the Market Connections Committee to handle these issues and a fourth committee is not necessary in her opinion. Since the Overlook Walk meetings have been on hold there hasn’t been anything to discuss at the Committee level.

Colleen Bowman would like to see additional council member attend outside meetings. Currently there are two or three council members attending the majority of external public meetings on issues such as The Showbox or Market Historical Commission. Rico Quirindongo asked Colleen Bowman to create a list of the meetings she knows of that require PDA council attendance and then ask for volunteers to attend those meetings.
Mark Brady would like to see a special event next year for Memorial Day and has volunteered to help plan the event. Mark would also like to know the status of the streetcar as he was going to write a letter advocating for a ride free zone over the streetcar. Mary Bacarella responded she has no update on the streetcar.

David Ghoddousi has heard from a couple daystall permit holders that they would like to pay rent online. Mary Bacarella will look into that with the Daystall team.

VIII. Adjournment
The meeting was adjourned at 5:55 p.m. by Rico Quirindongo, Chair.

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

Financials & Additional Enclosures
Commercial Lease Overview

 +/- 225 Tenants (Retail, Office & Social Service)

 Approximately 190,000 sf.

 13 Buildings / Nine Acres
Rent Structure

Base Rents

Rates reflect the location/visibility, size and condition of space, type of business (retail/office/social service). Typically rents are at or just below comparable Seattle CBD market rents. Ten defined areas:

<table>
<thead>
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<th>LOCATION</th>
<th>MEDIAN RANGE</th>
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<tbody>
<tr>
<td>Western Avenue (WAV)</td>
<td>$11.00-$13.00</td>
</tr>
<tr>
<td>Market Level 3 (3DU)</td>
<td>$11.00-$13.00</td>
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<tr>
<td>Market Level 4 (4DU)</td>
<td>$17.00-$25.00</td>
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<tr>
<td>Market Level 5 (MEZZ)</td>
<td>$20.00-$25.00</td>
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<tr>
<td>First Ave (FAV)</td>
<td>$22.00-$30.00</td>
</tr>
<tr>
<td>Inner Pike Place (IPP)</td>
<td>$25.00-$30.00</td>
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<tr>
<td>Flower Row (FR)</td>
<td>$26.00-$32.00</td>
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<tr>
<td>Pike Place (PP)</td>
<td>$32.00-$38.00</td>
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<tr>
<td>Arcade (ARC)</td>
<td>$35.00-$43.00</td>
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<tr>
<td>Western View (WVI)</td>
<td>$14.00-$23.00</td>
</tr>
</tbody>
</table>

Sales Based Percent rent

Varies between 2-7% based on business type/operating margins (derived from industry standards) and business sales performance.

High volume Dine–In Restaurants typically have an artificial breakpoint.

Common Area Charges

Reflects overhead operations for entire Market, currently assessed at sixty one percent (61%) of base rent.
Market Historic Commission Guidelines

Goals

Major goals of the Commission shall be to preserve the Market as a place for the following:

- Farmers to sell their own produce.
- Local shoppers to do their food shopping.
- Persons with low and moderate incomes can find affordable food, goods and services, and residences.
- Widely varied shopping area with a diversity of many small, owner-operated specialty businesses.
Priority Market Uses

Food Uses

Evaluated by the Commission in the following order:

(a) First priority for sale of *locally* grown or harvested fresh produce, meat, fish and poultry.

(b) Second priority for sale of fresh produce, meat, fish and poultry that is *not locally* grown or harvested.

(c) Third priority for sale of food items such as bakery goods, dairy products, delicatessen and grocery items, particularly items sold in bulk or needing further preparation.

(d) Fourth priority for sale of food-related items, such as garden supplies or food preparation supplies.

(e) Fifth priority for food and beverage businesses offering on premise dining

(f) All other food-related uses

Retail Uses

Evaluated by the Commission in the following order:

(a) First priority for sale of used goods, affordable daily necessities, or repair services, particularly for district residents and low income shoppers.

(b) Second priority for sale of flowers and plants.

(c) Third priority for sale of seller-made arts and craft items.

(d) Fourth priority for sale of hard to find goods such as seasonal, ethnic or those not readily found in the greater Seattle.

(e) All other retail uses.
Market Historic Commission Guidelines

Market Zones

<table>
<thead>
<tr>
<th>Zone 1</th>
<th>Zone 2</th>
<th>Zone 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Level</td>
<td>Street Level</td>
<td>Street Level</td>
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<tr>
<td>Food a-b</td>
<td>Food a-e</td>
<td>All Uses</td>
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<tr>
<td>Retail b</td>
<td>Retail a-d</td>
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<tr>
<td>Below Street Level</td>
<td>Below Street Level</td>
<td>Below Street Level</td>
</tr>
<tr>
<td>Food a-e</td>
<td>Food a-e</td>
<td>All Uses</td>
</tr>
<tr>
<td>Housing a-b</td>
<td>Social a</td>
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<tr>
<td>Retail a-b</td>
<td>Retail a-d</td>
<td></td>
</tr>
<tr>
<td>Other a-b</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Above Street Level</td>
<td>Above Street Level</td>
<td>Above Street Level</td>
</tr>
<tr>
<td>All Uses</td>
<td>All Uses</td>
<td>All Uses</td>
</tr>
</tbody>
</table>
Market Zones – Simplified by Floor

- Affordable housing
- Offices/ services
- Restaurants
- Fresh Food
- Mercantile
- Services/ Storage

Pike Place level
Sales Trends—Seattle Vs. Pike Place Market

Growth rate in retail sales at Pike Place Market since 2010 compared to Seattle CBD

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Food</td>
<td>3.79%</td>
<td>12.64%</td>
<td>21.82%</td>
<td>25.93%</td>
<td>32.97%</td>
<td>38.83%</td>
<td>42.18%</td>
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<tr>
<td>Mercantile</td>
<td>-0.71%</td>
<td>14.02%</td>
<td>22.00%</td>
<td>27.71%</td>
<td>27.94%</td>
<td>31.91%</td>
<td>33.80%</td>
<td>40.54%</td>
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<tr>
<td>Restaurant</td>
<td>1.75%</td>
<td>8.37%</td>
<td>20.61%</td>
<td>36.70%</td>
<td>52.80%</td>
<td>68.94%</td>
<td>80.30%</td>
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<tr>
<td>Seattle CBD</td>
<td>8.47%</td>
<td>16.15%</td>
<td>20.27%</td>
<td>23.13%</td>
<td>27.17%</td>
<td>24.92%</td>
<td>34.18%</td>
<td>38.44%</td>
<td></td>
</tr>
</tbody>
</table>

