



Parks Replacement Bond Community Oversight Committee

MEETING #1: June 23, 2015

PURPOSE:

- To familiarize the committee with the bond program
- To outline a charter and expectations
- To select a committee chair and rules of engagement

*In Attendance: Zari Santner, Karen Loper Tracy, Don Grotting, Dion Jordan and Jonath Colon
Mike Abbate, Mary Anne Cassin, Harry Auerbach, Jonas Biery, Kia Selley, Warren Jimenez, Jeff
Shaffer, Maija Spencer, Jennifer Yocom, Anne Kroma, Patti Howard, and Amanda Fritz*

Bond Manager Mary Anne Cassin called the meeting to order at 8:05 and introductions were made.

Parks Director Mike Abbaté welcomed the Parks Bond Oversight Committee to their first meeting in the historic Rose Room of City Hall. He expressed deep gratitude at their service; staff is aware of how busy they all are and very appreciative of their time and attention. The replacement bond is a very high priority to the Bureau. As part of that, he felt that the work of this committee is essential to maintain trust with the community and communication will be vital. The Committee is encouraged to contact Mike or any other staff when needed.

Mary Anne explained the handouts provided and that the Committee's main responsibility will be to produce an independent Report to Council every year. The first is due in September 2016, and it will evaluate how well Portland Parks & Recreation has executed the projects covered by the replacement bond. She welcomes their tough questions and says that the bond effort will be improved by their input. As independent representatives of the community, they need to help insure that the bond is true to the promises made to voters.

In the binders given to members of the committee, information is included on the committee's charter, legal background, contact information, project overviews and examples from other oversight committees. It will be the committee's charge to decide on how they want to approach the review: do they want to establish performance metrics? Do they want to completely author their own report or provide an overview to the staff and have them prepare the report? How much detail do they want to go into? These will be the topics of coming meetings.

Committee member Dion Jordan asked about the committee's role as representatives of the community, and wondered about staff resources for public involvement. Mary Anne introduced Maija Spencer, who will be the full-time community relations staff person for all things bond. She has already introduced a preliminary web site and will be coordinating varying levels of public involvement for all

bond projects (depending on the scope of the project), as well as overall communications about the bond.

Committee member Zari Santner asked to see the literature distributed by the Bond campaign. She wanted to make sure that the committee was aware of all promises made before the vote.

City Attorney Harry Auerbach explained that there are two components to Committee accountability: complying with Oregon state law in serving on the Committee and ensuring that all bond expenditures are made on the planned capital projects as determined the project list and scope.

Debt Manager Jonas Biery explained that the outside performance audits will be provided to the Committee and that the City also has external legal counsel for securities. Jonas discussed detailed information about levy limits, timing of bond issuances, and interest revenue projections.

Assistant Parks Director Warren Jimenez reiterated that the Bond will not increase tax rates for property owners and will be used for repair and replacement on existing property.

Maija Spencer, working on Bond Public Involvement, directed the Committee to the Bond website at www.parksreplacementbond.org for informational material prepared by PP&R for the campaign as well as bond project pages. Parks will install consistent signage at Replacement Bond projects to allow the public to view the progress made around Portland. Jennifer Yocom, Parks Community Relations Manager, also explained that in order to include all areas of the City, there will be some new construction in park-deficient areas.

Committee member Zari Santner commented that she appreciates the Fiscal Policy document but is concerned that the policies do not mention the oversight committee and its role in advising staff on how well they are being followed. Mary Anne and Mike admitted that it is a topic that had not been discussed internally and that staff will need to review and get back to them on it.

Mary Anne Cassin directed the Committee to the Project Overview by Themes document (Exhibit E of the Resolution) and explained that some projects have a dollar ceiling and some a dollar floor. There have been contingencies built into each project, but no program contingency. The fiscal policy dictates that any savings from individual projects will build a program contingency over time. The second batch of projects have not yet been identified; they will be selected through additional public input and be detailed next year. They will stay true to the established program goals of "urgent repair."

Committee member Karen Loper Tracy asked about the possibilities of leveraging money in the form of sponsors, grants, and volunteer fundraising. While Parks will continue to support Friends group's efforts (like the current project at Couch Park where a Friends group is raising private funds), leveraging additional funding is not a primary goal of this Bond effort. There is a concern that Bond project timelines would be delayed and incur substantially increased construction costs, especially with the busy construction environment.

