



downtown pasco
DEVELOPMENT AUTHORITY

REGULAR BOARD MEETING AGENDA

April 20, 2023 @ 5:00 P.M.

Pasco City Hall, 525 N 3rd Ave, Pasco, WA 99301
Conference Room #5, 2nd 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 (2022 Q4, 2023 Q1, and March Expenses)
 - b. Cinco De Mayo Committee Budget
 - c. 2023 Budget Reallocation
 - d. Downtown Master Plan Update
 - e. Vacant Board Position Update
9. EXECUTIVE DIRECTOR'S REPORT
 - a. Pasco Farmer's Market and Pasco Specialty Kitchen Update
 - b. Cinco De Mayo
10. EXECUTIVE SESSION (Personnel Matter)
11. OPEN AND ADJOURNMENT

*** Next Board Meeting May 18th, 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

March 16th, 2023 @ 5:00 P.M.

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

1. CALL TO ORDER

Chair Kylie Grimes calls meeting to order at 5:02 pm.

2. ROLL CALL (Quorum)

Chairman Kyle Grimes, Secretary Susanne Ayala and Treasurer Thomas Granbois were present and Board members Jose Iniguez and Claudia Tapia were present via Zoom. Edison Valerio present arrived later.

3. MINUTES (Action item)

Treasurer Granbois moved and Board member Jose Iniguez seconded the motion to approve the February 16, 2023 meeting minutes. The motion carried 5-0.

4. BOARD MEMBERS REPORT

a. Board Member Jose Iniguez:

- i. Planning Symphony in downtown Pasco September 29th.
- ii. Coordinating trip to Colima Mexico for COPA October 30-November 5th. 27 members of the Collville tribe to do present regarding the arts and culture committee.

b. Secretary Susanne Ayala:

- i. August 12th Event Red White and Wine Black tie event to benefit Grace's Kitchen – dinner dancing auction.
- ii. September 9th – Arias in the Alley

c. Treasurer Granbois:

- i. Last week went to the event for the interim city manager. It was well attended.
- ii. Applied for permit for outdoor seating and entertainment. Our property will be the pilot for that and then hopefully others will duplicate. The business applies for the permit with the permission of the landlord so maybe it will qualify for ARPA funds for seating and lighting.

d. Chairwoman Kylie Grimes

- i. 2nd meeting with BDS partnership. There are notes for the meeting in the board packet. They recommend 2 organizations. DPDA would be the authority and there would be an organization which would be the 501.3c. these would be separate and ran by 2 separate executive directors because one is public, and one is nonprofit.

- ii. Recent News Articles can be disheartening when it has to do with something that happened in the past especially when we have been working so hard. She sees the changes and hope that those working with the DPDA will not be bogged down with it. Feels there is a bright future.
- e. Edison Valero – The meeting started at 5PM but the doors close at 5pm. We may want to consider changing the time. Kylie suggested maybe moving the time to 4:30. Mike suggested coordinating with someone in the City to have the doors open later on our meeting nights and keep it 5pm.

5. LIAISON REPORT

- a. Councilmember Irving Brown – Appreciates everything the team is doing. You are doing great work.
- b. Mike Gonzalez, City of Pasco– Echo Kylie’s sentiments. Appreciate all of us as we are all volunteers. Feels like he is part of the DPDA. We have moved the needle since he has been there. Cinco 2022 was one of the best events in a decade. Last week at City, but he will be at the county. Edison suggested he apply for the board position. Thanked Councilmember Brown and appreciates his enthusiasm for the organization. Encouraged to apply online by Kylie.
- c. Mayra Reyna, Tri-cities Hispanic Chamber of Commerce –
 - i. Board is doing a fabulous job. Annual Gala 3/17.
 - ii. Maria Pena is now a SBDC advisor.
 - iii. Vaccine clinic is on Saturday.
 - iv. Luncheon Business Lender Panel on the 21st.
 - v. SBA has a hospitality grant available to apply for as a reminder.
- d. Gracie Valle Chimal, Pasco School District
 - i. Edison Vallero sponsored the Dios de Los Ninos event open to the public. 4/29 @McClintock Elementary from 11am-1pm
 - ii. Lego League Robotics Stem showcase 3/29 @ Columbia River Elementary
 - iii. Spring Break 4/3-4/7
 - iv. Graduation weekend of the 6/8
 - v. Red cross looking for volunteers for the sound the alarm campaign where they will be canvassing the area and instilling fire alarms. Contact Michelle Rodd.
 - vi. McClintock Elementary looking for Sponsors for the play Annie Junior to help purchase some sound equipment. All donations will be accepted regardless of the increment. 4/20 & 4/21
- e. Ben Franklin Transit
 - i. Got meeting with Jay Simon with the school and they will give us property for pad and shelter for improvements in bus service.
 - ii. John Pierre is the civil engineer in charge of the program.
 - iii. March 23rd will be doing a walk audit starting from the transit center on 21st. Makes awareness of the walk bike and roll to provide access.
 - iv. Route 64 will run all the way down to Lakeview. Been running for 2 days and has been successful. Amazon landed right behind Lakeview. No where to turn around except mobile home park so Amazon is making

them a turnaround. Tarragon going in across the street and agreed to put in sidewalks.

- f. **Hector Cruz, Visit Tri-Cities**
 - i. **New Visit Tr-Cities Brochure is coming out**
 - ii. **NW Athletic Conference is coming in March to CBC**
- g. **Michelle Bertrand, Franklin County Historical Society**
 - i. **Opened our doors on Wednesday and getting ready for ribbon cutting on annex.**
 - ii. **39 tours coming to community**
 - iii. **May 16th first 3 bus tours booked and over half tickets sold. This is a historic route – Mullen grove built by Irish immigrants. \$125 tickets – lunch included. Register online. 3 different tours this year.**
 - iv. **Capital campaign to kick off.**
 - v. **We are a community event center for rent**
 - vi. **43 grave plots in Kennewick on our balance sheets for sale for 1200-1400 each goes towards endowment.**

6. PUBLIC COMMENT (3 minutes per presenter)

None

7. OLD BUSINESS

- a. **OPMA Training – Jose has completed his. Edison completed his. Susanne is outstanding.**

