

SPRINGFIELD MAIN STREET GOVERNANCE TEAM

COMMITTEE PROTOCOLS DOCUMENT

Updated 5/8/17

I. Purpose of Partnering Protocols

The purpose of this document is to describe the Team's expectations regarding the project, outline partner roles and responsibilities, and establish communication and decision procedures.

II. Participation

The Team consists of the following agencies and jurisdictions (listed in alphabetical order):

- City of Springfield (the City): Councilors (Leonard Stoehr and Marilee Woodrow), City Manager (Gino Grimaldi, ex-officio)
- Lane Transit District (LTD): Board Members (Don Nordin and Kate Reid), General Manager (Aurora Jackson, ex-officio)
- Oregon Department of Transportation (ODOT): Area 5 Manager (Frannie Brindle)

This Team will be referred to as the "Main Street Governance Team." Additional agencies and jurisdictions may be included in Team activities when and if it becomes appropriate. All members will agree upon any additional team organizations or agencies according to the decision protocols below.

III. Team Mission

Team members will provide informed direction and final collaborative decision making to support current Main Street Projects: Main Street Safety Project (MSSP); Main Street-McVay Highway Transit Study (MMTS); Main Street Pedestrian Crossings; Downtown Lighting Project. Former guidance included past projects: SmartTrips and Main Street Corridor Vision Plan.

IV. Project Goals

The Team has two primary goals:

- The Main Street Projects will undertake a public involvement strategy that first works to identify existing and anticipated needs and issues and then identifies solutions.
- The Main Street Projects are well coordinated with each other to leverage project efficiencies and to provide a unified public outreach program that avoids duplication and confusion among the project activities.

V. Roles and Responsibilities of the Partners

Communication

- The Governance Team will act as a communication link among jurisdictions and as liaison to their respective organizations.
- Preferred method of communication to and among Members will be email. A header or subject line containing the terms "Main Street Governance Team" will be included with all emails related to the project.

Good Faith

- Members represent their respective agencies and jurisdictions and act in good faith by:
 - Being informed on relevant issues.
 - Communicating issues to their organizations and governing bodies, and gathering feedback and agreement from the governing bodies to communicate back to the Project Teams and Governance Team.
 - Communicating with each other with respect and candor.
 - Following through with respective project responsibilities in a timely manner.

Information Flow Expectations and Responsibilities

- The Project Leaders Team (PLT), made up of the project leaders from the Main Street Projects, will coordinate and collaborate on project development and delivery and maintain regular communication with the Governance Team by sending brief quarterly e-mails detailing project progress, pending decisions, upcoming work, community feedback and emerging issues.
- The Oversight Team (OT), made up of managers from the City, LTD, and ODOT, will provide a sounding board for project issues, either within one project or among more than one project and may provide issues resolution and task direction and/or bring forward to the Governance Team project issues for consideration and direction.
- The Governance Team will be notified by e-mail about upcoming public events, including open houses and stakeholder meetings.

Meetings

- Meetings will take place in Springfield City Hall, unless otherwise determined by the Governance Team. A City Councilor will Chair the Team meetings.
- Governance Team meetings will be open to the public, and will be Team working meetings that do not involve public interaction. Multiple opportunities for public input will be scheduled and provided through the Projects' comprehensive public involvement process. Written public comment can be provided via a comment box at the Governance Team meetings.
- The Governance Team will meet as determined by the Governance Team and/or as requested by the Oversight Team. The Governance Team will only meet if all five voting members of the Team are present.
- Staff will provide agenda and packet materials prior to each meeting.
- Staff will provide presentations to the Governance Team at key milestones and decision points as identified in the various projects' scopes of work, or as requested by the Governance Team.

VI. Decision-Making

- Team members understand and acknowledge that their individual organizations retain all final decision making authority as provided under law with respect to this project.
- Decisions will be made by consensus. Consensus means all team members are sufficiently comfortable with a decision and can recommend it to their respective organizations.

- Dispute resolution – if consensus cannot readily be reached
 - Team will examine interests that are behind the disagreement.
 - Team will focus on explaining why they have taken a specific position.
 - Team will focus on finding creative solutions when disagreements arise.
 - Team may decide to return issues to the project PLT for further consideration or information development to resolve conflicts and obtain consensus.