Consumer Expenditure Survey - Bureau of Labor Statistics
Table 2033
Tenant Tenure

The Pike Place Market is a very stable business community with almost 25% of businesses in continuous operation over 40 years. (A few exceed 100 years.) There is room for business incubation as well with nearly as many businesses in operation 10 years or less. The established core of businesses continue to drive the highest totals in retail sales.
Tenant Mix Vs. Proportional Sales Volume

**Total sq ft Leased Area 2018**
- Mercantile: 60,610, 35%
- Food: 35,496, 20%
- Restaurant: 79,813, 45%

**Total Reported Sales 2018**
- Mercantile: $25,900,162, 15%
- Food: $63,646,649, 38%
- Restaurant: $78,307,596, 47%

**Total rents 2018**
- Mercantile: $2,411,815, 21%
- Food: $3,698,767, 32%
- Restaurant: $5,308,718, 47%

**Percentage Rent - all tenants 2018**
- Mercantile: $499,515, 10%
- Food: $1,936,990, 40%
- Restaurant: $2,464,992, 50%
Restaurants including cafes) pay proportionately more in rent, especially percentage rents. Top 20 rent payers (top 10% of retail tenants) are primarily restaurants. Food businesses occupy a third of retail space but generate 38% of sales and 40% of percentage rent. Non food businesses occupy about a third of retail space, pay 21% of the rents, report 15% of sales.
Category Sales Growth 2013 - 2018

Annual reported sales cumulative increase
Pike Place Market Retail Business

- All
- Dine In
- Food
- NonFood
- Seattle CPI
Date: June 18, 2019
To: PPM PDA Council
From: Sabina Proto, Director of Finance
Subject: May 31, 2019 Financial Statements

Balance Sheet Notes:

Page 1:

Designated Cash: Increased due to the monthly contribution to CRRF.

Restricted Cash: Increased due to monthly contribution to Debt Service Reserve accounts.

Fixed Assets: Increase related to capital expenditures on current year Capital Projects.

Current Liabilities: Increase mostly in Accrued Liabilities.

Page 2:

Accounts Receivable Activity Report – Increase from the prior month in: Commercial (higher percent rent); daystall (higher attendance). The amount receivable from HUD for the Market House rent increases was received in May.

Page 3:

PDA Operating Statement Notes:

Total Revenue for the end of May 2019 was $8,604,355, over budget by $837,163 or 10.8%

Total Operating Expense for the end of May 2019 was $5,909,686, under budget by $555,186 or 8.6%

Net Result after Debt Service and Reserves was $1,565,329, which is $1,392,349 over budget.

We are up to date on all debt payments.

Page 4:

Footnotes on the Operating Statement

Commercial Revenue is over budget by $304,292; it’s up in Base Rent-Retail, Percent Rent, Common Area and Direct Utilities. Good sales Maximillian, Pasta Casa Linga, Old Stove, etc. There is some negative impact from Little Fish delayed opening. CAM is higher than budget: higher retail rent revenue, higher CAM.
Residential Revenue is over budget by $50,358; Rent revenue is over budget because the actual vacancy is less than budgeted, less than 3% compared to 5% budget.

Daystall Revenue:

Daily Crafts is on track. Locker under budget because still waiting for the new lockers to build.

Farm revenue is over budget due to additional revenue from MarketFront food program which wasn’t included in the budget; Cooler usage in winter has been higher than expected.

Page 5:

Garage Revenue is over budget by $285,734, 23% higher in Daily Parking and 53% higher in monthly parking; 7.2% increase compared to the same period of last year

Miscellaneous Revenue is over budget by $169,061, mostly in Investment Income. The budgeted rate on the Investment Income was 1.46%, and the actual rate has been 2.59%.

Page 6:

Operating Expenses over all under budget – we think is mostly to budget trending. As the weather warms up, and market gets busier, we’ll see the operating expenses will increase.

Commercial Expenses under budget in Small Business Incubator – it will trend out during the year.

Residential Expenses under budget due to staffing vacancy, and in Uniforms which will trend out during the year.

Parking Expenses over budget due to some Equipment Repairs and in Signs which will be reimbursed by the City because it was related to the Water Front project.

Facilities under budget because of some staffing vacancies.

Security under budget because of saving in Overtime, and in Uniforms which will trend out during the year.

Maintenance under budget mostly due to staffing vacancies.

Utilities under budget over all: Electricity and Water under budget due to the space vacancy on the MarketFront. Garbage variance will trend out during the year.

Insurance- under budget for the first four months, but it will trend out during the year.

Finance under budget in audit expenses, but it will trend out during the year.

Admin is under budget in Postage and Office Supplies.

Human Resources is under budget in Legal expenses.
IT is under budget in Salaries. Also, several changes in Subscriptions and Licenses which have increased the functionality and reduced costs.

Marketing under budget due to staffing vacancies; also the variances in Legal, Advertising, PR, Event Promotion will trend out during the year.

Market Foundation will be on track by the end of the year.

Page 7:

Percent Rent spreadsheet- Percent Rent is $121,949 over budget YTD, and $132,380 higher than the actuals of the same period last year.

