

PBOT

PORTLAND BUREAU OF TRANSPORTATION

1120 SW Fifth Avenue, Suite 800 Portland, OR 97204 503.823.5185
Fax 503.823.7576 TTY 503.823.6868 www.portlandoregon.gov/transportation

Dan Saltzman Commissioner **Leah Treat** Director

PedPDX Welcome + Agreement Packet for new committee members advising PBOT

Roles, responsibilities and protocols as public officials and members of a public body.

Welcome!

By agreeing to participate on this body, you are now among a community of Portlanders who generously contribute to making a difference in the lives of others by volunteering in this public service capacity. In your role advising the Portland Bureau of Transportation (PBOT), you are our community partner in shaping a livable city as we plan, build, manage, and maintain an effective and safe transportation system that provides people and businesses with access and mobility.

PBOT believes community members have a right to participate in decisions that may affect them, which is why we seek to hear a diversity of voices in order to better understand the community and its spectrum of concerns. Together, your voices help influence decisions, ensure those decisions are equitable, and create better projects and policies. Thank you for contributing your voice, encouraging new voices to contribute theirs, and for connecting our work at PBOT with the communities that together we serve.

Sincerely,



Leah Treat

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PedPDX Community Advisory Committee

About PedPDX

PedPDX is an update of Portland's [1998 Pedestrian Master Plan](#), which has served as a model across the country for pedestrian-friendly policies and design. It includes a citywide project list that has guided pedestrian infrastructure investments for the past 18 years.

However, despite consistent investment in the pedestrian network, significant gaps and deficiencies remain, and new policy questions have emerged. An incomplete pedestrian network limits the City's ability to absorb growth and meet the livability and access needs of residents, including safe walking access to public transit and essential services. The 1998 Pedestrian Master Plan has served inner Portland well, but has often struggled to provide adequate guidance for areas such as East Portland and Southwest Portland that present environmental challenges and right-of-way constraints.

PedPDX will reflect changes to pedestrian policy and best design practices that have emerged since the original Pedestrian Master Plan was adopted, including an emerging understanding of transportation equity and a [Vision Zero](#) approach to pedestrian safety. The updated plan will ensure that the City continues to lead the way in walkability, and allow Portland to absorb growth in a sustainable way that encourages residents to walk, whether for commuting, shopping, going to school, or recreation.

PedPDX will:

- Establish a clear plan vision, goals, and objectives
- Identify gaps and needs in Portland's pedestrian network (including needs for new sidewalks, crossings, and other pedestrian improvements)
- Prioritize needs to ensure that we are directing funding to locations with the greatest needs first (project prioritization will reflect the City's commitment to improving equity outcomes and reaching our Vision Zero goal)
- Articulate the strategies, actions, and tools we will use to improve walking conditions within prioritized areas, and across the city
- Identify context-sensitive design solutions for various part of the city
- Update the City's pedestrian classifications and designations, which help drive pedestrian design requirements; and
- Identify the performance measures we will use to track our progress implementing the plan over time

Purpose of CAC

The PedPDX CAC serves to advise staff for the duration of the PedPDX planning process. CAC feedback will be considered for integration into the Plan, which will go before City Council for a hearing and adoption in approximately Winter 2018.

Roles and responsibilities

This section clarifies expectations of staff and committee members including how and when information will be shared, Oregon Public Meetings Law, and joint expectations for respectful participation. These roles and responsibilities will be discussed, edited as-needed and refined as a group during the first committee meeting.

General expectations of staff

This body is advisory to PBOT staff who will work directly with this body to ensure that public issues and concerns are consistently understood and considered. PBOT staff will work with the committee to ensure that concerns and issues are directly reflected in the alternatives developed and provide feedback on how public input influenced resulting decisions and outcomes.

Staff will select and manage committee members and facilitate the meetings or be responsible for securing a hired facilitator, as needed. Meeting agendas will be prepared by staff who will make every attempt to email them to committee members at least one week in advance. A staff member or consultant will take notes during the meetings and distribute brief meeting summaries for the committee to provide edits or feedback on before they are posted to the website and emailed to the PedPDX interested parties email lists. The Oregon Department of Justice requires that written minutes must include the members present, all motions and other actions, any votes that were taken and the substance of any discussion. Staff will gather attendance information from members of the public who attend the meetings and grow an interested parties email list for distributing meeting announcements and Plan updates. Staff will also maintain a project website for Plan information, meeting materials and updates.

