



PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

Parks Replacement Bond Community Oversight Committee

MEETING #5: June 17, 2016

PURPOSE:

- To review the OC report sub-committee recommendations
- To monitor bond progress and identify any developing trends
- To refine the 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	Status report on projects	Mary Anne Cassin
9:05 AM	Status report on public involvement	Maija Spencer
9:35 AM	Draft sub-committee recommendations	Zari Santner
9:55 AM	How does the committee move forward?	Dion / all
	- <i>Does the committee agree with main points?</i>	
	- <i>What suggestions does the committee have on research needed?</i>	
10:10 AM	Committee general questions	Committee
10:15 AM	Committee needs (how can PP&R assist)	Committee
10:20 AM	Meeting wrap-up & next steps	Dion / Mike / Mary Anne
10:30 AM	Adjourn	

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, Ryan Kinsella, Jeff Shaffer, Maija Spencer, Jack Kostylo

Other Attendees

- Megan George, PSU Public Administration Master's Program

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 Commissioner Amanda Fritz
 Director Mike Abbaté

PARKS REPLACEMENT BOND

ParksReplacementBond.org



TIMEKEEPING

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

DISCUSSION

Welcome and introductory remarks

- Mike made introductory remarks
 - o The Bond project here at Matt Dishman CC will resurface the pool and renovate the spa
 - o Ryan Kinsella from the City Budget Office is joining the group today
 - o Ryan assists PP&R with budget recommendations
 - o Annual Report Presentation Details
 - PP&R is going to council on July 28th at 2:00pm and the OC is welcome
 - The OC would not be speaking at this time, but they would be introduced
 - Dion and Jonath should be able to attend
 - o Don will be leaving the OC as he transitions to a new position in Beaverton
 - o Mary Anne is retiring on July 28th, and interviews are underway

Status report

- Projects
 - o Couch Park has been pushed back three months for additional public process
 - o Grant Pool has been delayed by a month and will be discussed later in the meeting
 - o Tabor Yard and Urban Forestry are slightly behind due to contract negotiations regarding project scope
 - o Pioneer Courthouse Square was behind and has adjusted back
 - Programming for the Square has been the main variable
 - o Many projects are ahead of schedule, some as much as 1-2 years
 - o Projects have been on budget with the exception of pools
 - The bidding climate has changed in response to a stronger economy resulting in fewer bids and generally higher estimates
 - Don has also experienced this dramatic shift in climate
 - o The preliminary report for Peninsula Pool has been completed
 - Due to the extent of work required, a feasibility study was essential
 - PP&R is in a position to renovate several facets of the pool for the second round of Bond projects or at a later time
- Staff
 - o Staff continue to work well together, and all of them have passed probation
 - Recruitments for the Bond Program Manager and Bond Construction Manager are underway

- There will be a brief, six-month period where an outside construction management contractor will join the Bond Team to take some of the workload
- Program tracking tools are being utilized effectively and provide an accurate picture of the Bond's current status
- Administrative costs are continuing to fall and projections are now available
 - Mary Anne expects roughly 6% of costs to be administrative going forward
- Annual Report
 - The annual report is on target with a short and long version being produced
 - The short version will be distributed widely with a focus on reader accessibility. This version will be translated into Spanish.
 - The long, more thorough version will have a limited print
 - The Bond Team has hired a graphic designer and photographer to help with the report
- MWESB utilization
 - The Bond Team is currently at 32% MWESB utilization for design contracts and 22% for construction contracts
 - Recent contracts have helped construction utilization considerably
- Bidding climate
 - The construction market is very tight, and contracts throughout the City are coming in higher than before
 - There have been eight project bids to date; most had two bidders or less
 - Two have required re-bids, and all bids have been over estimates
 - The Bond is on budget, but significant project contingencies have been used
 - This climate has required greater outreach efforts and adjusted strategies
 - The Bond is trying flexible construction scheduling wherein contractors are given an end date and can complete the work any time before that provided the Notice to Proceed has been issued
 - Lents Playground will be the first project to feature this
 - Zari asked if the Team has researched how and where estimates are coming in high
 - The project tracking tools have helped with this significantly
- Grant Pool
 - A mid-July completion is expected, reopening two weeks ahead of schedule
 - This will be the first grand reopening for the Bond



