



PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

Parks Replacement Bond Community Oversight Committee

MEETING #2: February 5, 2016
Peninsula Park Community Center
6400 N Albina Ave

PURPOSE:

- To establish a mission and objectives for the committee's work
- To monitor bond progress and identify any developing trends
- To identify an approach and roles for developing the first report to Council

AGENDA

8:30 AM	Welcome	Dion Jordan
8:32 AM	Welcome & introductory remarks	Mike Abbaté
8:35 AM	Draft mission and objectives	Dion Jordan
8:45 AM	Status report on projects	Mary Anne Cassin
9:15 AM	Status report on public involvement	Maija Spencer
9:45 AM	How does the committee move forward? - <i>What is the general outline of the report?</i> - <i>What roles should be assigned?</i> - <i>Decision on "depth" and "spread" of report</i> - <i>What performance metrics do we care about?</i>	Dion / all
10:00 AM	Committee general questions	Committee
10:10 AM	Committee needs (how can PP&R assist)	Committee
10:15 AM	Meeting wrap-up & next steps	Dion / Mike / Mary Anne
10:30 AM	Review of Pioneer Courthouse Square project	Lauren McGuire

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Commissioner Amanda Fritz
Director Mike Abbaté

PARKS REPLACEMENT BOND

ParksReplacementBond.org



IN ATTENDANCE

Oversight Committee (OC) Members

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

Parks & Recreation Staff

- Mike Abbaté, Mary Anne Cassin, Maija Spencer, Jack Kostylo

TIMEKEEPING

- The meeting began at 8:30am
- The meeting was adjourned at 10:20am

DISCUSSION

Welcome & introductory remarks

Draft mission and objectives

- Karen felt an important aspect in the ballot language was communicating expenditures, and she would like to see that reflected in the mission statement
- Zari agreed; the OC is responsible for making sure what the voters voted on is delivered
- Don felt that the second bullet on the handout emphasized the ballot language: "Maintain fiscal accountability as a core driver, with bond dollars clearly and separately tracked."
- Jonath agreed and felt that the third bullet was also vital to a mission statement: "Be transparent with the community."
- Mary Anne and Dion will meet next week to draft an updated mission statement incorporating these second and third bullets

Status report on projects

- Good news on the schedule
 - o 12 projects moved up by three months to a year, and 27 projects are underway
 - o Creston's schedule was pushed back so Colonel Summers could move up
 - The community was not informed of this change; Mary Anne explained that the Bond language did not require project-specific schedules
 - Schedules are generally announced when the project manager begins work on those projects
 - o All critical and sensitive projects were scheduled early so the community could be engaged sooner rather than later
- Good and bad budget news
 - o Staff costs are running 25% below the projected amount



- Professional Technical Services costs are tracking at 20% over the baseline target but are within the allocated contingency
- Construction costs are coming in high
 - Grant Pool is the only project currently beginning construction
- Overhead costs still running high but trending is slightly down
- Zari asked about current and projected admin costs
 - The BT has used 25% of its total budget for work not billed directly to a project
- Other items going well
 - The BT, short of a construction manager, is complete
 - System tracking is going well
 - Project managers give a monthly, high-level summary
 - The high-level summaries are rolled up into an At-A-Glance Report which summarizes all of the projects
 - Dion asked if the At-A-Glance is available for the public to see
 - Generally no, primarily to allow the BT to share unresolved issues more openly
 - Maija extracts and publishes helpful information for the public
 - In the past, a significant amount of the technical design work was done in-house. Now it is all done out-of-house which brings in many, especially smaller, firms
 - The current utilization overall is at 36% MWESB (minority-owned, women-owned, and emerging small businesses) involvement
 - MBE: 11%
 - WBE: 8%
 - ESB: 17%
 - The BT hired a private consultant to help network with more MWESB firms, especially for areas where it is hard to get minority consultants and contractors
 - Scope creep, the tendency for a project's scope to continuously grow, has been minimal, and there have been no big controversies so far
- Challenges
 - Efficiencies
 - One of the big challenges has been city processes
 - Zari asked for examples
 - It took 70 days for the Grant Pool bid package to go out for rebid despite the details remaining the same
 - City processes are tightly controlled
 - Zari asked if the delays are due to staffing issues



