

Parks & Recreation Advisory Board

Hybrid Meeting

6:00 p.m., February 27, 2023



AGENDA

All agenda times are approximate

- I. **APPROVAL OF AGENDA** (2 minutes)
- II. **FUTURE BOARD ITEMS AND TOURS** (2 minutes)
- III. **PUBLIC PARTICIPATION** (15-30 minutes)
 - A. This portion of the meeting is for members of the public to communicate ideas or concerns to the Board regarding parks and recreation issues for which a public hearing is not scheduled later in the meeting (this includes consent agenda). The public is encouraged to comment on the need for parks and recreation programs and facilities as they perceive them. All speakers are limited to three minutes. Depending on the nature of your matter, you may or may not receive a response from the Board after you deliver your comments. The Board is always listening to and appreciative of community feedback.
- IV. **CONSENT AGENDA** (5 minutes)
 - A. Approval of Minutes from January 23, 2023
 - B. Parks and Recreation Project Updates
 - C. Parks and Recreation Operations Updates
- V. **ACTION ITEMS**
 - A. None
- VI. **MATTERS FOR DISCUSSION/INFORMATION**
 - A. None
- VII. **MATTERS FROM THE DEPARTMENT**
 - A. 2022 Annual Progress Report (30 minutes)
 - B. Violet Park Project Intro and Overview (10 minutes)
 - C. Historic Places Plan (30 minutes)
 - D. Recreation Center Facilities Funding Strategy (15 min)
- VIII. **MATTERS FROM THE BOARD**
 - A. New member onboarding and orientation (5 minutes)
 - B. PRAB Handbook (30 minutes)
 - C. PRAB Matters (Verbal) (5 minutes)
- IX. **NEXT BOARD MEETING:** 6:00 p.m. March 20, 2023, hybrid
- X. **ADJOURN**

Boulder Parks & Recreation Advisory Board Members 2022

Charles Brock

Elliott Hood

Mary Scott

Anita Speirs

Jason Unger

Sarah van der Star

Pamela Yugar

Mission Statement

BPRD will promote the health and well-being of the entire Boulder community by collaboratively providing high-quality parks, facilities and programs.

Vision Statement

We envision a community where every member's health and well-being is founded on unparalleled parks, facilities and programs.

Goals of the Master Plan

1. Community Health and Wellness
2. Taking Care of What We Have
3. Financial Sustainability
4. Building Community
5. Youth Engagement
6. Organizational Readiness



	FEBRUARY	MARCH	APRIL	MAY
<u>Regular Mtg</u>	February 27: Hybrid <ul style="list-style-type: none"> • Violet Park Project Overview (md) (10 min) • HiPP – Update (md) (30 min) • Recreation Center Strategy process/input (md) (15 min) • <u>Year in Review</u>: (md) (30 min): BPR 2022 Progress Report, State of the Urban Forest Update • PRAB Handbook: Identify issues (mb) (30 min) 	March 20: Hybrid <ul style="list-style-type: none"> • North Boulder Park (md) (10 min) • 2022 Year End financial review and 2024 Budget Strategy Overview (d/i) (60 min) • PRAB Recruitment, Orientation and Departing Board Members (mb) (20 min) 	April 24: Hybrid <ul style="list-style-type: none"> • Volunteer Month Recognition (c) • HiPP (d/i) • BPR Community Engagement Guidelines (md) (12 min) • Annual Board Email Response Check-in (mb) (10 min) • Pleasant View Access (md) (20 min) • Ranger Program Introduction (md) (10 min) 	May 22: Hybrid <ul style="list-style-type: none"> • HiPP (a) • Flatirons GC F&B partner (a) Does action need a discussion in April? • Financial Strategy (d/i) • 2024-29 CIP (2nd touch) d/i (20 min) • <i>Summer Operations Overview</i>
<u>Other Mtgs or Topics</u>	Feb. 9: (CC Study Session): Housing our Community. Feb. 23: (CC Study Session) Mid-Term Check-in	Mar 9: (CC Study Session) Library Funding Reallocation	April 3: PRAB Study Session: (CIS) Capital Investment Strategy and Recreation Subsidy/Fee Policy (120 min)	May 9: Budget Study Session Volunteer Appreciation – moving to summer
<u>Dept Events & Items of Interest</u>	Feb 11: Sweethearts Dance February 13: Reservoir Waterside chats 5:30pm Feb 20: President’s Day Closure	March 27-31: BVSD/CU Spring Break		Pools open
<u>AGENDA SETTING</u> The PRAB Chair, PRAB Vice Chair and BPR staff set the agenda for the next month on the Thursday directly following the regular PRAB meeting. PRAB members can submit agenda requests to the Chair and Vice Chair by Wednesday following the PRAB regular meeting for consideration. If time-sensitive matters arise, PRAB Chair and Vice Chair may amend the agenda as needed.				
<u>LEGEND</u> Action Item (a): A public hearing item to be voted on by the Board (public comment period provided). Procedural Item: (p): An item requiring procedural attention. Consent Item (c): An item provided in written form for consent, not discussion by the Board; any consent item may be called up by any Board member for discussion following the consent agenda. Discussion/Information Item(d/i): An item likely to be a future action item (or council item) and/or that benefits from an in-depth discussion. Matters from the Department (md): Items that will be reviewed and discussed during the meeting but not requiring as much in-depth analysis. Matters from the Board (mb): Items initiated by the Board that will be reviewed and discussed during the meeting but not requiring as much in-depth analysis. City Council Item (cc) Other Boards and Commissions (obc) Community Engagement and/or Events (e) Holiday/Closure (h/c) <i>Italics indicate a tentative date or plan.</i>				

TO: Parks and Recreation Advisory Board

FROM: Alison Rhodes, Director of Parks and Recreation
Bryan Beary, Senior Manager, Community Building and Partnerships
Mark Davison, Senior Manager, Planning
Regina Elsner, Senior Manager, Natural Resources
Jackson Hite, Senior Manager, Business Services
Megann Lohman, Senior Manager, Recreation
Stephanie Munro, Senior Manager, Regional Facilities
Scott Schuttenberg, Deputy Director
Dennis Warrington, Senior Manager, Urban Parks

SUBJECT: Consent Agenda

DATE: February 27, 2023

A. Approval of Minutes January 23, 2023

CITY OF BOULDER
BOULDER, COLORADO
BOARDS AND COMMISSIONS MEETING MINUTES

To listen to the Parks and Recreation Advisory Board meetings in their entirety, please go to the following link: www.boulderparks-rec.org

