



## Clean and Safe Committee Meeting Minutes

Thursday February 14, 2019 1:00 – 2:00 pm

549 Congress St.

**Committee members present:** Sue-Ellen McClain, David Packard, David Davis, Kim Farrar

**Absent:** Megan Doane, Bob Keegan

**Staff present:** Casey Gilbert, Amy Geren, Taffy Eaton

**Minute 1.** Welcome: Sue-Ellen McClain called the meeting to order

**Minute 2.** Review and acceptance of January 10<sup>th</sup> meeting minutes: David Packard made a motion to accept the minutes as presented. Kim Farrar seconded the motion and the minutes were unanimously accepted.

**Minute 3. Discuss next steps on Committee goals:** Sue-Ellen McClain will keep this item on the agenda in order to keep committee goals front of mind. Casey offered information on

- Sidewalk cleanliness:
  - Next steps for creating a larger poster board in Monument Square to replace the smaller ones - As decided by this committee, the current smaller boards are being removed by the downtown PW crew as time allows around winter operations. Boards in the parks will be replaced with larger ones, similar to the one now in Congress Square Park. Public Works staff Marc Spiller and Dan Mirabile said they will help design and provide supplies for the larger boards.
  - Next steps for ordinance compliance –
    - Newspaper boxes are private property so the Public Works department cannot clean and maintain them. There currently is no enforcement of the ordinance requiring owners to keep them clean and graffiti free. Tom Higgins reports that it is difficult to contact the owners. Dan Mirabile said he is willing to assist.
    - It is unclear on how the newspaper box permitting process works. The Permitting & Inspections Department has not provided evidence of a permit from the Phoenix.
    - Amy and Casey are frustrated by the lack of progress on this issue. The newspaper boxes are one of the most, if not THE most unsightly items on downtown sidewalks. Not only are they covered in graffiti and stickers, many are damaged, empty, and filled with trash.
  - Public Works crew visibility - Initiate follow-up on a solution to increase visibility and awareness of PD Public Works Crew. Currently City trucks and uniforms do not have the Portland Downtown logo visibly displayed. This creates a perception that it is the City itself providing the supplemental services in downtown, when in fact – there is a financial partnership with Portland Downtown. PD Board feels this partnership needs to be more visibly represented. Dan and Casey will meet to discuss changes. Casey will schedule the meeting and invite Sue-Ellen McClain and David Packard.

**Minute 4. Updates from the E.D.:** Casey updated

- Status of Master & SSA draft – the draft Exhibit, provided by Greg Mitchell via email, covering Citywide Services and Additional Services was distributed. Casey pointed out the public restroom cleaning item. It is her recommendation that the Parking Division should be cleaning and maintaining those restrooms. Casey

also recommends that the committee review the Fore Street Garage bathroom contract when it is up for renewal and consider discontinuing that maintenance, which costs PD more than \$9k annually.

- The draft contract is still being reviewed by City staff. Sue-Ellen McClain is concerned that Corporation Counsel is already looking at the draft. Perhaps the City is not expecting PD to make any changes?
- The Finance Committee would like to add a request to have the assessment taxes be paid to PD in full and then invoice back any and all expenses related to the management of the DID. The City has been automatically withdrawing funds, without first checking with PD.
- Committee members expressed continued confusion surrounding the Exhibit – this new version still does not provide the clarity that PD was seeking. Casey suggested Greg Mitchell attend a future committee meeting to answer questions after further discussion by committee members.
- David Packard suggested waiting to see the Master & SSA draft contract first before committee members edit the Exhibit.
- David Packard asked about the staff hours in the draft
- Committee members reviewed the draft and suggested the following:
  - Ask for better content management rather than actual edits to this draft document
  - PD asked the City to clarify the differences between Basic and Supplemental Services but this draft does not do so
  - It makes sense that Corporation Counsel reviews it before going to PD for review because it's a legal contract
  - Casey recommends committee members further review this draft prior to the March meeting. There is still an opportunity to make changes.
- Graffiti proposal from Rick Stanton: update on meeting with Jon Jennings and discussion. Casey said that Jon Jennings cancelled the meeting, since the Master & SSA drafts were not yet ready, so there is no update. Rick's nationwide program gets the City involved with a plan to reduce graffiti rather than increase removal. Learning Works and the City both indicate graffiti is increasing rather than decreasing, so this program is needed.
- Next steps for replacing sidewalk flower containers in Spring – Casey and Amy Geren met with City Arborist Jeff Tarling, the City horticulturist and other City staff about replacing the existing granite planters with self-watering removable planters. Casey hopes to have a proposal to bring to this committee next month.
- Status of draft Public Works budget – Casey is waiting for information from Chris Branch

#### **Action items:**

1. Review the Exhibit as presented or wait for draft SSA? Casey will follow-up with Greg Mitchell and Chris Branch.
2. Casey will follow-up with Dan Mirabile about downtown Public Works crew uniforms and the graffiti removal program.

#### **Minute 5. Update from DEL (Downtown Experience Liaison) – Amy reviewed her attached report.**

- Cleanliness and Fix It! reports:
  - Many of these Fix It! reports are related to winter operations complaints
  - A third of the icy sidewalk complaints are from one Maple Street property owner about a neighboring property that recently changed hands
  - Noise reports are related to the Momentum Barber Shop music. The Portland Police Department has been handling complaints. Casey reminded committee members that the City has a Sound Oversight Committee that can deal with noise complaints. Amy offered to talk to PPD prior to touching base with Momentum staff.
- Police Calls for Service report: the report shows positive movement in trends due to many social service organizations working together.
- The Peer Outreach Worker (POW) report is not current due to Mark's illness, but the program will continue as outlined in the contract with Amistad and the CDBG Grant guidelines.

- Taffy will email the Cadet Evaluation to committee members

Sue-Ellen adjourned the meeting at 2:00 pm.

Respectfully submitted,  
Taffy Eaton, Recorder.