



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

- The meeting was called to order at 8:30 and all Oversight Committee (hereafter: OC) members were in attendance

Introduction of staff and their roles

- Each person introduced themselves
- Ryan Kinsella, from the City Budget Office, and Jack Kostylo, office support for the Bond Team (hereafter: the team), were new to the group
- Mike Abbaté informed us that the team is complete; 8 people have been hired
 - o The most recent hire was the team's procurement specialist, Jodi Gollehon
 - o Additional members may be added down the road as construction begins
- Don Grotting asked if the team was encountering cost overruns
 - o The problem is still a ways off, but a contingency is being formed
- Zari Santner asked if the team is doing design work in-house
 - o All projects are being done using private consultants



- Zari asked if there was a written budget for admin costs
 - o There is no explicit budget, but the goal is less than 10% of the total cost

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

- Dion and Mary Anne Cassin met once between meetings to create this agenda
- Dion asked if OC members had gone over last meeting's minutes
 - o 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"

- Zari asked about privacy with emails (not wanting to circulate private contact information) and if the team has an outreach person
 - o **Jack will serve as the liaison between the public, the OC, and the team**
 - o If it is a potentially legal matter, the OC may contact City Attorney Harry Auerbach or Jack who can move the message forward
 - Harry.Auerbach@portlandoregon.gov
 - Jack.Kostylo@portlandoregon.gov

Current status of program and trends

- Mary Anne happily reported that the team is ahead of schedule
 - o All projects, including those that have not begun, have been assigned a project manager
- Mary Anne expressed light concern in the Restroom category
 - o **Consultant costs have been higher than expected, possibly due to the improving economy**
 - o There have also been discoveries as the projects get underway
 - Mt. Tabor Park's restroom has a separate "mystery" room that is being investigated
- **Overall, the program is going well and is on budget**
 - o The team is focused on building a program contingency



- **The at-a-glance project summary sheet has a spent-to-date column so the team's use of Bond funds can be easily tracked by the OC and staff**
 - The team is expected to look at their current status in the context of the whole project and use the variance column to show how on-track they are
- Zari asked about who will be working on Pioneer Courthouse Square (PCS)
 - Lauren McGuire, the Capital Projects Manager, is managing the project daily
 - She is not on the Bond team, but it is funded by and tracked as a bond project
 - In some cases the projects could not wait for bond staff to be hired and trained
 - On-staff PMs can simply code their time to the project budget
 - Grant Pool is another example of this
 - It will be a CM/GC project (Construction Manager / General Contractor)
 - There has been an RFP and four ordinances
- Zari asked who is doing public involvement (PI) for PCS
 - The PCS staff has contacts and will be handling PI under contract to PP&R
- Zari asked what kind of timeline we are looking at
 - The project will span over a couple of years
 - It is a matter of keeping PCS functional while pursuing construction
 - Mike explained that there were two options: Either do it quickly and close the square, or keep the square open at the expense of time
 - It was decided confidently that even limited use was better than no use during construction
- Zari asked if we had any way of explaining to the public why renovating a restroom costs so much money
 - One of the team's project managers will be looking into that
 - **A cost analysis will be created for the cases where an existing restroom is being replaced by a loo**
 - It does save money to do a loo rather than renovate the entire restroom, but the public needs to be aware of it
 - PP&R received attorney advice when creating the Bond language to allow for reframing the means by which a restroom is renovated
 - We now have an architect on the team who can speak more knowledgably to this process

What is the mission / goals of the committee?

