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**Dan Saltzman** Commissioner **Leah Treat** Director

## **Bureau and Budget Advisory Committee**

Thursday, October 18, 2017

4:00– 6:00 pm

Congress Building, 5<sup>th</sup> Floor, Conference Room 513

**Committee Members Present:** Douglas Armstrong, Lauren Bates, Ruthanne Bennett, Sage Geiselman, Samuel Gollah, Shani Harris-Bagwell, Ryan Hashagen, Sarah Iannarone, Thomas Karwaki, Josh Linden, Rob Martineau, Elaine O’Keefe, Farrell Richartz, Momoko Saunders, Pia Welch, Kevin Vandemore

**Committee Members Absent:** Maria Hernandez, Arlene Kimura, Molly Baer-Kramer, Joanne Landry, Tony Lamb, Meesa Long, Femi Oluwafemi,

**City Staff Present:** Tosin Abiodun, John Brady, Kea Cannon, Shannon Fairchild, Eva Huntsinger, Jessica Kinard, Christine Leon, Irene Marion, Jeramy Patton, Francesca Patricolo, Art Pearce, Mychal Tetteh, Chris Warner, Tara Wasiak, Mark Williams

### **Welcome/Community Check-Ins and Announcements: Momoko Saunders, BBAC Co-Chair**

- Momoko Saunders opened the meeting, welcomed new BBAC members and reviewed the agenda.
- Momoko shared the Vision Zero report and asked BBAC members to observe a minute of silence to honor the memory of five community members who died in auto related crashes from September 20 through October 18.
- Thomas Karwaki thanked the Portland Bureau of Transportation (PBOT) for starting the implementation process for the North Fessenden project.
- Interim Director Chris Warner shared updates about the proposed transfer of 82<sup>nd</sup> from Oregon Department of Transportation (ODOT) to PBOT, offered remarks about the Southwest Corridor plan and welcomed new BBAC members.
- BBAC members shared information about their background, affiliations and interests.

### **Introduction to City Budget Process and Updates: Jessica Kinard, Interim Director City Budget Office (CBO)**

- Jessica Kinard shared background information about the role and purpose of the Bureau Advisory Committee (BAC). In 2010, Council adopted public involvement principles, indicators and outcomes for Bureau Advisory Committees. In 2012, City Council passed Resolution 36960 to provide public involvement guideline for Bureau Advisory Committees.

Both Council directives seek to ensure accessible and meaningful engagement opportunities, especially for communities that have been historically underrepresented.

- The Mayor recently called for changes to the City budget process. The changes will further empower community members, help City Council better understand key bureau program and activities, maximize the value of staff and community time, provide bureau managers with the flexibility to manage within available resources and facilitate comprehensive package development through earlier Council priority identification.
- As part of the change, the Mayor asked City bureaus to present their budget by program format (at the 6-digit functional level), detailing overview of services and goals, key performance information, historical information, financial and positional data and notable changes to service levels and activities. All bureaus are expected to submit their budget in the new format to CBO in January 2019.
- CBO is leading the implementation plan for the City budget process change.
- Henceforth, City staff supporting BACs are expected to provide an appropriate level of budgetary and programmatic information to ensure members understand core bureau operations, revenues and expenses, strategic plans and goals and programmatic activities; facilitate discussions to solicit BAC members' communication of community priorities around bureau programming; and provide clarity on how BAC feedback may be incorporated into the bureau's requested budget. The City wants to understand BAC priorities as it relates to 98 percent of the bureau's resources (current allocation level).
- Longer-term expectations include providing BACs with information and budget data by program area; information on current service levels including relevant performance measure targets and data; information on key cost drivers and other factors influencing performance and service level outputs; and clear guidelines on short and long-term opportunities for BAC feedback to influence bureau budgets and priorities and other information.
- As part of the change to the City budget process, each bureau will be provided one allocation target. Bureaus can make changes within that target without decision packages. Proposals to change appropriation levels will come from Council members in the form of "Direction to Develop" packages.
- City Council has directed CBO to make changes to the City's budget engagement and outreach process, develop robust data on priorities of all Portlanders, with a focus on historically underrepresented or under-served communities.
- CBO is partnering with the Office of Community and Civic Life to improve the City's budget outreach process and meaningfully engage community members year-round.

### **Questions and Comments**

- Do changes to the City budget process apply only to PBOT's General Fund or the entire budget? PBOT has very little general fund and in the past, BBAC discussions have focused on the margins.
  - The changes, in terms of showing budget in a program offer lens and the Direction to Develop, apply to all City bureaus and their funds. The shift away from decision packages to "Directions to Develop" will be particularly noticeable for general fund bureaus as they have bigger constraints. Every non-general fund bureau will receive its only constraint guidance, but they are likely to be aligned with their general forecast.
- The 1% reduction applies to what area of funding or allocation?
  - It applies to the on-going general fund allocation.
- In PBOT's case, that will be probably less than 100,000 dollars?
  - Yes.
- What should a non-general fund BAC focus on?