Name of Board/Commission: Parks and Recreation Advisory Board
Date of Meeting: January 23, 2023
Contact Information Preparing Summary: Rosa Kougl; 303-413-7223
Board Members Present: Pam Yugar, Charles (Chuck) Brock, Mary Scott, Sunny van der Star, Anita Speirs, Elliott Hood
Board Members Absent: Jason Unger
Staff Present: Ali Rhodes, Rosa Kougl, Scott Schuttenberg, Stacie Hoffmann, Stephanie Munroe, Bryan Beary, Regina Elsner, Mark Davison, Shihomi Kuriyagawa, Tina Briggs, Jonathan Thornton
Guests Present: N/A
Type of Meeting: Regular
<p>Agenda Item 1: Call to Order</p> <p>The meeting was called to order at 6:01 p.m. A quorum was present for the conduct of business. Motion to approve agenda. First motion by van der Star, second by Hood. The motion passed 5-0. Speirs not yet available for voting.</p>
<p>Agenda Item 2: Future Board Items:</p> <p>Rhodes, Director of Parks and Recreation, reviewed upcoming agenda items and events.</p> <p>PRAB had the following questions or comment:</p> <ul style="list-style-type: none"> • When will the City Council look at the Library Reallocation? • Will Parks & Rec be asking for a portion of that money? • Would like to know how PRAB can assist.
<p>Agenda Item 3: Public participation:</p> <p>None</p>
<p>Agenda Item 4: Consent Agenda</p> <p>A. Approval of Minutes from November 28,2022 and December 12, 2022, Business Meetings</p> <p>Motion to approve the minutes from the November 28, 2022, Regular PRAB meeting. First motion by Brock, second by van der Star. The motion passed 5-0. Motion to approve the December 12, 2022 minutes with one amendment: last page, change Elliott to Hood. First motion by Brock, second by Hood. The motion passed 5-0.</p> <p>B, C, D. Updates from the Director, Project Updates, Operations & Development</p> <p>PRAB had the following questions or comment:</p>

- What is the background on the badger?
- What is the primary prey for the badger?
- There is discussion about collaborating with the Alpine-Balsam Improvements for the North Boulder Park Playground Renovation. There are a couple of things for the park. There is a playground and the immediately surrounding infrastructure for that and there are bigger issues that are related to Alpine-Balsam. Is Parks & Rec separating those and going to do the playground this year, and then worry about the other stuff later or will we delay the playground to do it all on one comprehensive approach?
- On the South Boulder Recreation Center, was it a new pump that died or was it the pump that died while it was closed?

Agenda Item 5: Items for Action

- No items

Agenda Item 6: Matters for Discussion

- No items

Agenda Item 7: Matters from the Department

A. Board and Commission Inclusion

Rhodes presented this item. PRAB had the following questions/comments:

- Historically, do most of the applications come in the last two days of the application period?
- Staff has done a really great job capturing the points of the discussion around Board and Commission inclusion.
- There was discussion as part of this plan to update the PRAB Handbook but there was no delegation yet to a specific person to spearhead the updates or a timeline established. This discussion was moved to Matters from the Board.

B. BPR 2023 Action Plan

Rhodes and Schuttenberg presented this item. PRAB had the following questions/comments:

- What is the difference between Capital Investment Strategy and Asset Management Program, they seem to play on each other.
- Can a member of the community be on the Safety Committee?
- In the normal budget process, the city presents a proposed budget to council. With the Library Reallocation, this request is out of phase with the normal budgeting process. Is there a parallel process for these library funds or is the city vetting it and presenting a package to Council for the library fund reallocation. Is there anything that PRAB can do to be supportive of this process or a role for PRAB to play.
- Will there be any behind the scenes needs that we haven't already discussed over the years, of needs in the community? Are these needs going off of the needs that we have expressed over

the years in a number of documents, making sure staff is not coming up with brand new innovative ideas that we haven't all discussed.

- When will council make the decision to allocate?
- In the study session, are the departments going to have a sense of where they want to go so Parks & Rec can appropriately budget?

C. Flatirons Golf Course Facility

Briggs presented this item. PRAB had the following questions/comments:

- Is the existing practice green going to remain?
- What will be done with the birds that could potentially hit the windows?
- In the main building, is there a different restaurant for the golfers or is it serving the community also?
- Will there be a vendor running the restaurant or will the city run it? This is not just a restaurant for the houses around the golf course?
- Will the parking spots in the center be wired up for future EV access or will it just be on the island?
- Does it make sense to run conduit along the center line of each of the parking stripes with full access covers so that anyone of those parking spots could have EV charging in the future?
- There was conversation a few years ago about drive-in movies, is this still in the plan? In the grassy area, where would the screen be located, to bring blankets or lawn chairs for those biking into the area?
- Can the parking spots be made big enough to get in and out of your car with kids?
- Would like to resume site visits to see this site.

D. Civic Area Phase 1B: Scoping and Schedule

Kuriyagawa presented this item. PRAB had the following questions/comments:

- What other city departments and groups will review this plan?
- Will Parks & Rec manage the space?
- In terms of managing property, is Parks responsible for the entirety of the creek or parts? Is there a water and property law for managing?
- The human element is less predictable, how much energy and resources have been put into Phase 1B? How is space being created for the people that are living in this area currently, what have we learned from the planning and management and designing of this area?
- Defining the scope of this will be tough with so many important connections but there are missing connections that are not shown with the neighborhood across 14th Street. No advice to give but wishing staff good luck.
- The older multiuse path coming down past all the fields by the High School, crossing 13th, going down 13th, crossing onto 13th, and going toward the Pearl Street Mall have to be right.

Agenda Item 8: Matters from the Board Members

A. Hybrid Meetings

PRAB had the following questions or comment:

- Push for in-person to the extent possible with members who are out of town, with family emergencies, or are facing challenges can attend remotely.
- Placed emphasis on considering people's abilities, wheelchairs, and single moms, who would like to be involved. Would like a to have the option for those that cannot attend in person.

B. PRAB handbook

PRAB had the following questions or comment:

- Incorporate hybrid option into the handbook.
- Propose a subset of the committee to tackle the revisions. Hood would like to be part of the subset of members, in concert with staff from the Parks & Rec department. Hood would be happy to spearhead the effort.
- Scott would love to be involved if most of the review can be completed before her time is up on the board (Last meeting is March).
- The task at hand is to discuss everyone's revisions at the February 27th meeting for a robust discussion and then at the March 20th meeting. PRAB secretary, Kougl, will share a Word version of the handbook. PRAB members can send their comments to Hood before February meeting. Next steps after the March meeting would be to share changes with incoming members.
- In the Welcome Letter to new members, the new members will be tasked with reading the Handbook with the proposed changes.
- Provide name plates for all board members now that the meetings are hybrid.

C. PRAB Matters

PRAB had the following questions or comment:

- The North Boulder Park after the last snowstorm was full of people and all having a great time.
- The Veterans group wanted to express appreciation to staff for considering how to implement a plaque to honor Bill Bower..
- There is a need for placards across the parks; examples include identifying name changes, showing weather patterns, and tree species identifications. This would be a big contribution from the city to citizens.

Agenda Item 9: Next Board Meeting

Next Board meeting: Monday, February 27, 2023, Hybrid

Agenda Item 10: Adjourn

The meeting was adjourned at 8:31 p.m.

Approved by:

Pamela Yugar
Board Member
Date: _____

Attested:

Rosa Kougl
BPR Staff
Date: _____

B. Parks and Recreation Project Update

The following information is intended to provide the PRAB with relevant updates on specific projects as they reach major milestones. This section is not all inclusive of all current projects and only illustrates major project updates. For a complete list of all current projects and details, please visit www.BoulderParkNews.org.

Planning and Design

The following projects are currently in the planning and design process that involves research, alternatives analysis, public involvement and development of planning documents and design plans to guide decision making and future capital improvements.

