



Parks Replacement Bond Community Oversight Committee

MEETING #2: October 9, 2015
 Peninsula Park Community Center
 6400 N Albina Ave

PURPOSE:

- To establish goals for the Committee’s work
- To continue to learn about the Bond program and expectations
- To begin a discussion about the first year Committee work plan

AGENDA

8:30 AM	Welcome	Dion Jordan
8:32 AM	Introduction of staff and their roles	Mike Abbaté
8:35 AM	Review of last meeting’s notes and hanging threads (fiscal policies & ethics)	Dion Jordan
8:45 AM	Reminder about “reply all” and “who to call”	Mary Anne Cassin
8:50 AM	Current status of program and trends	Mary Anne Cassin
9:00 AM	What is the mission / goals of the committee?	Dion Jordan / all
9:20 AM	How does the committee move forward? - <i>Do we want invited speakers?</i> - <i>How much outreach does the committee want to do?</i> - <i>How independent does the committee want to be?</i> - <i>What performance metrics do we care about?</i>	Dion / all
10:00 AM	Committee general questions, including public info (How is word getting out about bond?)	Committee
10:10 AM	Committee needs (How can PP&R assist?)	Committee
10:15 AM	Meeting wrap-up & next steps	Dion / Mike / Mary Anne

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PortlandParks.org
Commissioner Amanda Fritz
Director Mike Abbaté



ATTACHMENTS

Location	Revised Fiscal Policies
June Meeting Notes	Ethics (as a reminder)
Revised Contacts Sheet	Projects overview

IN ATTENDANCE

Oversight Committee Members

- Dion Jordan, Karen Loper Tracy, Jonath Colón, Don Grotting, Zari Santner

Parks & Recreation Staff

- Mike Abbaté, Mary Anne Cassin, Jeff Shaffer, Ryan Kinsella, Maija Spencer, Jack Kostylo

TIMEKEEPING

- The meeting began at 8:30am
- The meeting was adjourned at 10:30am

DISCUSSION

Welcome

- All Oversight Committee (hereafter: OC) members were in attendance as well as Mary Anne Cassin, Maija Spencer, and Jack Kostylo from the Bond Team (hereafter: the team)

Introduction of staff and their roles

- Each person introduced themselves

Review of last meeting's notes and hanging threads (fiscal policies & ethics)

- The fiscal policy document was changed as a result of input received at the first Oversight Committee meeting. The revised document was attached to the meeting invite.
- Mary Anne wanted to ensure that everyone had gone over the Ethics section and was comfortable with it

Reminder about “reply all” and “who to call”

- Jack will serve as the liaison between the public, the OC, and the team



- If it is a potentially legal matter, the OC may contact City Attorney Harry Auerbach or Jack who can move the message forward
 - o Harry.Auerbach@portlandoregon.gov
 - o Jack.Kostylo@portlandoregon.gov

Current status of program and trends

- Consultant costs have been higher than expected, possibly due to the improving economy
- Overall, the program is going well and is on budget
- A cost analysis will be created for the cases where an existing restroom is being replaced by a loo

What is the mission / goals of the committee?

- Karen Loper Tracy: “Our job is to ensure that the funds are being spent as they were indicated.”
 - o “We are here to ensure that the public has been communicated with before, during, and after the Bond measure.”
- Don Grotting said we are here to ensure the integrity of the projects being completed as they were promised to the voters
- Jonath Colón: “Whether we end up over or under budget, so long as we are persistently transparent and show that, the voters will be comfortable, and we will have done a good job.”
- Karen: “Perhaps it is best to say that it is the OC’s job is to make sure that Parks is transparent.”
- Zari Santner suggested the use of webpages for OC accountability and transparency
 - o “Important that the public knows that the OC is not there to just say ‘yes’ to Parks—that the OC is asking the important questions.”
- Karen said that, similar to Parks Board, we should have a page displaying the minutes but in a cleaner, Q&A format
- Don said that, in addition to transparency, the OC is there to help set up the next bond
 - o “Here is what we’ve done, here is what’s in progress, here is where we are going.”
- The OC will look at the existing Bond website and bring comments to the next meeting
- Zari would like a way to show both staff and the public, how much money the Bond brought in and where it has been assigned
 - o Jeff Shaffer explained that our new Procurement team member will be in charge of taking fiscal data from SAP and making it available