- Karen Loper Tracy said that we should focus heavily on fiscal accountability
 - "Our job is to ensure that the funds are being spent as they were indicated."
 - The next layer is public engagement



- “We are here to ensure that the public has been communicated with before, during, and after the Bond measure.”
- Don said we are here to ensure the integrity of the projects being completed as they were promised to the voters
- Jonath Colón said we have a charge to be transparent
 - “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 asked if it is the OC’s job to be transparent or if it is Parks’ job to be transparent
 - The OC is only meeting quarterly
 - “Perhaps it is best to say that it is the OC’s job is to make sure that Parks is transparent.”
- **Zari suggested the use of webpages for OC accountability and transparency**
 - People can go there and see and read what the committee is asking
 - “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.”
 - The public is then keeping the OC accountable
 - **Karen said that, similar to Parks Board, we should have a page displaying the minutes but in a cleaner, Q&A format**
 - Zari said we should have both available the longer and shorter versions available
 - Zari said that since both she and Karen have a history with Parks, increased transparency will remove potential suspicions
 - Mike and the OC strongly supported this idea
- Don said that, in addition to transparency, the OC is there to help set up the next bond
 - The website has (or should have) a place for old, completed projects
 - That can be used as a foundation to build the next bond
 - “Here is what we’ve done, here is what’s in progress, here is where we are going.”
 - “Transparency is really important, especially since skilled labor and construction costs are increasing in this economy. People like to see that. They like to know.”
- Maija Spencer explained that a website for the Bond measure is available
 - **Karen is going to look at the website and send comments to Jack about how the site could be improved**



- **Both Dion and Karen feel the OC should look at the Bond website and bring comments to the next meeting**
- Jonath said we should look into a dashboard display for the projects so a quick click can take you from an overall status to individual project statuses
 - It would be especially useful for the OC
- Mary Anne asked what kind of performance metrics are important to the OC
 - Zari said there are three or four items in the voter's pamphlet statement that we should keep coming back to
 - **Zari would also like a way to show both staff and the public, how much money the Bond brought in and where it has been assigned**
 - The main goal is to have it separate from any money used by the bureau as reported by SAP
 - **Jeff explained that our new Procurement team member will be in charge of taking fiscal data from SAP and making it available**
 - Jeff supported the fiscal dashboard idea offered by Jonath and would like it to be made available for staff and the City Council
 - Jonath said the dashboard is also a good place to let people know what we could not do or fix
 - 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
 - **Maybe best to have separate pages: language for the public, language for staff, language for admins**
 - **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**
 - Mike reminded that we should be mindful of the language we use for the media. For instance, why did money go to these parks instead of more to that one park
 - Don said it would be a good idea to find the stats for how many jobs we supported or created with this bond
 - Zari wants us to just get as much information as we can out there. Let people see what we are doing.
 - Mary Anne suggested we also track regular admin costs against admin costs accrued from outreach and communication
 - The OC's work could also get discussed on this site, what they are doing as members



- Zari said we should use the website to also let the public know when they can get involved with a project that is close to them
- Karen likes the idea of us having something at the park that says this park is a Bond Park and that they can go to this website to see more details about it
 - A lot of people do not go to public meetings very often
 - **The team could get comments from online and bring those to the meeting**
- **Mike supports putting signs out in the park informing patrons that Bond work is going to happen there**
- Karen said our overall mission should be fiscal responsibility and public communication
- Don says that OC should be understanding of what it *can* do
 - The OC may need to go to council and request more resources
- **Jonath likes the idea of texting a number for information about a park and get a text back with links etc...**
- **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
 - There are a lot of projects, like the Couch Park playground, where the public is weighing in a great deal, and the team strives to bring diversity into those meetings and committees
 - Not all projects have extensive public involvement
 - **At the next OC meeting we will talk specifically about diversity in our bond projects**

How does the committee move forward?

Do we want invited speakers?

How much outreach does the committee want to do?

How independent does the committee want to be?

What performance metrics do we care about?