- There are several upcoming construction projects in the next six months
 - o Sellwood Roof
 - o St. Johns Roof and HVAC
 - o Lents and North Park Blocks Playgrounds
 - o Wilkes and Parklane Loos
 - o Washington Park Rose Garden
 - o Rieke Soccer Field
 - o Bloomington, Glenwood, and Mt. Tabor Restrooms

Status report on public involvement

- Maija shared past and upcoming Open Houses and Public Meetings
 - o 5/16: Colonel Summers – Meeting with Park Neighbors about Loo Locations
 - o 5/18: Rieke Field - Open House #2
 - o 5/26: Friends & Partners Event
 - o 5/31: Couch Park PAC #5
 - o 6/2: NWDA Planning Committee
 - o 6/29: Ventura Park Playground - Focus Group
 - o 7/21: Ventura Park - Open House #1
 - o 8/10: Ventura Park - Open House #2
 - o Late Summer: Forest Park Bridges - Open House w/Other Forest Park Project
 - o Late Summer: Colonel Summers Loo - Open House #2
 - o August 2016: Tabor Yard - Reconvene Planning Group
 - o September 2016: Tabor Yard - Open House
 - o Fall 2016: Pioneer Courthouse Square – Open House #2

- Maija and Mary Anne attended the Friends and Partners event held by PP&R
 - o It was a good opportunity to connect with the leaders in the community about the Bond

- Couch Park
 - o Two elm trees, originally removed in the playground design, were tested
 - o Upon learning that cabling could improve their condition, the trees were kept
 - Zari shared that many people were happy to hear this decision
 - o The design was adjusted accordingly and brought back to the PAC
 - Some features had to be removed due to budget constrictions
 - Removal of elements was largely informed by public feedback
 - Discussions are still on-going and we are too far apart from consensus to begin design development yet
 - o Maija met with the NW District Association’s planning committee
 - They were concerned about the removal of bricks in the square
 - Removal must happen to accommodate ADA concerns, budget, and long-term maintenance
 - This will be an ongoing conversation
 - o Mike would appreciate the OC’s guidance with this project as there is a great deal of public involvement and critique

- Ventura will be receiving a Loo, playground, and public art
 - o There will be open houses and outreach events held outdoors
 - o PlayWorld is donating equipment to the park
 - There will be a temporary installation at North Park Blocks in the fall

- Annual Report Distribution Plan
 - o The Bond Team will use existing resources
 - Summer employees will provide outreach at various events
 - Summer Free for All programming will be utilized
 - o Translation services have been provided
 - Reports will be distributed in English and Spanish
 - Additional outreach will occur at events that are held in Spanish
 - o Karen asked if we would be driving folks to the website so they can see the report in other language
 - Emails will be sent out
 - There will be a slide for the Bond in the previews of Movies in the Park
 - Mike would like to see the Bond mentioned in the pre-programming of events once more projects have been completed

- Project Questions
 - o Zari asked if North Park Blocks will be expanded
 - The public was presented with two design options and strongly supported the expansion with an emphasis on more running space
 - The project can stay within budget by reducing the amount of play equipment – the public supports this trade-off
 - The expansion can be done without impacting the trees
 - o Zari asked about the lead content in the drinking fountains at Multnomah Arts Center and if it was a Bond project
 - Mike shared that PP&R was collecting information to understand the scope and scale of the situation, and reports will be released soon
 - The first round of the Bond was not scoped for these issues
 - The second round has not yet been scoped
 - 91% of the tests showed safe level
 - Every fixture above-safe levels has been marked
 - The City views this as a citywide issue and is addressing it as such
 - It is too early to say what PP&R's response will be to this



- Don feels the Bond Team should address these issues if it is a financially feasible option during a project
 - Mike agrees though, in many cases, data does not yet exist
 - Some issues may be fixed during the Bond projects
- Multnomah Arts Center also has seismic and other safety concerns, and those are being addressed in the Bond

