



downtown pasco  
DEVELOPMENT AUTHORITY

## REGULAR BOARD MEETING AGENDA

February 16th, 2023 @ 4:00 P.M.

Pasco City Hall, 525 N 3<sup>rd</sup> Ave, Pasco, WA 99301  
Conference Room #5, 2<sup>nd</sup> Floor

1. CALL TO ORDER
2. ROLL CALL (Quorum)
3. MINUTES (Action item)
4. BOARD MEMBERS REPORT
5. LIAISON REPORT
6. PUBLIC COMMENT (3 minutes per presenter)
7. OLD BUSINESS
  - a. OPMA Training
8. NEW BUSINESS
  - a. Monthly/Quarterly Expenditures Report
  - b. DPDA Board Vacancy
  - c. Cinco De Mayo Committee Update/Confirmation
  - d. 2023 Budget
  - e. Davis Consulting
  - f. Double Signature Policy
  - g. Future Board Meeting Schedule
9. EXECUTIVE DIRECTOR'S REPORT
  - a. BDS Consultants Next Visit
  - b. Check-in with WA Main Street Executive Director
  - c. Business Outreach Update
10. EXECUTIVE SESSION (if needed)
11. OPEN AND ADJOURNMENT

**\*\*\* Next Board Meeting March 16th, 2023\*\*\***

*Our mission is to strengthen and develop Downtown Pasco as a center for culture, business, and community spirit.*



downtown pasco  
DEVELOPMENT AUTHORITY

## REGULAR BOARD MEETING MINUTES

January 19, 2023

Location: Pasco City Hall, 2<sup>nd</sup> Floor Conference Room

### 1. CALL TO ORDER

Chair Gabriel Portugal called the meeting to order at 4:02pm.

### 2. ROLL CALL

Secretary Kylie Grimes, board members Thomas Granbois, Susanne Ayala and Edison Valerio were present with board member Jose Iniguez present on Zoom. Treasurer Claudia Tapia arrived later in the meeting.

### 3. MINUTES

Secretary Grimes moved and member Granbois seconded the motion to approve the November 17, 2022 meeting minutes as amended. The motion carried 6-0.

### 4. BOARD MEMBERS REPORT

There were no reports from board members.

### 5. LIAISON REPORT

Gracie Valle-Chimal from the Pasco School District passed around flyers regarding information on the upcoming bond election in February, the district's Winter Carnival and Juneteenth Celebrations, VIP Days, an Immunization Clinic, and Soup with the Superintendent. A large school calendar was also available for folks to take. The District is also looking to fill Position #5 on their school board and they are looking for applications for the appointment that need submitted by February 3<sup>rd</sup>.

Michelle Bertrand with Franklin County Historical Society reported they are in the middle of refreshing their exhibits and are selling their blue house in order to make provisions for the funding of their annex building and trying to get open before March 15<sup>th</sup>. The Blue House will be publicly listed.

Mike Gonzalez from the City of Pasco reported the first Cinco de Mayo planning meeting went great. City staff were present from multiple departments.

At the conclusion of Liaison Reports, member Iniguez moved and member Granbois seconded the motion to move board elections to right after the public comment period. The motion carried 6-0.

### 6. PUBLIC COMMENT (3 minutes per presenter)

There were no public comments.

## 7. ELECTION OF OFFICERS

Mr. Portugal was not running for re-election on the Executive Committee, so he was in charge of running the nominations and voting tally. He gave remarks regarding his time on the board and in the position of chair and thanked the departing board members from last year. Multiple board members and liaisons thanked Mr. Portugal for his time on the board and in positions of leadership. His volunteerism has been invaluable to the City and community organizations.

For the position of Chair three individuals were nominated: Thomas Granbois by Jose Iniguez, Kylie Grimes by Claudia Tapia and Edison Valerio by himself. Only Kylie Grimes and Edison Valerio accepted their nominations. Roll Call vote was as follows:

Board Member Iniguez – Grimes  
Board Member Tapia – Grimes  
Board Member Granbois - Grimes  
Board Member Valerio – Valerio  
Board Member Portugal – Grimes  
Board Member Ayala – Valerio  
Board Member Grimes - Grimes

Board Member Grimes was elected to the position of Chair.

For the position of Treasurer three individuals were nominated: Claudia Tapia by Jose Iniguez, Edison Valerio by Claudia Tapia, and Thomas Granbois by himself. Claudia and Edison declined their nominations. Thomas Granbois being the only nomination was elected to serve as Treasurer.

For the position of Secretary one individual was nominated: Susanne Ayala by Jose Iniguez. Susanne accepted the nomination and being as she was the only one, was elected to serve as Secretary.

## 8. OLD BUSINESS

### a. OPMA Training

Mr. Martinez let the new board members Susanne Ayala and Edison Valerio know they have 90 days to complete the OPMA training. They should have received an email from him with instructions on how to complete the training. Two current board members Gabriel Portugal and Jose Iniguez still need to fulfill their training requirements as well.