- **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**
- Karen said the OC is not independent from Parks or the team
 - The OC does not have the time or resources to do outreach at various Parks events
 - The focus should be on whether or not Parks is making good on their promise



- Jonath asked if a member of the OC should attend a community meeting if it is close to the OC member
 - o Zari said the charge of the OC is very clear. There are many facets to the Bond, and the OC is not be expected to know every detail or attend every meeting
 - The OC's job is to report to the city council, not to the public. It is clear-cut
 - o Dion agrees that the OC's responsibility is in its goals, but it is hard to do that well without being engaged in the community
 - Does the OC want to bring speakers in?
 - o **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**
- Dion stressed that it is not the OC's responsibility to take on public grievances regarding the Bond measure, that is the responsibility of Parks staff and the team
- Mary Anne asked if the At-A-Glance has been beneficial
 - o **The OC likes the At-A-Glance 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 Karen asked if there was a general place for this information online
 - Maija is working on that
 - Jeff likes the idea of having hyperlinks in the document going to additional information online
 - 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 (possibly as a link) to provide context to the project**
 - o **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?)

- Dion would like the OC to look at and be thinking about possible reporting formats to the City Council
- Mary Anne asked if there is anything the team should be tracking that they are not already
 - o **Jonath would like to know how small-businesses are being impacted**



- Effectively, an economic impact report
- Mike said it is difficult to track, for example, how the sandwich shop supplying food for workers is being impacted specifically
- **After some discussion, it was asked that 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**
 - The team will see what can be done and report back
- Karen said the OC should be a midway point between the big emerging issues and how the team is addressing that
 - Example: If gang violence were to increase, the OC's job would be to report that the Bond team was notified but that it was outside the scope of the Bond measure to address it
 - Zari said that kind of information should also be brought to City Council to inform the potential use of future resources
 - Karen says it would be nice to be aware of projects that are being discussed at the time of the OC meeting. When a project is getting going, it would be nice to be aware of it

Committee needs

(How can PP&R assist?)

- Mary Anne asked if there is anything the team can do for them
 - Zari prefers various locations in the city rather than downtown
 - **Karen would like a monthly update**
 - **Three months is a long time between meetings**
 - **It does not need to be extensive, just a reminder about what is going on**
 - **Letting the OC know about projects happening around where they live would also be beneficial**
- An update on Couch Park was requested
 - The community is very invested in the playground (they built it themselves in the 70s)
 - They were very upset when it was taken down
 - There is a group raising half a million dollars to expand the project
 - They wanted to add to the playground and the plaza area
 - It was explained what the Bond's scope covers and what the team can and cannot do



- It is a historic district
 - The team cannot significantly change the look of the park without going into a land-use review
- There are many ADA issues regarding trees and their impact on the pathways
- There was a public meeting recently for Couch Park
 - It focused on the terms “inclusive play” and “nature play”
 - The team wanted an idea of the community’s preferences and concerns
 - The presentation and discussion is online
 - <http://www.portlandoregon.gov/parks/article/548097>
 - There is another meeting in a couple of weeks that will be more focused on bringing in specific groups from the nearby community
- Don asked how we are balancing the public/private interests with projects like this one
 - 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
 - Bond funds are being spent on the playground and accessibility improvements to the plaza. Raised money by the Friend’s group will likely be going toward elements that stretch the play experience and/or inclusivity goals.
- Those who could stay were invited to hear about the project at this location (Peninsula Pool) directly from the project manager and Parks staff. Jonath and Karen were able to stay.
 - The original plan for PCS was to make all the required repairs in the first round
 - When all of the variables were taken into account, there were too many questions to be able to develop a solid scope of work and cost estimate. It was decided a feasibility study would be done in the first round instead

Meeting wrap-up & next steps

- **Scheduling the next meeting**
 - **January 22nd, 2016 (Friday), 8:30am, Pioneer Courthouse Square (PCS)**
 - Fridays meetings are best
- **Mary Anne and Dion**
 - Take the flipchart “Goals and Missions” discussion notes and return with a proposed distillation for review and adoption
- **The Bond Team**
 - Public Involvement
 - Investigate creating a dashboard-like webpage for Bond projects



PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

- 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
- 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

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