8. NEW BUSINESS

- a. **Monthly/Quarterly Expenditures Report**
 - i. **No 4th Quarter Profit in Loss was in the report.**
 - ii. **Treasurer Grandbois has access to the reports now but has not had a chance to run the reports yet. Will approve 4th Quarter in April meeting.**
 - iii. **Proper signers now on the checking account.**
 - iv. **Approval needed for any purchases over \$5k – internal process.**
 - v. **Internal processes have segregation of duties.**
 - vi. **Audit results will be sent for response (posted publicly) by end of April.**
 - vii. **In the agenda report approvals for all purchases over \$5k for record keeping.**
- b. **Cinco De Mayo Committee Update/Confirmation**
 - i. **New Cinco de May Logo presented by Nick (graphic designer)**
 - ii. **Working on creating standard processes.**
 - iii. **Coville tribe agreed to sponsor with same amount as last year and will receive some of the money before the event.**
 - iv. **The Port has guaranteed some money.**
 - v. **Moon Security, BDI and a lot more people as well working with.**
 - vi. **Group Health will be donating less.**
 - vii. **Waiting for STCU**

- viii. Other sources of income – booths and vendors.
 - ix. Focus on not spending more than we bring in.
 - x. Smaller event than years past – no huge bands, more diversity
 - xi. Entertainment is already filled up.
 - xii. Parade – Jerry submitted a permit.
 - xiii. In communication with City, Public works & Pasco PD thanks to Mike.
 - xiv. No one in place yet to replace Mike as liaison for this event, but Rick White will be the contact in the interim.
 - xv. City provide contact names on paper – Jerry is documenting all of the communication from the City and working relationship with the city is better.
 - xvi. Looking for company sponsorships
 - xvii. All signups are on the DPDA website
 - xviii. Cultural night Friday Night
 - xix. Saturday will be Family focus day with lots of acts that will have the family of performers.
 - xx. Jose will sing Mexican National Anthem at 1pm
 - xxi. Mayor will be there to speak as well as Kylie, Edison and Jerry
 - xxii. Sunday will be Eagle Radio
- c. 2023 Budget Reallocation
- i. Budget had zero on kitchen equipment – had a failure on the schedule for the equipment.
 - ii. Reallocated line item to kitchen equipment
 - iii. Move from advertising to kitchen equipment – CBDG eligible expenses.
 - iv. Need to restructure equipment in the kitchen as is getting old.
 - v. Western Restaurant Supply meeting
 - vi. Depreciation schedule need to be reviewed as city purchased this equipment to see when it should be scheduled for replacement and who is purchasing (city or DPDA)
 - vii. Board Member Edison Valero moved to approve the reallocation of the budget line item. Secretary Susanne Ayala seconded the motion. Motion passes 6-0

9. EXECUTIVE DIRECTOR'S REPORT

- a. BDS Consultants 2nd Visit – think about what board you prefer to be on and what meetings you want to attend. BDS want to connect with Steve McFadden and Mike Morsette for 1 on 1. Would like a 20-minute call with Board Members.
- b. PSK – New equipment coming this week. Hood space is limited. Looking at electric ovens so they do not need to be under the hood and it frees up space under the hood for more needed equipment. There are 2 new clients that want to sell out of the kitchen – trying to utilize the space where Delicakes was. We are at capacity for people to sell out of. More windows needed if there is an infrastructure change. Damien has a spreadsheet regarding what he is doing. Food Corridor has an automation for payment processor/collecting. The plan is less than what we are paying now. Mandatory kitchen client meeting in April and some price changes in January 2024. City got 5 new outlets installed for Pasco Burger Company.

- c. **Farmers Market Update – May 13th open date. DOH will be there the first couple of weeks as part of the SNAP pilot program. Peanuts park – people are looking to use it for event space – working with City formal process for sharing the space during the same time period as Farmers Market.**

10. EXECUTIVE SESSION (if needed)

No executive session.

11. OPEN AND ADJOURNMENT

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

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Downtown Pasco Development Authority

Statement of Activity

October - December, 2022

	TOTAL
Revenue	
COVID 19 Grant	15,000.00
Daily Fees - Farmers Market	2,864.00
EBT Receipts Vendor Sales	6,576.60
Equipment Rentals (PSK)	9,489.45
Facility Rental Fees (PSK)	8,636.05
Grants	39,000.00
Group Health- Grant	50,000.00
Public Donations	71.64
Unapplied Cash Payment Income	-866.00
Total Revenue	\$130,771.74
GROSS PROFIT	\$130,771.74
Expenditures	
Auto	116.68
Banking Fees	98.80
Benefits (Health & Retirement)	990.44
EBT Program	7,503.00
Event Expense	3,687.98
Insurance Liability	2,651.31
Legal and Professional	13,617.23
Meals and Entertainment	23.10
Office Expense	1,217.06
Operating Supplies	4,678.98
Payroll Expenses	
Wages	
Health	1,800.00
Salary	19,800.00
Total Wages	21,600.00
Total Payroll Expenses	21,600.00
Payroll Taxes	6,731.80
Promotional/Marketing Expense	8,575.13
Refund	350.00
Reimbursements	599.00
Salaries and Wages	24,302.23
Scholarships Expense	2,000.00
Shipping and Postage	24.00
Telephone and Internet	1,505.27
Unapplied Cash Bill Payment Expense	0.00
Utilities Expense	8,522.93

Downtown Pasco Development Authority

Statement of Activity

October - December, 2022

	TOTAL
WA State Auditor	6,708.56
Total Expenditures	\$115,503.50
NET OPERATING REVENUE	\$15,268.24
Other Expenditures	
Advertising	399.00
Dues and Subscriptions	3,033.12
Food Corridor Platform Fees	456.00
Janitorial	5,779.13
Licenses and Permits	183.25
Quick Books Subscription	426.12
QuickBooks PSK Platform Fees	434.71
Repairs and Maintenance	1,999.54
Security	856.75
Total Other Expenditures	\$13,567.62
NET OTHER REVENUE	\$ -13,567.62
NET REVENUE	\$1,700.62

Downtown Pasco Development Authority

Statement of Activity

January - March, 2023

	TOTAL
Revenue	
City of Pasco - Contributions	120,000.00
COVID 19 Grant	19,000.00
Daily Fees - Farmers Market	100.00
Equipment Rentals (PSK)	6,191.31
Facility Rental Fees (PSK)	5,211.93
Vendor Fees	550.00
Total Revenue	\$151,053.24
GROSS PROFIT	\$151,053.24
Expenditures	
Banking Fees	289.00
Benefits (Health & Retirement)	190.44
Bookkeeping	4,000.00
EBT Program	376.00
Equipment Leases	117.28
Independent Contactor Pay	11,812.50
Insurance Liability	2,651.31
Legal and Professional	11,812.50
Office Expense	871.94
Operating Supplies	3,431.54
Payroll Corrections	-2,897.90
Payroll Expenses	
Wages	
Health	1,800.00
Salary	19,800.00
Vacation Pay	1,939.68
Total Wages	23,539.68
Total Payroll Expenses	23,539.68
Payroll Taxes	10,285.87
Promotional/Marketing Expense	520.61
Quickbooks Payment Fees	7.55
Salaries and Wages	17,805.05
Sick Pay	985.20
Telephone and Internet	1,509.58
Unapplied Cash Bill Payment Expense	0.00
Utilities Expense	9,147.50
WA State Auditor	4,556.52
Total Expenditures	\$101,012.17
NET OPERATING REVENUE	\$50,041.07
Other Expenditures	
Dues and Subscriptions	2,368.70

