



PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

Parks Replacement Bond Community Oversight Committee

MEETING #10: June 15, 2017: 12:00 pm – 2:00 pm Matt Dishman Community Center

PURPOSE:

- To review the Bond Phase 1 progress
- To review and discuss the Bond Phase 2 Project List
- To review and discuss draft Annual Report 2
- To review and discuss Oversight Committee Report 2 process
- To discuss Transparency Survey update

AGENDA

12:00 PM	Welcome	Dion Jordan
12:05 PM	Report on the Bond Phase I Progress	Lauren McGuire
	<i>Challenges to date</i>	
	<i>Are there any clarifications or questions?</i>	
	<i>Does the committee have any concerns with the progress of Bond Phase I?</i>	
12:30 PM	Bond Phase II (2) Project List	Lauren
1:00 PM	Draft Annual Report 2 Short Form	Lauren/Maija Spencer/Josie/All
	<i>Is the Committee in support of the general graphics and content for the report?</i>	
	<i>Are there any clarifications or questions?</i>	
1:30 PM	Oversight Committee Report 2 Resources	Josie
	<i>What resources is the Committee in need of this year?</i>	
1:50 PM	Transparency Survey Update	Maija
1:55 PM	Meeting wrap-up & next steps	Dion / Lauren
	<i>June 21, 2017 Council Agenda Item and other Bond needs</i>	
2:00 PM	Adjourn	

ATTACHMENTS

- May Project At-A-Glance and Schedule
- Phase 2 Proposed Project List
- Annual Report Short Version
- Oversight Committee Report 1

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IN ATTENDANCE

Oversight Committee (OC) Members

- Dion Jordan, Zari Santner, Karen Loper

Parks & Recreation (PP&R) Staff

- Lauren McGuire, Maija Spencer, Josie Kostylo, Evan Callahan

City Budget Office (CBO) Staff

- Ryan Kinsella

TIMEKEEPING

- The meeting began at 12:00 pm
- The meeting was adjourned at 1:40 pm

DISCUSSION

Welcome

- Lauren introduced the OC to the Bond Team's newest member, Evan Callahan.
 - He will be replacing Connie Johnson who retires July 30th.

Report on the Bond Phase I Progress

- Performance
 - All 34 active projects in Bond Phase 1 are underway.
 - 10 projects are ahead of schedule.
 - 7 projects are behind schedule.
 - This is primarily due to permitting, the bidding climate, and weather.
 - Lauren asked the OC how, in their experience, they determined if a project was ahead, behind, or on schedule for reporting purposes. The Bond Team currently states that a project is behind schedule when the completion date told to the public is pushed.
 - Karen supports measuring a project's timeliness by what the public was told.
 - Zari agrees with Karen and feels that staff capacity and impacts to the Bond on a larger scale should be considered during schedule adjustments.
 - Regardless of which reporting metric is used, it is important that the narrative be consistent for auditing purposes.
 - Dion feels it is most important that we explain any changes to the public.

- Zari feels that this touches on transparency as a larger topic.
- Budget Overview
 - The Pools theme continues to be the only one over budget.
 - The Bond Program is on budget.
- Going Well
 - Personnel and Position Updates
 - Evan Callahan has joined the Bond Team and will replace Connie Johnson.
 - Jodi Gollehon has accepted a senior management analyst position, continuing to help the team and bureau streamline the procurement process.
 - Josie has accepted a management analyst position and will provide additional reporting and contracting services for the team.
 - Project and Program Updates
 - The Bond Team’s civil engineering and landscape architecture expertise are both informing bridge design as staff continue to work together.
 - Budget, program, and other tracking tools continue to be implemented.
 - Most projects are on time or ahead of schedule.
 - Administrative costs continue to fall and, since April 2016, have stayed below 10% of total Bond spending.
 - Karen asked if PP&R feels confident about the adoption of the Phase 2 Project List.
 - Maija shared that significant public outreach has occurred, and meetings with the Commissioner and Mayor have been positive.
- Challenges
 - The construction market continues to be very tight.
 - 10 projects have been bid.
 - Bids are generally over estimate.
 - PP&R is working with Procurement and NAMC Oregon to determine how best to increase bids and DMWESB involvement.
 - Upcoming bids:
 - Bloomington Park Restroom



- Glenwood Park Restroom
 - North Park Blocks Playground
 - Ventura Park Playground and Loo
 - Procurement and Permitting
 - Approval timeframes are still long and have been compounded by limited staff availability.
 - PP&R staff has built time into their project schedules to adjust.
 - Pioneer Courthouse Square
 - Waterproofing around the Starbucks storefront has been challenging, and SRG, the architectural firm, is looking at longer-term solutions.
 - Zari asked how the solution would be funded.
 - Lauren shared that funding for a very long-term solution that would address the Starbucks structure may have to come from an alternative, non-Bond source.
- Project Construction
 - Completed Construction
 - Grant Pool Phase 2
 - While the pool reopened in August, some additional fixes were required to ensure longevity and have now been completed.
 - Matt Dishman Pool & Spa
 - Parklane Loo
 - Sellwood Pool
 - Wilkes Loo
 - Ongoing Construction
 - Lents Park Playground
 - Forest Park Bridges (2) Maple Trail and Lower Macleay
 - Pioneer Courthouse Square
 - Washington Park Rose Garden
 - Colonel Summer Splash Pad and Loo
 - Mt. Tabor Summit Restroom
 - Upcoming Construction
 - Argay Tennis Courts
 - Bloomington Restroom
 - Glenwood Restroom
 - North Park Blocks Playground
 - Rieke Soccer Field
 - St. Johns Community Center Roof and HVAC (re-bid)

- Project Highlights
 - Lauren shared the current concept design for the North Park Blocks Playground project set to be complete in Fall 2017.
 - Project information can be found [here](#).
- Project Overviews
 - Lauren reviewed the current status of each project with the OC. For project questions, please contact Josie Kostylo at Josie.Kostylo@portlandoregon.gov or 503-823-5599.
 - Lauren will be sharing design considerations for the Multnomah Art Center seismic repairs at the following OC meeting.
 - A celebration for the Sellwood Roof project will occur on July 5th.

Bond Phase II (2) Project List

- Phase 2 process and project ranking strategies were briefly reviewed and were discussed at length in the January meeting.
 - A link to the January meeting notes can be found [here](#) with specific discussion on Phase 2 development beginning on page 4.
- The Bond Phase 2 Project List was shared and can be found [here](#) on the PP&R Bond Website.
- Josie will send the OC the latest Phase 2 Budget Overview page detailing funds allocated to each theme.
- Once the Bond Phase 2 project list is approved by City Council, Maija will release the list of public comments received during the outreach process and our responses to them online.
 - PP&R is currently working on a revised illustration of how project suggestions become projects and are added to the Capital Improvement Project list.

Draft Annual Report 2 Short Form

- The OC likes and supports the design of the Bond Team’s Year 2 report.

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- They appreciated the increased map size and the use of orange two-tone to differentiate Year 1 from Year 2.
- The OC does not feel that adding full color would make a meaningful difference in the report's purpose or impact.
- Zari feels that the purpose of the long report is primarily for City Council and City Management; significant funds should not be invested.

Oversight Committee Report 2 Resources

- The OC shared that the Year 2 report will:
 - Build on Year 1's template
 - Respond to PP&R's efforts to meet the OC's recommendations
 - Ensure that the Bond's schedule and budget are on-track.
- The OC will recommend criteria for spending Bond contingency and present it to their appointing Commissioners for consideration. PP&R will then formally present it to Council.
 - First and foremost, the contingency should be used to accomplish the fundamental promises made by the Bond.
 - After the first criterion is met, outstanding contingency funds should be equitably distributed with improvements to safety as a priority.
- Josie asked if the OC would like additional support in generating their Year 2 report.
 - The OC will generate the report's content.
 - Karen will primarily write the report and work with Josie and Maija to format the text.
 - Basic graphic support from PP&R would be helpful.

Transparency Survey Update

- The Goal
 - Maija reiterated the OC's recommendation to demonstrate transparency in the Bond program. Details on this recommendation can be found in the OC's Year 1 report, available [here](#).
 - The primary focus of the OC's recommendation was to ensure that the Bond is performing outreach that is effective.
 - Zari feels that this work would benefit all of PP&R, not just the Bond.
 - Dion would like the members of the public to feel empowered, particularly those who traditionally accept changes in their community without providing input.

- Josie will provide a link to this report to the OC.
- The Method
 - Zari feels that surveying should begin in communities where projects have already occurred. These communities should know about the Bond, and their input could provide insight into how they prefer to be engaged.
 - Additional surveying should follow in places with fewer or no Bond projects have occurred as well.
 - Dion suggested having the survey be a part of PP&R's summer events, such as free swim days. This would provide meaningful insight from frequent park users.
 - Zari and Dion feel that it is important and impactful for PP&R to demonstrate that they are interested in the public's input.
 - "Even if we (the public) do not respond, it's good to be asked."
 - Evan suggested including signs at Bond-project parks well in advance of construction to improve community awareness of the Bond.
 - Maija will investigate the feasibility of this approach.
 - Zari noted that significant funds will likely be required to perform an inclusive, thorough survey that captures the input of multiple communities.

Meeting wrap-up & next steps

- Josie will email the OC to determine the date and time of the next meeting.