During the committee process, staff will provide information relevant for the committee to be able to provide meaningful feedback to the most feasible extent possible. Staff will make every effort to hear equally from all committee members.

Staff will work to ensure compliance with public meetings law. The right to know about and attend a public meeting of this body does not include a right to address the committee. The public meetings law is a public attendance law, not a public participation law. Staff have the prerogative to choose whether the committee will be able to accommodate opportunity for members of the general public in attendance to address the committee and if so, how. This may be accomplished by a public comment period at the beginning and/or end of meeting agendas, or if the committee is small, agenda is light, and/ or the atmosphere is relaxed, members of the public may be invited to participate up to the point of voting (non-committee members may not vote).

Staff comply with all non-discrimination, Civil Rights laws including Civil Rights Title VI and ADA Title II. To help ensure equal access to City programs, services and activities, the staff will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities. Call 503-823-5185, TTY 503-823-6868 or Oregon Relay Service: 711 with such requests, or visit <http://bit.ly/13EWaCg>

General expectations of CAC members

PedPDX CAC representatives will be responsible for keeping their individual organizations, agencies, neighborhoods, and/or community and business groups up to speed on the progress of the Plan. Other responsibilities include reviewing and commenting on project materials, helping to distribute invitations to open houses and other public events, providing regular updates to one's community on the project, and consulting with members of their community on how to best represent their views, concerns, and recommendations. To this end, members agree to place the interests of the city above any particular political or organizational affiliations or other interests.

In addition, committee members will be expected to contribute the following:

- a holistic systems perspective for the benefit of all Portlanders
- a willingness to entertain perspectives different than one's own
- a passion for/commitment to improving walking conditions in Portland
- a diversity of pedestrian-related perspectives on the committee, such as any combination of the following demonstrated interests/perspectives:
 - commercial/ business/ economic development knowledge
 - disability experience/ awareness of the different ways people "walk"
 - safety advocacy
 - social or racial justice experience
 - recreational user (such as leisure walking, running/ jogging, dog walking)
 - transit (bus, MAX, etc.) ridership/advocacy
 - children/ education/ youth engagement
 - service to vulnerable communities/ underserved Portlanders

Time is valuable and limited. Meetings are more productive when all participants are prepared. To this end, members agree to make effort to review meeting materials in advance of meetings, to arrive on time to meetings, and attend all meetings. If circumstances arise in which the member is not able to meet the obligations of their role, the member agrees to contact the facilitator as soon as possible (please see Meeting Attendance Policy under the Membership section).

Joint expectations

Members have been selected to serve on this public body out of, and on behalf of, the City's population of nearly 610,000 people. For staff, it is an honor and privilege to seek consult from engaged and committed community members who seek to join us in improving our City for all. In order to maximize this opportunity for public engagement with PBOT, staff will seek to fill positions on this body with those who rise to the occasion, providing their full participation and attendance.

All members play a role in assisting the facilitator in efforts to achieve a successful meeting. As such, each member agrees to do the following:

- Notice when they are speaking much more than others on the committee and take a step back when necessary to allow other voices the space they need to emerge

- Notice when they are speaking much less than others on the committee and find opportunities to vocally contribute so that others gain the benefit of a new voice
- Notice when others are speaking much less and bring this to the attention of the facilitator or committee in a respectful way that creates patient space for them
- Notice when expectations of staff and/or members are not being met and raise the issue with staff and/or the committee in a respectful way

Staff seeks to bring different viewpoints together to develop more robust discussion, more inclusive alternatives, and more sound recommendations. Some forms of conflict are natural in such situations, the strengths and benefits of which are cultivated through respect and efforts to communicate and listen effectively. Therefore, together, staff and committee members agree to make every effort to do the following:

- Listen to each speaker and ensure that only one person speaks at a time
- Remain respectful of all people and groups
- Be willing to learn
- Be willing to change
- Separate the issue from the person
- Agree to disagree when necessary
- Decide not to take things personally
- Make no assumptions except for best intentions
- Use “I” statements (everyone speaks from their own experiences)
- Avoid making generalizations (especially about groups of people)
- Correct gently, but do correct if something is said that is incorrect or offensive
- Understand that confidentiality is limited at best in this public setting

Requests for information made outside of meetings should be directed to the facilitator or staff coordinator. Responses to such requests will be limited to items that can be provided within a reasonable amount of time and are relevant to the scope and function of the BBAC.