- Community interest and priorities as well as Council priorities. The expectation is that BBAC discussions will focus on performance output, service level, trade-offs and resource constraints.
- Will the program format include information about all the funds that PBOT receive, for instance federal, state and local grants?
  - The expectation is that PBOT will provide its requested budget for all its resources through a programmatic lens.
- How will BBAC members determine the source of funds?
  - PBOT will provide a financial overview presentation which will include information about a variety of funding source.
- What happens when BAC priorities and values does not align with Council priority?
  - The goal is for BAC to help Council better understand community priorities and values.
- How will BBAC members determine the source of funds?
  - PBOT will provide a financial overview presentation which will include information about a variety of funding source.
- Momoko encouraged BBAC members to route questions they have about changes to Tosin Abiodun via email.

### **Introduction of Hot Topics and Project Delivery Roles: Director's Team**

- Mark Williams, representing Dave Benson (Parking Services Group Manager), talked about current and future initiatives of PBOT's Parking Division including Yamhill smart park renovation, performance-based pricing, new meter rate parking structure, redesign of parking citation to include safe harbor languages, implementation of new software and technologies and evaluation of the Shared Electric E-scooter program.
- Christine Leon, Development Permitting and Transit Group Manager, stated that her team manages City Right of Way programs, issues about 14,000 Temporary Street Permits annually, manage street vacations and development access impacts, issues permits for utilities below and above ground and manages the Block Permit Program as well as the Portland Street car and Tram.
- Art Pearce, Policy, Planning and Projects Group Manager, stated that his team is currently developing implementation plans for the Council adopted Transportation System Plan (TSP). Other hot topics and initiatives for the team include the adoption of Portland's Citywide Pedestrian Master Plan, new mobility plans, area and project planning and active transportation and safety programs.
- Mychal Tetteh, PBOT's Fixing Our Streets Program Manager, stated that his focus is to deliver PBOT's Fixing Our Streets projects on time, anticipate challenges, solve problems and ensure return on dollar investments.
- Tara Wasiak, Maintenance Operations Group Manager, stated her group maintains City street infrastructure such as sewer storm, sidewalks, bridges, tolls, street signs, ADA ramps and more. PBOT's Maintenance Division is the lead agency for landslides, earthquakes, volcanic ash as well as winter and snow storm. The division is currently preparing for snow and ice season, Leaf Day program and the Gravel Street Service. In addition, the division is ramping up capacity to ensure the delivery of ADA ramps.
- Eva Huntsinger, representing Steve Townsen (Engineering Group Manager), shared information about PBOT's Engineering division, sub-divided into four groups.
- Jeramy Patton, Business Services Group Manager, stated that his division handles PBOT's budget, human resources and procurement, time keeping, administrative support, IT and data management and strategy development. The Business Services Group are working towards the development of PBOT's FY 2019-20 budget, 3-year Strategic plan and Employee Onboarding and Engagement plan.

## Questions and Comments

- How will the changes to the City budget process affect PBOT's budget development process?
  - The proposed changes to the City budget process will positively affect PBOT's interaction with the BBAC. In the past, BBAC discussions focused on incremental changes and decision packages. With the new directive, BBAC discussions will focus more on individual programs and service levels.
- Is PBOT going to develop new success metrics and solicit feedback from BBAC members?
  - BBAC members will receive information about programs, outcomes and performance metrics.

## PBOT Survey Poll Results: John Brady

- John Brady, Director of Communications and Public Involvement, welcomed new BBAC member and shared results of the PBOT Survey which was created to gather systematic information about how Portlanders view PBOT and the transportation system as a whole.
- In summary, 68% of respondents favored driving their cars to get around Portland, 93% of respondents highlighted the need for PBOT to take concrete measures to address congestion and about 35% of respondents said they did not know PBOT's role in the transportation system.
- The survey shows, among other things, that older Portlanders still rely heavily on traditional media while younger Portlanders rely on social media, and community members are concerned about getting around the City safely, efficiently and sustainably. In addition, the report shows that Portlanders are familiar with PBOT's programs and projects but have little or no knowledge about PBOT's vision.

## Questions and Comments

- Do you have survey sample information or demographic data? How many people participated in the survey?
  - Yes, sample information and demographic data is available. 52% of the participants were female. In terms of demographic data, 85% of the respondents were white, 6% Asians, 5% African Americans and 4% mixed or from another race.
- What kind of recruitment method did PBOT use to identify participants?
  - PBOT sent the survey poll to an existing panel.
- Participants identified three concerns including congestion, safety and maintenance. Did participants mention how they want PBOT to prioritize their concerns?
  - The survey design did not include granular level information.
- Was the survey only available in the English language?
  - Yes.
- If PBOT launches a similar survey in the future, will it be available in other languages?
  - Yes. The survey was a random sample.
- If it was a random sample, how do you then account for people with limited English proficiency and those without access to computer?
  - There is no perfect survey system, each survey comes with limitations.