Page 8:

The report states the balance of the Capital Replacement Reserve, which was $17.1 MM for the end of May 31, 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
May 31, 2019

<table>
<thead>
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<th>ASSETS</th>
<th>Note</th>
<th>Current Month</th>
<th>Prior Month</th>
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<td></td>
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<td>Unrestricted Cash</td>
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<td>Rental Accounts Receivable</td>
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<td>301,294</td>
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<td>Misc Accounts Receivable</td>
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<td>556,348</td>
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<td>Prepaid Expenses</td>
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<td>75,592</td>
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<td><strong>Total Current Assets</strong></td>
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<td><strong>2,124,522</strong></td>
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<td>Designated Cash &amp; Equivalents</td>
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<td><strong>23,069,922</strong></td>
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<td>Restricted Cash &amp; Equivalents</td>
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<td><strong>4,093,345</strong></td>
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<tr>
<td>Leasehold Improvements</td>
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<td>Work in Progress</td>
<td></td>
<td>903,995</td>
<td>715,253</td>
</tr>
<tr>
<td>Parking Garage</td>
<td></td>
<td>10,522,487</td>
<td>10,522,487</td>
</tr>
<tr>
<td>Market Buildings</td>
<td></td>
<td>79,546,521</td>
<td>79,546,521</td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td>1,350,784</td>
<td>1,350,784</td>
</tr>
<tr>
<td><strong>Total Fixed Assets</strong></td>
<td></td>
<td><strong>197,334,598</strong></td>
<td><strong>197,145,856</strong></td>
</tr>
<tr>
<td>Less Accumulated Depreciation</td>
<td></td>
<td>(50,038,250)</td>
<td>(50,038,250)</td>
</tr>
<tr>
<td><strong>Total Net Fixed Assets</strong></td>
<td></td>
<td><strong>147,296,348</strong></td>
<td><strong>147,107,606</strong></td>
</tr>
<tr>
<td>Long Term Receivable &amp; Investments</td>
<td></td>
<td>7,310,125</td>
<td>7,310,125</td>
</tr>
<tr>
<td>Other Assets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financing Lease</td>
<td></td>
<td>3,084,350</td>
<td>3,084,350</td>
</tr>
<tr>
<td>Contributions To LSH LLC and WASH LLC</td>
<td></td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total Other Assets</strong></td>
<td></td>
<td><strong>3,084,550</strong></td>
<td><strong>3,084,550</strong></td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td></td>
<td><strong>187,381,804</strong></td>
<td><strong>186,681,603</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIABILITIES &amp; CAPITAL</th>
<th>Note</th>
<th>Current Month</th>
<th>Prior Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Liabilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td></td>
<td>518,291</td>
<td>543,954</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>481,469</td>
<td>403,761</td>
</tr>
<tr>
<td>Accrued Payroll, Vacation &amp; Taxes</td>
<td></td>
<td>717,914</td>
<td>620,069</td>
</tr>
<tr>
<td>Accrued Business Taxes</td>
<td></td>
<td>66,650</td>
<td>68,130</td>
</tr>
<tr>
<td>Security Deposits</td>
<td></td>
<td>457,867</td>
<td>455,504</td>
</tr>
<tr>
<td>Other Liabilities</td>
<td></td>
<td>894,125</td>
<td>883,142</td>
</tr>
<tr>
<td>Current Portion - Unearned WSDOT rev</td>
<td></td>
<td>307,018</td>
<td>350,878</td>
</tr>
<tr>
<td>Current Portion - QB3 Deferred Master Lease</td>
<td></td>
<td>199,207</td>
<td>199,207</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td></td>
<td><strong>4,347,541</strong></td>
<td><strong>4,229,645</strong></td>
</tr>
<tr>
<td>Long Term Debt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2009 PDA Refunding Bonds</td>
<td></td>
<td>1,054,449</td>
<td>1,090,977</td>
</tr>
<tr>
<td>2015 Bond Series A</td>
<td></td>
<td>18,650,000</td>
<td>18,650,000</td>
</tr>
<tr>
<td>Premium on 2015 Bond Series A</td>
<td></td>
<td>1,617,837</td>
<td>1,617,837</td>
</tr>
<tr>
<td>Unearned WSDOT revenue</td>
<td></td>
<td>3,157,893</td>
<td>3,157,893</td>
</tr>
<tr>
<td>N/P City of Seattle - Creamery Lot</td>
<td></td>
<td>455,000</td>
<td>455,000</td>
</tr>
<tr>
<td>QB3 Deferred Master Lease Payment</td>
<td></td>
<td>9,213,308</td>
<td>9,213,308</td>
</tr>
<tr>
<td>Current Portion - Long Term Debt</td>
<td></td>
<td>(705,000)</td>
<td>(705,000)</td>
</tr>
<tr>
<td><strong>Total Long Term Debt</strong></td>
<td></td>
<td><strong>33,443,487</strong></td>
<td><strong>33,480,015</strong></td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td></td>
<td><strong>37,791,028</strong></td>
<td><strong>37,709,660</strong></td>
</tr>
<tr>
<td>Capital</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contributed Capital</td>
<td></td>
<td>11,818,935</td>
<td>11,818,935</td>
</tr>
<tr>
<td>Prior Years' Results</td>
<td></td>
<td>135,221,602</td>
<td>135,221,602</td>
</tr>
<tr>
<td>Current Year Operating Result</td>
<td></td>
<td>2,550,239</td>
<td>1,931,406</td>
</tr>
<tr>
<td><strong>Net Operating Capital</strong></td>
<td></td>
<td><strong>149,590,776</strong></td>
<td><strong>148,971,943</strong></td>
</tr>
</tbody>
</table>

**TOTAL LIABILITIES AND CAPITAL**

<table>
<thead>
<tr>
<th>Current Month</th>
<th>Prior Month</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>187,381,804</strong></td>
<td><strong>186,681,603</strong></td>
</tr>
</tbody>
</table>
## 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>148,545</td>
<td>1,161,452</td>
<td>1,149,357</td>
<td>160,640</td>
</tr>
<tr>
<td>Day Stall Revenue</td>
<td>103,088</td>
<td>110,403</td>
<td>99,081</td>
<td>114,410</td>
</tr>
<tr>
<td>Residential Rent (excluding HUD)</td>
<td>24,525</td>
<td>265,510</td>
<td>264,456</td>
<td>25,579</td>
</tr>
<tr>
<td>HUD Subsidy</td>
<td>25,136</td>
<td>117,584</td>
<td>145,047</td>
<td>(2,327)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>301,294</strong></td>
<td><strong>1,654,949</strong></td>
<td><strong>1,657,941</strong></td>
<td><strong>298,302</strong></td>
</tr>
</tbody>
</table>
# PIKE PLACE MARKET PDA - PRELIMINARY OPERATING BUDGET COMPARISON STATEMENT

