



DRAFT

Clean and Safe Committee Meeting Minutes
Thursday January 11, 2018 1:00 – 2:00 pm
549 Congress St.

Board members present: Denine Leeman (East Brown Cow), Peter Tousignant, Phil Haughey (MHR Management), Sue-Ellen McClain (McClain Marketing), Sarah Martin (Bar of Chocolate)

Others: Megan Doane (Portland Stage), Jon Dow (Waterfront Concerts)

Staff present: Taffy Eaton, Amy Geren

Minute 1. Denine called the meeting to order, welcomed all present and asked for introductions.

Minute 2. Review and acceptance of December 14th meeting minutes: On a motion made by Peter Tousignant and seconded by Phil Haughey, the meeting minutes were unanimously accepted. Discussion:

- Jon asked about the posting of event flyers. He claims that if other venues are posting and Waterfront Concerts isn't, they miss out on attracting concert goers. He's happy to keep using the existing poster boards. Jon said larger cities hire teams to physically hand out flyers to promote concerts.
 - Radio advertising is dying so flyers are important
 - Information kiosks could work also - Wifi is plentiful in Portland
 - Waterfront Concerts would like to be part of the discussion.
 - Perhaps they could install locked poster boards, selling the key to those interested in using them. There could be a key holder (maybe Creative Portland) to facilitate. Amy said that Casey would like to address the issue.
- Denine mentioned the City's installation of Wifi on light poles and wayfinding kiosks throughout downtown, which might also work for concert venue advertising
- Amy said Tommy replaces the current poster boards occasionally

Minute 3: Supplemental Services Agreement (SSA) benchmarks discussion: Denine asked if everyone had a chance to review the Supplemental Services Agreement distributed to committee members.

- Amy provided a summary of 2017 work by the downtown Public Works team (attached)
- Amy provided a breakdown of SSA items individually as requested by Ken (attached). These items are what Portland Downtown pays Public Works to take care of.
- The 1,200 hour difference between "Total hours" and "Total SS hours" covers "other, shop maintenance and training". Portland Downtown wants to be sure our crew is maintaining our equipment, rather than equipment used City wide.
- Do committee members have ideas that are not currently covered or should be addressed? This committee wants to be sure we are not paying for jobs covered under the Master Contract.
- Are there things we can take out of the SSA? We have removed items informally in the past, through conversation.
 - Denine talked about event support – Tommy's crew used to handle Alive at 5 concerts but when that program stopped, it was not replaced.
 - The services listed are generic, like "landscaping" instead of how many trees will be planted, etc
 - Amy said that Jeff Tarling wants the Horticulture Department to handle all the care and maintenance of weed control and watering, then "Planting" might come off the SSA

- Phil pointed out that having some liquidity in the contract is a good idea. We can transfer tasks if some are not needed, ie: if there is minimal snow, time can be spent with litter patrol or the like.
- Peter suggested we need to decide what we are willing to give up in order to allow for the more critical things we need
- Amy is keeping track of the winter cadet interns and their hours
- Tommy hires 2 people from Labor Ready in the summer to exclusively sweep up cigarette butts
- City Manager Jon Jennings will handle the Butt Buttler situation

To summarize, Denine will come back with direct suggestions next month. The City needs any changes by March, so this committee has one more meeting to finalize any changes.

- Graffiti removal: the neighborhood prosecutor connected with building owners, offering Learning Works help if needed. Could we use the same process with a Code Enforcement Officer? Amy suggested meeting with Asst. City Manager Mike Murray to discuss.
- Building owners need to maintain their sidewalks and don't. The City needs to enforce the ordinance.
- There is currently no one in the position of trash oversight
- Amy will send the Cadet Evaluation to the committee for their information
 - The program takes the weight off the police department in many situations
 - To reach the cadets, call the PPD non-emergency number (874-8575) and they will send the cadets.

Minute 4: Trash Can/Recycling Can discussion: Denine

- Develop a strategy and parameters to raise funds for additional units through public/private means
 - Portland Downtown gets 5 new trash cans annually under our contract.
 - Adding dual trash/recycling bins is a good option. Single sort recycling makes the recycling option very easy. The City says pick-up is easy and the recycling bins are being used.
 - Committee members like the idea of sponsorship opportunities with public/private partnerships
 - Tommy put the dark liners back in the new frames as requested
 - Denine suggested formalizing a sponsorship offer. Sarah suggested we find out the pick-up policy first.

Next steps:

- Denine will put language together and will get costs from Tommy, including shipping. This is for building owners who want to replace a worn-out trash can.
- Will do a mailing or an email blast to property owners with the information

Minute 5: Other business:

- a. Denine mentioned the Sound Monitor readings – the first readings will be released next month by the City's Health & Human Services Committee. The monitors will continue to gather readings throughout the summer.
- b. Update on Capital Improvement Recommendation letters – the City has the letter
- c. Building owner snow removal responsibility letter – a reminder email went out a month or so ago
- d. North Point sidewalk widening debate is in the City's hands

Denine adjourned the meeting at 2:10.

Respectfully submitted,
Taffy Eaton, Recorder.