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Dan Saltzman Commissioner **Leah Treat** Director

Bureau and Budget Advisory Committee

Thursday, June 21, 2017

4:00– 6:00 pm

Congress Building, 5th Floor, Conference Room 513

Committee Members Present: Molly Baer-Kramer, Ruthanne Bennett, Kaliska Day, Samuel Gollah, Ryan Hashegen, Thomas Karwaki, Tony Lamb, Elaine O'Keefe, Maria Hernandez, Momoko Saunders, Pia Welch, Kevin Vandemore

Committee Members Absent: Arlene Kimura, Heather Bowman, Frannie Knight, Meesa Long, Rob Martineau, Farrell Richartz

PBOT Staff Present: Tosin Abiodun, Alex Bejarano, Raphael Haou, Jana LeFrenier, Elliot Levin, Walter Robinson, Mychal Tetteh, Leah Treat, Akira, Chris Warner, Georgia West, Chon Wong,

Other City Staff: Georgia West (ONI)

Welcome/Community Check-Ins and Announcements: Momoko Saunders and Tony Lamb

- Momoko Saunders opened the meeting, welcomed committee members and shared the Vision Zero report. There were no crashes in Portland from April 16 through May 16, 2018.
- Momoko reminded all attendees that BBAC will take a break in July and August and reconvene in September. Frannie Knight, Heather Bowman and Kaliska Day will not return in September.
- Director Leah Treat thanked BBAC members for their leadership and stated that the City is developing a new strategy for attracting strong candidates to fill the eight Bureau Director positions currently open. In the meantime, Chris Warner will serve as the interim Director of the Portland Bureau of Transportation. The Mayor will make new bureau assignments after labor day. This means that PBOT will likely have a new Commissioner in charge in September. PBOT will go through a transitional period.
- Ryan Hashagen requested for information about PBOT's work zone detour plans and proposed adding the topic on the next meeting agenda.

Questions and Comments

- Momoko Saunders asked Director Leah Treat for recommendations on what BBAC members can do to get ready for all the upcoming changes in fall.

- The changes won't negatively affect BBAC. Once the new bureau assignment is completed, BBAC members will have the opportunity to meet with the new Commissioner and staff.

ONI Advisory Boards and Commissions Transition Plan: Georgia West

- The Office of Neighborhood Involvement will change its name to the Office of Community and Civic Life on July 1st.
- Georgia West, a staff in the Office of Neighborhood Involvement, thanked BBAC members for the opportunity to discuss changes to the City's Advisory Boards and Commissions Policy (Resolution 37328).
- In November 2017, City Commissioners Eudaly, Fish and Fritz's Office worked with multiple City bureaus to co-create deliverables and pass resolution 37328. The resolution seeks to create standard practices for advisory bodies, ensure compliance with state laws and further promote equity and inclusion, transparency, accountability and confidence.
- Community members who serve on public advisory bodies are public officials. The City expects public officials to disclose their conflict of interest.
- The City of Portland has about 150 advisory bodies and 3,000 volunteers serving in various capacities.
- The changes ONI will introduce in fall will include the following: use of a uniform application, which will include mandatory conflict of interest disclosure and confidential demographic information. Also, each advisory body will have governing documents and bylaws that will cover salient information such as limited terms of service, exit survey and more.
- The City is placing an eight-year limit on membership with the goal of diversifying advisory bodies and bringing more people to the decision-making table. BBAC members currently have a five-year limit. The Director will decide if members will remain outside the body either for two or five years before they can re-apply for membership.
- ONI will provide trainings to City staff and community members serving on advisory bodies.

Questions and Comments

- Ruthanne Bennett highlighted the need for more information and clarity about BBAC's membership terms.
- Elaine O'Keefe highlighted that the City has many non-decision making technical advisory groups. How does the new policy ensure that technical expertise is allowed and accommodated given the rule about conflict of interest?
 - The disclosure of conflict of interest does not preclude an individual or a community member from serving on a board, committee or commission. The City's goal is to promote transparency and ensure compliance with state laws.
- How does the new resolution apply to or affect quasi advisory boards for instance the Central Eastside Industrial Council that make key financial decisions?
 - The City of Portland has four types of advisory bodies. Type I are bodies that advise the City Council for an extended period of time. Type II are bodies that advise City Council only for a short period. Type III are bodies that advise either a Bureau Director, a City Commissioner or a City Staff. Type IV are bodies that were created by City code. The resolution cannot supersede or override City code.
- What does the resolution say about absences?
 - The City expects full participation from community members who sit on bodies. Three unexcused absence was highlighted in the resolution approved by City Council. However, each bureau can make decision about how many absences can be accommodated.
- Will the City evaluate the quality, usefulness and level of engagement of the 150 advisory bodies that currently exist?

