

## RESOLUTION NO. 3113

### A RESOLUTION ESTABLISHING THE BEND TRANSPORTATION PLAN STEERING COMMITTEE

#### Findings

- A. The City Council has determined that capital transportation projects are a high priority and are essential City infrastructure needs. This is consistent with City Council Goal #2 as defined in the 2017-19 Strategic Plan: Move People and products around Bend efficiently, safely, and reliably.
- B. The City will be completing updates of the Transportation System Plan (TSP) and Metropolitan Transportation Plan (MTP), via the Metropolitan Policy Organization (MPO), over the next 24-month period.
- C. The City desires an open and fair public engagement process for the TSP/MTP update.
- D. The last major update of the TSP was in the year 2000.
- E. The City approved the Urban Growth Boundary (UGB) remand project in November 2016; the remand and UGB Expansion project amended the City's Comprehensive Land Use Plan.
- F. The Transportation System Plan update is intended to be consistent with the approved UGB and state land use rules.
- G. The MTP must be approved by the MPO by September 2019; for consistency and efficiency the MTP and TSP will be a coordinated planning project.
- H. On December 20, 2017, the Council approved a contract, scope of work, and project schedule with Angelo Planning Group and other consultants to assist the City with outreach and TSP and MTP drafting.
- I. Bend Municipal Code 1.20.010(H) authorizes the Council to establish temporary committees by resolution.
- J. On September 6, 2017, Council created the Citywide Transportation Advisory Committee (CTAC) to provide recommendations on specific issues related to the TSP and MTP, to support the objectives of involving residents and key stakeholders in developing policies that relieve congestion, improve ease of travel and safety, and identify funding options for desired levels of service; and develop a short term capital improvement

strategy, including use of transportation fund reserves.

- K. The Council wishes to establish a Bend Transportation Steering Committee to set policy direction for the CTAC, receive, consider, and give weight to the recommendations from CTAC and other community members, recommend updates to the BTSP and MTP, and other responsibilities as set forth in this Resolution.
- L. Substitutions to the identified BTPSC members may be necessary given the length of the project. Substitutions will be made by appointment by the Mayor with the consent of the other Council members.

Based on these findings, THE CITY COUNCIL OF THE CITY OF BEND RESOLVES AS FOLLOWS:

- Section 1. A Bend Transportation Plan Steering Committee (SC) is established as a temporary committee, and is composed of ten members: all seven members of the Bend City Council, MPO Policy Board, and one City of Bend Planning Commissioner. The MPO Policy Board consists of three City of Bend Councilors, a Deschutes County Commissioner, and a region 4 representative from Oregon Department of Transportation. The current appointee from the Planning Commission is Lindsey Hopper. The current Deschutes County Commission designee is Tony DeBone. The current Region 4 representative from the Oregon Department of Transportation is Gary Farnsworth. The mayor of the City of Bend will serve as the chair of the SC and the chair of the Bend Metropolitan Planning Organization will serve as the vice-chair. The agenda and SC discussions will be managed by the chair, or the vice-chair, in the chair's absence.
- Section 2. The SC has the following responsibilities:
  - A. The SC will make timely decisions on policy direction and technical issues related to the TSP and MTP, including land use assumptions that underlie the TSP and MTP updates. The SC work will result in proposed TSP and MTP updates and supporting documents. The SC will forward its TSP and MTP recommendations to the Bend City Council and MPO for adoption.
  - B. The SC will serve as a forum for coordination between officials from the City of Bend, Deschutes County, the Bend MPO and Oregon Department of Transportation.
  - C. The SC will receive, consider, and give weight to recommendations from the CTAC and other community members during the process. The SC may request additional work by the CTAC, accept their recommendations, or revise their recommendations.
  - D. The SC will use the project scope and schedule approved as part of the Angelo Planning Group contract to guide the process. If additional work needs to be done or if additional meetings will be

needed to resolve difficult issues, staff will evaluate the feasibility of the request and advise the SC. Additional meetings may require adjustments to the project schedule and may impact the budget. The SC Chair, vice-chair, or other designee may work with the project team between SC meetings to provide direction regarding the schedule and work products as necessary.

Section 3. The SC will meet for the period, generally, from March 2018 for approximately 24 months, at regular intervals. If needed, the SC's term may be extended depending on findings and deliverables from the consultant team and advice from staff or Council.

Section 4. SC guidelines:

- A. The agenda and SC discussions will be managed by the Chair, or someone designated by the Chair, which may include the project facilitator.
- B. Meetings will begin and end on time. If agenda items cannot be completed on time, the group will decide if the meeting should be extended or if an additional meeting should be scheduled.
- C. The process will move quickly, so it will be essential to make decisions as efficiently as possible to stay on schedule. SC members will review materials prior to meetings and actively participate in the discussion and decision-making process at each meeting.
- D. At the meetings, SC members will:
  - a. Provide direct input as required to help reach group consensus
  - b. Share the available speaking time so that all SC members can be heard
  - c. Be respectful of a range of opinions
  - d. Focus on successfully completing the agreed upon agenda
  - e. Avoid side discussions when others are speaking
  - f. Voice concerns regarding agenda items as needed at the meeting, rather than voice concerns to consultants and staff after the meeting
  - g. Strive for consensus and acknowledging points of mutual agreement
- E. The Chair will gather comments and perspectives from other SC members before a member speaks multiple times on an issue.
- F. The Chair will provide opportunities for brief public comment or announcements at the beginning or end of each meeting. Public comment will generally not exceed 20 minutes of allotted meeting time with a maximum of 3 minutes per individual, unless consent of the SC allows otherwise. Time permitting, the Chair may provide opportunities for public comment at other times of the meeting with

the consent of the committee, such as immediately before the SC makes a decision. The agenda may indicate specific items where public comment is invited.


- G. Minutes will be prepared for each meeting and distributed to the SC members for review.
- H. When SC members identify issues that are outside the scope of the committee's purpose, the ideas will be documented in an "idea bin" for future use by others, and the group will continue with the agenda.
- I. The County Commissioner and ODOT representative are encouraged to share the committee's progress with their respective bodies at meetings. City staff will publicize the SC's work to the public through the committee website, posting agendas, meeting minutes, and meeting packets for the public's information. Staff will also provide updates at Planning Commission meetings as needed.
- J. The SC will make decisions as follows:
  - a. The SC will make decisions regarding the direction of the project, project recommendations, and related matters. The SC will make every effort to make decisions by consensus. Consensus is reached when committee members all either support or can live with the proposal, even if it is not each committee member's personal favorite.
  - b. If consensus cannot be reached, a vote will be taken. A majority of the SC members present must agree for a group decision to be made. Absent a majority vote in favor of a position, the opinions of the members, and vote tally, will be recorded and be represented as neither reaching consensus nor a decision.
  - c. A quorum is required to record a consensus or voted position of the SC. A quorum of the SC shall be at least 6 of 10 members.
  - d. Prior decisions made by the SC by consensus or vote may be reconsidered when there is a consensus or a majority vote approving a reconsideration. The Project Director will inform the SC of potential impacts to the budget and schedule when substantive issues are proposed for reconsideration.

Section 6. This resolution takes effect immediately on passage.

Adopted by motion of the Bend City Council on April 18, 2018.

YES: Casey Roats, Mayor  
Sally Russell  
Bill Moseley  
Bruce Abernethy  
Justin Livingston  
Barb Campbell

NO: none

  
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Casey Roats, Mayor

ATTEST:

  
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Robyn Christie, City Recorder

APPROVED AS TO FORM:

  
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Mary A. Winters, City Attorney