- **Planning Projects Underway:** Staff, consultants, and/or contractors continue to work on the following list of projects and will update the PRAB as major milestones are achieved. Additional project information will be included in the following bullets as milestones are achieved.
 - North Boulder Park (design and construction phase)
 - Pleasantview (planning phase)
 - Flatirons Golf Course (construction phase)
 - Bill Bower Shade Shelter (construction phase)
 - Civic Area Park Plan – Phase Ib
 - Violet Park Plan (planning phase, update in this month’s Matters from the Department)
 - Recreation Facilities Plan (pre-planning phase)

- **Planning Projects in Scoping:** Staff are working on scoping the following projects for 2023 and will update the PRAB as projects get underway.
 - Courts Level of Service System Plan
 - Boulder Creek Path Plan
 - Bill Bower Memorial Donation

- **Project Updates**
 - **North Boulder Park Restroom Renovation:** Parks Construction Team has started the demolition phase of the restrooms. Demolition phase should last approx. 3-5 days. Plumbing, electric, and concrete work will start to phase in sometime the week of February 20th. Minor impacts to site usage can be expected around the immediate restroom area with some intermittent noise and construction vehicles.

 - **Bill Bower Memorial Donation:** Staff is meeting with the Military Officer’s Association in person on February 17 to further review and discuss recommendations for their donation proposal. Communications team has offered to support the plaque with recommended language. Operations staff will review and refine limitations for additional vegetation and maintenance.

 - **Flatirons Golf Course:** The construction permit for the existing building has been approved. Staff and consultants are addressing the final permit comments on the new building. Deconstruction of the snack shack is anticipated to begin in March with

anticipation of a final building permit in May. The construction team is procuring long lead time items that will not be affected by any of the permit comments being addressed.

- **Columbia Cemetery:** One of BPR’s long-standing non-profit partners, Historic Boulder Inc., was recently honored by the Boulder City Council, declaring February 2nd as “Historic Boulder Inc. Preservation Day”. Councilman Bob Yates read the declaration at the council meeting saying that “Generations of Boulder families and visitors to town have benefited from the preservation, education and advocacy of Historic Boulder Inc.” He mentioned that Historic Boulder Inc. has played a part in making Boulder one of the best places to live in America.

Historic Boulder also took advantage of this City Council Meeting to present a check for over \$6,000 to the PLAY Boulder Foundation, which is the official non-profit partner of the City of Boulder Parks and Recreation Department. The money came from the proceeds of the 2022 “Meet the Spirits” event hosted at the Columbia Cemetery in partnership with the City. The funds will go towards the ongoing restoration of Columbia Cemetery.



C. Parks and Recreation Operations Update

Boulder Reservoir User Group Private Access Fees 2023

This past December, staff shared that following the completion of the 2022 After Action Review (AAR) the user group fee structure would be evaluated. While most fees were developed with the 2023 development process, including permit, rental and access fees, the major outstanding item to evaluate included how user groups pay for private access to the Reservoir outside of operating hours. The 2023 private access fees have been developed and BPR staff are in the process of providing updates to the user groups. As there has previously been public comment on this topic, the intent of this item is to provide an update to the PRAB.

Overview and Background:

To accommodate the needs and wants of the regional population that the Boulder Reservoir serves, the Reservoir provides services for: small watercraft and power boating, drop-in use, special events, small watercraft boat rentals, programs, picnic rentals, and concessions. These service areas offer the user a unique, comprehensive experience in one of the only areas of Boulder where one can swim in a natural body of water and view the Rocky Mountains. A variety of user groups have developed relationships with the Reservoir and use its numerous service areas to host camps, facilitate on the water boating and swimming opportunities and provide small watercraft boat rentals. These relationships supplement the experience by

providing users with the ability to swim and take sailing camps while providing opportunities for rental services for use of the reservoir amenities.

Since 2009 the Boulder Reservoir has provided community rentals and programming for the department through managed contracts. These contracts allow for organized and scheduled, coached use of the facility both during operating hours and when the facility is closed to the public.

Fees and Visitation:

Organization Strategy:

Boulder Reservoir continues to align fees and business practices within user groups as well as within the City of Boulder recreation facilities. The goal is fair and equitable fees for all. All Reservoir user groups are assessed fees based on the following:

- Permits for watercraft used for their programs
- On-site storage of watercraft and all associated equipment
- Before and after-hours use fees for private facility access
- Site fees
- Facility access fees and/or rental fees
- Special event fees for all events hosted at the reservoir
- Reservoir staffing and associated equipment use
- ANS inspections and decontaminations
- Ancillary fees associated with the specific program/event needs and or uses
- Consistent safety requirements based on activity and type of water use

BPR Costing Definitions and Fee Policy

The BPR Master Plan provides policy direction related to the use of community resources and fees. Since 2014, staff has implemented a Parks and Recreation Advisory Board (PRAB)-approved standard methodology for calculating the total cost of providing services, including identifying direct and indirect costs. In setting fees, the department uses the following categories to calculate and analyze costs:

- *Direct facility costs* include the personnel and non-personnel expenses including department R&R (restoration and refurbishment) associated with the operation and maintenance of the City's parks and recreation facilities. These costs are incurred daily and include staff; materials and supplies; financial, utilities, and water fees; custodial services.
- *Direct program costs* include the personnel and non-personnel expenses specific to a program. program-specific supplies required for participation. These costs adjust according to participation or demand and are expended as needed.

- *Indirect costs* are those that the department incurs regardless of whether it provides a specific service to the community. Overhead personnel and non-personnel expenses associated with the day-to-day operation of the department may include:
 - o Administration
 - o Business Services
 - o Internal Support Services (Human Resources, Information Technology, City Attorney, Risk Management, Finance)
 - o Service Management/Coordination/Supervision
 - o Operating costs include expenses to provide community services. There are indirect and direct operating costs.

Since 2015, staff have worked to ensure that limited tax subsidies are intentionally applied to community benefit programming. This has happened through regular consultation with the Parks and Recreation Advisory Board (PRAB), implementation of BPR’s Service Delivery Model, which ensures BPR programs are intentionally designed and delivered, and application of BPR’s Recreation Program Index (RPI), which objectively identifies the level of community benefit a program provides. Over time, fees have increasingly aligned with targets which has relieved subsidy to support highly beneficial programs such as EXPAND and Financial Aid.

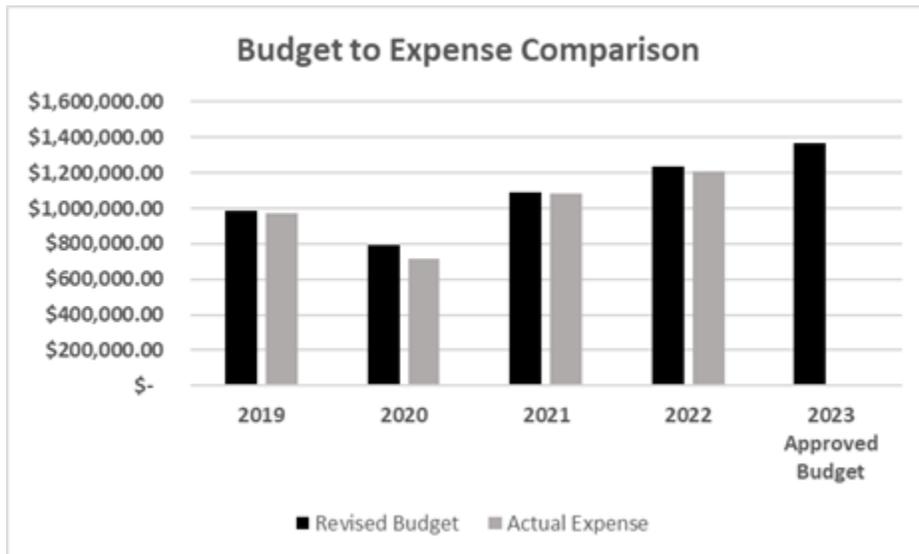
In 2022, staff informed user groups that the 2021 reservoir direct operating cost was \$285/ hour and that current fees were not fully funding the costs of services used by user groups. Specifically, as some user groups prefer to access the facility when it is closed, that access must be fully funded by the user groups. Following discussion, user groups agreed to a one-year pilot of a structure where groups were charged \$100/hour for private access outside operating hours plus all users would pay a common access fee (whichever is appropriate to them based upon age, pass type, and need). As a youth organization, Colorado Junior Crew was charged \$85/ hour. During non-fee seasons and when lake patrol is not staffed for normal operations, an additional \$85 per hour fee was applied.

