

CENTRAL EASTSIDE: ENHANCED SERVICES DISTRICT

CENTRAL EASTSIDE TOGETHER (ESD): SIDEWALK OPERATIONS OVERSIGHT COMMITTEE

Purpose

The Sidewalk Operations Oversight Committee advises the Central Eastside Together (ESD) Board on specific programs including service delivery results, trends and complaints; Cleaner and Safety Ambassador professional development (bi-annual 'Central Eastside Cleaning Certification' and 'Central Eastside Safety Certification' trainings; 'Central Eastside Situational Protocol') and evolving community needs. The committee will make as needed recommendations for changes to services and host quarterly public information sessions including bi-annual Sidewalk Operations Forums. Committee members will ensure that all decisions and policies will be made through the lens of equity, inclusion, sustainability and transparency.

Overview of Sidewalk Operations Programs

Central Eastside is working with partners to provide innovative, district-wide cleaning, graffiti and safety services as part of the ESD's Sidewalk Operations Program. These new services are informed by a 12-month Pilot Project in a portion of the district, extensive community outreach and City Council requirements. The initial contract is 12-months, however, the ESD is ultimately looking for a partner to provide services for the 3-year life of the ESD (9/1/19- 6/30/22).

Finally, Central Eastside expects to use these new Sidewalk Operations services as a local case study and national model to help other neighborhood business districts in Portland and beyond adopt community-supported Sidewalk Operations services.

Governance

Following the same structure as the ESD's Board of Directors, the all- volunteer Oversight Committee will:

- Have 10-20 Members
- Serve an Appointed 3-Year Term (maximum service is 2 consecutive terms; appointments by ESD Board)
- Meet Monthly
- Make Recommendations for Approval by ESD Board

Members

Following the same structure as the ESD's Board of Directors, the all- volunteer Oversight Committee will include:

- 20% Business (up to 4 members)
- 20% Property Owner (up to 4 members)
- 20% Residential (up to 4 members)
- 15% Community Organization (up to 3 members)
- 15% Vulnerable Populations (up to 3 members with lived experience of housing

insecurity and/or homelessness)

- 10% Government (up to 2)

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Time Commitment

The time commitment is anticipated to be 1.5 hours every month and will include food and compensation for transportation.

Job Description

As a Committee Member, you play two distinct but critical roles:

1. Committee Member: assess data, monitor training, understand district trends and community needs, make service delivery recommendations
2. Constituency Representative: serve as a communication liaison between the ESD and the group you represent

Committee Members:

While the day-to-day management of Sidewalk Operations programs is delegated to the ESD's staff, the Oversight Committee is responsible for overseeing the services and whether or not the contracted providers do what they are contracted to do.

Successful Committee Members:

- Follow legal nonprofit board duties – act prudently and with due care, stay informed, make thoughtful and reasonable decisions, respond in a timely manner
- Follow ESD policies – Anti-Harassment, Code of Conduct/Confidentiality, Conflict of Interest, Whistleblower
- Follow and promote ESD values – collaboration, innovation, responsiveness, transparency and equity
- Support and advocate for the ESD and all of its Sidewalk Operations services, not just what benefits *you* or *your* group
- Attend all committee meetings and notify ESD ahead of time if you cannot attend – any committee members with 3 unexcused (no communication) absences/year are considered resigned
- Prepare for and participate at committee meetings
- Review regular service delivery reports and make constructive recommendations to improve services and/or better meet district needs
- *Positively* represent ESD and Oversight Committee in the community/with your group
- Make the Oversight Committee a top volunteer priority – attend meetings and events, generate community support for ESD efforts and participate in all other activities that strengthen the ESD and its Sidewalk Operations programs

Constituency Representative

You are an important link between the ESD and the group you represent. Effectively communicating with the ESD and your group is critical to your success on the committee.

Effective Representatives:

- Bring information from your group to the Oversight Committee including needs, challenges, suggestions and questions
- Bring *non-confidential* information from the Oversight Committee to your group including events, requests for information, opportunities and new initiatives

- Respond to requests for information in a timely manner
- Encourage participation in ESD events/activities including but not limited to Bi-annual
- Sidewalk Operations Forums, quarterly volunteer clean-ups, Certification Trainings
- Collaborate with other committee members on common issues