



PARKS & RECREATION ADVISORY BOARD

Wednesday, December 6, 2023 – 5:00 p.m.

Virtual - WebEx

MINUTES

PARKS & RECREATION ADVISORY BOARD (PRAB) MEMBERS PRESENT: Sydney Futrell, Chairperson, Marty Tessmer, Bobbie McClure, Rosie Comet, Sarah Moll, Robert Armstrong, Rick Eriksen, Vice-Chairperson; Mike Ely, Bryan Taylor

MEMBERS ABSENT: None

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

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

II. ADOPTION OF AGENDA: The Agenda for the December 6, 2023 meeting, was approved after a motion was made by Member Eriksen and seconded by Member Tessmer.

III. ADOPTION OF PARKS & RECREATION ADVISORY BOARD MINUTES –
The November 1, 2023, meeting Minutes were approved after a motion was made by Member Moll and seconded by Member Comet.

IV. BOARD DISCUSSION/ACTION ITEMS/REMINDERS

- A. Tom Tully, Manager of PROS Business Services, gave a presentation on the 2024 Budget Review.
- A budget preparation timeline was shared. Budget preparation is a yearlong process. Currently, staff are working on closing out the 2023 fiscal year. This will continue into the first part of 2024. There are opportunities through the year to adjust the current year budget through amendment requests and at the Spring Budget Workshop that takes place in March-April. Mandated Cost adjustments (utilities, etc.) can be made, if needed, around May. Revenue and grant forecast and personal services are completed in June-July. Refinements to the capital budget are made around August. The budget is organized into fund summaries and proposed to city council around September-October. The proposed budget is at the Fall Budget Workshop in October. The budget moves forward to be approved by city council and adopted in October-November. The 2024 Budget has been approved and adopted.
 - Revenue expectation for 2024 is \$44.6 million and is broken down into the following funding sources:
 - General Fund: \$1.5 Mil
 - Recreation Fund: \$7.0 Mil
 - Golf Fund: \$10.6 Mil
 - Open Space Fund: \$15.6 Mil
 - Conservation Trust Fund: \$5.3 Mil

NOTE: By simple majority vote, Board may re-establish Agenda order. There is quorum with five members in attendance.



- Designated Revenues Fund: \$.8 Mil
- Parks Development Fund: \$3.0 Mil
- Personnel Services:
 - 2023 Budget is \$55,396,800 with 309 full-time positions.
 - 2024 Budget is \$57,160,347 with 305 full-time positions. The service level increase is due to utilizing vacant positions to create two Deputy Director positions and an additional Recreation Manager for PROS.
- Capital Highlights for 2024:
 - Parks and Open Space Construction: \$11.6 Mil
 - a. Central Community Park
 - b. Plains Conservation Center
 - c. Park renovation project across the city
 - Trail construction and Other Projects: \$2 Mil
 - a. High Line Canal Improvements
 - b. Triple Creek Trail Improvements
- Infrastructure Improvements: \$5 Mil
 - Playground renovation, median development, irrigation and turf conversion, court replacements, and other small projects.
 - Parking lot pavement repairs
- Member Eriksen asked if increases in shelter rental fees were taken into consideration for the 2024 budget. Tom Tully replied, yes, however the demand for shelter rentals has decreased over the years. The fee increase for 2024 is moderate.
- Member Tessmer asked if water costs have been trending down. Tom replied, the price for water has increased about 4%, however, the gallons used by PROS have decreased. This is attributed to turf conversions to more drought tolerant grasses and the department being stewards in water conservation.
- Member Tessmer asked if Central Community Park is new. Tom replied, yes, the project is part of PROS Master plan and is located adjacent to Central Recreation Center. Brooke Bell, Director of PROS, added the project has been in the Master Plan for about 5 years. The designs are now complete with community engagement meetings taking place. The project is comprehensive with Aurora Water also involved. The project is projected to be completed in 2 to 5 years.
- Member Armstrong asked where the funds go when vacant positions go unfilled. Tom replied, funds are used mostly to purchase or replace equipment. In 2023, the funds were used to purchase operations and maintenance equipment and vehicles and for an upgrade to some irrigation infrastructure within the park system. Brooke Bell added the expectation of departments having a certain number of vacant positions is built into the budget. Each year the budget office sets a target amount to recover and pull back for other uses. The funds are returned to the General Fund mid-year. The budget that is not spent because of vacant positions the latter half the year, staff makes recommendations to spend the funds on other uses, usually equipment related.



- B. Brooke Bell, Director of Parks, Recreation and Open Space Department, gave a PROS Update.
- Brooke reported on information gathered from Real Property pertaining to the available property for sale near Expo Park that was discussed at the last meeting. The asking price for the property is just over \$5 million. Unfortunately, PROS does not have the funds to purchase the property and will not be pursuing any further.
 - The PROS Holiday Tree Lighting event held at the Aurora Municipal Center was very well done and well attended by the community.
- C. January Meeting Date Change
- Joe Sack, Manager of Recreation Services, reported the meeting date scheduled for January 3, 2024, has been rescheduled for January 10, 2024. This is due to an upcoming Master Plan amendment that required more time to gather input from the community. The Master Plan amendment is for the Colorado Freedom Memorial and Visitor Center which will be reviewed at the January 10, 2024 meeting for members to make a final recommendation in order to carry it forward to city council.
 - Staff sent out a map of undeveloped park properties to board members as requested at the last meeting. Nicole Ankeney, Manager of PROS Planning, Design and Construction, will give a presentation at a future meeting on plans for undeveloped parks.
 - Member Eriksen asked if development taking place in Aurora will generate revenue to fund park projects. Brooke replied, yes, a lot of revenue generated through Open Space Funds will be used to fund projects, ranger patrols, and construction. Funds will also come from the growing Adams and Arapahoe Counties.
 - Member Eriksen asked if there are plans to purchase more security lighting and camera stations to be placed in parks. Brooke replied, the impact of how much the two stations purchased last year deterred crime is still being evaluated. One camera was successful in capturing a license plate to help in a criminal investigation. Data collection is certainly a value.
 - Member McClure asked if there is an update on when Beck Pool will be re-opened. Joe Sack replied, Facilities Department is working on repairs but there is no definite re-opening date yet. Member McClure expressed gratitude to staff running the Recreation Basketball program. Member McClure asked when will the ribbon cutting ceremony take place for renovated Fulton Park. Joe replied, the announcement will be shared with the board when available.
 - Member Futrell made a request that a list of upcoming major renovations projects scheduled for 2024 be shared in the January 10, 2024, meeting. Brooke will discuss with the Manager of Parks, Planning, Design and Construction.

VII. FUTURE MEETINGS

- A. January 10, 2024 – Virtual, WebEx
- B. February 7, 2024 – Virtual, WebEx



VII. ADJOURNMENT – Member Armstrong made a motion to adjourn, and Member Tessmer seconded. The motion passed at 6:05 p.m.

Sydney Futrell
Sydney Futrell (Jan 17, 2024 17:41 MST)

Jan 17, 2024

Sydney Futrell, Chairperson;
Parks & Recreation Board

Suzie Jaquith
Suzie Jaquith, Administrative Supervisor

ADOPTED _____






PRAB Minutes Dec 6, 2023_final

Final Audit Report

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