Reservoir Direct Operating Cost: 2022 Analysis

In 2022, the Boulder Reservoir had 3,689 operating hours. Upon completion of the year, direct expenses for the Reservoir were \$1,210,247. As a result, the average cost per hour to operate the Boulder Reservoir in 2022 was \$328. This was an increase of 14% from 2021, which was \$285 per hour.

In 2023, the established budget for direct expenses at the Reservoir is \$1,368,832. The 2023 budget considers the increased expenses associated with operating the Reservoir as costs increase for staffing and materials. As demonstrated on the chart below, actual expenses are within 2% of budget expenses in each of the past two years. Staff anticipate a similar number of operating hours for 2023, resulting in an anticipated cost per hour to operate the Boulder Reservoir of \$371 for 2023.

Year	Revised Budget	Actual Expense
2019	\$ 989,326	\$ 969,066
2020	\$ 790,525	\$ 719,083
2021	\$ 1,088,448	\$ 1,084,039
2022	\$ 1,233,878	\$ 1,210,247
2023 Approved Budget	\$ 1,368,832	



2023 User Group Private Access Hourly Rental Rates:

Regular user groups at the Boulder Reservoir include Boulder Community Rowing (BCR), Colorado Rowing (CU), Boulder Aquatic Masters (BAM), and Colorado Junior Crew (CJC).

User groups have requested access to the Boulder Reservoir outside of standard operating hours. User groups must fully fund the expenses of operating the facility during private access.

Based upon Boulder Parks and Recreation's (BPR) policy to charge full cost for adult programming, the 2023 fee should be \$371/hour. Recognizing this increase is significant, BPR staff will subsidize the adult groups at a level of 25% for one year, resulting in a fee of \$279/hour for private access in 2023. Boulder Parks and Recreation's (BPR) policy is to subsidize up to 40% for youth recreational programs. This results in a fee of \$223/hour for private access for the CJC program.

Rental rates for private access 2023 includes all costs during those times and are based on 2023 budgeted expenses. BPR passes cannot be used for private access, as they result in additional and unintended subsidy:

- \$279 Hourly Rental Rate for adult programs (25% Subsidy)
- \$223 Hourly Rental Rate for youth programs (40% Subsidy)

Following the review of 2022 actual expenses and the fee structure piloted, rental and entrance fees received from adult user groups at the Boulder Reservoir resulted in BPR subsidizing BCR

expenses by 58% in 2022. While BPR staff realize there will be a substantial increase in fees to user groups in 2023, it is important to note that these groups can access the Boulder Reservoir during standard operating hours without the need to pay rental rates. It also is important to recognize that nowhere else in the system is adult access subsidized at such extreme levels. As a reminder, the intent of master plan guided work since 2014 is to ensure that limited subsidies are directed to those services the community has identified as most important: people with disabilities, those with low incomes, youth, and seniors.

User group agreements will be developed with all outlined user group information and fee schedules listed within the annual agreements. All agreements must be signed by the designated user group point of contact prior to the season use of the facility.

To mitigate the impact of increases to private access expenses and fees, BPR staff suggest that user groups consider:

- Conducting activities during public access hours, when the costs of operating the facility are addressed by regular access fees;
- Coordinating private access activities with other user groups to share the costs of private access;
- Increasing fees or membership numbers so that the expenses are covered by revenues.

PLAY Boulder Foundation Update

The department continues to foster a key partnership with the PLAY Boulder Foundation to secure donations, grants, and philanthropy to achieve community goals and expectations. Recent updates include:

- The department executed a one-year work agreement with PLAY Boulder to enhance the foundation's existing [Tree Trust](#) program in support of specific goals in the department's Urban Forest Strategic Plan related to trees on *private property*, and in coordination with the [Cool Boulder](#) initiative focused on community-led, nature-based climate action. The key outcomes of the agreement include the development of a Tree Trust Advisory Council made up of community stakeholders, the hiring of a Tree Trust Program Manager to implement programs, and a robust offering of 'Tree Tender' trainings to provide community members with the resources needed to care for their trees, tools to recognize and prevent diseases in the area, and the aid to retain and expand a sustainable urban canopy.
- PLAY Boulder has entered into an innovative partnership with University of Colorado Athletics and PepsiCo Positive called "Trees for 3s". For every three-point shot that the Men's and Women's Basketball team score during home competitions, PepsiCo Positive will donate a tree to PLAY Boulder, and in April the foundation's Tree Tenders will work with the athletes to coordinate a planting of all donated trees. Pregame Public Announcements will share this partnership with fans, providing visibility both to PLAY Boulder and the Tree Trust. As of February 17 the [men's](#) team has 159 trees and the [women's](#) team has 144 trees. In direct support of Boulder's urban canopy: Go Buffs!

Wildfire Coordination

Since early 2022, BPR staff has been working closely with other city staff, including Fire, OSMP, Utilities, and Climate Initiatives to coordinate on citywide wildfire discussions. In the fall, the team was formalized with a team charter and goals set out for 2023 and long-term.

On February 16, 2023, two of the initial work items from this team were shared with City Council. The first, an [information item](#), describes the current work across the city to address the prevention, response, and recovery to wildfire. BPR provided information about the work of Boulder Forestry to manage a healthy and resilient urban forest, as well as other efforts across the system related to vegetation management.

The second is a [special adjustment to base budget request](#) to allocate an additional \$1.5 million from the newly approved Climate Tax specifically for wildfire resilience activities. Wildfire resilience efforts are organized under the three goals identified in the National Cohesive Wildland Fire Management Strategy: Resilient Landscapes, Fire-adapted Communities, and Safe and Effective Wildfire Response. Some of the programs and actions under these three goal areas include: forest, grassland, and agriculture management; the urban canopy; building codes; public education and outreach; critical infrastructure; evacuation and public notification, wildfire planning, trainings, and equipment; early detection; and incident response. All these efforts strive to increase the resilience of the community that lives, works, and visits the City of Boulder.

The issue of climate-related resilience, especially in the context of wildfire, has become an urgent citywide need and priority. Therefore, significant staff resources are being dedicated to identifying and implementing opportunities to enhance city investment in resilience efforts specific to wildfire and the climate emergency, including the need to update the city's Community Wildfire Protection Plan (CWPP). The CWPP identifies and prioritizes areas for hazardous fuel reduction treatments, recommends the types and methods of treatment that will protect at-risk communities and essential infrastructure, recommends measures to reduce structural ignitability, and addresses other issues related to wildfire response, hazard mitigation, community preparedness, and structure protection.