## 9. NEW BUSINESS

### a. Welcome New Board Members!

Susanne Ayala introduced herself to the room and expressed her excitement and desire to help downtown businesses. She is the owner of Ciao Trattoria in downtown Pasco. Edison Valerio introduced himself to the room and gave a short biography of his involvement in the past with DPDA and downtown Pasco as a business owner as well.

### b. Downtown Comprehensive Plan Amendment Support

Mr. Martinez introduced a letter the City has asked DPDA to sign in support of. Jacob Gonzalez, Planning Manager with the City of Pasco, gave a presentation on the first steps needing to be taken after the Council adopted the Master Plan. Amendments to the City's Comprehensive Plan are currently being considered and will go to the Planning Commission next week. In signing the letter DPDA would be supporting the establishment of a "Downtown" category on the Future

Land Use map, updated land use policies to emphasize customized zoning for Downtown, renaming the C-2 Zone to “Downtown Core” and expand the zone to between Clark and Columbia, the use of graphics to illustrate standards, and lastly modifying development standards using zoning districts, street types, and frontage standards. Recommended policies include maintaining a downtown future land use category that is applied to all areas within the planning boundary, develop and maintain zoning that is specific to Downtown, establishing and maintaining Downtown specific development and design standards, establish and maintain off-street parking requirements that are specific to Downtown, limiting base zoning districts in the Downtown planning boundary, and mixed-residential and commercial being an appropriate land use category along the outside border of Downtown.

Discussion included the timeline of when Council would be approving this amendment and when downtown business/building owners may see the change in policies and zoning, how current requirements for parking in downtown have been a barrier to business owners in having to provide enough parking where there is no room for it to exist, how to streamline a process for parking restriction enforcement by Pasco Police, and how mixed-use could be utilized in downtown.

There was no objection by any board member to have Gabriel Portugal sign the letter as his last act as DPDA Chair, so the letter was signed after Mr. Martinez read the letter out loud and general consensus was to sign in support of.

**c. Monthly/Quarterly Expenditures Report**

Claudia Tapia presented the preliminary quarterly report for Q4 of 2022. Due to the current audit by the state, the bookkeeper was unable to finalize the books to complete Q4. The report presented today was preliminary along with the Expenses for November & December. Discussion included check signing thresholds and whether the reports presented today are actuals or projected numbers.

**d. Cinco De Mayo Committee**

Mr. Martinez relayed that there can only be three board members that can participate in the Cinco De Mayo planning sessions due to quorum constraints. The current board members that have expressed interest in being on the committee are Kylie Grimes, Thomas Granbois, and Claudia Tapia. If others are interested in attending as well they can fill in when other board members are unable to attend or if there are specific aspects of the event they would like to help with they should let Jerry know so they can be brought in when that particular portion is being planned. Jerry shared his vision for this years event being 1, possibly 2 days, and utilize local talent for entertainment. Discussion included forums for downtown businesses to be able to give their feedback on the event, the date/time of weekly planning meetings, and possible sponsors for the event.

**10. EXECUTIVE DIRECTOR’S REPORT**

**a. WA Mainstreet Sessions**

Mr. Martinez let the board know there are multiple virtual training sessions in February from 12pm-1pm he will be sending all board members information on. The new board chair Ms. Grimes will need to attend a board chair training session on February 8<sup>th</sup>, all board members should attend the board members training on February 15<sup>th</sup> and tax incentive refresher on February 22<sup>nd</sup>.

Discussion included whether the board should have a retreat this year.

**b. 2023 Funding Agreement Update**

Mr. Martinez updated the board on how the enhanced funding agreement was passed by City Council. Discussion included new tasks and requirements provided in the funding agreement, how Mr. Martinez can be added to the monthly workshop agreement agenda by City Staff on a recurring basis, and how well Mr. Martinez did during the November Council meeting where the funding agreement was discussed in a workshop meeting.

**c. PSK Kitchen Client Progress**

Mr. Martinez reported that two clients have graduated from the Specialty Kitchen to their own brick & mortar locations. DeliCakes is going to be moving in the old Basin Robbins location in Kennewick on Clearwater and the other client is not public yet about their move but will be going to a new distribution center where they have more ownership and storage of their space. The recruitment for window applications is going well and all were internal PSK clients already. There should be a decision made in the next few days of who should be moving into that space that Brothers Cheesesteaks has vacated. Discussion included bringing in a contractor to manage the Farmer's Market and possible support with PSK.

**11. EXECUTIVE SESSION**

There was no Executive Session.