Director Abbaté shared the tension that will be present in a lot of projects, where community members will want to add project elements to the stated bond list of improvements. Bond efforts will need to navigate these discussions with the community and stay true to the scope as defined.

Committee member Don Grotting asked about the use of minority contractors and local companies. Asset Manager Kia Selley explained that the City procurement process includes that focus and that the City (and Parks in particular) has very high utilization rates for minority-owned, women-owned, and emerging small businesses.

Mary Anne said that as part of the bond team goals, a heavy emphasis has been placed on inclusion in all forms, from public involvement to consulting design teams to construction.

Discussion around selection of the Committee Chair involved recognition of the volunteer nature of the appointments, an awareness of committee members' busy lives, the need for a meeting with Mary Anne prior to each quarterly meeting, and an assurance that staff will make every effort to facilitate the work. Dion Jordan and Jonath Colon agreed to be Co-Chairs.

City Attorney Harry Auerbach explained expectations for the Committee's meetings and their work. The Committee is a public body, with meetings that must be accessible to the public and press, and meeting records available to the public. The public and press must be welcome to attend but they don't necessarily need to be given time to speak. He then cautioned against situations where a quorum of Committee members are discussing Bond business, whether in person or electronically via email or phone. Those situations constitute a public meeting and the public must be notified and allowed to attend. He suggested not using the Reply All function for emails. Because the statutes about volunteer committee communication has not kept pace with technology, he suggested using City resources to funnel and distribute information. He recommended using a City provided email address for forwarding or cc'ing emails that originate in personal email systems. Harry advised that there may be some cases when the committee may need to meet in an Executive Session, but he can determine that.

Committee member Zari Santner expressed concern that her personal information (email, phone) not be made public. Harry Auerbach and Mike Abbaté assured her that the City would diligently protect their privacy. It was suggested that an Oversight Committee email address be developed to gather any input from the public. Should a committee member receive any email on their personal accounts, they should feel free to reply but cc: this address so that the exchange can be captured at a public site and their personal email would never need to be searched. *[In a follow-up staff discussion, it was decided that using staff member Anne Kroma's email as a central gathering place (instead of a new bond address) will centralize this practice and will simplify communication tracking].*

City Attorney Harry Auerbach continued his instructions regarding the rules for any public official, including appointed Committee members, in not accepting gifts or profiting from their appointment. The Committee must be mindful of any conflicts of interest. One situation that can be difficult is in

accepting an invitation to attend a dinner function as a guest at someone's table. It may be possible if one is not representing in any official capacity. There also are guidelines around honorariums. He invited any committee member to contact him for advice at any time about particular concerns on these topics.

Commissioner Amanda Fritz joined the meeting to express her appreciation for their willingness to serve on this Committee. The overwhelming support of the Replacement Bond should be repaid with the best oversight on projects that will make such a difference in neighborhoods.

It was decided that the meeting decisions would be reached by consensus.

Mary Anne Cassin pointed out the examples of annual reports by other local Oversight Committees included in the binders. There was discussion of the audience, besides City Council, for their report. That will also help to how to frame the message. It was also suggested that evaluations be ongoing with each project, with an eye to using that work to roll up into the final report.

The next meeting will be the opportunity to articulate goals for the Committee and make decisions about the annual report. The Committee will be provided with a more detailed list of the projects and their schedules. It was decided that the next meeting would be held Tuesday, October 6th at 8:30 am. Interest was expressed in meeting in a different location; perhaps at one of the project sites?

The meeting adjourned at 9:55 am.

FOLLOW UP ACTIONS:

- The City's campaign literature is at <http://www.portlandoregon.gov/parks/article/501675>. Staff will include the external campaign's published documents as part of the mailing for the October meeting.
- The Oversight Committee's email will be managed by Anne Kroma, the Bond Program's administrative assistant. Her email is anne.kroma@portlandoregon.gov.
- The Fiscal Policies will be reviewed for how to integrate the role of the Oversight Committee.

HOMEWORK for the COMMITTEE:

- Review the materials under the tab "Examples from other agencies" so that the committee can discuss the format, level of detail, and goals for their annual report at the October meeting.
- Review the materials under the tab "Legal Background" and "General Info on Projects", plus the information provided as part of the campaign (see the first bullet above), to fully understand what was promised to the voters.
- In mid-September, Mary Anne will meet with Dion and/or Jonath to establish an agenda for the October meeting.
Be thinking about whether it would be helpful to see any project sites and/or project reports to ascertain the level of detail the committee wants to review.