Downtown Pasco Development Authority

Statement of Activity

January - March, 2023

	TOTAL
Janitorial	5,048.70
Kitchen Equipment	4,410.86
Quick Books Subscription	627.30
QuickBooks PSK Platform Fees	278.19
Repairs and Maintenance	4,490.57
Security	1,989.23
Total Other Expenditures	\$19,213.55
NET OTHER REVENUE	\$ -19,213.55
NET REVENUE	\$30,827.52

Downtown Pasco Development Authority

Statement of Activity Detail

March 2023

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Ordinary Revenue/Expenditures								
Revenue								
Daily Fees - Farmers Market								
03/15/2023	Receipt	288806	Old Blind Dog BBQ	Farmers Market	Returning Unreserved Vendor Fee SEASON 2023	Undeposited Funds	50.00	50.00
03/15/2023	Receipt	288807	Windy Hills Farm LLC	Farmers Market	NEW Unreserved Vendor Fee SEASON 2023	Undeposited Funds	50.00	100.00
Total for Daily Fees - Farmers Market							\$100.00	
Equipment Rentals (PSK)								
03/06/2023	Pledge	279553	Aub's Bananza Bread, LLC	Pasco Specialty Kitchen	Walk-In Cooler Rental Unit 5	Accounts Receivable	60.00	60.00
03/06/2023	Pledge	279553	Aub's Bananza Bread, LLC	Pasco Specialty Kitchen	Three Tier Dry Storage	Accounts Receivable	85.00	145.00
03/08/2023	Pledge	279427	Kettle Corn Factory LLC & Fresh Squeezed Lemonade	Pasco Specialty Kitchen	Single Tier Dry	Accounts Receivable	40.00	185.00
03/08/2023	Pledge	279234	Kona Ice of Pasco	Pasco Specialty Kitchen	Fenced Area Unit 4	Accounts Receivable	150.00	335.00
03/08/2023	Pledge	272525	El Menchito Mix	Pasco Specialty Kitchen	Medium Private Room	Accounts Receivable	125.00	460.00
03/08/2023	Pledge	279807	Angel Brook Farms	Pasco Specialty Kitchen	Walk-In Freezer Space Rent	Accounts Receivable	120.00	580.00
03/08/2023	Pledge	279807	Angel Brook Farms	Pasco Specialty Kitchen	Fenced Area	Accounts Receivable	150.00	730.00
03/08/2023	Pledge	279807	Angel Brook Farms	Pasco Specialty Kitchen	Walk-In Cooler Rental	Accounts Receivable	120.00	850.00
03/10/2023	Pledge	279315	Plaza Oaxaca	Pasco Specialty Kitchen	Walk-In Cooler Rental	Accounts Receivable	60.00	910.00
03/10/2023	Pledge	279202	Swampys BBQ	Pasco Specialty Kitchen	Fenced Area Unit 7	Accounts Receivable	100.00	1,010.00
03/17/2023	Pledge	235033	Guadalajara Style Mexican Food	Pasco Specialty Kitchen	Large Private Room #7	Accounts Receivable	124.57	1,134.57
03/17/2023	Pledge	225510	Guadalajara Style Mexican Food	Pasco Specialty Kitchen	Walk-In Freezer Space Rent Unit 27, 1	Accounts Receivable	120.00	1,254.57
03/17/2023	Pledge	225510	Guadalajara Style Mexican Food	Pasco Specialty Kitchen	Walk-In Cooler Rental Unit 4, 22, 26, 27	Accounts Receivable	240.00	1,494.57
03/17/2023	Pledge	235033	Guadalajara Style Mexican Food	Pasco Specialty Kitchen	Walk-In Freezer Space Rent Unit 27, 1	Accounts Receivable	59.80	1,554.37
03/17/2023	Pledge	235033	Guadalajara Style Mexican Food	Pasco Specialty Kitchen	Walk-In Cooler Rental Unit 4, 22, 26, 27	Accounts Receivable	119.59	1,673.96
03/17/2023	Pledge	225510	Guadalajara Style Mexican Food	Pasco Specialty Kitchen	Three Tier Dry Storage Unit 1	Accounts Receivable	85.00	1,758.96
03/17/2023	Pledge	225510	Guadalajara Style Mexican Food	Pasco Specialty Kitchen	Large Private Room #7	Accounts Receivable	250.00	2,008.96
03/17/2023	Pledge	235033	Guadalajara Style Mexican Food	Pasco Specialty Kitchen	Three Tier Dry Storage Unit 1	Accounts Receivable	42.35	2,051.31
03/24/2023	Pledge	279218	Mami's Spicy Ceviche	Pasco Specialty Kitchen	Large Private Room Unit 1	Accounts Receivable	150.00	2,201.31
03/24/2023	Pledge	287981	Mami's Spicy Ceviche	Pasco Specialty Kitchen	Large Private Room Unit 1	Accounts Receivable	150.00	2,351.31
03/27/2023	Pledge	288808	Powell's Inferno	Pasco Specialty Kitchen	Walk-In Cooler Rental	Accounts Receivable	60.00	2,411.31
03/27/2023	Pledge	288808	Powell's Inferno	Pasco Specialty Kitchen	Walk-In Freezer Space Rent	Accounts Receivable	60.00	2,471.31
03/27/2023	Pledge	288808	Powell's Inferno	Pasco Specialty Kitchen	Fenced Area	Accounts Receivable	150.00	2,621.31
Total for Equipment Rentals (PSK)							\$2,621.31	
Facility Rental Fees (PSK)								
03/03/2023	Pledge	272524	Royal T Industries	Pasco Specialty Kitchen	PSK Intro Package (includes 2 hours monthly)	Accounts Receivable	100.00	100.00
03/06/2023	Pledge	279553	Aub's Bananza Bread, LLC	Pasco Specialty Kitchen	PSK MP Executive Chef Package 50 Hours	Accounts Receivable	500.00	600.00
03/08/2023	Pledge	279234	Kona Ice of Pasco	Pasco Specialty Kitchen	PSK Line Cook Package 5 Hours	Accounts Receivable	75.00	675.00
03/08/2023	Pledge	279807	Angel Brook Farms	Pasco Specialty Kitchen	Courtesy Discount STORAGE CREDIT	Accounts Receivable	-160.00	515.00
03/08/2023	Pledge	279201	ACS BBQ PIT	Pasco Specialty Kitchen	PSK Line Cook Package 5 Hours	Accounts Receivable	75.00	590.00
03/08/2023	Pledge	279807	Angel Brook Farms	Pasco Specialty Kitchen	PSK MP Sous Chef Package 20 Hours	Accounts Receivable	500.00	1,090.00
03/08/2023	Pledge	279256	Don Taco	Pasco Specialty Kitchen	PSK Line Cook Package 5 Hours	Accounts Receivable	75.00	1,165.00
03/08/2023	Pledge	279427	Kettle Corn Factory LLC & Fresh Squeezed Lemonade	Pasco Specialty Kitchen	Storage Discount	Accounts Receivable	-40.00	1,125.00
03/08/2023	Pledge	279427	Kettle Corn Factory LLC & Fresh Squeezed Lemonade	Pasco Specialty Kitchen	PSK Base Package (includes 6 hours monthly)	Accounts Receivable	100.00	1,225.00
03/08/2023	Pledge	272525	El Menchito Mix	Pasco Specialty Kitchen	Kitchen Rental	Accounts Receivable	50.00	1,275.00
03/08/2023	Pledge	279863	Forever Bee	Pasco Specialty Kitchen	PSK Intro Package (includes 2 hours monthly)	Accounts Receivable	100.00	1,375.00
03/08/2023	Pledge	271656	Botanas Culichi, LLC	Pasco Specialty Kitchen	PSK Intro Package (includes 2 hours monthly)	Accounts Receivable	100.00	1,475.00
03/10/2023	Pledge	279315	Plaza Oaxaca	Pasco Specialty Kitchen	PSK Base Package (includes 6 hours monthly)	Accounts Receivable	100.00	1,575.00
03/10/2023	Pledge	279315	Plaza Oaxaca	Pasco Specialty Kitchen	PSK - 50% Discount	Accounts Receivable	-4.00	1,571.00
03/10/2023	Pledge	279315	Plaza Oaxaca	Pasco Specialty Kitchen	Storage Discount	Accounts Receivable	-40.00	1,531.00
03/10/2023	Pledge	279202	Swampys BBQ	Pasco Specialty Kitchen	PSK Line Cook Package 5 Hours	Accounts Receivable	75.00	1,606.00
03/10/2023	Pledge	288065	Royal T Industries	Pasco Specialty Kitchen	PSK Intro Package (includes 2 hours monthly)	Accounts Receivable	100.00	1,706.00
03/17/2023	Pledge	235033	Guadalajara Style Mexican Food	Pasco Specialty Kitchen	Walk-in Refrigerator Food Waste Courtesy Discount Per Jerry Martinez	Accounts Receivable	-249.15	1,456.85
03/17/2023	Pledge	235033	Guadalajara Style Mexican Food	Pasco Specialty Kitchen	Courtesy Discount Storage	Accounts Receivable	-229.21	1,227.64