**12. OPEN AND ADJOURNMENT**

Chair Portugal adjourned the meeting at 5:22pm

# Downtown Pasco Development Authority

Transaction Report  
January 1 - February 16, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT	BALANCE
Benefits (Health & Retirement)								
General								
01/01/2023	Expenditure		Aflac	Employee Payroll Deduction Benefit	Benefits (Health & Retirement)	General Checking - Umpqua #2198	63.48	63.48
02/01/2023	Expenditure		Aflac	Employee Payroll Deduction Benefit	Benefits (Health & Retirement)	General Checking - Umpqua #2198	63.48	126.96
<b>Total for General</b>							<b>\$126.96</b>	
<b>Total for Benefits (Health &amp; Retirement)</b>							<b>\$126.96</b>	
Bookkeeping								
General								
01/18/2023	Bill	8524	ACCOUNTING & MANAGEMENT SOLUTIONS INC	Payroll Service	Bookkeeping	Accounts Payable	400.00	400.00
01/18/2023	Bill	9533	ACCOUNTING & MANAGEMENT SOLUTIONS INC	Payroll Service September	Bookkeeping	Accounts Payable	400.00	800.00
01/18/2023	Bill		ACCOUNTING & MANAGEMENT SOLUTIONS INC	Payroll Service	Bookkeeping	Accounts Payable	400.00	1,200.00
01/18/2023	Bill		ACCOUNTING & MANAGEMENT SOLUTIONS INC	Payroll Service	Bookkeeping	Accounts Payable	400.00	1,600.00
01/18/2023	Bill	9023	ACCOUNTING & MANAGEMENT SOLUTIONS INC	Payroll Service July	Bookkeeping	Accounts Payable	400.00	2,000.00
01/18/2023	Bill	9295	ACCOUNTING & MANAGEMENT SOLUTIONS INC	Payroll Service August	Bookkeeping	Accounts Payable	400.00	2,400.00
01/18/2023	Bill		ACCOUNTING & MANAGEMENT SOLUTIONS INC	Payroll Service	Bookkeeping	Accounts Payable	400.00	2,800.00
01/18/2023	Bill		ACCOUNTING & MANAGEMENT SOLUTIONS INC	Payroll Service	Bookkeeping	Accounts Payable	400.00	3,200.00
<b>Total for General</b>							<b>\$3,200.00</b>	
Pasco Specialty Kitchen								
01/18/2023	Bill	8778	ACCOUNTING & MANAGEMENT SOLUTIONS INC	Payroll Service June	Bookkeeping	Accounts Payable	400.00	400.00
01/18/2023	Bill	8276	ACCOUNTING & MANAGEMENT SOLUTIONS INC	Payroll Service	Bookkeeping	Accounts Payable	400.00	800.00
<b>Total for Pasco Specialty Kitchen</b>							<b>\$800.00</b>	
<b>Total for Bookkeeping</b>							<b>\$4,000.00</b>	
Equipment Leases								
General								
01/18/2023	Bill	525114	Paradise Bottled Water Co. 11068	Dispenser Rental	Equipment Leases	Accounts Payable	19.54	19.54
01/18/2023	Bill	518360	Paradise Bottled Water Co. 11068	Dispenser Rental	Equipment Leases	Accounts Payable	19.54	39.08
01/18/2023	Bill	522932	Paradise Bottled Water Co. 11068	Dispenser Rental	Equipment Leases	Accounts Payable	19.54	58.62
02/15/2023	Bill	534262	Paradise Bottled Water Co. 11068	Dispenser Rental	Equipment Leases	Accounts Payable	19.54	78.16
02/15/2023	Bill	537250	Paradise Bottled Water Co. 11068	Dispenser Rental	Equipment Leases	Accounts Payable	19.54	97.70
<b>Total for General</b>							<b>\$97.70</b>	
<b>Total for Equipment Leases</b>							<b>\$97.70</b>	
Insurance Liability								
Pasco Specialty Kitchen								
01/01/2023	Expenditure		First Insurance Funding	PSK Insurance	Insurance Liability	General Checking - Umpqua #2198	883.77	883.77
02/01/2023	Expenditure		First Insurance Funding	PSK Insurance	Insurance Liability	General Checking - Umpqua #2198	883.77	1,767.54
<b>Total for Pasco Specialty Kitchen</b>							<b>\$1,767.54</b>	
<b>Total for Insurance Liability</b>							<b>\$1,767.54</b>	
Office Expense								
Farmers Market								
02/15/2023	Bill	3045	The UPS Store	Business Cards Damian	Office Expense	Accounts Payable	46.83	46.83
<b>Total for Farmers Market</b>							<b>\$46.83</b>	
General								
01/30/2023	Expenditure		USPS		Office Expense	DPDA Petty Cash	0.63	0.63
02/15/2023	Bill	H802453	Husk Office Furniture and Supplies, Inc	Dividers, Staples, Stapler, Labels, Tape, Sheet Protectors, Stencils,	Office Expense	Accounts Payable	256.72	257.35
<b>Total for General</b>							<b>\$257.35</b>	
<b>Total for Office Expense</b>							<b>\$304.18</b>	
Operating Supplies								
General								
01/18/2023	Bill	0201124825	Paradise Bottled Water Co. 11068	6 - 5G Water Refills	Operating Supplies	Accounts Payable	55.37	55.37
01/18/2023	Bill	0201133823	Paradise Bottled Water Co. 11068	1 5g Water Refill	Operating Supplies	Accounts Payable	11.95	67.32
<b>Total for General</b>							<b>\$67.32</b>	
<b>Total for Operating Supplies</b>							<b>\$67.32</b>	
Payroll Expenses								
Wages								
Health								
General								
01/13/2023	Payroll Check	DD	Payroll	Wages(Health)	Payroll Expenses:Wages:Health	Direct Deposit Payable	300.00	300.00
01/31/2023	Payroll Check	DD	Payroll	Wages(Health)	Payroll Expenses:Wages:Health	Direct Deposit Payable	300.00	600.00
02/15/2023	Payroll Check	DD	Payroll	Wages(Health)	Payroll Expenses:Wages:Health	Direct Deposit Payable	300.00	900.00