A second reading and public hearing for this supplemental appropriation is scheduled for March 2, 2023. Should the supplemental appropriation be approved by City Council, the 2023 efforts described in the request, including the update to the CWPP will begin. The cross-departmental team will continue to evaluate program enhancements related to wildfire resilience for future years and create recommendations as part of the annual budget process.

Recreation Center and Pool Updates

SBRC Building Maintenance

As identified in the 2022 department Master Plan, the South Boulder Recreation Center (SBRC) is aging and will need to be replaced or significantly upgraded in the next few years. As with all aging infrastructure, there has been an increase in both planned and emergency maintenance needs at the SBRC. To ensure it stays operational while the department begins planning for the future, the city has invested a significant amount of money in the SBRC this past year.

Unfortunately, there have also been several instances when the facility or portions of the facility have been closed for emergency repairs.

To address additional concerns and as part of the city’s annual maintenance program, the SBRC will be closed from March 25 – April 2. During this closure, a contractor will be repairing a sewer line and staff will repair a leak in the swimming pool.

City staff, including partners in the city’s Facilities department who are responsible for the city’s built assets, are working diligently to keep the center operational and will continue to implement creative ways to encourage health and wellness within the community. Later this spring, staff will begin the process of engaging community members and gather feedback regarding the future of recreation facilities in Boulder.

2023 Sweethearts Dance

On February 11, the North Boulder Recreation Center (NBRC) hosted the Sweetheart’s Dance for the first time in three years. The Sweetheart’s Dance is a family friendly opportunity for parents and guardians to bring their young children to the center for a night of dancing, music, face painting, snacks, and some gymnastics fun. Participation in the community event was impressive with 344 total attendees. Smiles from kids and adults alike brought a great sense of joy and community to NBRC with staff already excited to get planning next year’s dance. Community events like the Sweetheart’s Dance help the department to build community, connecting community members to each other, which is desired by 91% of U.S. adults (according to the National Parks and Recreation Association) and helps to battle social isolation. Additionally, adults and kids who use recreation parks and facilities are more likely to reach recommended levels of physical activity. Events like this one invite more people into shared community spaces helping to promote welcoming environments.



TO: Parks and Recreation Advisory Board

FROM: Alison Rhodes, Director of Parks and Recreation
Scott Schuttenberg, Deputy Director
Bryan Beary, Senior Manager, Community Building and Partnerships
Mark Davison, Senior Manager, Planning
Regina Elsner, Senior Manager, Natural Resources
Jackson Hite, Senior Manager, Business Services
Megann Lohman, Senior Manager, Recreation
Stephanie Munro, Senior Manager, Regional Facilities
Dennis Warrington, Senior Manager, Urban Parks

SUBJECT: Matters from the Department

DATE: February 27, 2023

A. 2022 Annual Progress Report

It was a remarkable year for the department. To help ensure the Boulder Parks and Recreation Master Plan functions as a living document that serves the mission of the department and goals of the community well into the future, progress and initiatives are captured and reported in an Annual Progress Report. Boulder Parks and Recreation (BPR) is pleased to share the [2022 Annual Progress Report](#), which illustrates the ways Boulder Parks and Recreation has worked to build community in 2022 around the six key Master Plan themes. The report is available online here (link to be updated as soon as this is available) and the intent of this item is to share the report and highlights with the Parks and Recreation Advisory Board.

For the community, a key highlight is the unanimous acceptance of the updated Parks and Recreation Plan (aka “Master Plan”). BPR Staff heard from people across the community about the programs and services they desire, and those ideas have been captured in the plan. The unanimous support from the Parks and Recreation Advisory Board, Planning Board and City Council demonstrates the support of the plan to guide decisions and investments for the next five years.

In 2023, BPR staff will focus on maintaining community support with improvements to how parks are maintained, programs are developed and implemented, and services are offered. Please spend a few minutes reading about the 2022 key accomplishments and how BPR Staff plan to meet the needs of the community on 2023 and beyond.

State of the Urban Forest Report

Boulder Forestry is responsible for all aspects of tree care for approximately 50,000 trees in city parks and in the public street rights-of-way. From 2016 through 2018, Boulder Parks and Recreation developed the first [Boulder Urban Forest Strategic Plan](#) (UFSP), informed by extensive public engagement, including with the Parks and Recreation Advisory Board (PRAB). The UFSP was approved by the PRAB in 2018. The UFSP is the roadmap towards a more resilient and sustainable urban forest. The UFSP sets a long-term goal of maintaining or exceeding a 16% urban tree canopy cover throughout the city and includes priorities and actions to achieve that goal. The priorities and actions seek to increase community safety, stabilize the urban tree canopy from losses, and improve its overall health.

One UFSP action item is a biennial update for the community of the status of Boulder’s urban tree canopy, a State of the Urban Forest. The first report, delayed since 2020, is now available: boulder.colorado.gov/state-urban-forest-report. The intent of this item is to share the report and highlights with the board.

Boulder’s urban tree canopy is at a tipping point, with losses exceeding new planting and growth. The State of the Urban Forest describes the progress made since the approval of the UFSP and outlines priorities to achieve the vision of a resilient and sustainable urban forest. Returning to 2013 canopy levels, or growing the canopy even further for climate mitigation, will require enormous action and unprecedented levels of collaboration between public land managers and private landowners working together to respond and adapt to a changing climate.

2022 Financial Aid Program Update

Upon the close of the 2022 calendar year, staff conducted an analysis of participation in the department [Financial Aid Program](#), which provides low-income residents fully subsidized entry to recreation facilities, and subsidized course fees for course provided directly by Boulder Parks and Recreation (BPR). The program is possible due to General Fund subsidy to the Recreation Activity Fund and grants from the Health Equity Fund. The intent of this item is to provide the board the findings and analysis from analysis of the 2022 Financial Aid program, as it is a critical tool in achieving the department’s mission of promoting health and well-being for the entire community.

Utilization

2022 Financial Aid enrollment continues to show strong participation, largely due to the support of the department’s Recquity Program. Recquity is funded through an annual competitive grant award from the [Health Equity Fund](#) (HEF). The Recquity Program supplements the 50% subsidy funded by BPR to allow Financial Aid Program participants 100% subsidized (free) visitation to recreation facilities. The department has been a grant recipient since the HEF was created in 2017 through voter approval of a Sugar Sweetened Beverage Product Distribution Tax.

Due to continued HEF funding reductions related to the pandemic, the 2022 scope of work for the Recquity program was limited to support 15,000 fully subsidized visits. By comparison, the pre-pandemic scope of work developed for 2020 was anticipated to support over 37,000 visits and included weekly hours for two bilingual Community Liaison staff to provide enrollment services, programming, and interpretation for Spanish speaking community members.

As detailed below, BPR provided access to an additional 23,403 visits beyond what was funded through the Recquity Program in 2022, representing approximately \$95,134 of additional funding that was absorbed by the operating budget.

2022 Financial Aid Program Enrollments	3,219 (11% decrease from 2021)
2022 Subsidy Provided for Courses	\$44,480 (34% increase from 2021)
2022 Subsidy Provided for Facility Entry	\$312,268 (73% increase from 2021)
2022 Subsidized Facility Entries	38,403 (72% increase from 2021)
2022 Overall Subsidy for Financial Aid	\$357,108 (67% increase from 2021)

These utilization metrics indicate that Financial Aid based visitations are back on track and stand to meet or exceed 2019 utilization (\$430,496 overall subsidy) in 2023 as facility services and programs continue to be restored. Staff expect these gains to level out slightly as demand

stabilizes and external competition for alternative activities increase but are encouraged that community members are prioritizing opportunities for health and wellness again.