Downtown Pasco Development Authority

Statement of Activity Detail

March 2023

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
03/17/2023	Pledge	235033	Guadalajara Style Mexican Food	Pasco Specialty Kitchen	PSK - Pass Through Window (1st Year) Monthly Fee	Accounts Receivable	99.66	1,327.30
03/17/2023	Pledge	235033	Guadalajara Style Mexican Food	Pasco Specialty Kitchen	PSK MP Master Chef Package 80 Hours PLUS unlimited hours Nights and Weekends ONLY 6pm to 6am	Accounts Receivable	398.63	1,725.93
03/17/2023	Pledge	225510	Guadalajara Style Mexican Food	Pasco Specialty Kitchen	Walk-in Refrigerator Food Waste Courtesy Discount Per Jerry Martinez	Accounts Receivable	-500.00	1,225.93
03/17/2023	Pledge	225510	Guadalajara Style Mexican Food	Pasco Specialty Kitchen	Courtesy Discount Storage	Accounts Receivable	-460.00	765.93
03/17/2023	Pledge	225510	Guadalajara Style Mexican Food	Pasco Specialty Kitchen	PSK - Pass Through Window (1st Year) Monthly Fee	Accounts Receivable	200.00	965.93
03/17/2023	Pledge	225510	Guadalajara Style Mexican Food	Pasco Specialty Kitchen	PSK MP Master Chef Package 80 Hours PLUS unlimited hours Nights and Weekends ONLY 6pm to 6am	Accounts Receivable	800.00	1,765.93
03/24/2023	Pledge	279218	Mami's Spicy Ceviche	Pasco Specialty Kitchen	PSK Line Cook Package 5 Hours	Accounts Receivable	75.00	1,840.93
03/24/2023	Pledge	287981	Mami's Spicy Ceviche	Pasco Specialty Kitchen	PSK Line Cook Package 5 Hours	Accounts Receivable	75.00	1,915.93
03/27/2023	Pledge	288808	Powell's Inferno	Pasco Specialty Kitchen	PSK MP Executive Chef Package 50 Hours	Accounts Receivable	700.00	2,615.93
03/31/2023	Pledge	288631	Botanas Culichi, LLC	Pasco Specialty Kitchen	PSK Intro Package (includes 2 hours monthly)	Accounts Receivable	100.00	2,715.93
Total for Facility Rental Fees (PSK)							\$2,715.93	
Vendor Fees								
03/09/2023	Receipt	272550	Antojitos Maria	Cinco de Mayo	CDM 2 booths	Undeposited Funds	100.00	100.00
03/23/2023	Receipt	288809	El Muneco Guapeton	Cinco de Mayo		Undeposited Funds	100.00	200.00
03/27/2023	Receipt	288811	Bacon Wrapped Hot Dogs	Cinco de Mayo	Bacon Wrapped Hot Dogs	Undeposited Funds	50.00	250.00
03/28/2023	Receipt	288812	Bella's Manualidades	Cinco de Mayo	Manual Creations	Undeposited Funds	50.00	300.00
03/29/2023	Receipt	288813	Isaura's Novedades	Cinco de Mayo		Undeposited Funds	150.00	450.00
03/29/2023	Pledge	288818	Sherri Schatz	Cinco de Mayo	CDM Vendor Booth	Accounts Receivable	50.00	500.00
03/30/2023	Pledge	288816	Hair Shimmer and Sparkles	Cinco de Mayo	CDM Vendor Booth Hair Shimmer	Accounts Receivable	50.00	550.00
Total for Vendor Fees							\$550.00	
Total for Revenue							\$5,987.24	
Expenditures								
Banking Fees								
03/21/2023	Expenditure		Umpqua Bank	General	MISCELLANEOUS DEBIT MULTI USER BUSINESS ONLINE BANKING FOR 02/23	General Checking - Umpqua #2198	30.00	30.00
Total for Banking Fees							\$30.00	