- The goal is to get Bureaus to consider whether they need to create new advisory bodies. There is no currently no concrete plan to evaluate the usefulness of the 150 advisory bodies that currently exist.
- PBOT has at least 20 out of the 150 advisory bodies. Irene Schwoeffermann, PBOT's Public Involvement Coordinator, will assess the functionality of PBOT's advisory bodies in a way that aligns with ONI's process and implementation plan.
- Will resolution 37328 apply to the PBOT's Freight Committee?
 - The PBOT Freight Committee is not an advisory body but a decision-making body established by City code.
 - PBOT should review how the Freight Committee affects decision making at PBOT and the term of membership.
- City Council recently approved a full time position at ONI to implement changes to the City's Advisory bodies and commissions.
- Arlene Kimura stated that advisory bodies represent only a small subset of the general population in Portland. City bureaus should not operate with the assumption that advisory bodies can replace community outreach and public engagement. City bureaus should invest resources and time in engaging with and reaching historically underserved low-income communities and communities of color.

Fixing Our Streets Program Update: Mychal Tetteh

- Mychal Tetteh provided updates about PBOT's Fixing Our Streets (FOS) Program.
- Fixing Our Street is Portland's locally funded street repair and traffic safety improvement program. Mychal reviewed the FOS Annual report and covered salient information including budget and on-going as well as completed projects.
- The FOS program has positively changed the way PBOT approaches and engages with the diverse communities in Portland.

Questions and Comments

- Elaine O'Keefe recommended placing the list of FOS projects at the front end of the annual report and supplementing the interactive maps with a project list. PBOT should really focus on what is happening in different communities because that is the key information people really care about and want to see.
- Arlene Kimura stated that there are several projects that are tied to longer term projects. The annual report should be updated to reflect these projects and additional source of funding.
- Does the FOS annual report provide a timeline for all the projects?
 - The report provides completion date for all FOS projects but not itemized project by project. The amount of information that can be included or displayed in the report is limited, additional information can be found on the FOS project website.
- What about the maintenance bureau overall work program? PBOT should find a way to create a pathway where community members can learn more about other maintenance projects.
 - PBOT will continue to update the annual report based on feedback provided by community members, staff and PBOT advisory bodies.

I-84 Closure and Traffic Mitigation Strategies: Chon Wong and Jana Lefrenier

- Chon Wong, Manager of PBOT's Temporary Traffic Control and Coordination section, kicked off the presentation by introducing his team members including Jana Lefrenier and Alex Bejarano. He explained that years ago, City Council approved [GPM + TRN 8.12](#), an administrative rule, that provides accommodation for bikes and pedestrian through construction work zone. The City is looking to implement a new enforcement program, revise administrative rules and revise the traffic manual.

- Jana Lefrenier shared information about the I-5 at I-84 Rehabilitation Project. The Oregon Department of Transportation (ODOT) is replacing the concrete and steel on the ramps that carry 147,000 vehicles on an average day. The work is needed to keep the bridges functioning and in a healthy shape.
- ODOT developed traffic mitigation strategies in coordination with other agencies. Some of the strategies include encouraging demand reduction, monitoring and adjusting traffic operations using Signals, On/Off Ramps, ROW Closures and providing up to date information to community members.
- Using the traffic demand model, PBOT found the biggest impact is going to be the southbound movement. Traffic will heavily impact Sandy and across Burnside. PBOT anticipates longer traffic peak periods.

Questions and Comments

- Will ODOT provide transit free of charge during the closure?
 - No.
- Is ODOT closing the bridges or the ramps used to go on and off the bridges?
 - The bridges will also be closed during the project.
- The administrative rule is effective in some parts of the City. However, there are places such as MLK where contractors create continuous obstruction. Is there a way to check on compliance?
 - PBOT encourages community members to file construction zone complaints by using the [pdxreporter app](#).
- Will PBOT eliminate parking on neighborhood street?
 - PBOT evaluated the option but decided not to remove street parking. However, the option is on the table and will be considered if congestion increases or gets worse.
- PBOT should work closely with the Bureau of Development Services to ensure that Contractors comply to the administrative rule.
- Is there a way to encourage scaffolding?
 - PBOT has been encouraging the use of scaffolding and tunnels. The City created tunnels and safe pedestrian access for the Portland Building Reconstruction project.
- Did ODOT develop outreach strategies for engaging more diverse populations?
 - PBOT has not received ODOT's full outreach strategy.

Announcements: Tosin Abiodun

- BBAC members took a group photo.
- Tony Lamb and Momoko Saunders, BBAC co-chairs, thanked Director Leah Treat for her leadership and wished her the very best.
- BBAC will not meet in July and August but will reconvene in September. Members not planning to return to the group should let provide advance notification via email.

Next Steps:

- BBAC will meet on the 20th of September at the Congress building, 5th floor, Room 513. Address: 1001 SW 5th Avenue Portland Oregon.