



Executive Committee Meeting Agenda

Date: Wednesday, July 22, 2015

Time: 4:30 p.m. – 5:45 p.m.

Location: Salish Room (Economy Building)

Committee Members: Matt Hanna (Chair), Bruce Burger, Rico Quirindongo, Betty Halfon, Gloria Skouge, and David Ghoddousi

4:30pm	I. Administrative:	Chair
	A. Approval of Agenda	
	B. Approval of the Executive June 17, 2015 Committee Meeting Minutes	
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4:35pm	II. Announcements and/or Community Comments	
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4:40pm	III. Council Chair Report	Matt Hanna
	A. Pike Place Market Executive Director Review Policy	
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4:55pm	IV. Committee Chair's Report	
	A. Finance & Asset Management	Gloria Skouge
	B. Market Programs	Betty Halfon
	C. MarketFront	Rico Quirindongo
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5:25pm	V. Executive Director's Report	Ben Franz-Knight
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5:35pm	VI. Public Comment	
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5:40pm	VII. Concerns of Committee Members	
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5:45pm	VIII. Adjournment	Chair



Executive Committee Meeting Minutes

Wednesday, June 17, 2015
4:30 p.m. to 5:45 p.m.
Goodwin Library

Committee Members Present: Matt Hanna, Gloria Skouge, Rico Quirindongo, Betty Halfon, David Ghoddousi

Other Council Members Present:

Staff Present: Ben Franz-Knight, Dianna Goodsell, Tamra Nisly

Others Present: Joan Paulson, Howard Aller

The meeting was called to order at 4:32 p.m. by Matt Hanna, Chair.

I. Administration

- A. Approval of the Agenda
The agenda was approved by Acclamation
- B. Approval of the Executive Committee May 20, 2015 Meeting Minutes.
The minutes were approved by Acclamation

II. Announcements and Community Comments

Howard Aller commented on the PDA Council nominating committee process and the fulfillment of a few seats on the PDA Council. He complimented the PDA Council on creating a seat on the board for the farmers, which was a wonderful idea. He provided a brief comparison of the Market Historic Commission Board and the background of those board members with the PDA Council. He noted that one thing that the MHC Board has that the PDA Council does not have, is representation of the Market Residents.

III. Council Chair's Report

- A. PDA Council Nominating Committee Update
Matt Hanna briefly reported on the nominating committee update. He urged folks to give considerable thought on this process and to what type of experience we are looking for on the PDA Council. He noted that the Nominating Committee would be meeting right after tonight's meeting. He had separately reported on the MarketFront project and the recent documents he had signed regarding the closing process for the bond issuance funds. He briefly talked about the PDA Council retreat and reorienting ourselves to the whole Market at the Retreat, not specifically just the MarketFront. He asked to start the process now on the availability of the PDA Council members for the Fall PDA Council Retreat.

IV. Committee Chair's Report

A. MarketFront

Rico Quirindongo presented a brief report on the MarketFront Committee for June. He said that there was a discussion regarding the activation of the Plaza and engagement of the City. He noted that the plaza is a destination, potential creation of four seasonal events a year. He talked about potential activities at the Plaza including a seafood festival, kite flying and an outdoor cinema. There was brief discussion in looking at opportunities with programming and utilizing weekends to host events and generating income separately from our Plaza.

There was a brief discussion that followed regarding the Central Waterfront efforts. .

B. Finance & Asset Management

Gloria Skouge presented a report on the June 16th Finance & Asset Management Committee. She provided an overview of the reports and key items that were part of the meeting including the review of the financial statements for May 2015 as well as a review of the Commercial Leasing Guidelines. She noted that the financial statements would look a lot different next month regarding the new monies for the MarketFront project. She had reported that the Market residential occupancy rate was at 98 percent. Action Items that were on the meeting's agenda included: Proposed Resolution **15-33**: Pine Street Stair Enhancement Interior Painting - Novo Painting & Property Services, Proposed Resolution **15-38**: Pine Street Stair Enhancement Signage - Trade-Marx Sign & Display Corp, Proposed Resolution **15-44**: Authorization for Contract Authority –Tenant Improvement Coordination - First and Pine Building, Proposed Resolution **15-43**: Lease Proposals for Jarbar and Piroshky Piroshky.

Ben Franz-Knight noted that the lease renewal for Piroshky includes language regarding the line management policy. He acknowledged the work from Jennifer Maietta, Brady Morrison and the Commercial management staff for their work on this front.

Tamra Nisly noted that the commercial department would adjust their staffing schedule to provide management presence from Commercial on the weekends.

C. Market Programs

Betty Halfon presented a brief Market Programs report for the June. There was a review of the media report. There was an annual overview by Lillian Sherman, Executive Director of the Market Foundation regarding social services in the Market. Lillian had presented the figures from the "Cut the Pie" awards event that was held on May 19th. She had reported that the Market Foundation had raised over \$875,000 that would directly be contributed to vital services in the Market. There was a separate presentation by Ben Franz-Knight looking at special budget considerations for events at the Market. Lastly there was a preview of 2015 Farm Program from Zack Cook and Leigh Newman-Bell.

