



PARKS & RECREATION ADVISORY BOARD

Wednesday, February 1, 2023 – 5:00 p.m.

WebEx Meeting

MINUTES

PARKS & RECREATION BOARD MEMBERS PRESENT: Sydney Futrell, Chairperson; Mike Ely, Rick Eriksen, Robert Armstrong, Marty Tessmer, Bryan Taylor, Bobbie McClure

MEMBERS ABSENT: Andre Hickman

OTHERS PRESENT: Brooke Bell, Director of Parks, Recreation and Open Space Department; Joe Sack, Manager of Recreation Services; Suzie Jaquith, Administrative Supervisor

I. CALL TO ORDER: By Sydney Futrell, Chairperson, at 5:00 p.m.

II. INTRODUCTIONS: None.

III. ADOPTION OF AGENDA: The Agenda for the February 1, 2023, meeting was approved after a motion was made by Member Tessmer and seconded by Member Armstrong.

IV. ADOPTION OF PARKS & RECREATION ADVISORY BOARD MINUTES –
The December 7, 2022, meeting Minutes were approved after a motion was made by Member Eriksen to correct the date of the open house listed in Item B. from February 11th to February 10th. Approval of Minutes with amendment were seconded by Member Taylor.

V. BOARD DISCUSSION/ACTION ITEMS/REMINDERS

- A. Joe Sack, Manager of Recreation Services, gave an update on upcoming board vacancies and term expirations.
- Currently, there are four (4) openings comprised of three (3) incumbents and one (1) vacancy. The incumbents, Mike Ely, Rick Eriksen, and Martin Tessmer terms expire April 30, 2023. The one (1) vacancy is a shortened term expiring April 30, 2025.
 - Typically, openings are promoted in February; interview process begins in early March. At the conclusion of the interviews, recommendations are made by the board to appoint new members and/or re-appointment current members. Recommendations are forward to City Clerk's Office to be added to City Council Study Session Agenda and eventually move forward to a regular City Council Meeting where appointments are made.
 - Joe asked board to decide on an interview plan. The board agreed to schedule virtual interviews on March 1st, prior to the regular board meeting. Sydney Futrell, Robert Armstrong and Bryan Taylor volunteered to be on the interview sub-committee. Staff will follow up with interview schedule.



- B. Joe Sack, Manager of Recreation Services, presented the survey results regarding Board Meeting Plan for 2023.
- 7 out of 8 members responded to the survey. Majority of members who responded preferred a hybrid meeting schedule. Hybrid definition agreed upon by the board is a mix of some in-person meetings and some virtual meetings.
 - For in-person meetings, majority of members preferred to meet at various PROS facilities.
 - For in-person meeting start time, the board was split with some preferring no change of the 5:00 P.M. start time and others preferring to change start time to 5:30 P.M.
 - For virtual meetings start time, majority of members preferred to keep the 5:00 P.M. start time. Joe recommended to board to keep both in-person and virtual meeting start times the same for consistency.
 - After further discussion, board members agreed to start all meetings at 5:00 P.M.
- C. Joe Sack, Manager of Recreation Services, opened discussion on 2023 Meeting Schedule.
- Joe asked for member's preferences on how often to meet in-person and how often to meet virtual.
 - Member Tessmer suggested having a purpose for in-person meetings that relates to meeting locations and to have a plan in place to meet virtual during inclement weather.
 - Member Eriksen suggested holding majority of in-person meetings during warmer weather months.
 - Member McClure would like to see in-person meetings once a quarter but have flexibility to schedule more in-person meetings if there is a specific topic for the meeting that relates to a certain location.
 - Member McClure suggested having in-person meetings at central locations in Aurora.
 - Joe reported there were numerous members that commented through the chat, the preference of scheduling quarterly in-person meetings.
 - Joe proposed taking feedback from the meeting and applying it to a general guideline with the assistance of Chairperson Futrell for the 2023 meeting schedule. The guideline would be presented at the next board meeting, March 1, 2023. Members agreed.
 - Joe reminded the board of the two upcoming PROS Master Plan Open Houses. February 9th from 4:00 P.M. to 7:00 P.M. at Southeast Recreation Center and February 10th from 2:00 P.M. to 5:00 P.M. at Expo Recreation Center. Joe asked if members would like to receive invites as a calendar invite going forward. Members agreed.
- D. Brooke Bell, Director of Parks, Recreation and Open Space Department shared a presentation on the 2023 PROS Department Priorities given to the Parks, Foundations, and Quality of Life City Council Policy Committee.
- The PROS Safety and Security Plan is ongoing. There will be five new Ranger positions for the 2023 Budget. There will be two additional daytime patrols focusing on parks and trails. Security cameras have been on order with delivery estimated in March. Armed security has also been in place since January at recreation centers. The security plan is ongoing and will be re-evaluated and adjusted as needed.



