

CITY OF HILLSBORO
EQUITY-BASED PARKS & RECREATION SYSTEM PLAN
INTER/INTRA AGENCY GROUP CHARTER

Review draft 8.13.23

CHARTERED BY:

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PROJECT BACKGROUND

As Hillsboro continues to grow at a rapid rate and as people from diverse cultures and backgrounds find a home in Hillsboro, there is a need for a comprehensive review of the system and to envision how a fully integrated system of parks, trails, recreation, natural areas, maintenance, arts & culture, events, and public spaces can best serve the community for the next 50 years.

Creating a Hillsboro Parks & Recreation System Plan requires a renewed process to broaden and enhance engagement of current community members and to also consider the needs of future system users. The process the City is undertaking expands on community interests expressed in prior planning efforts and outlines how community needs and ideas will be integrated with the technical work and formal decision-making process.

Historically, parks and recreation plans have not fairly and equitably represented community members' needs, which has resulted in uneven and inadequate service for some communities in Hillsboro. The System Plan is seeking to change this pattern by actively listening and engaging with underserved communities through every phase of the process. The System Plan process will include many opportunities for broad public involvement. Meaningful community engagement means sharing decision-making with communities who have been marginalized and/or previously denied access. The more voices that are heard, the more the system will be a central community asset that's accessible for all users to have fun and make meaningful connections.

PURPOSE AND ROLE OF THE IAG

The Parks & Recreation System Plan Inter/Intra Agency Group (IAG) is a combined body of City workgroup members along with representatives from partner agencies and parks-related community organizations. The IAG will function as a working group, charged with providing system knowledge and subject matter expertise to aid the project team as we analyze and test alternatives to address existing service disparities and determine where and how to provide parks and recreation services long into the future. The IAG will also help the team explore the advantages and disadvantages of various policy approaches to addressing community needs and wants.

The IAG's primary role is to advise the project team on technical issues and coordination with other systems plans, public investments, and inter-related community needs in order to more fully incorporate the City's commitment to equitable service delivery and structures to guide long-term

decision making. The IAG will be asked to review and comment on project materials, problem-solve, and share their technical expertise to help build a system that is responsive to community needs and workable for public services and operations. The IAG will also be a place for city and partner agencies to share what they are hearing from the community in other forums and explore ways to incorporate those findings in the plan. City staff members will continue to contribute to the system inventory and assist with asset management strategies.

Specifically, IAG members will be asked to:

- Meet three to four times throughout the System Plan project. Each time, we will have specific questions and issues for discussion that are timely and would benefit from the IAG's collective experience and expertise, and we will share our ideas and those coming from the community (Refer to agenda topics under Anticipated Schedule section below).
- Assist in identifying policy and/or regulatory changes needed to establish an equity-based Parks & Recreation System Plan that can be fully implemented in Hillsboro.
- Provide perspectives on specific implementation elements as policy recommendations and an implementation strategy are developed for consideration by the Parks & Recreation Commission, Planning Commission, and City Council.
- Review and provide advice on the draft System Plan to build toward more equitable service delivery and facilities that are more inclusive of community needs.

Role of the Project Team

- The City's Project Manager will convene and facilitate the Group. The System Plan project team is responsible for ensuring ideas and comments coming from the IAG are heard and used in the technical work.
- The Staff/Consultant Team will prepare and distribute agendas and background materials in advance of each meeting. The team will communicate with IAG members between meetings (as needed) and prepare accurate and thorough meeting summaries.
- Team will manage the process for the good of the community as a whole and will respect volunteer's time.

Members

IAG members have been identified as individuals and organizational representatives with specific skills and experience in parks and recreation planning, are partners with Hillsboro Parks & Recreation Department, who provide services to underrepresented and underserved community members in Hillsboro, and/or will have a direct role in implementing the System Plan. Potential IAG members include: Parks & Recreation team members who support programming, asset management, maintenance, services, design and development, and other planning functions; planners and programmatic staff in other city departments who are partners in policy-making; Parks & Recreation partner agencies, such as Hillsboro School District and Clean Water Services; other government partners; and community organizations providing similar and related services.

ANTICIPATED SCHEDULE (TENTATIVE)

The Group will meet three times, with the first meeting the week of October 23, 2023 or first week of November. IAG members will also be invited to share time-sensitive feedback via email. The project team will work to set meeting dates and times to maximize participation of IAG members.

Meeting no.1 | Policies and Tools Needed for Equitable Service Delivery (October 2023)

Open Inter/Intra Agency Group, orient IAG to project. Identify opportunities and considerations for policy changes and implementation tools needed to carry out equitable service delivery.

- Brief overview of project, process, and role of IAG.
- Hear preliminary results from community-wide survey.
- Overview of findings to date: analysis of system and equity assessment.
- Reflecting on community input and technical work, discuss and provide expert insights on ways the City could address disparities in the system and solidify equitable service delivery in System Plan policies and implementation measures.

Meeting no.2 | Prioritization Framework, Project Lists, and Investment Tools (December 2023)

Hear community stories and needs; provide feedback and ideas on the equity-based prioritization framework and project lists. [It is likely that prior to the December meeting, IAG members will be asked to weigh in on draft refinements to policies.]

- Discuss how the community's lived experiences, ideas, and issues could be reflected in plans for the next 5, 15, and 50 years.
- Review and discuss results from the initial round of equity-based project/program prioritization.
- Project perspectives on the proposed framework / prioritization tool for equitable service delivery.
- Discuss strategic opportunities and challenges with the 15-year Project List and 5-year Capital Improvement Program for future parks and recreation investments.

Meeting no.3 | Draft System Plan and Implementation Strategy (January/ February 2024):

Review the draft System Plan and Implementation Strategy.

- Hear feedback gathered from community and City leadership.
- Discuss and make suggestions for refinements; discuss plan adoption process.

Meeting no.4 | [placeholder] System Plan Adoption Process updates (March/April 2024):

As needed, discuss feedback provided during the course the Adoption Process Review the draft System Plan and Implementation Strategy.