



# Finance & Asset Management Committee Meeting Minutes

**Tuesday, May 19, 2015**  
**4:30 p.m. to 6:00 p.m.**  
**The Classroom**

**Committee Members Present:** Gloria Skouge, David Ghoddousi, Ann Magnano, Patrice Barrentine, John Finke

**Other Council Members Present:** Patrick Kerr

**Staff Present:** Ben Franz-Knight, Sabina Proto, Jay Schalow, Tamra Nisly, Jennifer Maietta, John Turnbull, Jessica Carlson, Cathy Silva, Bob Beckstrom, Brady Morrison, Dianna Goodsell

**Others Present:** Ilene Stark, Joan Paulson, Chris Scott, Paul Dunn, Sharon Mukai

The meeting was called to order at 4:45 p.m. by Gloria Skouge, Chair.

## **I. Administration**

### **A. Approval of the Agenda**

The agenda was approved by Acclamation

### **B. Approval of the Finance & Asset Management Committee April 21<sup>st</sup>, 2015 Meeting Minutes.**

The meeting minutes were approved by acclamation

## **II. Announcements and Community Comments**

Ilene Stark, Executive Director for the Pike Market Child Care and Preschool had asked for the support of the PDA Council regarding Proposed Resolution 15-39: Authorization for Contract Authority - Install Garbage Room Exhaust. She stated that for a few years now the preschool has been struggling with odors from the Market. She thanked staff and council for their work on remedying the odor issue near the preschool.

## **III. Reports & Discussion Items**

### **A. Review of the Financial Statements for April 2015**

Sabina Proto, PDA Director of Finance presented a review of the Preliminary Financial Statements for April 2015. Sabina Proto discussed the PDA Balance Sheet. She reported that there was a slight decrease from the prior month with Current Assets. Designated cash showed an increase from the prior month due to monthly contribution to CRRF. Restricted cash had increased due to the monthly contribution to Debt Service Accounts. Fixed Assets had increased due to the work completed under Capital Projects. Current Liabilities increased mainly in the category of Accounts Payable. Long Term Debt had decreased due to the payments on our long term obligations. Our Net Position for the

current year operating result was \$1,317,119. Finally, under the Accounts Receivable Report, the accounts receivable increased on April compared to the balance of the prior month.

Under the PDA Operating Statement, the Total Revenue for the end of April 2015 was \$5,383,747 or over budget by \$208,258. The Total Operating Expense YTD was \$3,892,439 or \$255,001 under budget. The Net Operating Result YTD for the end of April was \$1,491,308 or \$463,259 over budget. The Net Result after Debt Service & Reserves including the following Annual Budget of \$ 2,055,516 and for the end of April the actual amount YTD was \$551,798.

Lastly, Footnotes on the Operating Expenses reported the following: Commercial Revenue was over budget mainly in Base Rent and Percent Rent and Common Area charge. The Percent Rent spreadsheet showed \$143,053 over budget for the period January through April 2015. Residential Revenue was under budget for April but we anticipate it to be on track during the rest if the year. Surface Revenue was on track and Garage Revenue was over budget by \$94,792 due to increased parkers in the garage.

I. Checking Account Activity Report

The Checking Account Activity Report for the month of April 2015 was distributed to Dianna Goodsell, Administrative Services Coordinator.

IV. Reports and Action Items

A. **Action Item:** Proposed Resolution **15-32:** Authorization for Contract Authority – Metal Stair Repair and Repaint - Skybridge

Bob Beckstrom reviewed the resolution which states that 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 metal stairs from the Skybridge to Western Avenue have deteriorated and are in need painting and repairs; and, Whereas, the PPMPDA has executed a bid process to repair and paint the stairs and handrails; and, Now therefore be it resolved that the PPMPDA Council authorizes the PPMPDA Executive Director or his designee to enter into a contract with Shultis Sundberg Inc. in an amount not to exceed \$66,059.50, for the purpose of painting and repairing the metal stairs and rails.