# Downtown Pasco Development Authority

Transaction Report  
January 1 - February 16, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT	BALANCE
<b>Total for General</b>							<b>\$900.00</b>	
<b>Total for Health</b>							<b>\$900.00</b>	
Salary								
General								
01/13/2023	Payroll Check	DD	Payroll	Wages(Salary)	Payroll	Direct Deposit Payable	3,300.00	3,300.00
					Expenses:Wages:Salary			
01/31/2023	Payroll Check	DD	Payroll	Wages(Salary)	Payroll	Direct Deposit Payable	3,300.00	6,600.00
					Expenses:Wages:Salary			
02/15/2023	Payroll Check	DD	Payroll	Wages(Salary)	Payroll	Direct Deposit Payable	3,300.00	9,900.00
					Expenses:Wages:Salary			
<b>Total for General</b>							<b>\$9,900.00</b>	
<b>Total for Salary</b>							<b>\$9,900.00</b>	
<b>Total for Wages</b>							<b>\$10,800.00</b>	
<b>Total for Payroll Expenses</b>							<b>\$10,800.00</b>	
Payroll Taxes								
General								
01/13/2023	Payroll Check	DD	Payroll	Employer Taxes	Payroll Taxes	Direct Deposit Payable	174.29	174.29
01/13/2023	Payroll Check	DD	Payroll	Employer Taxes	Payroll Taxes	Direct Deposit Payable	269.75	444.04
01/13/2023	Payroll Check	DD	Payroll	Employer Taxes	Payroll Taxes	Direct Deposit Payable	519.48	963.52
01/31/2023	Payroll Check	DD	Payroll	Employer Taxes	Payroll Taxes	Direct Deposit Payable	323.80	1,287.32
01/31/2023	Payroll Check	DD	Payroll	Employer Taxes	Payroll Taxes	Direct Deposit Payable	219.04	1,506.36
01/31/2023	Payroll Check	DD	Payroll	Employer Taxes	Payroll Taxes	Direct Deposit Payable	519.48	2,025.84
02/15/2023	Payroll Check	DD	Payroll	Employer Taxes	Payroll Taxes	Direct Deposit Payable	297.23	2,323.07
02/15/2023	Payroll Check	DD	Payroll	Employer Taxes	Payroll Taxes	Direct Deposit Payable	217.29	2,540.36
02/15/2023	Payroll Check	DD	Payroll	Employer Taxes	Payroll Taxes	Direct Deposit Payable	519.48	3,059.84
<b>Total for General</b>							<b>\$3,059.84</b>	
Pasco Specialty Kitchen								
01/13/2023	Payroll Check	DD	Payroll	Employer Taxes	Payroll Taxes	Direct Deposit Payable	18.95	18.95
01/31/2023	Payroll Check	DD	Payroll	Employer Taxes	Payroll Taxes	Direct Deposit Payable	23.68	42.63
02/15/2023	Payroll Check	DD	Payroll	Employer Taxes	Payroll Taxes	Direct Deposit Payable	18.93	61.56
<b>Total for Pasco Specialty Kitchen</b>							<b>\$61.56</b>	
<b>Total for Payroll Taxes</b>							<b>\$3,121.40</b>	
Promotional/Marketing Expense								
General								
01/18/2023	Bill	0201121822	Paradise Bottled Water Co. 12002	16.9 oz Bottled Waters DPDA, PSK and PFM Logo	Promotional/Marketing Expense	Accounts Payable	70.61	70.61
02/15/2023	Check	1586	Tu Revista Latina	Promotion Me Levanto La Manga	Promotional/Marketing Expense	General Checking - Umpqua #2198	450.00	520.61
<b>Total for General</b>							<b>\$520.61</b>	
<b>Total for Promotional/Marketing Expense</b>							<b>\$520.61</b>	
