



PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

Parks Replacement Bond Community Oversight Committee

MEETING #6: August 5, 2016

PURPOSE:

- To review the PP&R First Annual Report
- To review the Oversight Committee's first draft response
- To refine the approach and roles for developing the first report to Council

AGENDA

8:30 AM	Welcome	Dion Jordan
8:32 AM	Welcome & quick walk through report	Kia Selley
8:40 AM	Review of Council session	Kia / Jonath / Dion
8:50 AM	Draft sub-committee recommendations	Zari / Karen / Megan
9:10 AM	How does the committee move forward? - <i>Does the committee agree with main points?</i> - <i>What suggestions does the committee have on next steps?</i>	Dion / all
9:20 AM	Committee general questions	Committee
9:25 AM	Meeting wrap-up & next steps	Dion / Kia

IN ATTENDANCE

Oversight Committee (OC) Members

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

Parks & Recreation (PP&R) Staff

- Kia Selley, Maija Spencer

Other Attendees

- Megan George, PSU Public Administration Master's Program

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PortlandParks.org
Commissioner Amanda Fritz
Director Mike Abbate

PARKS REPLACEMENT BOND

ParksReplacementBond.org



TIMEKEEPING

- The meeting began at 8:30am
- The meeting was adjourned at 9:35am

DISCUSSION

Welcome and introductory remarks

- The meeting began at 8:30am
- Kia made introductory remarks
 - o Lauren McGuire, the new Bond Program Manager, was unable to attend; Kia took her place
 - o Jack Kostylo was also unable to attend; Maija took her place

Quick Walkthrough of the Bond Annual Report

- Kia presented the annual report to the OC
 - o The first year was primarily for program setup including staff, budgets, tracking systems, and developing the OC
 - o 33 projects are on the list and 26 are underway
 - Three projects are behind schedule
 - Grant Pool was late but has now opened and will have additional work completed in the Fall
 - Couch Park has two projects behind schedule (the playground and the loo)
 - All projects are within their not-to-exceed total with the exception of Grant Pool
 - Lessons learned from this project will inform budgeting for future projects
 - o Public involvement has been thorough and frequent
 - o Administrative costs were high the first year; this will decrease to roughly 6% of total costs in future years
 - o MWESB Utilization has been good; efforts are continuing to increase utilization
 - 32% of professional and technical expertise (PTE) contract dollars and 21% of construction contract dollars have gone to MWESB firms
 - The City's PTE goal is 20%
 - 43% of workforce was composed of minority, journey-level workers
 - o The bidding climate has been extremely difficult, and prices for labor and materials are rising
 - This trend has been true for both the public and private sector work
 - o Upcoming construction includes:
 - Sellwood Bathhouse Roof
 - St. Johns CC HVAC

- Lents Park Playground
 - Wilkes and Parklane Loos
 - Washington Park Rose Garden Accessibility Improvements
 - Rieke Soccer Field
 - North Park Blocks Playground
 - Glenwood and Bloomington Restrooms
 - Second list development will begin later in the year
 - PP&R will approach the OC with a drafted project list
 - Short versions of the annual report in Spanish will be available soon (Update: they arrived on Tuesday, August 9th)
- Kia explained the decision to expand Lauren McGuire’s responsibilities to the Bond Program
- Lauren has been the Capital Improvement Projects (CIP) Team Manager for a few years and a peer of Mary Anne’s
 - When both teams were looked at more closely, it became clear that they were doing much of the same work and their diverse professions could be better capitalized if they worked together
 - Systems developed by the Bond Team could be utilized by the CIP Team
 - The Bond firewall must be maintained, and funds allocated for the Bond will stay within the Bond
 - Billed time by the project managers is project-specific
 - To help balance the increased workload, leads are being selected from each team to take on some supervisory responsibilities
 - Robin Laughlin will remain as the lead for all Bond-funded projects
 - This restructuring allows for a more cohesive, uniform, and unified team, benefiting other workgroups within PP&R as well as the community
 - Zari asked if this transition is expected to slow the project managers work on their projects
 - Kia explained that the project managers’ work is largely unaffected
 - Kia will be assisting in the interim to ensure projects continue seamlessly
 - Zari is glad that this change creates efficiencies but wants PP&R to ensure that time spent is billed accordingly



- It is Kia and Lauren’s responsibility to protect staff from being pulled in to work outside of their scope as it can easily become more than brief assistance
 - Kia agrees and has spoken with Mike and Jeff about this as well
- Kia explained that, like all reorganizations, this is a pilot
 - If this move is unsuccessful, Kia reserves the right to make changes
 - Hiring for the Bond Manager is difficult
 - The candidate pool is limited, possibly because the Bond is perceived as a limited-term position

Review of Council Session

- Jonath felt the annual report presentation went very well, and it explained the overhead expenses and projections effectively
 - Kia felt that the report was very transparent about the program’s successes and challenges in the first year
- Karen suggested using Facebook to reach more folks in the community
 - Maija agreed and explained that the individual stories in the report will also be shared on Facebook to bring people in

Draft Sub-Committee Recommendations

- Megan provided an overview of the drafted OC report
 - The goal of the OC report is to share the conclusions reached, how they were reached, and what concerns the OC might have going forward
 - It is not an exploratory piece like the Bond report
 - Zari feels it is important to explain why the OC’s objectives were selected and how they related to conversations in past meetings
 - This could be done with bullets below each objective
 - Megan clarified that the three objectives listed were those shared at the last meeting
 - The first objective, adherence to Bond language, is fairly straight forward
 - The other two objectives, fiscal accountability and transparency with the community, require more explanation as they are complex topics
- Megan discussed how to address fiscal accountability in the OC report
 - The OC report can reference the fiscal overview provided in the long version of the Bond report, highlighting its accessibility and transparency
 - This is also an opportunity to share the program’s use of SDC funding and the difficulties encountered in the current bidding climate