The funds for this project will be drawn from the Capital Projects COMGAR GL 163773-00.

David Ghoddousi moved, Patrice Barrentine seconded

There was a brief discussion that followed by the Committee.

For: Gloria Skouge, David Ghoddousi, Ann Magnano, Patrice Barrentine, John Finke  
 Against: 0  
 Abstained: 0

Resolution **15-32**: Authorization for Contract Authority – Metal Stair Repair and Repaint - Skybridge passed unanimously by a vote of 5-0-0.

**B. Action Item: Proposed Resolution 15-34: Pine Street Stair Enhancement**

Tamra Nisly introduced the resolution which states that 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 of survival of small businesses, and the expansion of services to the public market community; and, Whereas, in order to maintain the viability of the Pike Place Market, the PPMPDA Full Council identified Strategic Planning issues and opportunities for 2015 with the adoption of Resolution 14-80; and, Whereas, the PDA Full Council determined that further analysis and effort should be devoted in 2015 to the identified Strategic Issues which included Western Avenue Activation Strategies, DownUnder Stair Activation, also referred to as the Pine Street Stair Enhancement; and, Whereas, the PPMPDA has explored and identified a plan of action regarding the Pine Street Stair Enhancement and has determined that the following work should be completed:

- Signage upgrades
- Lighting improvements
- Painting of the interior, columns, railings, and stair stringers
- New gate under stairs
- A Point artwork improvements

Whereas, the PPMPDA has solicited estimates for this work in accordance with its Purchasing Procedures and Guidelines and has determined that the budget laid forth in Attachment 1 is the amount necessary to complete the aforementioned improvements for the Pine Street Stair Enhancement.

Now, therefore be it resolved that the PPMPDA Council authorizes the PPMPDA Executive Director or his designee to proceed with the Pine Street Stair Enhancement Project in an amount not to exceed \$159,500.

The funds from this project will be drawn from the Capital Projects Budget – Western Ave. Enhancement Projects: 163786-00.

Ann Magnano moved, Patrice Barrentine seconded

There was a brief discussion that followed.

David Ghoddousi asked if there could be images included for the work being proposed on the Pine Street enhancements.

Tamra Nisly said that the individual components of Resolution 15-34, such as painting and signage, would come back to the committee for approval with a contracted amount.

For: Gloria Skouge, David Ghoddousi, Ann Magnano, Patrice Barrentine, John Finke  
 Against: 0  
 Abstained: 0

Resolution **15-34**: Pine Street Stair Enhancement passed unanimously by a vote of 5-0-0.

C. **Action Item:** Proposed Resolution **15-37**: Authorization for Contract Authority – Sand and Refinish Floors Downunder

Bob Beckstrom reported that the contractor that was selected in adopted Resolution 15-05 from February 26, 2015 did not respond back to complete the work outlines in the resolution. The work proposed in Resolution would be identical to what was stated in Resolution 15-05, except for the contractor selected. Bob introduced the resolution which states that 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 floors Downunder need to be refinished due to high foot traffic over the years; and, whereas, the PPMPDA has executed a bid process to sand and refinish the floors in the Downunder; and, Now, therefore be it resolved that the PPMPDA Council authorizes the PPMPDA Executive Director or his designee to enter into a contract with Brandsen Hardwood Floors in an amount not to exceed \$52,274.10 for sanding and refinishing the floors Downunder. The funds for this project will be drawn from the Capital Projects Budget, 2015 COMFAI – CC Sand & Refinish Floors Downunder: 163782--00.

David Ghoddousi moved, Patrice Barrentine seconded

There was a friendly amendment to note that Resolution 15-05 was rejected and replaced with Resolution 15-37.

David Ghoddousi and Patrice Barrentine accepted the friendly amendment.

For: Gloria Skouge, David Ghoddousi, Ann Magnano, Patrice Barrentine, John Finke  
 Against: 0  
 Abstained: 0

Resolution **15-37**: Authorization for Contract Authority – Sand and Refinish Floors  
Downunder passed unanimously by a vote of 5-0-0.