2022 Program Improvements

Program improvements implemented in 2022 included the creation of a process to work with case managers at several local agencies (Bridge House and affiliates, TGTHR, Boulder Shelter, Warner House, and Mother House) to verify residency more easily through participation in transitional housing programs.

2023 Next Steps

2023 grant funding for the Recquity Program has again been awarded to the department through the Health Equity Fund and has seen a 49% increase compared to 2022 funding. As this award level is still short of fully funding the program, staff intend to follow 2022 Parks and Recreation Master Plan direction to pursue additional funding to support the Financial Aid Program.

Addition funding needing is:

- \$250,000 to meet the current funding gap and projected program growth as identified in the 2022 Master Plan;
- \$90,000 to provide ongoing stable funding for Recquity, rather than relying on the annual HEF grant process;
- \$250,000 to implement a sliding scale aimed at addressing the ‘cliff-effect’ of poverty by increasing eligibility and maximizing access.

B. Violet Park (working title): Project Intro and Overview

Executive Summary

Boulder Parks and Recreation (BPR) staff are initiating an integrated, inclusive, and accessible design process for what will become the city’s newest neighborhood park. Adjacent to more than 600 manufactured homes in the Boulder Meadows community, this park will become a shared outdoor space for nearby children, youth, and families, many of whom are disproportionately affected by disparities in healthcare, income, housing, and other factors that determine physical and mental health outcomes. To advance equitable access to the outdoors, the process to design and activate this new neighborhood park will center marginalized voices including youth, those experiencing disabilities, and Latinx and Nepali residents in Boulder Meadows. These perspectives will serve as guiding forces in redefining how a truly inclusive neighborhood park looks, feels, and functions in the daily lives of those who come to know it well.

The intent of this item is to give the board an overview of scope and timing prior to the public kick-off.

Located in north Boulder on Violet Avenue between Broadway and 19th St., the 8-acre site has a working title “Violet Park,” but engagement and the city’s naming policy will inform a new and final name for the park when it opens in 2025. The name and character of the park should reflect local hopes and dreams for the site, as well a visual brand that is of and from the community.

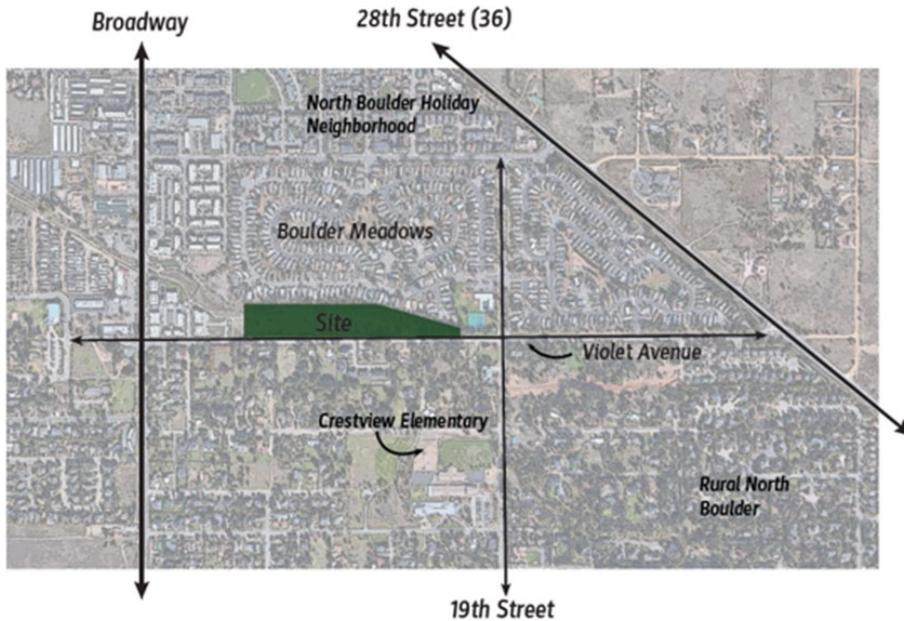


Figure 1: Site location and context

Context for Park Design and Engagement

Building on past relationship-building and engagement with stakeholders, neighbors, children, youth, and families, BPR staff is developing an engagement plan that centers children, youth, and families in the Boulder Meadows neighborhood as leaders in the design process. To do so, staff will collaborate with the following partners:

- the nonprofit Growing Up Boulder (GUB) and high school interns to reach young people;
- paid Community Connectors with meaningful connections to the adjacent neighborhoods to co-design and conduct culturally responsive, bilingual engagement;
- professional translators and interpreters to reach Spanish- and Nepalese-speaking neighbors;
- members of the community experiencing disabilities; and
- professional design and engineering consultants to produce design concepts in response to the community's vision.

Existing plans provide a strong foundation for place making and space activation, including:

- [North Boulder Subcommunity Plan](#)
- [Boulder's Parks and Recreation Master Plan Update](#)
- [Fourmile Canyon Creek and Wonderland Creek Major Drainageway Plan](#)

In addition, the following past youth engagement efforts have led to initial concepts for the park:

- *North Boulder Library Branch Report* by GUB,
- GUB's *Teen-friendly Parks Report*,
- *A Guide to Violet Park*, created by 4- and 5-year-olds at Boulder Journey School, and
- A series of concept plans for the park, designed by undergraduate students in the University of Colorado Boulder's Environmental Design program.

Based on the above foundational engagement, the following preliminary themes have emerged to date:

- Gathering areas to bring neighbors, friends, and families together.
- Welcoming spaces and programming that foster cultural responsiveness, accessibility and inclusivity for all ages, backgrounds, and abilities.
- Meaningful connections with nature and opportunities to protect it.
- Ways to celebrate and interact with local food systems.
- Integration with the local arts scene and Latinx culture.

As part of place making and space activation at the park, the project team will engage community members to further explore, affirm, adjust, and add new themes.

Preliminary Park Purpose

Upcoming engagement with the north Boulder community will refine and confirm a collective vision for the park on Violet. Through that process, staff anticipate exploring a range of possibilities, such as how the new neighborhood park can:

- Support meaningful, vibrant community gatherings, events, and programs across all four seasons.
- Promote time spent outdoors and the many physical, emotional, and social benefits that provides.
- Provide for a range of accessible recreation activities for all ages and abilities.
- Create nature play opportunities that encourage fun, adventure, and confidence.
- Connect with surrounding neighborhoods, the library, and other community spaces through safe, multimodal connections.
- Enhance comfort, confidence, and a sense of agency in nature protection and enjoyment.
- Be a hub from which to explore more of Boulder’s outdoor spaces via walking trails, biking lanes, multiuse paths.
- Deepen connections with ecology, foods, arts, and culture through family events, youth-led programming, after school programs, summer camps, picnicking, and other opportunities.
- Motivate youth leaders and partners in activating and maintaining the site.
- Use green infrastructure to reduce flood risk along Fourmile Canyon Creek.
- Demonstrate environmental leadership in design and construction practices.