- That is an issue and as a result, the BT added a procurement specialist (Jodi Gollehon), but she is still learning, and Procurement Services does not generally delegate tasks
 - Zari asked why the BT has not approached the mayor regarding staffing issues
 - Mike feels it is not to that level yet, and bringing on Jodi has helped with the staffing issue
 - It is now a matter of Procurement delegating tasks to Jodi
 - Mary Anne feels the issue is not staff unresponsiveness but rather staff, particularly in Procurement, having too great a workload
 - Zari feels that the BT needs to articulate the possible impacts of these delays
 - Mike is willing to sit down with the Director of Procurement to discuss this issue
 - Don asked if the city processes issue is going to become more exasperated as more projects come up
 - Mike feels that while this is possible, the larger issue will be the hot construction market, and that is out of PP&R's control
 - Zari and Jonath feel that an additional committee could be made strictly for approving Bond projects
 - This would have to be a process that covers not just procurement, but permitting, and other related issues
 - Another difficulty has been removing barriers from Minority and Women-owned businesses such as some insurance requirements
 - The BT has been working with the City Attorney's Office and Risk Management to lower insurance requirements for specific types of work
 - Jonath said the State already agreed to a project-specific approach rather than a blanket requirement approach
 - Jonath will be speaking with Christine
 - An additional difficulty has been broader and deeper PI, particularly in talking about the program overall. This includes having greater attendance and input at public meetings
 - Zari said it may be worth scheduling with civic programs to discuss the Bond program with them
 - Mike said there will also be a big Friends and Partners event in March
 - Another challenge is internal staff review
 - It is a labor-intensive process and the BT is looking for ways to make it more efficient
- Project specifics
 - Washington Park ADA improvements
 - Staff is looking at parking and pathway improvements, schedule intricacies, and working within the existing design
 - Grant Pool
 - Mary Anne is very concerned that the pool may not be open in time for the season
 - PCS
 - Lauren will be leading a tour after the meeting to discuss this project



Status report on public involvement (PI)

- Communication Plan
 - o Maija shared the Bond program's key messages:
 - The Bond is focused on urgent repair and replacement
 - PP&R is thankful for voters supporting the Bond
 - This bond is a strong start, but there is an estimated \$250M of repairs required over the next 10 years
 - PP&R has SDC funds and otherwise allotted to growth rather than maintenance
 - PP&R is also using SDC funds where there is less to improve but more to add—particularly in underserved communities
 - o Maija shared the Bond program's key values:
 - Accessibility for all
 - Accountability
 - Efficiency
 - Equity
 - Invest now to reduce costs later
 - Safety
 - Transparency
 - o It is important to bring those who are new to Portland into these conversations
 - o A large focus so far has been project-specific communication
 - o Public outreach has also stressed upcoming construction dates
 - o The BT is currently working on a pilot project with a photographer to capture before and after pictures of the BT's projects
 - o Playgrounds will be a big area for PI and potential press involvement
- Karen suggested piggybacking Bond updates on pre-existing community events
- Maija went over Bond PI events that have occurred to-date:
 - o Couch Park Playground – 2 Open Houses
 - o Lents Park Playground – 3 Open Houses
 - o Mt. Tabor Yard – 1 Neighborhood Association Meeting
 - The BT also included John Laursen, a member of the Master Plan Planning Group, on the RFP Evaluation Committee for the project
 - o North Park Blocks Playground – 1 Focus Group Meeting
 - o Parklane Park Loo – 1 Open House
 - o Pioneer Courthouse Square – 1 Open House
 - o Sellwood Pool Roof – 1 Neighborhood Association Meeting
 - o Washington Park Rose Garden ADA Improvement – 3-day Technical Advisory Committee Charrette
 - o Wilkes Park Loo – 1 Neighborhood Association Meeting