Draft sub-committee recommendations

- The OC sub-committee shared their proposed structure of the OC Report
 - The report should be two to three pages
 - It should clarify OC responsibilities and respond to the Bond Program
 - It should highlight program challenges, particularly those relating to bid climate, public processes, and their impact
 - It should address two main topics:
 - Recommending that the second issuance of the Bond feature a program contingency to help solve several bid-climate budget concerns
 - Transparency, equity, and how they have or have not been incorporated
 - Megan has researched definitions regarding this

- Zari asked if the OC is in agreement with the subcommittee's direction
 - Don appreciates revisiting the charge of the OC and defining its scope
 - Dion agrees with Don and appreciates the focus on transparency and equity as the OC does serve the people

- Megan shared the definitions she researched and generated
 - Transparency
 - *Definition:* Duty to act visibly, predictably and understandably to promote participation and accountability.
 - *Variations:* Relevant and accessible, timely and accurate; openness, accountability, and honesty; disclosure and discussion; complete, primary, timely, accessible, machine processable, non-discriminatory, non-proprietary, license-free
 - Dion feels the OC should stress that they are not operating on a hidden agenda
 - Being honest about what has gone well and what hasn't is important
 - Zari strongly agrees
 - Mary Anne appreciates that the OC has focused on transparency as it is a very big topic
 - Dion feels that trust should be added as a topic for the report
 - “Does the Oversight Committee trust what Parks is doing? Is Parks committed to what the Bond has set out to achieve? Does the Oversight Committee trust that Parks is out to support the people and has their best interests and concerns at heart?”

- Zari and Jonath feel it is important that we engender trust and make the information accessible
- Karen feels the definition should be more aspirational and include these goals of engendering trust and transparency
- Zari feels the public is very concerned about whether or not they have been heard. Recognizing budget constraints while being willing and eager to receive and seek out public opinion is very important.
- Fiscal Accountability
 - *Definition:* Ensure integrity and accuracy of financial statements
 - *Variations:* Responsible use and management of money; bond dollars clearly and separately tracked; accountable to one another and to external constituents (public) 1) to protect institutional assets from theft or misuse and 2) to produce accurate, reliable financial information; on budget, on time, on scope
 - The OC feels good about the definition
- Adherence to the Language of the Bond
 - *Definition:* Base the deliverables on the promises contained in the language of the voters' pamphlet
 - This definition was taken directly from the Bond itself
 - The Oversight Committee approves

How does the committee move forward? Does the committee agree with main points? What suggestions does the committee have on research needed?

- Equity and transparency were discussed further
 - Dion feels it is important to differentiate and understand what the Bond is doing to promote diversity vs. equity
 - Some concrete examples of these differences would be very beneficial
 - Mary Anne feels it is important to consider not just what the MWESB numbers are but also if the Team's strategies are effective and if more needs to be done
 - Zari feels that diversity is fairly clear (MWESB participation); equity has a harder-to-measure element to it
 - It may also be too early in the Bond to report upon this
 - Megan will be working with Jason Smith to establish metrics for equity and report back during the July sub-committee meeting
 - Karen feels it is important that the OC talk about equity in the first list of Bond projects, not in the bureau
 - This includes talking about equitable project locations



- Do the playground replacements allow for safer play for more people?
 - Jonath feels we can show equitable distribution across the parks
 - Use an overlay to illustrate that parks are also around renters, not just homeowners to show that they are also benefiting from this bond
 - Mike clarified that the Bond's main focus is repairing existing assets
 - Karen would like the report to draw attention to the fact that the pools selected were all in Northeast and decide whether or not this is okay
 - Zari added that the selected pools are the oldest pools and were built back when those neighborhoods were more diverse
 - It is important to note that Parks pools do not exist farther out
 - Karen expressed concern over going beyond the OC's scope in their advocacy
 - Zari feels the OC can at least respond to what the bureau is doing
- Transparency was discussed further
 - Mary Anne asked about the metric for transparency
 - The OC and Megan will be discussing that further with Jason
 - Karen would like to know what the Bond Team is reporting on so the OC can respond with the lens of transparency.
 - Mike feels the OC should look at the Bond website and audit it for transparency
 - Karen would like to know what the citizens think of its accessibility
 - Mike would like to explore having a quick survey on the website to gain feedback regarding accessibility
 - Karen thinks raffle drawings may also help increase traffic
 - Mike feels there are two factors to transparency:
 - Transparency is whether or not the window easy to see through
 - Trust is whether or not the public feels the need to look through the window and feels good if they do
 - For Jonath, it is important that the average person can look through the window
 - Zari agrees but feels that the people's trust is very important
 - Zari believes the question is whether or not the public feels that the City is obstructing their path to understanding what is going on and how their funds are being used
 - The Bond Team needs to be able to say that, under reasonable circumstances, people can easily and openly access Bond information
 - Karen pointed out that project managers tend to interface least with the public
 - It is the thousands of parks and rec employees who interface with the public constantly who need to know about the Bond; the Bond Team must talk to the employees
 - Dion asked about advertising at non-Bond-project sites
 - Maija has been working with employees at Matt Dishman on an FAQ that will be distributed to the staff and also posted online