Downtown Pasco Development Authority

Statement of Activity Detail

March 2023

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Benefits (Health & Retirement)								
03/01/2023	Expenditure		Aflac	General	Employee Payroll Deduction Benefit	General Checking - Umpqua #2198	63.48	63.48
03/31/2023	Journal Entry	PR ALLOC 2023.03		General	Allocate Payroll 03.31	-Split-	663.48	726.96
03/31/2023	Journal Entry	PR ALLOC 2023.03		General	Reversed Default Payroll 03.31	-Split-	-663.48	63.48
Total for Benefits (Health & Retirement)							\$63.48	
Equipment Leases								
03/15/2023	Bill	540021	Paradise Bottled Water Co. 11068	General	Dispenser Rental	Accounts Payable	19.58	19.58
Total for Equipment Leases							\$19.58	
Independent Contactor Pay								
03/02/2023	Bill		Davis Consulting	Farmers Market	PFM Consulting	Accounts Payable	562.50	562.50
Total for Independent Contactor Pay							\$562.50	
Insurance Liability								
03/01/2023	Expenditure		First Insurance Funding	Pasco Specialty Kitchen	PSK Insurance	General Checking - Umpqua #2198	883.77	883.77
Total for Insurance Liability							\$883.77	
Legal and Professional								
03/02/2023	Bill		Davis Consulting	Pasco Specialty Kitchen	PSK Consulting	Accounts Payable	562.50	562.50
Total for Legal and Professional							\$562.50	
Office Expense								
03/08/2023	Expenditure		Office Depot	Pasco Specialty Kitchen	2 - HP 67XL	General Checking - Umpqua #2198	56.39	56.39
03/08/2023	Expenditure		USPS	General	Postage 100 Roll	General Checking - Umpqua #2198	63.00	119.39
03/15/2023	Bill	802514	Husk Office Furniture and Supplies, Inc	Pasco Specialty Kitchen	HP67XL Toner PSK Printer	Accounts Payable	33.76	153.15
03/20/2023	Expenditure		Amazon.com	General	ATM DEBIT POS PURCHASE TERMINAL VBASE2 AMAZON.COM*HC2WF0K71 AMZN.COM/WAXXXXX XXXXXXX2471	General Checking - Umpqua #2198	140.45	293.60
Total for Office Expense							\$293.60	
Operating Supplies								
03/03/2023	Expenditure		Bargreen Ellingson	Pasco Specialty Kitchen	ATM DEBIT POS PURCHASE TERMINAL HOWURH6W BARGREEN ELLINGSON BARGREEN. WAXXXXX XXXXXXX2471	General Checking - Umpqua #2198	221.11	221.11
03/13/2023	Bill	4146885708	Cintas	Pasco Specialty Kitchen	Towels, Grill Pads, Grill Mats, TP, Paper towels	Accounts Payable	175.35	396.46
03/13/2023	Bill	4146173707	Cintas	Pasco Specialty Kitchen	Towels, Grill Pads, Grill Mats, TP, Paper towels	Accounts Payable	304.01	700.47
03/13/2023	Bill	4147563048	Cintas	Pasco Specialty Kitchen	Towels, Grill Mats, Grill Pads, TP, Paper Towels	Accounts Payable	209.08	909.55
03/13/2023	Bill	4145484860	Cintas	Pasco Specialty Kitchen	Towels, Grill Mats, Grill Pads, TP, Paper Towels	Accounts Payable	161.46	1,071.01
03/15/2023	Bill	555	Columbia Basin Paper & Supply	Pasco Specialty Kitchen	Kitchen Garbage Bags	Accounts Payable	45.74	1,116.75
03/15/2023	Bill	711	Columbia Basin Paper & Supply	Pasco Specialty Kitchen	PSK Large Garbage Bags, 2 Large Garbage Containers with wheels 2 Small Garbage containers	Accounts Payable	645.78	1,762.53
03/17/2023	Pledge	235033	Guadalajara Style Mexican Food	General	Repairs on Equipment	Accounts Receivable	-132.62	1,629.91
03/17/2023	Pledge	225510	Guadalajara Style Mexican Food	General	Repairs on Equipment	Accounts Receivable	-266.14	1,363.77
Total for Operating Supplies							\$1,363.77	
Payroll Corrections								
03/31/2023	Journal Entry	PR ALLOC 2023.03		General	Allocate Payroll 03.31	-Split-	-890.39	-890.39
Total for Payroll Corrections							\$ -890.39	
Payroll Expenses								
Wages								
Health								
03/15/2023	Payroll Check	DD	Jerry Martinez	General	Wages(Health)	Direct Deposit Payable	300.00	300.00
03/31/2023	Payroll Check	DD	Jerry Martinez	General	Wages(Health)	Direct Deposit Payable	300.00	600.00
Total for Health							\$600.00	
Salary								
03/15/2023	Payroll Check	DD	Jerry Martinez	General	Wages(Salary)	Direct Deposit Payable	3,300.00	3,300.00
03/31/2023	Payroll Check	DD	Jerry Martinez	General	Wages(Salary)	Direct Deposit Payable	3,300.00	6,600.00
Total for Salary							\$6,600.00	
Vacation Pay								
03/15/2023	Payroll Check	DD	YESSICA VAZQUEZ RIOS	General	Wages(Vacation Pay)	Direct Deposit Payable	394.08	394.08
03/31/2023	Journal Entry	PR ALLOC 2023.03		General	Reversed Default Payroll 03.15	-Split-	-394.08	0.00
03/31/2023	Journal Entry	PR ALLOC 2023.03		General	Allocate Payroll 03.15	-Split-	394.08	394.08
Total for Vacation Pay							\$394.08	
Total for Wages							\$7,594.08	
Total for Payroll Expenses							\$7,594.08	
Payroll Taxes								
03/15/2023	Payroll Check	DD	Alma Aguirre	General	Employer Taxes	Direct Deposit Payable	289.87	289.87
03/15/2023	Payroll Check	DD	Jerry Martinez	General	Employer Taxes	Direct Deposit Payable	519.48	809.35
03/15/2023	Payroll Check	DD	YESSICA VAZQUEZ RIOS	General	Employer Taxes	Direct Deposit Payable	244.12	1,053.47
03/15/2023	Payroll Check	DD	Cameron L. McElroy	Pasco Specialty Kitchen	Employer Taxes	Direct Deposit Payable	14.20	1,067.67
03/31/2023	Payroll Check	DD	YESSICA VAZQUEZ RIOS	General	Employer Taxes	Direct Deposit Payable	137.96	1,205.63
03/31/2023	Payroll Check	DD	Alma Aguirre	General	Employer Taxes	Direct Deposit Payable	304.26	1,509.89
03/31/2023	Payroll Check	DD	Jerry Martinez	General	Employer Taxes	Direct Deposit Payable	519.48	2,029.37
03/31/2023	Payroll Check	DD	Cameron L. McElroy	Pasco Specialty Kitchen	Employer Taxes	Direct Deposit Payable	23.68	2,053.05
03/31/2023	Journal Entry	PR ALLOC 2023.03		General	Reversed Default Payroll 03.15	-Split-	-1,053.47	999.58