Media

In the public, to the media or in public testimony, members agree to attribute only the discussions, agreements and recommendations *of this body, to this body*, and to only speak on behalf of the body in a public capacity if designated to do so by the body. Members of this body are not required to interface with the media and are requested to direct any media inquiries received by individual members to PBOT’s Communications Department:

- John Brady, PBOT Communications Director
 - Office: 503.823.7375
 - Cell: 503.577.8236
 - John.brady@portlandoregon.gov
- Dylan Rivera, Public Information Officer
 - Office: 503.823.3723
 - Cell: 503.577.7534

- Dylan.rivera@portlandoregon.gov

Members agree to not negotiate through the media, or to use the media to undermine the work of the group. Members agree to raise all of their concerns, especially those being raised for the first time, at group meetings and not in or through the media.

Membership and meetings

Committee members applied to a citywide recruitment and were selected from among over 260 applicants based on the following criteria:

- **Demographic diversity:** Staff applied a racial equity lens intended to ensure we have broad demographic representation on the committee, in terms of race, gender, and ability.
- **Geographic diversity:** Because one's walking experience in Portland varies greatly depending on which part of the city one lives, works, or attends school, we sought to create a geographically balanced committee, with even representation from various parts of the city including North Portland, East Portland, Inner NE, Downtown/South Waterfront, NW, SW, and Inner SE.
- **Offering engagement opportunities to new participants:** Additionally, we prioritized applicants who have not yet had an opportunity to engage with City processes in an advisory manner, with the exception of dedicated liaison roles from applicants representing Oregon Walks, our PBOT Pedestrian Advisory Committee (PAC), and our PBOT Bureau & Budget Advisory Committee (BBAC).

Staff accepted a total of 24 members to the PedPDX CAC.

Meeting time and location

All meetings of this body or its subcommittee are open to the public and all persons shall be permitted to attend any meeting (ORS 192.630(1)).

This body will not meet every month, however in the months it will meet, every attempt will be made to hold meetings on the day and time that works best for most. As of kick-off, that day and time is the last Wednesday of the month beginning July 2017. The meeting time will be from 5:30-7:30 p.m. and the location will vary according to the interest and ability of most CAC members.

Meeting timeline

If there are any changes to the meeting time and/or location, staff will inform the committee and interested parties at least one week prior to the meeting. At present time, members should anticipate the following, though it is subject to change:

- June 28, 2017
- August 30, 2017 *below this line, the dates are subject to change*
- November 22, 2017 (2nd to last Wed. to avoid Thanksgiving)

- January 31, 2018
- February 28, 2018
- March 28, 2018
- May 30, 2018
- June 27, 2018
- Possibly September 26, 2018

Due to the dynamic nature of planning and public policy work, occasions may arise when the timeline needs to be extended. Should the timeline need to be extend, staff will provide the body with an updated timeline and ask the body to determine if they will continue to serve. If at such a time, individual members choose not to or are unable to continue to serve, staff will attempt to work with them to determine a best course of action, which may include moving an alternate to become a full member, replacing the member or leaving the position vacant.

Quorum + Oregon Public Meeting Law

One more member than half of the number of all members constitutes a quorum for decision-making purposes. **For this body, 13 members is the minimum for quorum.** If there are half or less members present, the meeting may be held for information-sharing, however the body will not be able to vote or act. Meetings without a quorum may be cancelled at the discretion of staff.

If a quorum of a public body gets together and deliberates on official business, regardless of the setting, there is a violation of the public meetings law if the required notice was not provided. If gathering is less than a quorum of the body, there is no public meeting. Purely social gatherings of a public body do not create a public meeting unless there is quorum and it decides to discuss matters relevant to its work. It is best not to discuss business at all during a social gathering. In addition, electronic communication among a quorum of the public body could constitute a public meeting, especially if the communications are sent within a short time frame.