Period Ending May 31, 2019

<table>
<thead>
<tr>
<th>REVENUE</th>
<th>Current YTD ACTUAL</th>
<th>Current YTD BUDGET</th>
<th>Variance</th>
<th>Variance %</th>
<th>Current MONTH ACTUAL</th>
<th>Current MONTH BUDGET</th>
<th>2019 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial</td>
<td>5,203,368</td>
<td>4,899,076</td>
<td>304,292</td>
<td>6.2%</td>
<td>1,059,843</td>
<td>1,014,621</td>
<td>12,844,564</td>
</tr>
<tr>
<td>Residential</td>
<td>1,333,260</td>
<td>1,282,902</td>
<td>50,358</td>
<td>3.9%</td>
<td>272,494</td>
<td>259,379</td>
<td>3,109,115</td>
</tr>
<tr>
<td>Daystall</td>
<td>271,622</td>
<td>274,495</td>
<td>(2,873)</td>
<td>-1.0%</td>
<td>79,892</td>
<td>76,783</td>
<td>838,581</td>
</tr>
<tr>
<td>Farm</td>
<td>153,612</td>
<td>125,941</td>
<td>27,671</td>
<td>22.0%</td>
<td>58,678</td>
<td>35,985</td>
<td>575,056</td>
</tr>
<tr>
<td>Parking</td>
<td>1,249,355</td>
<td>963,621</td>
<td>285,734</td>
<td>29.7%</td>
<td>338,655</td>
<td>228,421</td>
<td>2,695,400</td>
</tr>
<tr>
<td>Market Foundation</td>
<td>13,978</td>
<td>11,000</td>
<td>2,978</td>
<td>0.0%</td>
<td></td>
<td></td>
<td>25,000</td>
</tr>
<tr>
<td>Miscellaneous Revenue</td>
<td>383,995</td>
<td>214,934</td>
<td>169,061</td>
<td>78.7%</td>
<td>75,782</td>
<td>36,160</td>
<td>610,197</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>8,604,355</td>
<td>7,767,192</td>
<td>837,163</td>
<td>10.8%</td>
<td>1,885,344</td>
<td>1,652,349</td>
<td>20,670,085</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>Current YTD ACTUAL</th>
<th>Current YTD BUDGET</th>
<th>Variance</th>
<th>Variance %</th>
<th>Current MONTH ACTUAL</th>
<th>Current MONTH BUDGET</th>
<th>2019 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Management</td>
<td>591,666</td>
<td>655,910</td>
<td>64,244</td>
<td>9.8%</td>
<td>100,891</td>
<td>131,131</td>
<td>1,550,934</td>
</tr>
<tr>
<td>Parking</td>
<td>229,239</td>
<td>219,391</td>
<td>(9,848)</td>
<td>-4.5%</td>
<td>46,949</td>
<td>44,023</td>
<td>519,873</td>
</tr>
<tr>
<td>Operations</td>
<td>3,570,397</td>
<td>3,797,873</td>
<td>227,476</td>
<td>6.0%</td>
<td>754,424</td>
<td>796,762</td>
<td>9,165,199</td>
</tr>
<tr>
<td>Administration</td>
<td>1,091,084</td>
<td>1,132,483</td>
<td>41,399</td>
<td>3.5%</td>
<td>218,077</td>
<td>234,087</td>
<td>2,594,604</td>
</tr>
<tr>
<td>Marketing &amp; Programs</td>
<td>425,300</td>
<td>659,215</td>
<td>233,915</td>
<td>35.5%</td>
<td>105,687</td>
<td>183,582</td>
<td>1,763,442</td>
</tr>
<tr>
<td><strong>TOTAL OPERATING EXPENSES</strong></td>
<td>5,909,686</td>
<td>6,464,872</td>
<td>555,186</td>
<td>8.6%</td>
<td>1,235,028</td>
<td>1,389,585</td>
<td>15,593,452</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NET OPERATING RESULTS</th>
<th>Current YTD ACTUAL</th>
<th>Current YTD BUDGET</th>
<th>Variance</th>
<th>Variance %</th>
<th>Current MONTH ACTUAL</th>
<th>Current MONTH BUDGET</th>
<th>2019 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2,694,669</td>
<td>1,302,320</td>
<td>1,392,349</td>
<td>106.9%</td>
<td>650,316</td>
<td>262,764</td>
<td>5,076,633</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEBT SERVICE</th>
<th>Current YTD ACTUAL</th>
<th>Current YTD BUDGET</th>
<th>Variance</th>
<th>Variance %</th>
<th>Current MONTH ACTUAL</th>
<th>Current MONTH BUDGET</th>
<th>2019 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bond Principal and Interest Payment PDA</td>
<td>199,895</td>
<td>199,895</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>509,375</td>
<td>509,375</td>
<td>-</td>
<td>0.0%</td>
<td>101,875</td>
<td>101,875</td>
<td>1,222,500</td>
</tr>
<tr>
<td><strong>TOTAL DEBT SERVICE</strong></td>
<td>709,270</td>
<td>709,270</td>
<td>-</td>
<td>0.0%</td>
<td>141,854</td>
<td>141,854</td>
<td>1,702,248</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RESERVES - DESIGNATED</th>
<th>Current YTD ACTUAL</th>
<th>Current YTD BUDGET</th>
<th>Variance</th>
<th>Variance %</th>
<th>Current MONTH ACTUAL</th>
<th>Current MONTH BUDGET</th>
<th>2019 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pension Contribution</td>
<td>420,000</td>
<td>420,000</td>
<td>-</td>
<td>0.0%</td>
<td></td>
<td></td>
<td>420,000</td>
</tr>
<tr>
<td>LIH Interest to Reserve</td>
<td>70</td>
<td>70</td>
<td>-</td>
<td>0.0%</td>
<td>14</td>
<td>14</td>
<td>164</td>
</tr>
<tr>
<td><strong>TOTAL DESIGNATED RESERVES</strong></td>
<td>420,070</td>
<td>420,070</td>
<td>-</td>
<td>0.0%</td>
<td>14</td>
<td>14</td>
<td>420,164</td>
</tr>
</tbody>
</table>

| Net Results after Debt Service & Reserves | 1,565,329          | 172,980            | 1,392,349| 804.9%     | 508,448              | 120,896              | 2,954,221   |