Downtown Pasco Development Authority

Statement of Activity Detail

March 2023

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
03/31/2023	Journal Entry	PR ALLOC 2023.03		Pasco Specialty Kitchen	Reversed Default Payroll 03.15	-Split-	-14.20	985.38
03/31/2023	Journal Entry	PR ALLOC 2023.03		General	Allocate Payroll 03.15	-Split-	1,866.66	2,852.04
03/31/2023	Journal Entry	PR ALLOC 2023.03		Pasco Specialty Kitchen	Allocate Payroll 03.15	-Split-	184.82	3,036.86
03/31/2023	Journal Entry	PR ALLOC 2023.03		General	Reversed Default Payroll 03.31	-Split-	-961.70	2,075.16
03/31/2023	Journal Entry	PR ALLOC 2023.03		Pasco Specialty Kitchen	Reversed Default Payroll 03.31	-Split-	-23.68	2,051.48
03/31/2023	Journal Entry	PR ALLOC 2023.03		General	Allocate Payroll 03.31	-Split-	1,129.73	3,181.21
03/31/2023	Journal Entry	PR ALLOC 2023.03		Pasco Specialty Kitchen	Allocate Payroll 03.31	-Split-	191.21	3,372.42
Total for Payroll Taxes							\$3,372.42	
Quickbooks Payment Fees								
03/23/2023	Expenditure		QuickBooks Payments		System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	PSK Checking - Umpqua #7168	3.65	3.65
03/27/2023	Expenditure		QuickBooks Payments	Cinco de Mayo		PSK Checking - Umpqua #7168	1.95	5.60
03/31/2023	Expenditure		QuickBooks Payments	Cinco de Mayo		PSK Checking - Umpqua #7168	1.95	7.55
Total for Quickbooks Payment Fees							\$7.55	