- In this section, the OC can make their recommendation that a program contingency be developed for the second round of the Bond
 - This will be helpful in cases like Grant Pool
- Zari asked if it is important to discuss how Bond funds are leveraged to bring in additional funding like system development charges (SDCs) or private fundraising
 - Zari feels that, while it is not their charge, the OC should advise the bureau in their distribution of these funds and inform City Council
 - What is the bureau doing to ensure that all projects are being funded equitably—especially in the use of additional funds?
 - This would address cases of scope increase on projects where additional funding would save money in the long run
 - Is there a mechanism determining if this project, and not another, is best served by additional funds?
 - Zari recognizes that the Bond funds alone are not meeting the needs of every single project; how does the bureau decide which projects should receive these additional funds?
 - Dion feels that this is an important point to mention somewhere, though it may not require its own objective
 - A lot of conversation has happened around equitable funding, and that should be reflected in the report
 - Kia shared that the use of SDCs has been very limited
 - The Bond Team will provide Megan with allocation amounts
 - Karen feels that while this topic does not require significant discussion in the report, it is worth recommending a vetting process if and when these funds are used to ensure equity and transparency
 - This could fall under fiscal accountability or transparency
 - Kia shared more regarding the SDC funding process:
 - The Commissioner asked the neighborhood coalitions to present their needs and priorities
 - Generally, the use of SDCs is only widely shared with the public when new parks are built using them
 - Karen feels, for the purpose of the report, it would be worth asking and knowing where and how SDCs have been allocated



- This would help address the future question of why funds went to one project and not another
 - Don understands that funding decisions of this kind need to be made quickly, especially in cases where money could be saved in the long term, and also that there is a larger issue of how these additional funds are being used
 - The important question is: Are Bond projects being delivered as promised?
 - Zari clarified that SDC is for expanding services—not for repairs and maintenance—so there is a responsibility by PP&R to demonstrate how the project satisfies these standards
 - It is important to make sure that a consistent lens of equity is provided in these cases
 - Dion asked how this discussion might change the report
 - Megan would like the SDC decision process to be clarified by PP&R so it can be clearly articulated in the report
 - Zari and the OC would like to make the suggestion that if Bond dollars are leveraged and additional funds from whatever source become available, then those additional dollars are distributed with the same lens of equity that was applied to determining the Bond projects
 - Jonath feels it is important to note in the report that this is outside the scope of the OC but is still worth mentioning as it is a matter of oversight
 - Zari feels that mentioning this concern also gives credibility to the OC, especially in the event of an audit; there is a potential oversight concern, and the OC was aware of it and made a recommendation
 - Karen feels this report’s purpose is not to repeat the Bond’s report but to report on the OC’s objectives
 - Zari feels that this topic best belongs in the transparency section
 - It is good that the Bond funds are being leveraged, but the committee’s desire is for equitable distribution of these funds
 - Jonath clarified that the recommendation is not just that this equity lens is used, but that the process is also documented
 - The OC agrees; documentation supports transparency
- The third objective of the report was discussed: Being transparent with the community
 - Megan shared that part of the OC’s definition of transparency is that it engenders trust
 - This section will include their definition of transparency and also:
 - Why transparency is important to the OC as well as the community
 - Cases wherein PP&R was transparent (website, flyers, etc...)

- The recommendation that PP&R measure the impact of citizen involvement strategies and not just the outcomes
 - The OC knows how many flyers have been posted and public meetings held, but they would like to know how the community interacted them
 - Does the community feel positively about these efforts? Do they feel heard?
 - Zari feels the first step is establishing whether or not this facet of public involvement is measurable
 - If it is, the OC would like the Bond research it
 - In Jonath's experience, this has been best measured by increased traffic to the website and parts of the website after other outreach has occurred
 - PP&R should determine if this is a viable mechanism for measurement
 - Don and Jonath recognize that many people may be satisfied with work PP&R is doing and do not feel the need or desire to attend meetings
- Zari and the OC feel the issue of equity must also be added to this section based on this meeting's conversation
- Karen feels the purpose of the OC's reporting is to tell council how they feel the program is going and what they will be looking for in the future
 - This report will also go on the website
 - Karen would like to ensure that these concerns raised are not just discussion points but also have measurable qualities that can be tracked

Meeting Wrap-Up and Next Steps: How does the committee move forward?

- Zari stressed that the outline provided today must be approved by September so that a second draft can be completed near the end of September and a council date can be reserved
 - Thursdays in October are being looked at as a council date
 - October 13th, 20th, 26th and 27th were suggested and Jack will schedule accordingly
 - [Update] Available dates and times are as follows:
 - Wednesday, 10/12, 9:45am or 3:00pm



- Wednesday, 10/19, 3:00pm
 - Wednesday, 10/26, 10:00am
 - The sub-committee will meet one or two more times before the presentation
 - The next meeting will be September 16th at Matt Dishman at 8:30am
 - The meeting will be an hour and a half
 - Karen may not be available
 - Don's replacement may not be determined by then
- Karen asked for clarification regarding the size and nature of the report
 - The OC feels it will be more of a letter outlining their objectives, providing a grade of sorts, and sharing what they will be looking at going forward
 - The OC feels that the Bond has been widely successful in its first year
 - Don agrees and stresses the importance of continuing to let the public know when a project is complete
 - Karen feels part of being transparent and delivering this report is sharing the Bond's successes as well
 - Karen feels the report should celebrate the first year while also pointing out items they will be watching for in the future
 - Zari feels the purpose of the OC and the report is also to ensure that PP&R is on the right track to having another Bond, and that means the community needs to be on-board too
- The meeting adjourned at 9:35am