- Karen reminded that having too much information could risk losing the average person who just wants to know when they can use the restroom at their own park
- The creation of an app was suggested as a tool for the public to check the status of their specific park. It would link to the broader site
- The team could get comments from online and bring those to the OC meetings
- Mike Abbaté supports putting signs out in the park informing patrons of Bond work
- Jonath likes the idea of texting a number for info and links about a park
- Maija said we could also get out to parks during events and have a table there
- Zari asked about diversity in the Bond project and what we are doing to support it
 - o At the next OC meeting we will talk specifically about diversity in our bond projects

How does the committee move forward?

- The OC said that they don't want to request a line-up of invited speakers, but they are open to hearing from some when it would be helpful to move along specific topics
- The OC would like updates from project managers on sensitive projects and otherwise
- The OC felt that 50% of the meeting should be spent on project status updates (including worries and concerns), public involvement updates, and the overall Bond status. The other 50% should be spent on how the OC wants to prepare that information for the city council
 - o It was also requested that the OC be informed of general worries held by the public and maintenance staff regarding Bond projects
- The OC likes the At-A-Glance Worksheet and would like it a couple of weeks in advance of a meeting in both an email (as a doc and pdf) and in print form
 - o Zari asked that the title be changed on the At-A-Glance to explain that it is just for the first round of Bond projects
 - o Jonath would like maps for the parks (attached or linked) for context
- Karen would like documents given to the OC to be dated so they know they are using the most recent versions

Committee general questions, including public info

(How is word getting out about bond?)

- Information regarding the utilization of MWESB (Minority, Women, and Emerging Small Business) firms be provided as well as a mention of any indirect economic impact to the area
- Karen said the OC should be a midway point between the big emerging issues (such as gang violence) and how the team is addressing that
 - o Zari said that kind of information should also be brought to City Council to inform the potential use of future resources



Committee needs

(How can PP&R assist?)

- Karen would like a monthly update
 - o Letting the OC know about projects happening around where they live would also be beneficial
- Don asked how we are balancing the public/private interests with projects like Couch Park
 - o Karen said it will be part of the OC's job to ask where Bond money is being used, where the raised money is going, and so on

Meeting wrap-up & next steps

- **Scheduling the next meeting**
 - o **January 22nd, 2016 (Friday), 8:30am, Pioneer Courthouse Square (PCS)**
 - Fridays meetings are best
- **Mary Anne and Dion**
 - o Take the flipchart "Goals and Missions" discussion notes (see Complete Meeting Minutes for this section) and return with a proposed distillation for review and adoption
 - The majority of these notes are also shown above in the Discussion and below in the Bond Team action items
- **The Bond Team**
 - o Public Involvement
 - Investigate creating a dashboard-like webpage for Bond projects
 - Minutes should be available here in their complete form as well as a shorter Q&A format
 - Investigate creating an app for receiving and accessing Bond information
 - Investigate a text messaging service to receive information and a link regarding whether or not a park is in the Bond measure
 - Investigate putting signs in Bond parks to inform the public that there is Bond work being done and where they can go to get more information
 - Investigate tabling at Parks events to explain to attendees what Bond work is being done in that park
 - o Include time to discuss diversity in the Bond projects at the next OC meeting



- Send the At-A-Glance on January 8th to the OC in an email (doc and pdf) and in print form
 - Include Bond park maps and, if possible, a link to a map online
- Change the title of the At-A-Glance so it is clearly for the first round of Bond projects
- Date all documents sent to the OC in the header or footer so members know they have the most recent version of each document
- Research how to provide an economic impact report regarding MWESB (Minority, Women, and Emerging Small Business) firms
 - Include language regarding indirect economic impact to the area surrounding Bond project work
- Provide the OC with a monthly update
 - What projects are underway and where
 - What are the big issues or topics at the time
 - Include projects near the residences of OC members
- **The Oversight Committee**
 - Look at the Bond website and bring comments to the next meeting
 - <https://www.portlandoregon.gov/parks/65128>
 - Review City Council report formats and bring comments to the next meeting