Downtown Pasco Development Authority

Statement of Activity Detail

March 2023

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Salaries and Wages								
03/15/2023	Payroll Check	DD	Cameron L. McElroy	Pasco Specialty Kitchen	Wages(Regular Pay)	Direct Deposit Payable	96.00	96.00
03/15/2023	Payroll Check	DD	Alma Aguirre	General	Wages(Sick Pay)	Direct Deposit Payable	187.68	283.68
03/15/2023	Payroll Check	DD	Alma Aguirre	General	Wages(Regular Pay)	Direct Deposit Payable	1,876.80	2,160.48
03/15/2023	Payroll Check	DD	YESSICA VAZQUEZ RIOS	General	Wages(Regular Pay)	Direct Deposit Payable	1,293.08	3,453.56
03/31/2023	Payroll Check	DD	YESSICA VAZQUEZ RIOS	General	Wages(Regular Pay)	Direct Deposit Payable	443.34	3,896.90
03/31/2023	Journal Entry	PR ALLOC 2023.03		General	Allocate Payroll 03.31	-Split-	3,976.20	7,873.10
03/31/2023	Journal Entry	PR ALLOC 2023.03		Pasco Specialty Kitchen	Reversed Default Payroll 03.31	-Split-	-160.00	7,713.10
03/31/2023	Journal Entry	PR ALLOC 2023.03		General	Reversed Default Payroll 03.31	-Split-	-6,980.70	732.40
03/31/2023	Journal Entry	PR ALLOC 2023.03		Pasco Specialty Kitchen	Allocate Payroll 03.15	-Split-	1,936.00	2,668.40
03/31/2023	Journal Entry	PR ALLOC 2023.03		General	Allocate Payroll 03.15	-Split-	4,567.88	7,236.28
03/31/2023	Journal Entry	PR ALLOC 2023.03		Pasco Specialty Kitchen	Reversed Default Payroll 03.15	-Split-	-96.00	7,140.28
03/31/2023	Journal Entry	PR ALLOC 2023.03		General	Reversed Default Payroll 03.15	-Split-	-6,657.56	482.72
03/31/2023	Journal Entry	PR ALLOC 2023.03		Pasco Specialty Kitchen	Allocate Payroll 03.31	-Split-	2,000.00	2,482.72
03/31/2023	Payroll Check	DD	YESSICA VAZQUEZ RIOS	General	Wages(Sick Pay)	Direct Deposit Payable	985.20	3,467.92
03/31/2023	Payroll Check	DD	Alma Aguirre	General	Wages(Regular Pay)	Direct Deposit Payable	1,876.80	5,344.72
03/31/2023	Payroll Check	DD	Alma Aguirre	General	Wages(Sick Pay)	Direct Deposit Payable	375.36	5,720.08
03/31/2023	Payroll Check	DD	Cameron L. McElroy	Pasco Specialty Kitchen	Wages(Regular Pay)	Direct Deposit Payable	160.00	5,880.08
Total for Salaries and Wages							\$5,880.08	
Sick Pay								
03/31/2023	Journal Entry	PR ALLOC 2023.03		General	Allocate Payroll 03.31	-Split-	985.20	985.20
Total for Sick Pay							\$985.20	
Telephone and Internet								
03/05/2023	Bill	01/13/23 to 02/12/23	AT&T Mobility	Pasco Specialty Kitchen	Service dates 01/13/23 to 02/12/23 PSK 95%	Accounts Payable	404.29	404.29
03/05/2023	Bill	01/13/23 to 02/12/23	AT&T Mobility	General	Service dates 01/13/23 to 02/12/23 DPDA 5%	Accounts Payable	21.28	425.57
03/15/2023	Bill	107542001030123	Spectrum Buisness	Pasco Specialty Kitchen	Service Dates 03/01/23 to 03/31/23 PSK 95%	Accounts Payable	75.98	501.55
03/15/2023	Bill	107542001030123	Spectrum Buisness	General	Service Dates 03/01/23 to 03/31/23 DPDA 5%	Accounts Payable	4.00	505.55
Total for Telephone and Internet							\$505.55	
Unapplied Cash Bill Payment Expense								
03/01/2023	Bill	03/2023	Greentree RV Park & Mini Storage		PSK Storage Big Equipment Storage	Janitorial	-80.00	-80.00
03/13/2023	Bill Payment (Check)	ACH	Western Restaurant Supply & Design			General Checking - Umpqua #2198	549.10	469.10
03/15/2023	Bill	01968	Western Restaurant Supply & Design		Gas Line Quick Connect, New Kitchen Equipment Set Up	Kitchen Equipment	-549.10	-80.00
Total for Unapplied Cash Bill Payment Expense							\$ -80.00	
Utilities Expense								
03/01/2023	Bill	01/05/23 to 02/01/23	City of Pasco (PSK Utilities)	Pasco Specialty Kitchen	Service Dates 01/05/23 to 02/01/23 PSK 95%	Accounts Payable	255.94	255.94
03/01/2023	Bill	01/05/23 to 02/01/23	City of Pasco (PSK Utilities)	General	Service Dates 01/05/23 to 02/01/23 DPDA 5%	Accounts Payable	13.47	269.41
03/10/2023	Bill	4709330	Basin Disposal, Inc. PSK-CDBD - 1029838	Pasco Specialty Kitchen	Service Dates 02/01/23 to 02/28/2023	Accounts Payable	71.58	340.99
03/10/2023	Bill	4709034	Basin Disposal, Inc. PSK 1015817	General	Service Dates 02/01/23 to 02/28/23 DPDA 5%	Accounts Payable	29.49	370.48
03/10/2023	Bill	4709034	Basin Disposal, Inc. PSK 1015817	Pasco Specialty Kitchen	Service Dates 02/01/23 to 02/28/23 PSK 95%	Accounts Payable	560.41	930.89
03/22/2023	Bill	01/26/23 to 02/27/23	Cascade Natural Gas	General	Service Dates 01/26/23 to 02/27/23 DPDA 5%	Accounts Payable	71.85	1,002.74
03/22/2023	Bill	01/26/23 to 02/27/23	Cascade Natural Gas	Pasco Specialty Kitchen	Service Dates 01/26/23 to 02/27/23 PSK 95%	Accounts Payable	1,365.07	2,367.81
03/29/2023	Bill	01/29/23 to 02/28/23	Franklin PUD	Pasco Specialty Kitchen	Service Dates 01/29/23 to 02/28/23 PSK 95%	Accounts Payable	872.83	3,240.64
03/29/2023	Bill	01/29/23 to 02/28/23	Franklin PUD	General	Service Dates 01/29/23 to 02/28/23 DPDA 5%	Accounts Payable	45.94	3,286.58
03/29/2023	Bill	02/02/23 to 03/01/23	City of Pasco (PSK Utilities)	General	Service Dates 02/02/23 to 03/01/23 DPDA 5%	Accounts Payable	15.32	3,301.90
03/29/2023	Bill	02/02/23 to 03/01/23	City of Pasco (PSK Utilities)	Pasco Specialty Kitchen	Service Dates 02/02/23 to 03/01/23 PSK 95%	Accounts Payable	291.14	3,593.04
Total for Utilities Expense							\$3,593.04	
WA State Auditor								
03/15/2023	Check	1594	Washington State Auditor's Office	General	L137221 Payment Plan	General Checking - Umpqua #2198	500.00	500.00
03/15/2023	Bill	L153802	Washington State Auditor's Office	General	2020-2021 Accountability Audit 8.9 hours @128.10 per Hour	Accounts Payable	1,140.09	1,640.09
Total for WA State Auditor							\$1,640.09	
Total for Expenditures							\$26,386.82	
Net Ordinary Revenue							\$ -	
							20,399.58	
Other Revenue/Expenditure								
Other Expenditure								
Dues and Subscriptions								
03/01/2023	Bill		USPS	General	PO Box 688 Renewal	Accounts Payable	226.00	226.00
03/01/2023	Expenditure		ConstantContact	General	Constant Contact Subscription	PFM Checking - Umpqua #1183	59.79	285.79
03/15/2023	Expenditure		Flipcause, Inc	General	Website Dues	General Checking - Umpqua #2198	100.00	385.79
03/16/2023	Expenditure		Food Corridor	Pasco Specialty	Food Corridor \$19 Per Active user Plan 21 clients	PSK Checking - Umpqua	399.00	784.79