<table>
<thead>
<tr>
<th>CAPITAL RESERVE CONTRIBUTION</th>
<th>Current YTD ACTUAL</th>
<th>Current YTD BUDGET</th>
<th>Variance</th>
<th>Variance %</th>
<th>Current MONTH ACTUAL</th>
<th>Current MONTH BUDGET</th>
<th>2019 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contribution - Capital Projects/CRRF</td>
<td>1,565,329</td>
<td>172,980</td>
<td>1,392,349</td>
<td>0.0%</td>
<td>508,448</td>
<td>120,896</td>
<td>2,954,221</td>
</tr>
</tbody>
</table>

| TOTAL RESERVES & CONTRIBUTIONS | 1,565,329          | 172,980            | 1,392,349| 0.0%       | 508,448              | 120,896              | 2,954,221   |
### Note 1: Commercial 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>May</td>
<td>% YTD</td>
<td>May</td>
</tr>
<tr>
<td></td>
<td>Comm Revenue</td>
<td>Actual</td>
<td>Comm Rev</td>
<td>Budget</td>
</tr>
<tr>
<td>Base Rent - Retail</td>
<td>31.2%</td>
<td>1,731,377</td>
<td>33.3%</td>
<td>1,649,000</td>
</tr>
<tr>
<td>Base Rent - Office</td>
<td>4.7%</td>
<td>252,193</td>
<td>4.8%</td>
<td>251,785</td>
</tr>
<tr>
<td>Prep Space</td>
<td>0.7%</td>
<td>36,384</td>
<td>0.7%</td>
<td>36,035</td>
</tr>
<tr>
<td>Common Area</td>
<td>19.0%</td>
<td>1,045,720</td>
<td>20.1%</td>
<td>1,005,890</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>3,065,674</strong></td>
<td><strong>2,942,710</strong></td>
<td><strong>122,964</strong></td>
<td><strong>6.2%</strong></td>
</tr>
</tbody>
</table>

Percentage Rent [1]
- 35.9% (1,637,459 / 4699,970) 31.5% (1,515,510 / 4899,076)
- 121,949 (5.0)

Direct Utilities
- 6.5% (395,489 / 6,889,970) 6.6% (335,283 / 4899,076)
- 60,206 (18.0)

Storage/Cooler
- 1.5% (77,673 / 4899,076) 1.7% (81,250 / 4899,076)
- (3,577) (-4.4)

Tenant Work Reimbursements
- 0.1% (3,814 / 4899,076) 0.1% (3,900 / 4899,076)
- (86) (-2.2)

Other Rentals
- 0.2% (13,483 / 4899,076) 0.2% (8,335 / 4899,076)
- 5,148 (61.8)

Late Fees
- 0.2% (9,776 / 4899,076) 0.2% (12,088 / 4899,076)
- (2,312) (-19.1)

**Total Commercial Revenue**
- 100% (5,203,368 / 5,203,368)
- 4,899,076 (100%)
- 304,292 (6.2%)

---

### Note 2: Residential 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>May</td>
<td>% YTD</td>
<td>May</td>
</tr>
<tr>
<td>Residential Rents</td>
<td>98.8%</td>
<td>1,318,481</td>
<td>98.9%</td>
<td>1,267,227</td>
</tr>
<tr>
<td>Laundry Net of Taxes</td>
<td>0.4%</td>
<td>4,602</td>
<td>0.3%</td>
<td>5,620</td>
</tr>
<tr>
<td>Other [1]</td>
<td>0.8%</td>
<td>10,177</td>
<td>0.8%</td>
<td>10,055</td>
</tr>
<tr>
<td><strong>Total Residential Revenue</strong></td>
<td>100%</td>
<td>1,333,260</td>
<td>100%</td>
<td>1,282,902</td>
</tr>
</tbody>
</table>