- Zari feels this should be a part of every project
 - Megan asked about the end result of effective transparency
 - Maija shared Parks' view of public involvement existing on a spectrum
 - For many of the Bond's maintenance projects, the public is only being notified of changes taking place
 - For playgrounds the public is notified and asked for feedback
 - In these cases, survey demographics are collected and compared to Portland's demographics
- Dion asked how the OC sees themselves articulating the Bond Team's progress
 - Zari feels that can be discussed after more work has been done on the report
 - The OC is not reporting until October, and the OC will meet before that
 - Megan will have a draft available at the next meeting
- Zari and Karen asked if Megan needed anything from the OC
 - Megan feels it would be beneficial to discuss the report organization and how it will work visually
 - Zari feels the OC's charge is to highlight the challenges the Bond Team faced, including procurement delays and the bid climate, and how these factors can and will impact project delays
 - It is important to recognize external factors
 - Don feels the report should call to attention what efforts the Bureau is making to address some of these issues
- Karen asked the OC if they should each report back to the Commissioner that appointed them to check for concerns or requests
 - Zari feels this should be done a few weeks in advance of filing the report so they have a briefing of what to expect
 - Mike feels that meeting them a month in advance would be more prudent
- Mary Anne asked if the report will be in paragraph form rather than a report card
 - Zari thinks it will be, and it may also incorporate graphs where helpful
 - There may be a grade to simplify the conclusions
- Jonath asked how MWESB participation percentages are being compared and framed
 - There is a concern that this will impact other work in Portland



- If shared, the Bond Team must be able to stand by the numbers as the public will be looking closely
 - Mike believes that the Bond's MWESB participation should be compared to the City Standard as it is a clearly defined goal
 - The bidding climate has played largely into the MWESB numbers
 - Jonath asked about comparing these numbers to the previous bond
 - Mary Anne explained that these numbers are unavailable due, in part, to the last bond occurring 20 years ago
- Karen stressed that their report, while being about the Bond Team, is also about the Bond Team's report
 - A significant amount of content will be determined once that report is available

Committee general questions and needs

- Zari shared her recent experience with a contractor who had expressed some concerns including not being informed of upcoming Bond construction projects
 - Zari would like the Bond Team to report back to contractors, providing status updates and sharing difficulties; this could lead to solutions or other assistance
 - Zari provided Mary Anne with the contractor's card so she can contact him

[follow-up: Mary Anne did contact this person, who explained that he is well informed and it was a misunderstanding – see attached email]

- Mary Anne shared her experience with one of the Bond Manager candidates who said the removal of insurance barriers for MWESB firms has been very helpful
 - Mary Anne thanked Jack for her work on the insurance waiver matrix

Meeting wrap-up & next steps

- Karen asked when the OC could expect a more final draft of the Bond Team's report
 - Mary Anne will provide one in a couple of weeks
- The OC feels the best time to meet again is after the council presentation
 - Zari suggested August 5th at 8:30am and the OC agreed
 - Jack will find a meeting location
 - There may be changes in attendance
 - Mike will speak with the mayor regarding Don leaving the OC
 - Don can stay for some time but feels it is important to find a replacement in east Portland
- The OC thanked Mary Anne for setting the stage for the future of the program
 - Mary Anne thanked the OC for their incredible work and commitment
- The meeting adjourned at 10:30am