- Maija is working to get webpages set up for each Bond project
 - o There is a public page for the Oversight Committee (OC)
 - o There is a page the public can use to sign up for notifications on various Bond projects
- Local coverage in neighborhood newsletters and otherwise has been good as well
 - o North and Northeast Portland will be receiving additional attention as the BT begin projects in the area
- Maija is working on getting an interactive map on the Bond public page
- Zari asked who the BT contracted for some of the Bond projects:
 - o Pioneer Courthouse Square
 - SRG for design and Shiels Oblatz Johnsen as the owner's representative
 - o Mt. Tabor Yard
 - Pending
 - o Couch Park
 - GreenWorks PC
- For all of these PI events, outreach has included postcards, flyers, public meetings, and more
 - o Zari asked about public participation turnout
 - Participation has been varied, largely due to the type of project
 - Over 150 comments came in online for both of the Couch Park Open Houses
 - 50% of those comments came from youth
 - o Zari asked about public turnout for people of color
 - Maija explained that projects in areas that generally have more people of color are just beginning
 - Inclusive outreach for Lents Park went well
 - o Jonath would like to see pictures of these outreach efforts
 - Getting these photos pinned onto Google would be especially helpful
 - o Karen recommended figuring out where people are already meeting and engage with the leaders of these communities or groups
 - o Jonath recommended working with schools and tabling at large events like registration
 - o Dion feels it is important that the BT focus on outreach to those with disabilities
 - Maija noted that significant outreach to ADA communities was done for the Washington Park ADA project
 - Jonath recommended looking into the Trimet Lift program

How does the committee move forward?

- Dion and Mary Anne met several times regarding annual report planning and details
 - o Karen and Zari will be heading the OC's annual report approach
- There was significant conversation regarding the nature of the annual report
 - o The BT would like the OC to describe what should go in the annual report and how widely this report should be distributed
 - o Karen stressed that the OC is only five people, and that their responsibility is not to get into the details but to make sure the BT has been transparent and fiscally responsible
 - o Karen feels the OC should have a one-page summary that describes the Bond's degree of success in achieving its goals and mention any concerns of the OC



- The BT creates an annual report that the OC endorses
 - City staff creates the one-page summary to ensure objectivity
- Jonath said the report could focus on these quarterly meetings and show that the OC agrees with the information it has been given
- Karen feels the report should reflect that this is a start-up year
- Zari suggested a modified approach to the report
 - The BT would create a draft of their annual, comprehensive report for the next OC meeting on April 8th or 15th
 - The OC will audit this report and meet with Parks Management Analyst Jason Smith, if he is available, either at that meeting or as a follow-up by the OC sub-committee (Zari and Karen)
 - Jason would be told the OC's metrics and that they vouch for the content of the BT's annual report
 - Jason would generate a two-page performance report based on the standards and input provided by the OC
 - Zari feels it is important that the OC stresses challenges and exposes weak spots in the City's processes
 - An additional OC meeting would be held in June to review the two-page report and provide an updated draft of the BT's comprehensive report
 - The subcommittee would meet with Jason again
 - There would be a final, full OC meeting (likely in September) before the annual report presentation for final review and confirmation for the October report to Council
- The OC and the BT agreed with this approach
- Karen would like to see an updated timeline reflecting these changes
 - Dion and Mary Anne will meet next week to make the appropriate changes

Meeting wrap-up & next steps

- April 8th or 15th, Friday morning work best for the OC [*later moved to April 29th to work with Don's schedule*]
- The meeting adjourned at 10:20am

Review of Pioneer Courthouse Square project

- Jonath stayed for a tour of Pioneer Courthouse Square with Lauren McGuire, the Project Manager