Ben Franz-Knight briefly talked about some of the tangible benefits with the PDA Council approved Farm Development Coordinator position.

Matt Hanna asked about the CSA program capacity. He also inquired on farm participation and if there was a correlated increase with farmer participation from the CSA program. He asked if we were effective in recruiting additional farmers with specific steps we took, such as with the CAS program.

V. Reports and Actions Items

None

VI. Executive Director's Report

Ben Franz-Knight presented the Executive Director's Report for the month of June 2015. He reported on two resolutions that would be coming to the Full Council; one resolution for the easement costs with Unico regarding the MarketFront construction and the other resolution being the final amendment to the WSDOT Parking agreement. Ben shared his frustration with the easement issue with Unico, specifically in negotiating with the decision makers. Ben briefly mentioned about an allocation for the NMTC. He had received a notice for a conference call which is good news. He said that we were fourth out of the six NMTC allocations.

Ben Franz-Knight lastly discussed about Market parking. He reported that we have been at capacity with the Public Market Garage for some time. He reiterated that he would have to make some tough decisions regarding early bird and monthly parking in the garage. He noted that we are looking into not renewing monthly parking passes for folks that are not tenants of the Market. He emphasized that we need to use this garage to support our market businesses and have space to support incoming and outgoing customers. He also said that Early bird parking would eventually go away starting August 1st. He has a proposal from Commute Seattle which enables employees of the Market; within certain limits, to purchase a universal orca pass at a much reduced rate. He would like to present to the PDA Council a proposal to help support the transit incentive for the Market. He lastly reported that there is a survey going out to the tenants on their utilizing with public transit.

Betty Halfon had asked if we could inform folks as soon as possible regarding the changes with the Parking garage.

David Ghoddousi noted that we need to speak with the craftspeople at roll call since many of them have to physically transport their goods to sell at the Market.

There was some talk of storage for daystalls. Ben noted as of present, we do not have a waitlist for storage.

Ben Franz-Knight noted that we have explicit agreements with the city and state that we should guarantee short term parking.

Rico Quirindongo had asked about the loss of the Desimone lot and what type of parkers utilized the lot.

VII. Public Comment

Joan Paulson had provided three comments. She had asked if the current Commercial Leasing Guidelines had included an emergency plan for the businesses. She commented on parking and noted that there is a ramp down the street on Pike Place; maybe this is an opportunity to explore this. She lastly commented on the Publicity for the MarketFront project noting that the Desimone Bridge is not the original bridge connected to the Market. She added that we are not connecting our original bridge structure to the MarketFront, which was noted in a recent article. She lastly mentioned that we need to have a better understanding of our goals in terms of preservation, in which she submitted a letter to the public record. She suggested that we do the administrative work that is in line with the budget process.

VIII. Concerns of Committee Members

David Ghoddousi asked about a report for washers and dryers in the residential buildings. He said that he had heard that the 1st and Pine building has only two washers and dryers to support roughly fifty tenants.

Betty Halfon mentioned about the dangers of Pedi-cabs that are becoming popular in downtown Seattle.

Rico Quirindongo noted that we have to put Victor Steinbrueck Park back on our radar, which we could discuss in detail at the PDA Council Retreat.

IX. Adjournment

The meeting was adjourned at 5:56 pm by Matt Hanna, Chair

Meeting minutes submitted by:
Dianna Goodsell, Executive Administrator

Pike Place Market Executive Director Review Process

May 21, 2015

The PDA Council Operating Policies and Procedures assign the Executive Committee to “conduct an annual evaluation of ... the PDA Executive Director”. This document describes the council’s policies and procedures for this evaluation.

These policies and procedures are subject to change from time to time based on the council’s needs and circumstances. The council is not required to follow these policies and procedures, even if it does not formally revise them.

Overview

The two major objectives of the review process are to provide constructive input to the ED to improve his/her performance, and to establish an appropriate salary for the ED.

The council will review the ED’s performance each year with the aim of providing a descriptive performance assessment in December. In addition, if the ED’s salary is not previously set for the following year, the council will aim to determine in December the salary that takes effect on January 1. This calendar may be altered as appropriate during an ED’s first two years.

Major and Minor Reviews

There are two types of reviews:

- Major Review: At least once every 3 years, the process will include personal interviews with all councilmembers, the ED’s direct reports and other high-level staff, and several community members who can provide useful information about the ED’s performance. The ED will also write a self-assessment answering the same questions.
- Minor Review: During other years, the process will include an on-line survey of all councilmembers, the ED’s direct reports, and other high-level staff. The survey will provide opportunities for numerical ratings in multiple areas of performance as well as verbal comments. The ED will also complete this survey.

If the council chooses to set the ED’s salary for multiple years at a time, it will typically conduct major reviews during the years when salary is up for determination, and minor reviews when salary has previously been set. However, this may vary depending on circumstances.