Preliminary Scope and Schedule

Because the site is in the 100-year floodplain and along Four Mile Canyon Creek, within the [North Boulder Arts District](#) and adjacent to the [forthcoming North Boulder Library](#), the project requires an interdisciplinary approach. BPR staff have assembled an interdepartmental team that will capitalize on shared goals. For example,

- In collaboration with GUB, staff from across departments will work with youth in place-making and space activation for the park.
- Staff from Utilities will partner and guide context-sensitive engineering and modeling within the floodplain in ways that also foster youth engagement with Fourmile Canyon Creek.
- Staff from Transportation and Mobility will also inform design of multimodal connections to the park that serve all ages and abilities.
- To advance citywide climate action goals, the project team will also pilot a rating system that fosters equitable, integrated, nature positive design and construction practices (see more about Sustainable SITES [here](#)).

Staff have drafted the following schedule through the end of the year, which will be refined pending further coordination regarding floodplain issues and once the successful team of design and engineering consultants has been selected. Throughout the process, staff will also engage PRAB, including approval of a schematic site plan, anticipated for late fall 2023.

General Timeframe*	Task
January – March 2023	Project planning, contracting
April – June 2023	Site Assessment
May	<i>Engagement Window 1: Visioning</i>
May – July 2023	Conceptual design options
July	<i>Engagement Window 2: Conceptual design options**</i>
August – November 2023	Schematic Design + Site Review
September	<i>Engagement Window 3: Preferred alternative, design details**</i>
December 2023	Approved Schematic Design

* *Timeframe is likely to change, pending further study and coordination on floodplain issues*

** *Additional touchpoints with PRAB*

Pending successful completion of schematic design, the project team will confirm the contracting approach for completing design development and construction. Staff anticipate construction will begin the latter half of 2024, depending on floodplain permitting and other regulatory requirements.

Next Steps

Next steps include releasing a Request for Proposals from national and local design teams, as well as evaluating, interviewing, and selecting the most qualified team. Over the next 4-6 weeks, staff are also working to hire paid community connectors and work with GUB, who will help deepen connections with the Boulder Meadows neighborhood and inform the design and implementation of a final engagement plan.

Key Questions

1. Does PRAB have any questions about the scope of work or next steps?
2. Does PRAB suggest any key issues that should be considered during the initial site assessment?
3. Does PRAB have any suggestions for who to engage with during the first engagement window?

C. Historic Places Plan

The Parks and Recreation Department owns and manages twelve culturally relevant and historically designated resources. The Historic Places Plan (HiPP) will serve as a guide for the department in stewarding these resources to ensure their vibrant integrity and preservation within the community. This project is paid for in part by a History Colorado State Historical Fund grant. The plan includes background research and needs assessments, which will vary greatly for each due to their uniqueness. The research and assessments will provide a base of information that will be used to evaluate each resource with specific departmental strategies and initiatives required to make financially sustainable and data-informed decisions. Common information can be found in the intro followed by a chapter for each property with the exception of the railroad resources. The three train resources are documented in one chapter.

The intent of this item is to provide a high-level overview of the project and technical content developed for each property. Staff will continue refining the recommended actions based on staff, stakeholder, community, and PRAB feedback in preparation for the upcoming PRAB discussion item in April and a request for acceptance in May. The discussion in April will focus on the final draft, including recommended actions and priorities.

Resources:

- Glen Huntington Bandshell
- Boyd Smelter Site
- Chautauqua Green
- Colombia Cemetery
- Fire Station No. 2
- Harbeck-Bergheim House
- Pearl Street Mall
- Platt Farmhouse
- Roney Farmhouse
- Railroad Resources (3)

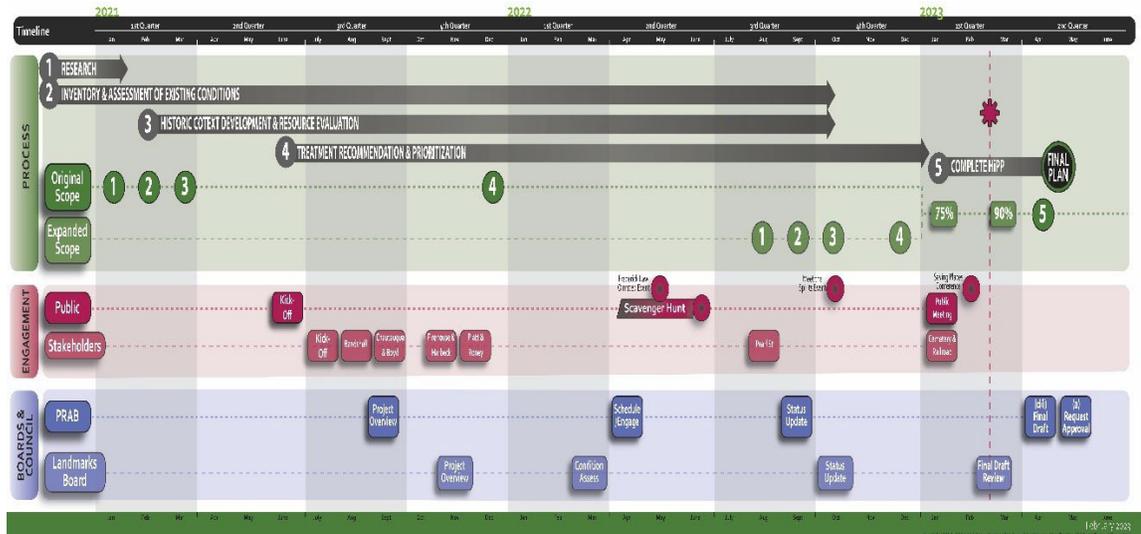
The HiPP is a technical document with each property documented at the same level to support proactive planning and capital investment. It does not include a full history or anecdotal stories. Some of the properties literally have books written about them. This document cannot encompass the breadth of information available but does have references to resources. Each chapter was reviewed and discussed by staff and a group of 8 stakeholders that committed to support the department throughout the entire process. Drafts of the resources are available on the [HiPP project web page](#).

Each chapter includes:

- Historic Context
 - Overview
 - Boundary
 - History
 - Significance
- Condition Assessments
 - Evaluate conditions of resources
 - structural integrity
 - architectural integrity
 - historic integrity
 - current uses
- Treatment Guidance
 - Develop recommended actions
 - preservation, rehabilitation
 - future management

There were several touchpoints with the community throughout the process. The project was kicked off with the master plan in June of 2021 to introduce the project scope and timeline. A family-friendly scavenger hunt was used to share information and develop interest in May to June of 2022. Staff participated in three other events and conferences throughout the process to engage with the community.

The third and final community engagement meeting was facilitated on January 25, 2023. Staff and the consultant presented an overview of the project and each property. After the presentation, community members shared their thoughts with a focus on communication, education, and volunteer projects. Below is a link to the process and engagement graphic.



The final draft is under review and revision. Comments from the community, stakeholders, staff, and the granting agency are being compiled and discussed for final revisions. Final revisions will be complete in early March for a discussion item with PRAB in April and requested Action in May. Staff is currently discussing options to present the material to the Landmarks Board before requesting PRAB to accept the HiPP.

Once the HiPP is finalized, staff will continue annual work and updates to inform the Capital Investment Strategy (CIS). Annual updates will include accurate estimates on prioritized projects and programs.