D. **Action Item:** Proposed Resolution **15-39**: Authorization for Contract Authority – Install Garbage Room Exhaust

Brady Morrison introduced the resolution which states that 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 Trash and Recycling room located in the Fairley building on Western Ave is in need of an improved exhaust system to lessen the impact of odors to surrounding tenants; and, whereas, the PPMPDA has executed a bid process to extend existing duct work and install a new exhaust fan on the roof; and, Now, therefore be it resolved that the PPMPDA Council authorizes the PPMPDA Executive Director or his designee to enter into a contract with Comfort Systems USA an amount not to exceed \$99,719.36 for the upgrade of the garbage room exhaust system.

The funds for this project will be drawn from the Capital Project Budget, COMFAI - CC Garbage Room Exhaust: 163787-00.

Patrice Barrentine moved, John Finke seconded

There was a brief discussion that followed.

David Ghoddousi inquired about the fish ice melting station and its potential relationship to the odors reported near the Pike Market Child Care and Preschool.

For: Gloria Skouge, David Ghoddousi, Ann Magnano, Patrice Barrentine, John Finke  
Against: 0  
Abstained: 0

Resolution **15-39**: Authorization for Contract Authority – Install Garbage Room Exhaust was passed unanimously by a vote of 5-0-0.

V. **Property Management**

A. Residential Property Management Report

John Turnbull presented the Residential Property Management Report for the month of April 2015. He noted that the Market-wide vacancy rate was around 3 percent.

VI. **Public Comment**

None

VII. **Closed Session**

*The Committee entered into Closed Session at 5:29pm*

- I. Property Management Report - *Closed Session (RCW 42.30.110[c])*
- II. Review of Lease Proposals
  - Lease Renewal - La Buona Tavola - 1524 Pike Place
  - Lease Renewal - The Souk - 1916 Pike Place, #11
  - Lease Renewal - Wagner Architects - 1916 Pike Place
- III. Review of Delinquency Report
  - a. Vacancy Report
  - b. Current Lease Negotiations

*The Committee entered into Open Session at 5:50pm*

**VIII. Open Session**

- A. **Action Item:** Proposed Resolution **15-40:** Lease Proposals - May 2015

Jennifer Maietta introduced the resolution which states the lease proposals for May 2015 as follows:

<u>Tenant</u>	<u>Term</u>	<u>Start Date</u>
La Buona Tavola Mavelle R. Free-Hanscomb	One (1) Year	June 1, 2015
The Souk Manzoor Junejo and Qunir Quireshi	Three (3) Years	June 1, 2015
Wagner Architects Robert Wagner	Five (5) Years	June 1, 2015

John Finke moved, David Ghoddousi seconded

For: Gloria Skouge, David Ghoddousi, Ann Magnano, Patrice Barrentine, John Finke

Against: 0

Abstained: 0

Resolution **15-40:** Lease Proposals - May 2015 passed unanimously by the Committee by a vote of 5-0-0.

**IX. Resolutions to be added to the Consent Agenda**

David Ghoddousi had asked not to include Proposed Resolution **15-34:** Pine Street Stair Enhancement placed under the Consent Agenda for the PDA Council meeting. Proposed Resolutions **15-32:** Authorization for Contract Authority - Metal Stair Repair and Repaint

- Skybridge, **15-37:** Authorization for Contract Authority - Sand and Refinish Floors DownUnder, **15-39:** Authorization for Contract Authority - Install Garbage Room Exhaust and **15-40:** Lease Proposals for May 2015 were added to the May 28<sup>th</sup>, PDA Council meeting Consent Agenda.

**X. Concerns of Committee Members**

None

**XI. Adjournment**

The meeting was adjourned at 5:53p.m by Gloria Skouge, Chair

Meeting minutes submitted by:  
Dianna Goodsell, Executive Administrator