



Pike Place Market Preservation and Development Authority (PDA)

FINANCE COMMITTEE
Meeting Minutes

Tuesday May 21st, 2013
4:30 p.m. to 6:00 p.m.
Goodwin Library

Committee Members Present: Gloria Skouge, Gerry Kumata, Ann Magnano, David Ghoddousi, Matt Hanna

Other Council Members Present:

Staff Present: Ben Franz-Knight, Sabina Proto, Jay Schalow, Dianna Goodsell

Others Present: Joan Paulson, Sharon Mukai

The meeting was called to order at 4:31 p.m. by Matt Hanna, Chair

I. Administrative

A. Approval of the Agenda

The agenda was approved by acclamation.

B. Approval of the March 19th, 2013 and April 16th, 2013 Minutes

The minutes were approved by acclamation.

II. Announcements and Community Comments

None

III. Review of the Financial Statements for April 2013

A. PDA Operating Statements

Sabina Proto gave a brief overview of the Financial Statements for April. The following content was included with the Financial Statements for March 2013. Under Current Assets the renewal of the Property Insurance and the prepayment related to that is the reason of the increase in this category. Designated Cash decreased due to budgeted capital expenditures and spending's out of the PDA funds. Restricted Cash increased because of the contribution to the Debt Service Account. Fixed Assets increased because of the work performed in different capital projects. Under the Accounts Receivable Activity Report, the accounts receivables increased slightly in May, but the outstanding amount is current and the delinquency rate is very low.

Under the PDA Operating Statement, the Total Revenue for the end of April 2013 was \$4,845,725 or over budget by \$220,714. The Total Operating Expense was \$3,481,945 or under budget by \$88,756. The Net Operating Result for April was \$1,363,780 which was \$309,470 over budget. Under the Net Result after Debt Service & Reserves, the Annual Budget was \$1,884,836 and for the end of April the actual amount was \$461,949

Footnotes on the Operating Expenses noted the following: Commercial Revenue was over budget; Base Rent by \$15,572 and Percent Rent by \$105,497. Residential Revenue was reduced because of the shortage on the payment from HUD for Pine Residential; other than that the vacancy rate has been lower than anticipated. Daystall Revenue was over budget and permits were under budget mostly due to trending; it should catch up during next month. Surface Revenue was over budget by \$23,928, Garage Revenue was also over budget by \$27,366 and Miscellaneous Revenue was over budget in April with Filming and Trademark. Overall, Operating Expenses were under budget in almost all departments. Daystall expenses were over budget because of the spending for the Arcade Lights event. Surface lots expenses were over budget because of the larger amount of the Management fee due to the increase in Revenue. Utilities were over budget due mainly to the increased price rates from what was previously budgeted. Under Community and Events, we are working hard to increase the revenue in the upcoming months.

Ben Franz-Knight noted that there has been some reduction in the Desimone Lot revenue possibly due to the reduced rates from the Market garage. Republic Parking is trying to make the lot more competitive and will make some adjustments.

Sabina Proto noted that there was an unforeseen change in the recent utilities bill due to the structuring of rates from Seattle City Light and higher occupancy use. The utilities rate increased about 120% due to the new rate structuring.

Ben Franz-Knight noted that many of the meters in the Market were consolidated which caused increased kilowatt usage for the meters combined; this was the reason for the change in the rate structure. He noted that he would be contacting Seattle City Light about this rate increase and hoping to find resolution for this issue soon.

Matt Hanna requested to have a parenthetical or separate column on the first note on the balance sheet Accounts Receivable for anything that is over 30 days.

It was noted that Budget Revisions would start next month.

IV. Checking Account Activity Report

The Checking Account Activity Report was distributed to Dianna Goodsell, Administrative Services Coordinator.

V. Other Reports

A. Action Item: Proposed Resolution 13-32 Management Fee Payable to Market Foundation for the Arcade Lights Event

Ben Franz-Knight introduced the resolution which states that the resolution states that the PDA Council hereby approves to pay Market Foundation a Management Fee in the amount of \$11,460 for their services provided during the Arcade Lights event in April 2013. The calculation of the Management Fee is done based on the Management Agreement between PDA and Market Foundation for this event which states: For the services provided PDA will pay Market Foundation a Management Fee which will be calculated \$1 for each token collected by the vendors less applicable taxes.

Tokens from vendors 12,638	\$12,638
Less taxes _____ (\$ 1,178)	
Total Due to Market Foundation	\$11,460

Ann Magnano moved, Gerry Kumata seconded

For: Ann Magnano, Gloria Skouge, Gerry Kumata, Matt Hanna, David Ghoddousi

Against: 0

Abstain: 0

Resolution 13-32 passed unanimously

- B. Update on Low Income Housing Finance Consultant Services for PC-I North
Ben Franz-Knight provided a brief update on search for a Low Income Housing Finance Consultant Services for PC-I North. He noted we are in process of reviewing qualifications for four applicable candidates. He noted two of the four interviews have been conducted so far; there should be an announcement by next Monday on the chosen candidate.

Matt Hanna provided insight on the interview process and candidate qualifications.

Ann Magnano inquired about the potential for funding for low income housing HTF. We have been included in a pool for funding in Olympia.

Ben Franz-Knight provided an update on the Housing Trust Fund application and sourcing funding for the housing portion of PC-I North. He noted the challenges and new developments at present with State legislation regarding priority funding for various projects; he is hopeful that there will be funding identified for this project, including two opportunities with the HTF for funding. He lastly added that there are ongoing conversations with the City and County regarding housing funding.

- C. Budgetary Review of Proposed Spending Resolutions

There were no proposed spending resolutions to be reviewed this month by the Committee.

VII. Items for the Consent Agenda

Resolution 13-32 was moved to the Consent Agenda.

VIII. Public Comment

Joan Paulson commented on the PDA budget and would like to include transparency in the future for the public about the outcome with LID and how it could affect the Market tenants.

IX. Concerns of Committee Members

Ann Magnano inquired about the outcome from the recent WRC public meeting.

Ben Franz-Knight provided clarification with the statutory process regarding Notice of Proposed Actions Requiring Disclosure and Review for Pc-I North and the purpose of the public meeting from May 16th.

X. Adjournment

The meeting was adjourned at 5:25 p.m. by Matt Hanna, Chair

Meeting minutes submitted by:
Dianna Goodsell, Administrative Services Coordinator