Salaries and Wages								
General								
01/13/2023	Payroll Check	DD	Payroll	Wages(Regular Pay)	Salaries and Wages	Direct Deposit Payable	1,014.30	1,014.30
01/13/2023	Payroll Check	DD	Payroll	Wages(Holiday Pay)	Salaries and Wages	Direct Deposit Payable	193.20	1,207.50
01/13/2023	Payroll Check	DD	Payroll	Wages(Regular Pay)	Salaries and Wages	Direct Deposit Payable	1,656.00	2,863.50
01/13/2023	Payroll Check	DD	Payroll	Wages(Holiday Pay)	Salaries and Wages	Direct Deposit Payable	184.00	3,047.50
01/31/2023	Payroll Check	DD	Payroll	Wages(Regular Pay)	Salaries and Wages	Direct Deposit Payable	2,024.00	5,071.50
01/31/2023	Payroll Check	DD	Payroll	Wages(Regular Pay)	Salaries and Wages	Direct Deposit Payable	1,509.38	6,580.88
01/31/2023	Payroll Check	DD	Payroll	Wages(Holiday Pay)	Salaries and Wages	Direct Deposit Payable	184.00	6,764.88
02/15/2023	Payroll Check	DD	Payroll	Wages(Regular Pay)	Salaries and Wages	Direct Deposit Payable	2,024.00	8,788.88
02/15/2023	Payroll Check	DD	Payroll	Wages(Regular Pay)	Salaries and Wages	Direct Deposit Payable	1,497.30	10,286.18
<b>Total for General</b>							<b>\$10,286.18</b>	
Pasco Specialty Kitchen								
01/13/2023	Payroll Check	DD	Payroll	Wages(Regular Pay)	Salaries and Wages	Direct Deposit Payable	128.00	128.00
01/31/2023	Payroll Check	DD	Payroll	Wages(Regular Pay)	Salaries and Wages	Direct Deposit Payable	160.00	288.00
02/15/2023	Payroll Check	DD	Payroll	Wages(Regular Pay)	Salaries and Wages	Direct Deposit Payable	128.00	416.00
<b>Total for Pasco Specialty Kitchen</b>							<b>\$416.00</b>	
<b>Total for Salaries and Wages</b>							<b>\$10,702.18</b>	
Storage Rental								
Pasco Specialty Kitchen								
02/08/2023	Bill		Greentree RV Park & Mini Storage	PSK Big Equipment Storage	Storage Rental	Accounts Payable	80.00	80.00
<b>Total for Pasco Specialty Kitchen</b>							<b>\$80.00</b>	
<b>Total for Storage Rental</b>							<b>\$80.00</b>	
Telephone and Internet								
General								
01/18/2023	Bill	107542001010123	Spectrum Buisness	Service Dates 01/01/23 to 01/31/23 DPDA 5%	Telephone and Internet	Accounts Payable	4.00	4.00
02/15/2023	Bill	107542001020123	Spectrum Buisness	Service Dates 02/01/2023 to 02/28/2023 DPDA 5%	Telephone and Internet	Accounts Payable	4.00	8.00
<b>Total for General</b>							<b>\$8.00</b>	
Pasco Specialty Kitchen								
01/18/2023	Bill	107542001010123	Spectrum Buisness	Service Dates 01/01/23 to 01/31/23 PSK 95%	Telephone and Internet	Accounts Payable	75.98	75.98
02/15/2023	Bill	107542001020123	Spectrum Buisness	Service Dates 02/01/2023 to 02/28/2023 PSK 95%	Telephone and Internet	Accounts Payable	75.98	151.96
<b>Total for Pasco Specialty Kitchen</b>							<b>\$151.96</b>	
<b>Total for Telephone and Internet</b>							<b>\$159.96</b>	
Unapplied Cash Bill Payment Expense								