[1] Other includes maintenance services, storage, rental screening & late fees

---

### Note 3: Dayshall 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>May</td>
<td>% YTD</td>
<td>May</td>
</tr>
<tr>
<td></td>
<td>Day Rev</td>
<td>Actual</td>
<td>Day Rev</td>
<td>Budget</td>
</tr>
<tr>
<td>Daily Craft</td>
<td>87.1%</td>
<td>223,425</td>
<td>82.3%</td>
<td>224,000</td>
</tr>
<tr>
<td>Locker Rent</td>
<td>8.8%</td>
<td>28,532</td>
<td>10.5%</td>
<td>30,885</td>
</tr>
<tr>
<td>Permits</td>
<td>2.2%</td>
<td>13,065</td>
<td>4.8%</td>
<td>12,610</td>
</tr>
<tr>
<td>Late Fees</td>
<td>1.9%</td>
<td>6,400</td>
<td>2.4%</td>
<td>7,000</td>
</tr>
<tr>
<td><strong>Total Dayshall Revenue</strong></td>
<td>100%</td>
<td>271,222</td>
<td>100%</td>
<td>274,495</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>May</td>
<td>% YTD</td>
<td>May</td>
</tr>
<tr>
<td></td>
<td>Surf Rev</td>
<td>Actual</td>
<td>Farm Rev</td>
<td>Budget</td>
</tr>
<tr>
<td>Daily Farmer</td>
<td>45.2%</td>
<td>83,722</td>
<td>54.5%</td>
<td>76,000</td>
</tr>
<tr>
<td>Remote Markets</td>
<td>11.2%</td>
<td>3,325</td>
<td>2.2%</td>
<td>-</td>
</tr>
<tr>
<td>Cooler Rent</td>
<td>3.1%</td>
<td>7,474</td>
<td>4.9%</td>
<td>6,300</td>
</tr>
<tr>
<td>Permits</td>
<td>0.6%</td>
<td>2,065</td>
<td>1.3%</td>
<td>2,800</td>
</tr>
<tr>
<td>CSA Market Boxes</td>
<td>15.0%</td>
<td>15,784</td>
<td>10.3%</td>
<td>-</td>
</tr>
<tr>
<td>Specialty Crop Block Grant</td>
<td>24.9%</td>
<td>41,242</td>
<td>26.6%</td>
<td>40,841</td>
</tr>
<tr>
<td><strong>Total Farm Revenue</strong></td>
<td>100%</td>
<td>153,612</td>
<td>100%</td>
<td>125,941</td>
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</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>May</td>
<td>% YTD</td>
<td>May</td>
</tr>
<tr>
<td>Parking Revenue Net of Taxes</td>
<td>99.4%</td>
<td>1,242,080</td>
<td>99.4%</td>
<td>958,221</td>
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<tr>
<td>Parking Reimbursement</td>
<td>0.6%</td>
<td>7,275</td>
<td>0.6%</td>
<td>5,400</td>
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<tr>
<td><strong>Total Garage Revenue</strong></td>
<td>100%</td>
<td>1,249,355</td>
<td>100%</td>
<td>963,621</td>
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</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>May</td>
<td>% YTD</td>
<td>May</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>29,442</td>
<td>7.7%</td>
<td>29,995</td>
</tr>
<tr>
<td>Management Fees(1)</td>
<td>18.2%</td>
<td>37,498</td>
<td>9.8%</td>
<td>33,896</td>
</tr>
<tr>
<td>Investment Income/Interest</td>
<td>32.8%</td>
<td>236,990</td>
<td>62.2%</td>
<td>83,488</td>
</tr>
<tr>
<td>Film/License Revenue</td>
<td>4.1%</td>
<td>11,410</td>
<td>3.0%</td>
<td>7,650</td>
</tr>
<tr>
<td>Other Revenues(2)</td>
<td>32.9%</td>
<td>66,665</td>
<td>17.4%</td>
<td>59,905</td>
</tr>
<tr>
<td><strong>Total Miscellaneous Revenue</strong></td>
<td>100%</td>
<td>383,995</td>
<td>100%</td>
<td>214,934</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 Revenues, 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></th>
<th>YTD BUDGET</th>
<th></th>
<th>YTD 2019</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>% PM Exp</td>
<td>Budget</td>
<td>% PM Exp</td>
<td>Variance</td>
<td></td>
</tr>
<tr>
<td>Commercial</td>
<td>207,712</td>
<td>25.3%</td>
<td>230,378</td>
<td>25.3%</td>
<td>22,666</td>
<td>9.8%</td>
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<tr>
<td>Residential</td>
<td>274,200</td>
<td>33.4%</td>
<td>315,137</td>
<td>36.0%</td>
<td>40,937</td>
<td>13.0%</td>
</tr>
<tr>
<td>Day Stall</td>
<td>109,754</td>
<td>13.4%</td>
<td>110,395</td>
<td>12.6%</td>
<td>641</td>
<td>0.6%</td>
</tr>
<tr>
<td>Garage</td>
<td>229,239</td>
<td>27.9%</td>
<td>219,391</td>
<td>25.1%</td>
<td>(9,848)</td>
<td>-4.5%</td>
</tr>
<tr>
<td><strong>Total Property Management Expenses</strong></td>
<td>820,905</td>
<td>100%</td>
<td>875,301</td>
<td>100%</td>
<td>54,396</td>
<td>6.2%</td>
</tr>
</tbody>
</table>

### Note 8: Operations Expenses

<table>
<thead>
<tr>
<th></th>
<th>YTD ACTUAL</th>
<th></th>
<th>YTD BUDGET</th>
<th></th>
<th>YTD 2019</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>% Ops Exp</td>
<td>Budget</td>
<td>% Ops Exp</td>
<td>Variance</td>
<td></td>
</tr>
<tr>
<td>Facilities</td>
<td>842,369</td>
<td>23.6%</td>
<td>874,990</td>
<td>23.0%</td>
<td>32,021</td>
<td>3.7%</td>
</tr>
<tr>
<td>Security</td>
<td>706,954</td>
<td>19.8%</td>
<td>715,936</td>
<td>18.9%</td>
<td>8,982</td>
<td>1.3%</td>
</tr>
<tr>
<td>Maintenance</td>
<td>522,115</td>
<td>14.6%</td>
<td>547,857</td>
<td>14.4%</td>
<td>25,742</td>
<td>4.7%</td>
</tr>
<tr>
<td>Capital Mgmt</td>
<td>39,583</td>
<td>1.1%</td>
<td>36,557</td>
<td>1.0%</td>
<td>(3,026)</td>
<td>-8.3%</td>
</tr>
<tr>
<td>Utilities</td>
<td>1,192,120</td>
<td>33.4%</td>
<td>1,345,458</td>
<td>35.4%</td>
<td>153,338</td>
<td>11.4%</td>
</tr>
<tr>
<td>Insurance</td>
<td>267,256</td>
<td>7.5%</td>
<td>277,675</td>
<td>7.3%</td>
<td>10,419</td>
<td>3.8%</td>
</tr>
<tr>
<td><strong>Total Operations Expenses</strong></td>
<td>3,570,397</td>
<td>100%</td>
<td>3,797,873</td>
<td>100%</td>
<td>227,476</td>
<td>6.0%</td>
</tr>
</tbody>
</table>

### Note 9: Administration Expenses

<table>
<thead>
<tr>
<th></th>
<th>YTD ACTUAL</th>
<th></th>
<th>YTD BUDGET</th>
<th></th>
<th>YTD 2019</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>% Adm Exp</td>
<td>Budget</td>
<td>% Adm Exp</td>
<td>Variance</td>
<td></td>
</tr>
<tr>
<td>Management</td>
<td>475,002</td>
<td>43.5%</td>
<td>457,182</td>
<td>40.4%</td>
<td>(17,820)</td>
<td>-3.9%</td>
</tr>
<tr>
<td>Finance</td>
<td>189,505</td>
<td>17.3%</td>
<td>197,810</td>
<td>17.5%</td>
<td>8,305</td>
<td>4.2%</td>
</tr>
<tr>
<td>Office Mgmt</td>
<td>200,219</td>
<td>18.3%</td>
<td>212,706</td>
<td>18.6%</td>
<td>12,487</td>
<td>5.9%</td>
</tr>
<tr>
<td>Human Resources</td>
<td>73,660</td>
<td>6.7%</td>
<td>99,550</td>
<td>8.6%</td>
<td>25,890</td>
<td>26.0%</td>
</tr>
<tr>
<td>Information Services</td>
<td>154,698</td>
<td>14.2%</td>
<td>165,235</td>
<td>14.6%</td>
<td>10,537</td>
<td>6.4%</td>
</tr>
<tr>
<td><strong>Total Administration Expenses</strong></td>
<td>1,093,084</td>
<td>100%</td>
<td>1,132,483</td>
<td>100%</td>
<td>39,399</td>
<td>3.5%</td>
</tr>
</tbody>
</table>