Procedures and Calendar

Below are typical procedures for a major review including salary, and a minor review *not* including salary. If we do a major review *not* including salary, or a minor review including salary, the procedure will be a hybrid of these.

Major Review Including Salary Review

- September – Council chair appoints an ad-hoc Executive Director Review Committee (EDRC), consisting of 2-5 council members, to manage the review process. The council chair appoints the chair of the EDRC.
- September – EDRC chair asks ED for suggestions on staff and community members to be interviewed.
- By 10/10 – EDRC meets to agree on process, including who will be interviewed and by whom, what will be asked, and schedule. EDRC chair emails interview form to interviewers. PDA chair emails council and staff to be interviewed, requesting their participation and listing topics to be covered. EDRC chair asks ED to complete self-assessment.
- 10/10 - 11/15 – EDRC members conduct interviews of about 30 minutes each.
- By 11/15 – EDRC chair prepares analysis of salary data inputs. This could include:
 - summary of the ED’s salary for the past 5 years
 - salaries for PDA department heads (obtained from PDA HR director)
 - comparable salaries for executives of similar size nonprofits (based on staff and budget) in King County, based on the United Way survey (obtained from PDA HR director)
 - salaries for EDs of Seattle Center and other Seattle PDAs
 - salaries for City of Seattle department heads
 - salaries for property management executives (CEL Associates has historically kindly shared their report of salaries for property management \CEOs and top executives for organizations of 51-150 employees)

In order to provide relevant data, the EDRC chair will adjust all of these salaries based on cost of living estimates from the date they were measured until the date that the proposed new salary will take effect.

- 11/15 - 11/30 – EDRC meets, typically twice for 3 hours each time, to review interview comments and ED’s self-assessment and prepare its consensus summary of strengths and opportunities for improvement in each area. EDRC also meets, either as part of these meetings or separately, to determine its salary recommendation.
- 12/1 - 12/10 – EDRC chair writes narrative report of strengths and opportunities for improvement, which will eventually be given to ED.
- December Executive Committee meeting – All council members are given the opportunity to review the written narrative in person before the meeting, typically in the meeting room during the previous 30-60 minutes. Executive Committee discusses and

approves narrative summary in closed session. Executive Committee discusses salary in closed session. Executive Committee votes on salary in open session.

- December Council meeting – Council receives verbal summary from EDRC of narrative and basis for salary in closed session. Council votes on salary in open session; anyone can move a resolution and majority vote is required to pass.
- December – Council chair meets with ED to review narrative and determine action plan based on conclusions.
- December – Council chair emails HR director stating new salary and effective date. Council chair delivers copy of performance narrative to PDA counsel for safekeeping.

Minor Review Not Including Salary Review

- September – Council chair appoints a council member as ED Review manager (EDRM) to manage process. EDRM asks ED for suggestions on staff to be interviewed.
- October – EDRM proposes to Executive Committee the survey, who will be included, and schedule.
- 11/1 - 11/30 – Online survey. Original deadline should be earlier with extensions allowed as necessary.
- 12/1 – 12/10 – EDRM compiles numerical ratings (separated by council, staff, and ED) and all verbal comments.
- December Executive Committee meeting – All council members are given the opportunity to review the written narrative in person before the meeting, typically in the meeting room during the previous 15-30 minutes. Executive Committee discusses results and agrees on key conclusions in closed session.
- December Council meeting – Council chair informs council that review has been conducted. If any discussion is desired, it requires closed session.
- December – Council chair meets with ED to review results and determine action plan based on conclusions.
- December – Council chair delivers copy of performance narrative to PDA counsel for safekeeping.

Openness and Confidentiality

Nothing in this document supersedes applicable laws regarding open meetings and disclosure. This section describes how the council interprets those laws with respect to the review process.

Participants in the review process are promised that their input will be treated confidentially. In particular, council members' identities may be tied to their input in discussions within the council, but will not appear in the narrative shown to the ED. Staff and external reviewers'

identities will be treated even more sensitively: they may be tied to their input during EDRC discussions, but not with the full council or the ED.

All discussions about the ED review process are open meetings. All discussions about the ED's performance and salary are held in closed session since these are personnel matters; any council member may attend. The votes on the ED's salary at the Executive Committee and full council, and any related discussion that does not refer to results from the performance review process, are held in open session.

Documents about the review process will be made available to the public on request. The supporting data about historical and comparable salaries may be included in the salary resolution. All documents referring to the ED's performance are personnel matters restricted to viewing by council members and, in the case of the approved narrative, the ED. These documents will not leave meetings except for EDRC members and the council chair when they are working on them, the ED in the case of the approved narrative, and the PDA counsel for safekeeping. The review documents held by the PDA counsel will be available to council members in the future as needed and should be requested through the PDA council chair. The PDA counsel will provide them only on request of the PDA council chair unless disclosure is required by law or in litigation.