# Downtown Pasco Development Authority

Transaction Report  
January 1 - February 16, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT	BALANCE
Not Specified								
02/08/2023	Bill Payment (Check)	7236	Greentree RV Park & Mini Storage		Unapplied Cash Bill Payment Expense	PSK Checking - Umpqua #7168	80.00	80.00
<b>Total for Not Specified</b>							<b>\$80.00</b>	
<b>Total for Unapplied Cash Bill Payment Expense</b>							<b>\$80.00</b>	
Utilities Expense								
General								
01/10/2023	Bill		Basin Disposal, Inc. PSK 1015817	Service Dates 12/01/2022 to 12/31/2022 DPDA 5%	Utilities Expense	Accounts Payable	28.34	28.34
01/25/2023	Bill	11/30/22 to 01/03/23	Franklin PUD	Service Dates 11/30/2022 to 01/03/23	Utilities Expense	Accounts Payable	43.55	71.89
02/01/2023	Bill	12/01/22 to 01/04/23	City of Pasco (PSK Utilities)	Service Dates 12/01/22 to 01/04/23 DPDA 5%	Utilities Expense	Accounts Payable	12.95	84.84
02/10/2023	Bill	4662371	Basin Disposal, Inc. PSK 1015817	Service Dates 12/01/2022 to 12/31/2022 DPDA 5%	Utilities Expense	Accounts Payable	29.76	114.60
<b>Total for General</b>							<b>\$114.60</b>	
Pasco Specialty Kitchen								
01/10/2023	Bill		Basin Disposal, Inc. PSK 1015817	Service Dates 12/01/2022 to 12/31/2022 PSK 95%	Utilities Expense	Accounts Payable	538.47	538.47
01/10/2023	Bill	4631389	Basin Disposal, Inc. PSK-CDBD - 1029838	Service Dates 12/01/2022 to 12/31/2022	Utilities Expense	Accounts Payable	72.22	610.69
01/25/2023	Bill	11/30/22 to 01/03/23	Franklin PUD	Service Dates 11/30/2022 to 01/03/23 PSK 95%	Utilities Expense	Accounts Payable	827.38	1,438.07
02/01/2023	Bill	12/01/22 to 01/04/23	City of Pasco (PSK Utilities)	Service Dates 12/01/22 to 01/04/23 PSK 95%	Utilities Expense	Accounts Payable	246.13	1,684.20
02/10/2023	Bill	4662671	Basin Disposal, Inc. PSK-CDBD - 1029838	Service Dates 12/01/2022 to 12/31/2022	Utilities Expense	Accounts Payable	72.22	1,756.42
02/10/2023	Bill	4662371	Basin Disposal, Inc. PSK 1015817	Service Dates 12/01/2022 to 12/31/2022 PSK 95%	Utilities Expense	Accounts Payable	565.40	2,321.82
<b>Total for Pasco Specialty Kitchen</b>							<b>\$2,321.82</b>	
<b>Total for Utilities Expense</b>							<b>\$2,436.42</b>	
WA State Auditor								
General								
01/18/2023	Bill	L115834	Washington State Auditor's Office	6/16/16	WA State Auditor	Accounts Payable	421.23	421.23
01/18/2023	Bill	L152482	Washington State Auditor's Office	2020-2021 Accountability Audit 14.3 hours@116.10	WA State Auditor	Accounts Payable	1,660.23	2,081.46
01/18/2023	Bill	L117079	Washington State Auditor's Office		WA State Auditor	Accounts Payable	78.77	2,160.23
02/15/2023	Bill	L115432	Washington State Auditor's Office		WA State Auditor	Accounts Payable	391.37	2,551.60
02/15/2023	Bill	L153165	Washington State Auditor's Office	2020-2021 Accountability Audit 2 hours @128.10	WA State Auditor	Accounts Payable	256.20	2,807.80
02/15/2023	Bill	L115834	Washington State Auditor's Office	6/16/16	WA State Auditor	Accounts Payable	108.63	2,916.43
<b>Total for General</b>							<b>\$2,916.43</b>	
<b>Total for WA State Auditor</b>							<b>\$2,916.43</b>	
<b>TOTAL</b>							<b>\$37,180.70</b>	



