

PBOT

PORTLAND BUREAU OF TRANSPORTATION

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Steve Novick Commissioner Leah Treat Director

2016-2017 BUREAU AND BUDGET ADVISORY COMMITTEE (BBAC)

MEETING SUMMARY

Thursday, November 17, 2016 | 4:00 - 6:00 pm

Portland Bureau of Transportation, Hawthorne Room

BBAC Members in Attendance

Arlene Kimura

David Sweet

Elaine O'Keefe

Heather Bowman

Heather McCarey

Kaliska Day

Meesa Long

Momoko Saunders

Orlando Lopez Bautista

Pia Welch

Ruthanne Bennett

Ryan Hashagen

Samuel Gollah

Thomas Karwaki

Meeting Chair: Leah Treat

Staff Facilitators: Irene Schwoeffermann, Zan Gibbs

BBAC Members Absent: Tony Lamb, Kyle Buss, Laura Becker

Overview

Public Involvement Coordinator, Irene Schwoeffermann opened the meeting by welcoming folks into the space allowed everyone the opportunity to introduce themselves. The announcement was made that David Sweet and Laura Becker will be acting as the committee's co-chairs for the remainder to year. As Becker was unable to attend, Sweet expressed on both of their behalfs the tremendous excitement they have to serve in this capacity and look forward to getting to know members of the committee on an individual basis. Various materials distributed during the meeting were also discussed during this time, especially in regards to budget.



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Meeting Agenda

- I. Leadership Welcome
- II. Agenda + Materials Overview
- III. Budget
 - A. City Budget Office Presentation
 - B. PBOT Budget Development Process
 - C. BBAC Budget Letter
 - D. Budget Equity Tool
- IV. 2016-2017 BBAC Priorities
 - A. Proposed Topics and Work Plan
 - B. Individual Assignments
- V. Racial Equity Action Plan Update
- VI. Public Comment
- VII. Announcements

Meeting Details

Leadership Welcome

Public Involvement Coordinator Irene Schwoeffermann welcomed the committee into the space. Committee members gave brief introductions and as did PBOT staff in attendance followed by an explanation of the meetings' agenda.

Agenda + Meeting Overview

Irene Schwoeffermann read through the meetings' agenda while committee chairperson, David Sweet facilitated questions that were asked and led the direction of this dialogue.

Budget

A. City Budget Office Presentation

Senior Budget Analyst Yung Ouyang gave a presentation on how the City budgets its funds, where those funds come from and what those funds are used for. Every



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May this budget is updated and every January the committee is responsible for a letter on the proposed budget.

B. PBOT Budget Development Process

During this time the committee discussed how the bureau allocates money and continued in on the conversation led by Joanne Foulkrod.

C. BBAC Budget Report to City Council

Chairman Sweet expressed the importance in getting the budget report done by January 27. Sweet proposed having additional meetings to accomplish this task, it was decided that January 12 would work best for committee members. It was also discussed by the committee whether or not signatures by all committee members would be necessary and it was decided that a sub-committee would formed to ensure the letter is completed in a timely fashion. Committee members Saunders and Welch agreed to be a part of this committee.

D. Budget Equity Tool

Equity and Inclusion Manager Zan Gibbs discussed the new racial equity plan and ADA funding as well as plans for complying with national regulations. The committee was asked if they would like to help with these efforts. Committee member Karwaki discussed having a desire to see more specific numbers and data with the equity plan. Committee member Hashagen expressed wanting to be more involved in private-for-hire equity work over the course of the year and have a greater consideration for immigrants and TNC's. Engaging in equity education throughout all aspects of the bureau was also something the committee would like to see more and take more part in.

2016-2017 BBAC Priorities

A. Proposed Topic and Work Plan

Irene Schwoeffermann broke down the matrix provided to the group and discussed how to best get committee members involved with staff for the top three items and priorities the committee set.

B. Individual Assignments



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Committee members will be invited to join small working groups to discuss some of the topics identified in the work plan. This work would require a commitment of 4-6 additional hours of time outside of committee meetings each month.

Public Comment + Announcements

No public comment or announcements.

Do to time constraints, the committee was unable to the last three items on the agenda.

Meeting Adjourned

6:05pm



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