## Transportation System Plan: Francesca Patricolo

- Francesca Patricolo, Transportation Planner in the Policy, Innovation and Regional Collaboration group, provided updates about the Portland 2035 Transportation System Plan (TSP).
- The TSP is the 20-year vision for Portland's transportation system. The document was first updated with the Citywide Comprehensive Plan and after two subsequent updates, it was approved by City Council.
- PBOT is working on a video format of the TSP presentation. Francesca encouraged BBAC members and attendees to provide feedback about her presentation.

- The TSP plan include goals and policies that guide the development, prioritization and implementation of Portland's transportation. It also include sub-policies, list of projects and Citywide programs along with a financial plan that will accommodate 20 years of population growth.
- In 1973, Oregon passed Senate Bill 100 to create institutional structure for state wide land use and transportation planning. PBOT is working with other agencies to ensure that Portland is growing up and not out.
- The TSP incorporates several state and regional plans such as the Portland Comprehensive plan, Metro-led Regional Transportation Plan, Climate Action plan, Central City 2035, Modal plans, Master street plans as well as Area and Corridor plans.
- Almost every project needs to be identified in a specific plan before it can be implemented or funded. Once a project is listed in a plan, it needs to be added to a budget or grant request and is compared to other priorities City wide. To spend funds, PBOT must gather data, consider impacts and alternatives, and collect feedback from community members through a robust public involvement process. It often takes a long time to get funding for projects listed in a plan and not all projects are implemented.
- All projects that end up in the TSP plan are evaluated through seven rigorous criteria which include safety, economics, health, environment, equity, cost and access. The projects that make it to the top of the list are prioritized and classified as the constrained project list. Major projects in the TSP plan are those that cost more than 500,000 dollars.
- The TSP identifies smaller projects and ten program buckets. In addition, it includes an evaluation of how much existing revenue is pulled together from the federal, state, local and regional funding sources to support Portland's transportation projects. It also predicts how much transportation revenue should reasonably gain as a result of population growth.
- Portland is projected to add 140,000 new jobs in the next twenty and 206,000 more people. If in 2025, the percentage of people who drive to work remains the same as it is now, which is nearly 60%, traffic pollution, congestion and household spending on vehicles will worsen significantly.
- With the TSP, the goal is to increase the mode share of daily non-drive trips to 70 percent citywide and safety, and eliminate all traffic deaths and serious injuries on Portland streets by 2025.

### **Questions and Comments**

- Elaine pointed out that the presentation is great for because it explains why the plan is needed and what the future looks like if nothing is done to address congestion. She pointed out the need to highlight the importance of freight and multi modal freight networks in the presentation.
- Shani Harris-Bagwell thought the presentation will be much more effective if it focuses more on people rather than numbers. Community members are much more interested in knowing how the plan will affect their well-being and transportation options. She encouraged the use of strong and powerful visuals.
- Kevin Vandemore suggested articulating the goals of the other transportation plans that roll into the TSP.
- Ryan Hashagen buttressed the need for the presentation to focus on Portlanders and their stories.
- Sarah Iannarone stated that transportation agencies care more about their transportation plans than members of the public. She recommended incorporating information about where the money comes from and how community can participate in the TSP process.
- Rob Martineau stated that the presentation should include information about zoning and housing.
- Shani Harris-Bagwell asked if there are plans to create an advertisement or presentation series.
  - PBOT is planning to create compelling promotional messages and videos for the TSP.

**Re-affirming our Commitment: Group Agreement and Requests: Momoko Saunders**

- Momoko reminded BBAC members about their group agreements. She encouraged members to commit to the long-established values and stay actively engaged during presentations.

**Questions and Comments**

- Ryan Hashagen encouraged members to abide by the rules and refrain from excessive use of phones at meetings.
- Rob Martineau asked for clarity about timing for each agenda item. He also requested for additional time for group discussions and deliberations.
- Sam Gollah encouraged members to stay focused and committed at meetings.
- Sarah Iannarone encouraged members to study all presentation materials ahead of the meeting to give more room for group discussion.
- Elaine O'Keefe encouraged PBOT staff to provide short and succinct presentations and leave more room for discussions.

**Next Steps:**

- BBAC will meet on the 15th of November at the Congress building, 5<sup>th</sup> floor, Room 513. Address: 1001 SW 5<sup>th</sup> Avenue Portland Oregon.