# Downtown Pasco Development Authority

Transaction Report  
January 1 - February 16, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT	BALANCE
Dues and Subscriptions								
Farmers Market								
01/28/2023	Expenditure		Adobe	Adobe Subscription	Dues and Subscriptions	General Checking - Umpqua #2198	21.71	21.71
<b>Total for Farmers Market</b>							<b>\$21.71</b>	
General								
01/01/2023	Expenditure		ConstantContact	Constant Contact Subscription	Dues and Subscriptions	PFM Checking - Umpqua #1183	59.79	59.79
01/20/2023	Bill	00812176	LBA	2023 Membership	Dues and Subscriptions	Accounts Payable	150.00	209.79
01/24/2023	Expenditure		Adobe	Adobe Subscription	Dues and Subscriptions	General Checking - Umpqua #2198	32.57	242.36
02/01/2023	Expenditure		ConstantContact	Constant Contact Subscription	Dues and Subscriptions	PFM Checking - Umpqua #1183	59.79	302.15
<b>Total for General</b>							<b>\$302.15</b>	
Pasco Specialty Kitchen								
01/13/2023	Expenditure		Food Corridor	Food Corridor \$19 Per Active user Plan	Dues and Subscriptions	PSK Checking - Umpqua #7168	475.00	475.00
02/13/2023	Expenditure		Food Corridor	Food Corridor \$19 Per Active user Plan	Dues and Subscriptions	PSK Checking - Umpqua #7168	475.00	950.00
<b>Total for Pasco Specialty Kitchen</b>							<b>\$950.00</b>	
<b>Total for Dues and Subscriptions</b>							<b>\$1,273.86</b>	
Food Corridor Platform Fees								
Pasco Specialty Kitchen								
01/19/2023	Expenditure	AUTOPAY	Food Corridor	Platform Fees 23 Clients @\$19	Food Corridor Platform Fees	General Checking - Umpqua #2198	437.00	437.00
<b>Total for Pasco Specialty Kitchen</b>							<b>\$437.00</b>	
<b>Total for Food Corridor Platform Fees</b>							<b>\$437.00</b>	
Janitorial								
Downtown Bazaar								
01/15/2023	Expenditure		Mister Car Wash	Kia Car Wash	Janitorial	PFM Checking - Umpqua #1183	32.60	32.60
02/15/2023	Expenditure		Mister Car Wash	Kia Car Wash	Janitorial	PFM Checking - Umpqua #1183	32.60	65.20
<b>Total for Downtown Bazaar</b>							<b>\$65.20</b>	
Pasco Specialty Kitchen								
01/02/2023	Bill	1067	Grays Window Cleaning Services Esquire	PSK Window Washing	Janitorial	Accounts Payable	165.00	165.00
01/18/2023	Bill	5004124	Sprague Pest Solutions	PSK Pest Control	Janitorial	Accounts Payable	135.86	300.86
01/25/2023	Bill	312	Maria De Bejar Gallardo	PSK Kitchen Cleaning	Janitorial	Accounts Payable	1,300.00	1,600.86
02/08/2023	Bill		Greentree RV Park & Mini Storage	PSK Storage Large Stove and Oven	Janitorial	Accounts Payable	85.00	1,685.86
02/15/2023	Bill	320	Maria De Bejar Gallardo	PSK Kitchen Cleaning	Janitorial	Accounts Payable	1,300.00	2,985.86
02/15/2023	Bill	5028060	Sprague Pest Solutions	PSK Pest Control	Janitorial	Accounts Payable	135.86	3,121.72
02/15/2023	Bill	1105	Grays Window Cleaning Services Esquire	PSK Window Cleaning	Janitorial	Accounts Payable	215.00	3,336.72
<b>Total for Pasco Specialty Kitchen</b>							<b>\$3,336.72</b>	
<b>Total for Janitorial</b>							<b>\$3,401.92</b>	
Quick Books Subscription								
General								
02/01/2023	Expenditure		QuickBooks Payments	QB Subscription	Quick Books Subscription	General Checking - Umpqua #2198	92.40	92.40
02/01/2023	Expenditure		QuickBooks Payments	QuickBooks Payroll Subscription	Quick Books Subscription	General Checking - Umpqua #2198	84.69	177.09
<b>Total for General</b>							<b>\$177.09</b>	
<b>Total for Quick Books Subscription</b>							<b>\$177.09</b>	
QuickBooks PSK Platform Fees								
Pasco Specialty Kitchen								
01/04/2023	Expenditure		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	QuickBooks PSK Platform Fees	PSK Checking - Umpqua #7168	31.19	31.19
01/06/2023	Expenditure		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	QuickBooks PSK Platform Fees	PSK Checking - Umpqua #7168	9.60	40.79
01/15/2023	Expenditure		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	QuickBooks PSK Platform Fees	PSK Checking - Umpqua #7168	6.20	46.99
01/25/2023	Expenditure		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	QuickBooks PSK Platform Fees	PSK Checking - Umpqua #7168	53.46	100.45
02/03/2023	Expenditure		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	QuickBooks PSK Platform Fees	PSK Checking - Umpqua #7168	6.20	106.65

# Downtown Pasco Development Authority

Transaction Report  
January 1 - February 16, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT	BALANCE
02/07/2023	Expenditure		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	QuickBooks PSK Platform Fees	PSK Checking - Umpqua #7168	4.50	111.15
02/09/2023	Expenditure		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	QuickBooks PSK Platform Fees	PSK Checking - Umpqua #7168	6.78	117.93
<b>Total for Pasco Specialty Kitchen</b>							<b>\$117.93</b>	
Not Specified								
02/15/2023	Expenditure		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	QuickBooks PSK Platform Fees	PSK Checking - Umpqua #7168	27.87	27.87
<b>Total for Not Specified</b>							<b>\$27.87</b>	
<b>Total for QuickBooks PSK Platform Fees</b>							<b>\$145.80</b>	
Repairs and Maintenance								
Pasco Specialty Kitchen								
01/18/2023	Bill	96672	Coffey Refrigeration	Repair Ice Machine PSK	Repairs and Maintenance	Accounts Payable	394.64	394.64
02/15/2023	Bill	96870	Coffey Refrigeration	Walk-in Fridge Weekend Call	Repairs and Maintenance	Accounts Payable	1,657.46	2,052.10
<b>Total for Pasco Specialty Kitchen</b>							<b>\$2,052.10</b>	
<b>Total for Repairs and Maintenance</b>							<b>\$2,052.10</b>	
Security								
Pasco Specialty Kitchen								
01/18/2023	Bill	1170762	Moon Security	Repair HES Door Lock	Security	Accounts Payable	1,507.65	1,507.65
02/15/2023	Bill	1171846	Moon Security	PSK Security	Security	Accounts Payable	100.63	1,608.28
02/15/2023	Bill	1167107	Moon Security	PSK Security	Security	Accounts Payable	100.63	1,708.91
<b>Total for Pasco Specialty Kitchen</b>							<b>\$1,708.91</b>	
<b>Total for Security</b>							<b>\$1,708.91</b>	
<b>TOTAL</b>							<b>\$9,196.68</b>	

## Purchasing Policy

### **Purpose**

To establish policies regarding the use of DPDA funds for purchasing items and to establish a process for doing so.