Oregon Public Records Law

Members of this body, as public officials, are required to abide by Oregon Public Records Law¹. Committee members are asked to copy PedPDX@portlandoregon.gov in all correspondence pertaining to work of the committee, thereby relieving you of holding a public record. Committee members are asked to limit questions and discussion outside of the meetings so that they can be asked and discussed in the public forum of the meetings themselves and to disclose discussions that took place outside of the meeting with the committee during actual meetings.

Meeting attendance

If a member fails to attend a meeting without notifying the facilitator in advance, staff will attempt to follow-up on an individual basis. In some situations, the member may be offered

¹ Knowingly destroying public records can constitute a criminal offense. ORS 162.305.

the opportunity to have an alternate attend as-needed in her/ his place. If any member fails to attend for three meetings in a row, without an accepted, formal alternate in attendance, staff may choose to remove or replace the individual at staff discretion.

Alternates

Individual members of this body and staff may discuss the option to have alternates serve on the body in the absence of a member. Taking away time during an important meeting to catch up a new member can be disrespectful and distracting to the rest of the body. For this reason, alternates must illustrate that they have attended a majority of the prior meetings in order to be able to vote in any meeting in which they are to fulfill duties as an alternate.

Officers

This body will not have formal officer positions among the membership, such as a chair or co-chair.

Subcommittees

At its discretion, the facilitator, with approval of the body, may form subcommittees to carry out special projects or represent the body in ways that advance the objectives and that are within the stated purpose of the body's work. Subcommittees shall report their activities to the full committee during regular meetings and bring any recommendations formed from their work and findings to the full committee for discussion and action.

Subcommittee meetings are public meetings and abide by all Oregon Public Meetings Law requirements. Agendas will be distributed to interested parties and made available on the website a week in advance of the subcommittee meetings. Staff will take notes and make meeting summaries available to the public.

Member dismissal

Staff is committed to creating an atmosphere for all members to participate fully and feel respected. The agreements in this document are intended to create this success. Failure of members to abide by the agreements of this document are grounds for dismissal from participation on this body. Staff reserves the right to make this determination if needed, although dismissal will be a last resort measure. Staff will make and document every effort of due diligence to address issues without resorting to dismissal.

Member list

Member Name	Member Affiliation
Peggy Alter	North Portland
Ryan Misjan	North Portland
Dylan McDermott Boroczi	North Portland
Eugenia (Jenya) Andreev	East Portland
Silvia Gomez	East Portland
Robert Schultz	East Portland
Matthew Steven Cramer	Inner NE
Alex Saro Youssefian	Inner NE

Shelly Garteiz	Inner NE
Matthew Denney	Downtown/ S. Waterfront
Traci Chenette	Downtown/ S. Waterfront
David Loftus	Downtown/ S. Waterfront
Jennifer Chi	NW
Jennifer Loferski	NW
Stephen Sverre Gunvalson	NW
Janet C. Hawkins	SW
Beth Omansky	SW
Lucy Brehm	SW
Eric Koszyk	Inner SE
Debra P. Monzon	Inner SE
TBD	Inner SE
Meesa Long	PBOT Budget and Bureau Advisory Committee (BBAC) member
Eve Nilenders	City of Portland/ PBOT Pedestrian Advisory Committee (PAC) member
Claire Vlach	Oregon Walks member

Decision-making agreements

Discussions will strive for agreement but consensus is not needed to move forward. For the purposes of this body, “consensus” is defined as the point where all members agree on the best option for the group even if it is not each member’s personal favorite.

If consensus cannot be reached, then 2/3 of Task Force members present must agree on a decision to be considered a group recommendation. Any members who do not support the recommendation may prepare a separate written statement to be shared with the Project Management Team and Executive Committee. All opinions will be part of the meeting summary.

A consensus decision-making model will be used to facilitate decision-making and to ensure that the group receives the collective benefit of the individual views, experience, background, training and expertise of its members. Consensus is a participatory process whereby, on matters of substance, the members strive for agreements that they can accept, support, live with, or agree not to oppose. Consensus means that no representatives voiced objection to the position and they agree not to oppose the position.