### Note 10: Programs Expenses

<table>
<thead>
<tr>
<th></th>
<th>YTD ACTUAL</th>
<th></th>
<th>YTD BUDGET</th>
<th></th>
<th>YTD 2019</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>% Prg Exp</td>
<td>Budget</td>
<td>% Prg Exp</td>
<td>Variance</td>
<td></td>
</tr>
<tr>
<td>Marketing</td>
<td>141,744</td>
<td>33.3%</td>
<td>355,585</td>
<td>53.9%</td>
<td>213,841</td>
<td>60.1%</td>
</tr>
<tr>
<td>Farm Program</td>
<td>174,876</td>
<td>41.1%</td>
<td>185,900</td>
<td>28.2%</td>
<td>10,933</td>
<td>5.9%</td>
</tr>
<tr>
<td>Market Foundation</td>
<td>108,589</td>
<td>25.5%</td>
<td>117,730</td>
<td>17.9%</td>
<td>9,141</td>
<td>7.8%</td>
</tr>
<tr>
<td><strong>Total Program Expenses</strong></td>
<td>425,300</td>
<td>100%</td>
<td>659,215</td>
<td>100%</td>
<td>233,915</td>
<td>35.5%</td>
</tr>
</tbody>
</table>
### 2019 Calendar Year

<table>
<thead>
<tr>
<th>Month</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 Total</td>
<td>441,072</td>
<td>246,489</td>
<td>198,904</td>
<td>345,466</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>441,072</td>
<td>246,489</td>
<td>198,904</td>
<td>345,466</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Approved</td>
<td>441,072</td>
<td>246,489</td>
<td>198,904</td>
<td>345,466</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Variance</td>
<td>70,112</td>
<td>0</td>
<td>0</td>
<td>4,683</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tbody>
</table>

### 2018 Calendar Year

<table>
<thead>
<tr>
<th>Month</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017 Total</td>
<td>370,902</td>
<td>200,000</td>
<td>350,000</td>
<td>11,421</td>
<td>350,000</td>
<td>14,385</td>
<td>3,652</td>
<td>3,652</td>
<td>3,102</td>
<td>3,164</td>
<td>450,000</td>
<td>1,714</td>
</tr>
<tr>
<td>Total</td>
<td>370,902</td>
<td>200,000</td>
<td>350,000</td>
<td>11,421</td>
<td>350,000</td>
<td>14,385</td>
<td>3,652</td>
<td>3,652</td>
<td>3,102</td>
<td>3,164</td>
<td>450,000</td>
<td>1,714</td>
</tr>
<tr>
<td>Approved</td>
<td>370,902</td>
<td>200,000</td>
<td>350,000</td>
<td>11,421</td>
<td>350,000</td>
<td>14,385</td>
<td>3,652</td>
<td>3,652</td>
<td>3,102</td>
<td>3,164</td>
<td>450,000</td>
<td>1,714</td>
</tr>
<tr>
<td>Variance</td>
<td>23,903</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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### 2017 Calendar Year

<table>
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<tr>
<th>Month</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016 Total</td>
<td>387,815</td>
<td>180,152</td>
<td>540,000</td>
<td>15,966</td>
<td>540,000</td>
<td>27,326</td>
<td>57,326</td>
<td>57,326</td>
<td>57,326</td>
<td>57,326</td>
<td>57,326</td>
<td>57,326</td>
</tr>
<tr>
<td>Total</td>
<td>387,815</td>
<td>180,152</td>
<td>540,000</td>
<td>15,966</td>
<td>540,000</td>
<td>27,326</td>
<td>57,326</td>
<td>57,326</td>
<td>57,326</td>
<td>57,326</td>
<td>57,326</td>
<td>57,326</td>
</tr>
<tr>
<td>Approved</td>
<td>387,815</td>
<td>180,152</td>
<td>540,000</td>
<td>15,966</td>
<td>540,000</td>
<td>27,326</td>
<td>57,326</td>
<td>57,326</td>
<td>57,326</td>
<td>57,326</td>
<td>57,326</td>
<td>57,326</td>
</tr>
<tr>
<td>Variance</td>
<td>47,815</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Pike Place Market, PDA
Footnotes to Statement of Revenue and Expenditures
May 31, 2019

Capital Replace Reserve Fund Balance

<table>
<thead>
<tr>
<th>Description</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></td>
<td>16,413,301</td>
</tr>
<tr>
<td>Budget 2019 Contribution:</td>
<td></td>
<td>16,413,301</td>
</tr>
<tr>
<td>Capital Projects Spending:</td>
<td></td>
<td>2,974,221</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1,565,329</td>
</tr>
<tr>
<td>CRRF Capital Reserve Balance</td>
<td></td>
<td>(2,000,000)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(813,134)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>17,387,522</td>
</tr>
<tr>
<td></td>
<td></td>
<td>17,165,496</td>
</tr>
</tbody>
</table>

2 Reconciliation of Net Operating Result (Operating Statement) to Current Year Result (Balance Sheet)

(a) Net Operating Results - Operating Statement

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Interest Expense on Bonds</td>
<td>(407,800)</td>
</tr>
<tr>
<td>Recognition of Deferred WSDT Revenue, grants &amp; gains</td>
<td>263,370</td>
</tr>
</tbody>
</table>