- The PROS Master Plan is expected to be completed at the end of Q2. The department also hired a consultant to look at the organization of the department staffing-wise and leadership-wise. The consultant recommended adding a Deputy Director within the department, which will happen in the first half of 2023.
- In March of 2022, the city conducted an Employee Engagement and Cultural Survey for all the employees. The results for each department were rolled out to department directors. Director, Brooke Bell, held several meetings with PROS staff to share the results including a full department meeting in early January with nearly 300 full-time employees and 80 supervisors and superintendents. Employees in attendance were asked to share their top three priorities to work on for 2023. The three top priorities identified from the meetings were communication, compensation, and career development. This is an ongoing initiative that involves quarterly meetings to share progress made to improve the department and environment for staff.
- The Needs Assessment for Older Adults. This initiative was started as it was promised following the closing of the Morning Star Program. The department has been working with the Commission for Older Adults to develop the scope of work and are expecting to complete the process by the end of 2023 or early 2024.
- Asset Inventory/Conditions Assessment will become the foundation of future works for the department, as it will help understand the cost of maintaining future works and the appropriate timing for capital improvements on the facilities involved for future works as well.
- Water Conservation with ongoing Turf Conversion Projects. The condition on the Colorado River is still dire. Aurora Water will recommend to city council to declare a Stage 1 Drought Condition. PROS is the largest single user of water in Aurora and will be affected by drought restrictions. PROS has an active turf conversion program with a robust drought management plan that will continue to be worked on.
- Financial Sustainability & Fee Study for primarily Recreation, Special Events and Open Space and Natural Resources Divisions. The study will be fast moving to get ahead of the budget season for 2024. The goal is to look at what expenses are versus revenues; which programs are most viable; and what are the costs of running those programs. Recommendations based on the study findings will be brought forward to city council through the budget process.
- Restructure of Recreation Fund. This initiative will also be a priority for the 2023 budget development. Recreation Division is funded approximately 50% by revenues 50% funded the general fund.
- Recreation Division Training, Policies, and Procedure. This initiative is ongoing and will focus on creating consistency in decision making and business practices.

VI. BOARD MEMBERS REMARKS

A. Comments from Board Members

- Member Eriksen asked what is the percentage of parks that use potable water to irrigate developed turf. Brooke responded some of the golf courses do. There is a new ordinance requiring future parks to have a certain percentage of aesthetic turf that requires no water.



- Member Armstrong asked if an impact analysis report is provided to PROS on the effect of frack wells on the Aurora Reservoir. Brooke responded that is more in the purview of Aurora Water. The city’s Oil and Gas Division are also involved.
- Member Eriksen asked how the Golf Division is funded. Brooke responded it is an enterprise fund, funded solely by revenues earned.
- Member McClure asked what park rangers are focused on. Brooke responded rangers are focused on maintaining compliance of park rules to provide a safe environment for park and trail users. Member McClure suggested signs referencing ranger contact information be placed throughout the parks and trails system. Brooke will follow up with staff.

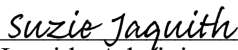
VII. FUTURE MEETINGS

- A. March 1, 2023 - WebEx
- B. April 5, 2023 – TBD

VIII. ADJOURNMENT – Member Taylor made a motion to adjourn, and Member Eriksen seconded. The motion passed at 6:16 p.m.


Sydney Futrell (Jun 5, 2023 19:01 MDT)

Sydney Futrell, Chair;
Parks & Recreation Board


Suzie Jaquith, Administrative Supervisor

ADOPTED _____







PRAB Minutes FEB 1. 2023_final_JAS BSB

Final Audit Report

2023-06-06

Created:	2023-06-05
By:	Suzie Gilroy Jaquith (sjaquith@auroragov.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAGIUgaHpmOK2V8C1js4M_kE7XtuXtHe26

"PRAB Minutes FEB 1. 2023_final_JAS BSB" History

-  Document created by Suzie Gilroy Jaquith (sjaquith@auroragov.org)
2023-06-05 - 7:41:17 PM GMT- IP address: 50.237.6.50
-  Document emailed to sydneyjfutrell@gmail.com for signature
2023-06-05 - 7:41:50 PM GMT
-  Email viewed by sydneyjfutrell@gmail.com
2023-06-06 - 1:01:08 AM GMT- IP address: 71.56.211.73
-  Signer sydneyjfutrell@gmail.com entered name at signing as Sydney Futrell
2023-06-06 - 1:01:37 AM GMT- IP address: 71.56.211.73
-  Document e-signed by Sydney Futrell (sydneyjfutrell@gmail.com)
Signature Date: 2023-06-06 - 1:01:39 AM GMT - Time Source: server- IP address: 71.56.211.73
-  Agreement completed.
2023-06-06 - 1:01:39 AM GMT