Expectations for the decision-making process include:

- Members agree that consensus has a high value and that the group should strive to achieve it. As such, recommendations will be made by consensus of all present members.
- The commitment to work for consensus means that members will participate in the give and take of the process in a way that seeks to understand the interests of all and will work together to find solutions workable for all.

- When consensus cannot be reached, the Chair or Facilitator may initiate or entertain a motion to vote on the issue. A quorum of the body must be present to proceed with a formal vote process. Members may make motions and seconds. All motions must be seconded to be acted upon. A vote must receive a motion to be affirmed.
- If no consensus is reached on an issue for proposed recommendation, minority positions will be documented after a vote takes place. Those with minority opinions are responsible for proposing alternative solutions or approaches to resolve differences.
- Meetings will be conducted in a manner deemed appropriate to foster collaborative decision-making and consensus building.
- Members will honor decisions made and avoid re-opening issues once resolved.

All official action must be by public vote. There will be no secret ballots. According to Oregon Public Meetings Law, the vote of each member must be recorded unless there are 26 or more members. Written ballots are allowed but each ballot must identify the member voting and the vote must be announced. There will be no proxy voting, only official alternates may vote in the place of their designated primary member as discussed above. There will be no absentee voting.

Members in attendance	Min. votes to affirm
24	16
23	15
22	15
21	14
20	13
19	13
18	12
17	11
16	11
15	10
14	9
13	9

Conflict of interest disclosure

Under Oregon law, a “public official” includes any person serving a public body as an elected official, appointed official, employee or agent, regardless of whether the person is compensated. By serving on this committee, you are considered a public official.

As such, you are required to publicly disclose conflicts of interest. A public official is met with a conflict of interest when participating in official action which could or would result in a financial benefit or detriment to the public official, a relative of the public official or a business with which either is associated.

Oregon Government Ethics law identifies and defines an actual and potential conflict of interest. A public official is met with an actual conflict of interest when participation would affect the financial interest of the official, the official’s relative, or a business with which the official or a relative of the official is associated.

Alternatively, a public official is met with a potential conflict of interest when the public official participates in action that could affect the financial interest of the official, a relative of that official or a business with which the official or the relative of that official is associated.

A public official must announce or disclose the nature of a conflict of interest. As appointed members of a committee, public officials must publicly announce the nature of the conflict of interest before participating in any official action on the issue giving rise to the conflict of interest. If a public official is met with an actual conflict of interest, following the public announcement, the official must refrain from further participation in official action on the issue. However, having potential conflicts of interest does not preclude you from serving on this body or impact your ability to participate fully on this body.

Individual members are personally responsible for complying with Oregon Government Ethics law. Please err on the side of excess caution and detail.

Questions	Entity and relationship or interest
1. Are you or a relative ² associated with a business that engages in work relevant to PBOT or the City of Portland?	

² ORS 244.020(16) defines “Relative” to include a public official’s spouse, parent, stepparent, child, sibling, stepsibling, son-in-law or daughter-in-law of the public official or candidate; the spouse of the public official’s parent, stepparent, child, sibling, stepsibling, son-in-law or daughter-in-law; any individual for whom the public official or candidate has a legal support obligation; any individual for whom the public official provides benefits arising from the public official’s public employment or from whom the public official receives benefits arising from that individual’s employment; or any individual from whom the candidate receives benefits arising from that individual’s employment.

<p>2. Do you or a relative have a <u>financial interest</u> (e.g., employment, consulting or other financial relationships with, an ownership or other beneficial interest) in the work of PBOT, the City of Portland, or a related entity which does or contemplates doing business with PBOT or the City of Portland?</p>	
<p>3. Do you or a relative have <u>other</u> relationships, commitments or activities <u>that might reasonably be construed as</u> unduly affecting your judgment in matters relevant to your duties with PBOT or the City of Portland?</p>	

Discussion

Please use this section to describe any reasons why the above relationships are more or less likely to create actual, potential or perceived conflicts of interest in your deliberation as a member of this PBOT advisory body.

Certification

I _____ have read this document in entirety, understand and agree to the terms provided within. My responses to the conflict of interest disclosures/ discussion are complete and correct to the best of my knowledge. I will submit a new disclosure and/or declare new interests on the record should anything of relevance change during my time of service on this body.

Signature: _____ Date: _____