### **Discussion**

There are certain budgeted expenses that come up throughout the year as a matter of conducting the normal business of the DPDA. These expenses can best be characterized as small, incidental expenses that occur on a rather routine basis such that prior authorization or reimbursement is cumbersome and unnecessarily burdensome to acquire prior authorization.

The policies and procedures set forth in this document shall establish monetary limits and ensure proper accountability for use of funds.

### Policy

1. Individual purchase/payments issued shall be limited to \$5000. Anything over this amount will require approval from Chair.
2. In the case where there is a specific budget category that is on the approved annual budget and the spend is not outside of the approved amount, approval is only needed to issue individual payment payments over \$5000. Approval would also be required if the total category spend is over the approved annual budgeted amount.

### Procedures

1. Prior to issuing any payments over \$5000, an email will be sent to the Chair and cc'd to the Treasurer outlining the expense and requesting approval.
2. The Chair will be required to respond with an approval before the check can be issued.
3. The approval email will be printed and attached to the original receipt/invoice as back up documentation.

## Revenue

Event Sponsorship	\$100,000
Event Vendor Fees	\$3,500
MSTCIP Contributions	\$120,000
Contingent Income	\$120,000
Specialty Kitchen	\$60,000
Pasco Farmer's Market - Daily Fees	\$20,000
Grants	\$159,000
Total Revenue	<u>\$582,500</u>

## Expenses

Salaries & Wages	\$182,555
Independent Contactor Pay	\$45,000
Disability and Life Insurance	\$2,500
Payroll Taxes	\$31,000
PSK Utilities	\$37,000
PSK Repairs & Maintenance	\$14,000
Auto	\$5,000
Gas	\$1,250
Accounting	\$10,000
Banking Fees	\$1,000
Insurance Liability	\$9,500
Legal and Professional	\$15,000
Main Street Travel	\$5,000
Business Meals	\$1,000
Merchandise	\$3,000
Office Expense/Supplies	\$5,000
Operating Supplies	\$6,000
Professional Development	\$1,500
Promotional/Marketing Expense	\$10,000
Quickbooks Payment Fees	\$1,500
Refunds	\$500
Scholarship Expense	\$2,000
Sponsorship Donation	\$2,000
Telephone and Internet	\$7,000
WA State Auditor	\$14,000
Advertising	\$15,000
Dues and Subscriptions	\$9,000
Food Corridor Platform Fees	\$1,000
Janitorial	\$25,000
Kitchen Equipment	\$0
Licenses and Permits	\$2,000
Security	\$10,000
Event Expense	\$70,000
Pasco Farmer's Market	\$22,000
Total Expense	<u>\$566,305</u>

\$16,195



## PFM and PSK Consulting

### Total Cost \$45,000.00

- Total billing is based on a 2023 Pasco Farmers Market Season March to December 2023
- Pasco Specialty Kitchen Operations Assistant 520 hours January-December 2023 (10 hours per week on average).
- Billing will be the January 23rd to December 22nd as a 1099'ed consultant.

### \*Payment Schedule\*

50% Down January 23rd (\$22,500.00)

25% Closing December 1st (\$11,250.00)

25% Equally spread February 1st to November 1st (\$1125.00)

\*Additional hours must be pre-approved by Davis Consulting and DPDA staff and will be billed at a flat rate of \$35.00

### Deliverables:

#### Manage the Pasco Farmers Market for the 2023 Season- \$30,000.00

- Program director for all aspects of the PFM for the 2023 season.
- Full reporting, operations and contractual obligor roles as laid out by market needs and/or direction of DPDA director and/or key stakeholders.

#### Operations Assistance to the Pasco Specialty Kitchen- \$15,000.00

- Day to day operation assistance to the kitchen as deemed fit by Kitchen manager, this does not include set "office hours" but, office hours may be needed on a workflow basis as agreed to with the kitchen manager or DPDA director and is not to exceed 520 hours annually. Hour will be tracked by Davis Consulting and reported to PSK in a manner agreed upon prior to contract implementation.
- Driving goal is to convert operations into a profitable and maintainable business model, this includes program long term and short-term goals, client recruitment and retention, budgeting, pricing structure and implementation, rental and retail efforts, window vendor recruitment, placements and exit strategy, equipment and facility needs and recommendations, client and cleaning scheduling and adjustments (does not include a maintenance or cleaning by Davis Consulting directly).
- Recommendations on CDBG reporting, file maintenance and required reporting. Execution of these programs stays with PSK/DPDA staff and is not included in Davis Consulting scope of work.
- Reporting provided to PSK/DPDA staff on a monthly and quarterly basis for meeting purposes.
- Researching and recommending grant opportunities for PSK to pursue (Grant writing is available at a rate of \$35.00 per hour).

Print: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_