Downtown Pasco Development Authority

Statement of Activity Detail

March 2023

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
				Kitchen		#7168		
Total for Dues and Subscriptions							\$784.79	
Janitorial								
03/01/2023	Bill	03/2023	Greentree RV Park & Mini Storage	Pasco Specialty Kitchen	PSK Storage Big Equipment Storage	Accounts Payable	80.00	80.00
03/08/2023	Expenditure		Mister Car Wash	General	Kia Car Wash	General Checking - Umpqua #2198	21.78	101.78
03/15/2023	Bill	328	Maria De Bejar Gallardo	Pasco Specialty Kitchen	PSK Kitchen Cleaning	Accounts Payable	1,300.00	1,401.78
03/31/2023	Bill	1145	Grays Window Cleaning Services Esquire	Pasco Specialty Kitchen	PSK Window Cleaning	Accounts Payable	165.00	1,566.78
Total for Janitorial							\$1,566.78	
Kitchen Equipment								
03/15/2023	Bill	01968	Western Restaurant Supply & Design	Pasco Specialty Kitchen	Gas Line Quick Connect, New Kitchen Equipment Set Up	Accounts Payable	549.10	549.10
03/29/2023	Expenditure		Western Restaurant Supply & Design	Pasco Specialty Kitchen	Sharp R-12 LVF Microwave Oven	General Checking - Umpqua #2198	396.76	945.86
Total for Kitchen Equipment							\$945.86	
Quick Books Subscription								
03/03/2023	Expenditure		QuickBooks Payments	General	ATM DEBIT POS PURCHASE TERMINAL VBASE2 INTUIT *QBOOKS ONLINE CL.INTUIT CAXXXXX XXXXXXX2471	General Checking - Umpqua #2198	209.10	209.10
Total for Quick Books Subscription							\$209.10	
QuickBooks PSK Platform Fees								
03/06/2023	Expenditure		QuickBooks Payments	Pasco Specialty Kitchen	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	PSK Checking - Umpqua #7168	18.96	18.96
03/08/2023	Expenditure		QuickBooks Payments	Pasco Specialty Kitchen	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	PSK Checking - Umpqua #7168	2.80	21.76
03/09/2023	Expenditure		QuickBooks Payments	Pasco Specialty Kitchen	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	PSK Checking - Umpqua #7168	52.92	74.68
03/10/2023	Expenditure		QuickBooks Payments	Pasco Specialty Kitchen	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	PSK Checking - Umpqua #7168	10.39	85.07
03/24/2023	Expenditure		QuickBooks Payments	Pasco Specialty Kitchen	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	PSK Checking - Umpqua #7168	13.56	98.63
03/27/2023	Expenditure		QuickBooks Payments	Pasco Specialty Kitchen	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	PSK Checking - Umpqua #7168	9.70	108.33
03/29/2023	Expenditure		QuickBooks Payments	Cinco de Mayo	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	PSK Checking - Umpqua #7168	1.70	110.03
03/31/2023	Expenditure		QuickBooks Payments	Pasco Specialty Kitchen	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	PSK Checking - Umpqua #7168	3.40	113.43
Total for QuickBooks PSK Platform Fees							\$113.43	

Downtown Pasco Development Authority

Statement of Activity Detail

March 2023

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Repairs and Maintenance								
03/10/2023	Bill	48464337	Roto-Rooter	Pasco Specialty Kitchen	Grease Trap Cleaning and Line Cabling	Accounts Payable	475.62	475.62
03/15/2023	Bill	200392878	Baker Commodities Inc	Pasco Specialty Kitchen	Trap Service	Accounts Payable	299.48	775.10
03/15/2023	Bill	11233	Pro Fire LLC	Pasco Specialty Kitchen	Service Call Hood Fire Inspection	Accounts Payable	598.90	1,374.00
03/15/2023	Bill	97314	Coffey Refrigeration	Pasco Specialty Kitchen	Oven Repair, Thermostat replacement	Accounts Payable	1,064.47	2,438.47
Total for Repairs and Maintenance							\$2,438.47	
Security								
03/15/2023	Bill	1179570	Moon Security	Pasco Specialty Kitchen	PSK Door adjustment Security	Accounts Payable	179.69	179.69
03/15/2023	Bill	1176200	Moon Security	Pasco Specialty Kitchen	PSK Security	Accounts Payable	100.63	280.32
Total for Security							\$280.32	
Total for Other Expenditure							\$6,338.75	
Net Other Revenue							\$ -6,338.75	
Net Revenue							\$ -26,738.33	

CDM Revenue

Event Sponsorship	
Pasco Economic Development Project	\$20,000
Inatai Foundation	\$7,500
Port of Pasco	\$5,000
HAPO	\$5,000
State Farm - Edison	\$2,500
Moon Security	\$1,000
Event Vendor Fees	<u>\$1,000</u>
	<u>\$42,000</u>

CDM Expense

Security	\$3,500
Janitorial	\$1,500
Entertainment	\$5,000
Road Closure (Parade)	\$3,000
Road Closure (Park)	\$0
Promotion	\$6,500
Stage	\$10,000
Blue Rooms and Sinks	\$5,000
Chairs and Tables Rentals	\$1,500
Permits	\$500
Generator Rentals	\$1,000
Merchandise	\$1,000
Volunteer Meals & Refreshments	\$1,000
Signage and Guides	\$500
Supplies	<u>\$1,000</u>
	<u>\$41,000</u>

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	\$0	(\$45,000) Decrease
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	\$60,000	\$45,000 Increase
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	\$7,500	
Dues and Subscriptions	\$9,000	
Food Corridor Platform Fees	\$1,000	
Janitorial	\$25,000	
Kitchen Equipment	\$7,500	
Licenses and Permits	\$2,000	
Security	\$10,000	
Event Expense	\$70,000	
Pasco Farmer's Market	\$22,000	
Total Expense	<u>\$566,305</u>	



Report Number 2 Delivered April 17th 2023

This period covered by report number two consisted of recovering and sorting procedures, most have been reviewed at this point and most are in draft phase and will be submitted for review or are in review, this includes the following: locks policy, pass thru window policy and exit interviews, CDBG file management, Scheduling how to, 72 hour out scheduling policy, how to for equipment cleaning and operations, fee schedules and penalties, prospective client packets, CDBG exit interviews, 30 day reduction or vacate policy, PSK membership plan review and client onboarding policies and procedures.

PSK Operations

- Fix food corridor issues and email links Start Date 2/27/2023 Completion 4/13/23- Recommendation upgrade to premium Start Date 4/17/2023 Completion 4/21/23.
- Adjust Passwords/get info from Food Corridor Started 2/27/2023 Completion 4/13/23
- Food Corridor TV Schedules/Monitors Started 2/27/2023
- Administered Client Meeting Completed 4/10/23
- Update Procedures create one pager with needs/changes Start 4/17/23
- Held the first of two client meetings on 4/10/23
- Met with Three separate clients as part of kick-started technical assistance program: Ciao, Guadalajara Style, Aub's Banana Bread
- Met with Health District 3/23/23
- Scheduled Meeting with WSDA/USDA 3/24/23
- Evaluating Cintas contract and upgraded services for proposal on bathroom cleaning, drain maintenance
- New Hood work and troubleshooting 4/10 and 4/13/23
- Kitchen Maintenance Ongoing

PFM Operations

- Completed Sponsor Package: secured sponsorship from State Farm, secured tentative sponsorship from Real Estate Group, Amazon
- Processed 25 vendor applications and corresponding with 30 that we hope to get applications from soon
- Have gone on 7 farm visits: Schreiber Farms, Lovejoy Farms, Ahtanum Berry Patch, Dixie Dells, Hay Shaker Farms, Tallman Native Fish, Porter's Eggs.
- Helped 7 farmers apply for new SNAP Program with DOH
- Secured 19 market dates with musicians, 6 open dates remain
- Started putting out PFM Signage
- Secured Knockerball for event dates *See Schedule

Helping launch, improve, and accelerate.



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