Net Operating Result on the Balance Sheet  
2,550,239

(b) Current Year Result - Balance Sheet

2,550,239
## MAY 2019 CAPITAL PROJECTS REPORT

**Revision 2**

<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>163450-00</td>
<td>Economy west windows</td>
<td>150,000</td>
<td>0</td>
<td>150,000</td>
<td>140,245</td>
<td>Project is complete</td>
<td>18-35</td>
</tr>
<tr>
<td>LEL</td>
<td>163777-00</td>
<td>Hillel's Bridge</td>
<td>9,595</td>
<td>0</td>
<td>9,595</td>
<td>9,595</td>
<td>Project is complete</td>
<td>18-23</td>
</tr>
<tr>
<td>FAR</td>
<td>163785-00</td>
<td>Down Under hardwoods</td>
<td>0</td>
<td>14,000</td>
<td>14,000</td>
<td>10,567</td>
<td>Project is complete</td>
<td>19-07</td>
</tr>
<tr>
<td>SOA</td>
<td>163930-00</td>
<td>Soames Dunn Chiller Replacement</td>
<td>22,089</td>
<td>0</td>
<td>22,089</td>
<td>7,991</td>
<td>Project is complete</td>
<td>18-32</td>
</tr>
<tr>
<td>LEL</td>
<td>163844-00</td>
<td>Hydraulic Cylinder Replacement</td>
<td>0</td>
<td>15,000</td>
<td>15,000</td>
<td>11,465</td>
<td>Project is complete</td>
<td>19-06</td>
</tr>
<tr>
<td>FAI</td>
<td>163847-00</td>
<td>Third Section Tile</td>
<td>0</td>
<td>25,000</td>
<td>25,000</td>
<td>19,601</td>
<td>Project is complete</td>
<td>19-17</td>
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<tr>
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<td>Cameras throughout the Market</td>
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### Other Possible Projects

- DeSimone Bridge restore windows: 0 0 0 0 0 awaiting prioritizing
- Living-Baker exterior repairs/paint: 0 0 0 0 awaiting prioritizing
- Restore Flower Row Windows: 0 0 0 0 awaiting prioritizing
- Triangle tuck & point: 0 0 0 0 awaiting prioritizing
- Security Gate Project: 0 0 0 0 awaiting prioritizing

### Total Available Funds for Other Projects

0 0 0 0

### MISCELLANEOUS (TenantCompensations and Commercial Tenant Improvements)

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### CONTINGENCY

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### CAPITAL INVENTORY

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Vacancies still below budget of 3%. Standard transfers and turnover. A bit of extra renovation work required in Leland and Stewart House units. Four move-ins scheduled for June.
HIGHLIGHTS

REGULATORY

- Tax Credit audits – LaSalle site visit completed. No issues. This is last one before project compliance period for investor ends in 2020.
- Have issued updates to tenants on new housing laws concerning rent delinquency and additional tenant rights in eviction process for non-payment of rent.
- Renewed emphasis on enforcement of No Smoking policies in apartments.

STAFFING/ADMINISTRATION

- With new staff brings the opportunity to review and refresh on standard procedures, compliance training, etc.
- Will be scheduling staff workshops to review updates in landlord tenant laws and emergency procedures.
- Reviewing Market Rate lease rates – expect some increases – targeting rents considered “low income – affordable” by City of Seattle and Seattle Housing Authority

MAINTENANCE AND REPAIRS

- Resident volunteers have completed LaSalle Secret Garden updates for new season. Also adding planters to roof deck for WASH. Work coordinated through Market Commons.
- WASH elevator control improvements completed.
- K-9 Pest inspections identified minor pest issues in 1-3 units per building. Those units are on intensified treatment plans.
- Still need to follow up with City Light on LED light donations for residents in Sanitary, Stewart and Livingston Baker.
- Have implemented stricter enforcement effort on no-smoking policies inside buildings.
- Sanitary Market unit 212 to have major update with turnover. Leland 83 completed. Turnover work is good, and down to four vacancies with no major work required to re-lease.

LASALLE IMPROVEMENTS

- Building wide lighting upgrade package – to be scheduled after City approval.
- Storm window inserts in older LaSalle building – on order.
- Stairwell repainting completed and beginning hallways with approval of resolution.
RESIDENT OUTREACH

- “Meet the New Manager” resident meetings in LaSalle and Market House June 12.
- Planning for summer picnics on site in July – 2 buildings
- Shannon Bailey is the new Social Services and Resident Advocate Compliance working with the Senior Center to help Sandra Dunn with increased case load.
- Workshops on “decluttering” planned with Senior Center. Date TBD
- Working on tenant issues with regards to behavior/house rules violations
Our mission is to nurture a thriving Market community.

Values: Collaboration, Inclusion, Respect, Optimism, Gratitude

Playground Renovation Update: Our $425,000 fundraising campaign to renovate the preschool playground is 69% to goal with $292,000 in major gifts raised as of 6/18. The playground committee selected Market artist Lauren Rudeck of Robot vs. Sloth to create a mural that will decorate the new playground. Design plans for the playground renovation will be presented to the Market’s Historical Commission later this summer.

Ellenos Flavor Contest! From now until the end of June help The Market Foundation win the Ellenos yogurt flavor competition by purchasing our specialty flavor of choice: PB & J! We’re competing against Strawberry Shortcake and S’mores yogurt flavors, so the competition is fierce. The most-sold specialty flavor wins all proceeds supporting the charity of choice – for us it’s Pike Place Market Foundation!!

Sunset Supper at Pike Place Market:
Friday, August 16th – 7:00 PM – 11:00 PM

At the height of summer in Seattle, the Pike Place Market Foundation invites you to celebrate the 112th anniversary of Pike Place Market at THE Party of the Summer – Sunset Supper! Join us on the evening of Friday, August 16th when we turn the Market into the most unique party venue, filled with 100+ of Seattle’s finest chefs, wineries, breweries and more. Enter our Golden Raffle to win fabulous prizes, and dance the night away under the stars to live music on the MarketFront plaza.
We’re offering a special ticket discount available to Market community members, general admission tickets for only $99 – almost 50% off the regular ticket price (limit 2/person; up to 100 tix total). To get your special Market discount ticket, enter “COMMUNITY112” when purchasing your ticket here.

If you’d like to join Sunset Supper as a volunteer, please go to this sign-up form.

As of 6/18 we have raised $227,000 in sponsorship proceeds to benefit the Market community!

THANK YOU TO OUR SPONSORS: