



Parks Replacement Bond Community Oversight Committee

MEETING #15: May 14, 2019: 8:30 AM – 10:30 AM

1050 SW 6th Avenue, Fifth Floor, Room 507

PURPOSE:

- Bond Program Progress Update
- Bond Program Audit Report
- Community Survey Update

AGENDA

8:30 AM	Welcome	All
8:35 AM	September Meeting Notes, February Materials	Committee
8:40 AM	Report on the Bond Program Progress	Robin
	<i>Bond Budget Overview (Bond At-A-Glance)</i>	
	<i>Schedule Overview (Bond Timeline)</i>	
	<i>Projects progress to date</i>	
	<i>Challenges to date</i>	
	<i>Project Highlights</i>	
	<i>Audit Report</i>	
9:10 AM	Budget Report	Robin
9:40 AM	Public Involvement Report	Maija
10:00 AM	Discussion and Next Meeting	All
10:15 AM	Adjourn	

ATTACHMENTS

- September Meeting Notes
- March Bond At-A-Glance
- May Bond Timeline





Attending: Bond Oversight Committee Members: Jan Mason, Zari Santner

Parks Employees: Robin Laughlin Bond Program Manager, Maija Spencer Bond Community Engagement Coordinator

Commissioner's Staff: Todd Lofgren Senior Policy Advisor

Meeting started at 8:40 a.m.

Discussion

- The meeting opened with a suggestion from Zari to possibly meet less frequently since the Bond program is in the final 2 years.
 - Zari stated the Oversight Committee serves the Parks Bond team. The committee should be kept informed of substantial issues and meet if needed, otherwise twice a year seemed enough.
 - Jan agreed with meeting less frequently, she stated the Bond team has well established processes.
 - Jan also suggested virtual meetings as an option for committee members who had difficulties meeting in person.
- The 2014 Parks Bond will complete in December of 2020.
- The next Oversight Committee meeting will be in September to discuss the committee's annual report.
- Robin thanked Jan for presenting the Bond Oversight Committee's Annual Report to Council in December.

Program Updates

- Staffing updates:
 - New Parks Director – Adena Long, she will join us at a future meeting
 - Todd Lofgren from Commissioner Fish's office
 - A new Bond Team Analyst will be hired shortly to replace Josie who moved on to Central Services Irrigation
- Program progress:
 - 5 of 7 Bond Themes are tracking well within budget
 - Pools and Protect Workers continue to go over allocations
 - Pools:
 - Peninsula Pool has overages due to added scope because of development permits





- Pool was shallowed using SDC funds, but not a 0-depth option.
- 2 ADA lifts installed, one for the pool and one for the building to reach programming in the basement.
- Grand opening July 18th , 12:00-12:30. Committee is invited to attend.
- Protect Workers:
 - Theme will use full \$10 million
 - Urban Forestry and Mt. Tabor Maintenance Yard projects are in permitting.
 - Construction bids are expected to push the theme over \$10 million
 - There is no specific language in the Bond Measure that limits spending for the Protect Workers theme
 - Promotional materials did state spending up to \$10 million
 - Zari commented that if this theme does not take money away from other Bond projects, there should not be a problem with public perception
- Remaining Bond projects (21) are on target for completion
- Bond Spending Overview
 - We are doing well on the bridge and restroom projects for budget savings.

Zari asked: how the bid climate is overall?

Robin: It is still difficult. We receive bids 30 – 50% over expected amounts Discussions with others in the region indicate it is a regional issue.

We continue to work with the PCDP – Prime Contract Developer Program designed for COBID (Disadvantaged (D) / Minority (M) / Women (W) / Emerging Small (ES) Businesses certified firms to become Prime Contractors

- For many, we release a bid only to the PCDP group first for their bid.
- Often a contractor in the program will show up to the pre-bid meeting but not the site walkthrough
- Contractors have trouble securing labor force in this tight market and working for private projects is less cumbersome than working with the City.
- All but two of our active projects are with COBID certified firms

Zari asked: what the ethnic make up was for the COBID firms we use?

Robin: Mostly African American and Women owned

Zari asked: what the post occupancy contingency numbers mean?





Robin: This is to cover items not under warranty. We will release the funds 3 years post occupancy.

- Interest earned on Bond funds is \$1,539,854
 - Can be used to support project overages
- Remaining projects are mostly small projects
- Two larger projects: Gabriel and Creston are in design

Zari asked: what how will remaining Bond funds be spent once all projects are complete?

Robin: We will submit ideas to the committee for your input. One option is to add features and use the parts pieces model to complete another playground renovation. We would likely refer to the list created for Phase 2 Bond Projects, verifying with Central Services which playground was a high maintenance priority

Zari followed up with a question about natural areas and additional work needed. Stating a balance of work completed across all themes will have a good return for all residents and Parks users.

Robin: We have an ADA funded program of 1\$million per year. It's possible we could integrate ADA work and Bond work to stretch funds.

Project Overviews

- North Park Blocks (slide image):
 - Improved design
 - Removed wood chips, easier for Park Techs to maintain and clean
 - Better play structure with greater visibility for parents
- Montavilla Community Center Roof improvements
 - Replacing Original Roof from 1956
 - Installing OSHA required safety protections for workers on roof
- Springwater bridge at Circle Ave and Johnson Creek Blvd
 - Replacing decking with asphalt
 - Wood railings retained for cost savings
 - 6-week closure for the Circle Avenue project,
 - Johnson Creek project starts in June, closures through end of year
- Couch Park
 - Nature in Neighborhoods Grant of \$150k and Harper's Playground partnership for increased accessibility improvements
 - Grand opening went well





PORTLAND PARKS & RECREATIONSM

Healthy Parks, Healthy Portland

- Swing accident with user
 - Swing removed and reworked with manufacturer to avoid another incident
- New Loo installed; old restroom building still functional, used for storage
- Gilbert Primary Park SE 130TH and Foster is in construction
 - Replaces old playground
 - Centralizing playground location in the park
 - Updating ADA access
- Foley Balmer Bridge – connects SW Lancaster Rd to SW Collins Ct. near Marshall Park
 - Important neighborhood access
- Most projects are ahead or on schedule
- Bond administration costs are continually low at 4.6%
- Bond Performance audit completed by Harvey M Rose an external group
 - Found we are fiscally responsible and adhering to Bond language
 - Returned 8 suggestions to increase program efficiencies
 - Document reallocation of funds
 - Underway, will continue to follow fiscal policies established
 - New analyst will complete this work
 - See above discussion of Zari's question and Robin's response about remaining Bond funds and playground updates and natural areas – culvert and bank remediation work suggested by Zari
 - Adjust escalation and contingency in budget template
 - Will continue current approach to be responsive to the construction climate, contingency funds were necessary
 - Will review for future work
 - Formalize Bond issuance process
 - Working with Debt Management and new analyst
 - Formalize spend projection procedures
 - Will continue working on along with Bond Issuance
 - Revise Overhead cost allocation
 - Revised, updated for status of bond, now charging City Overhead to projects instead of Common Cost
 - Document procedures for tracking Bond project funding that includes other sources
 - New analyst will institute tracking
 - Evaluate and improve contractor performance with Procurement
 - Work with leadership and procurement

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Commissioner Nick Fish
Director Adena Long

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- Formalize and document practices for on-call PTE contract management and monitoring
 - In process with Operations and Strategies Division

Zari asked about overhead allowances for City costs. Stated knowing overhead costs is helpful data for other Parks projects and to share with leadership and Council. This would illustrate total Park install and maintenance costs.

Action item from question above – share Overhead cost information in Bond Program Annual report to show there is an added cost to building and funding Parks.

Zari asked: about contractor performance and any feedback from maintenance staff.

Robin: Overall good response, it can come down to design issues. We are working with design teams and project managers to make it easier in the field for contractors.

Bond Survey Results:

Maija discussed the survey results and noted they focused on communication and transparency of the Bond

- Survey was issued in August and closed in October of 2018
- Went out with the Annual Report
- Chose a simple survey for best use of Bond dollars
- Results:
 - Only 24% of participants had not heard about the Bond
 - Participants mainly knew the bond was for maintenance needs in parks
- How to communicate Bond info?
 - Signs at park work sites
 - Emails
 - Social media
- Participant makeup:
 - White women
 - Homeowners
 - Ages 35-59
 - 60% gave zip code
 - 85% are on the east side of Willamette River
- Improving participation for Bond participants and responses to surveys:
 - Increase outreach
 - Head to larger planning meetings and new parks meetings





Zari asked: if we knew what other municipalities did for community outreach

Maija: No, that is a good suggestion, thank you.

Jan: suggested reaching out to ethnic chambers of commerce in the area

- 10th and final full renovation playground – Gabriel Park
 - 60% of PAC for the inclusive playground design live with a disability or someone who has a disability
 - Also working with the Somali community – recruiting folks for the advisory committee and open houses.
 - We are integrating an interpreter in our projects much earlier – much better response.

Jan would like to work with us on this, she is working on an inclusive design

Maija: Open House for Gabriel is May 22

- Bond Annual Report is in progress for Year 4
- Budget Report:
 - Spending on track:
 - We are a little behind on our spend down targets
 - Still within IRS guidelines
 - Final Bond Issuance anticipated to be in December 2019
- Bond Oversight Committee Meeting format
 - Next meeting: September 2019
 - Critical meeting for Oversight Committee Annual Report and a decision on meeting frequency
 - Reduce meeting frequency to 2 times a year.
 - Meet on as needed for any critical issues to advise Bond Program and Parks Leadership
 - Suggested the next two Oversight Committee Annual Reports responsibility is distributed to the final two members who have not created the report.

Todd: thank you for volunteering your time to the Bond Oversight Committee

There could be a role in sharing the experience of what the committee had in oversight of budget and bond work with Parks, the Commissioner's office would like to have conversations regarding budget structure.

Meeting ended at 10:30 a.m