D. Recreation Center Facilities Funding Strategy

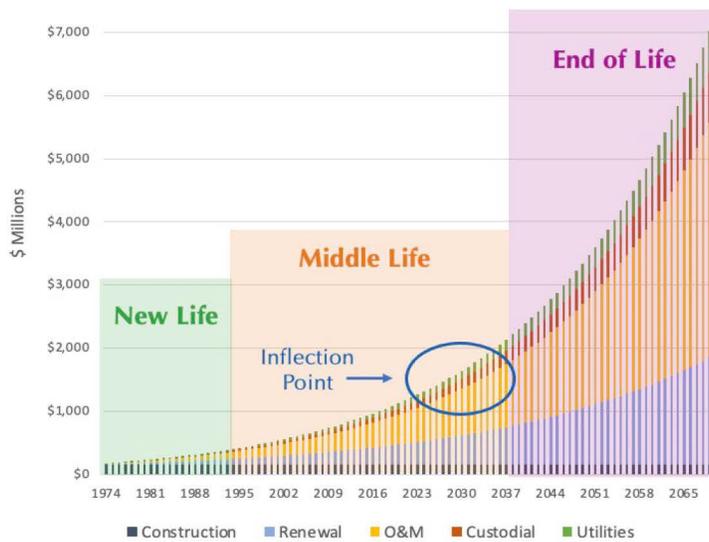
The [2021 Facilities Master Plan](#) is the guiding policy document for the City of Boulder’s Facilities and Fleet department (Facilities). It provides a holistic view of the city’s entire building portfolio and sets the strategic direction for 75 buildings with over 1.8 million square feet. The 2021 Facilities Master Plan is unique because it spans all city departments, unlike most master plans that are specific to the department’s services in the community.

BPR’s three recreation centers are part of that portfolio and require close coordination between BPR and Facilities as the recreation centers age and maintenance needs and costs increase. Consideration for the future of recreation centers will require coordination across the organization.

BPR’s [2021 Indoor Recreation Facility Assessment](#) was prepared as part of the [2022 BPR Master Plan](#). The assessment is a conceptual overview of BPR’s primary indoor recreation facilities. As an overview, it highlights key observations and opportunities identified by previous assessments, staff input, and a visual assessment of each facility. The report also highlights where more research and evaluation needs to be conducted for aging infrastructure with consideration of programming needs and trends.

There is an opportunity with the recent planning efforts to be proactive in thinking about the future of recreation in Boulder. The recreation centers are aging, nearing the end of their life cycles, and will need significant investments staggered over time to renovate them. Below is a chart from the Facilities Master Plan that demonstrates the increasing cost in the life cycle of buildings and the inflection point where maintaining infrastructure escalates significantly.

TOTAL COST OF OWNERSHIP OF CITY BUILDING PORTFOLIO



New Life *(Brenton Building, Boulder Reservoir Building)*

When a building is new, capital renewal needs are minimal to none, and the building performs predictably and linearly. Operations and maintenance (O&M) are proactive and preventative versus reactive, and utility costs are efficient.

Middle Life

Capital renewal on systems starts coming due and buildings perform more randomly and less predictably. O&M becomes increasingly reactive and utility costs are less efficient if the building is not routinely kept balanced. Buildings that are designed to last are high performing and, most importantly, are funded at appropriate levels. Well-built buildings will enter middle life 10-15 years later and costs can be kept under control for longer periods.

Inflection Point *(Municipal Building, Fleet Building)*

At 25-30 years in a typical building, or at 50-60 years for a well-designed, well-maintained, high-performing building, the cost of owning, operating, and maintaining aging infrastructure escalates significantly. Equally, the performance of the building and systems deteriorates. At this point, it is critical to determine whether continued investment in the current state of the building is worthwhile or, if either, a significant (deep) retrofit should be made, or the asset should be repurposed entirely.

End of Life

Without a deep retrofit and appropriate maintenance, as the buildings approach their life expectancy, capital renewal needs escalate, building performance deteriorates, and O&M becomes reactive and less efficient rapidly. At this point, the asset no longer performs and should be repurposed, disposed of, or deconstructed.

WHERE WE ARE TODAY

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ENRICHING OUR LIVES THROUGH BUILDINGS

2021 Facilities Master Plan

With the above chart in mind the three recreation centers are all nearing or past the inflection point in their life cycle:

Age of Buildings:

- South Boulder Recreation Center
 - Constructed in 1973 (*50 years old*)
 - Past the inflection point and nearing end of life
- East Boulder Community Center
 - Constructed in 1992 (*31 years old*)
 - At inflection point
- North Boulder Recreation Center
 - Constructed in 1974, renovation & addition in 2001 (*Reno is 22 years old, built is 49 years old*)
 - Approaching inflection point

With the above information in-hand, BPR and Facilities are in the early stages of pre-planning the future for the recreation centers. Typically, as funding becomes available for each site, BPR would use an approach decision-making informed by policy direction, research, and community engagement. In the current financial climate and with the need to find large-scale funding beyond our normal mechanisms; Facilities is exploring creative financial solutions building on the three pillars of facility asset management – environmental sustainability, financial stewardship, and social responsibility. AS we develop this framework, in addition to exploring financial options, BPR also understands the high level of community engagement required when considering Boulder’s recreation center future.



BPR staff will facilitate a community engagement window during the pre-planning phase of the project in Q2 of 2023. The pre-planning phase is intended to start the conversation about thinking about the recreation centers as a system, rather than individual sites. It provides more potential for cost savings in infrastructure, operations, and maintenance while endeavoring to maintain or increase the level of service to the community.

While BPR is engaging the community for input on the recreation centers as a system, Facilities is working to develop recommendations for innovative funding with cost savings projections. The financial data will be the base of their exploration of financial solutions for facilities across the city, with recreation centers as an option for financing. City Council will receive a report from facilities in on financing options in April, and staff will share these findings with PRAB. The success of the financial exploration will determine the next steps and timing for future renovations ranging from continued investment in the current state of the building to significant renovation and retrofit work.



Boulder Parks & Recreation Advisory Board

TO: Parks and Recreation Advisory Board

SUBJECT: Matters from the Board

DATE: February 27, 2023

A. PRAB New member onboarding and orientation

- In 2019-2020, PRAB members led by Mary Scott developed an onboarding letter to welcome new members and help acquaint them with important parks and recreation information. The letter was updated for 2021 and 2022 (see Attachment A). PRAB may choose to update this letter or provide other information to new members joining in April 2023.
- For several years, PRAB has also designated a current board member to serve as a mentor to incoming board member.
- April 24th agenda will include new member introduction, welcome activity and officer elections

B. PRAB Handbook conversation

C. PRAB Matters (Verbal)



Dear PRAB Member,

A warm welcome to the City of Boulder PARKS & RECREATION ADVISORY BOARD!

We hope this welcome packet will help to start a foundation for your five years of service and ease the transition to your new position. We, your fellow Board Members and City of Boulder Parks & Recreation Staff, are eager to meet and work with you!

Your staff liaison is Charlotte O'Donnell, the former Executive Assistant in the Director's Office. Charlotte recently accepted another role within BPR, but will continue to support PRAB while the department recruits a replacement. Charlotte and any future PRAB staff liaison can be reached at: PRABAdmin@bouldercolorado.gov or 303-413-7223. She will be the best point of contact for your questions. As you will learn in the Board & Commission orientation, we do not use "reply all" or group email chains to ensure that public business is conducted publicly; rather, the staff liaison can be a common point of contact.

Your fellow board members are: (in order of term end date)

Mary Scott	msboulderprab@yahoo.com		April 2018 - March 2023
Pamela Yugar	tapatiochick@gmail.com	626-407-7144	April 2018 - March 2023
Charles Brock	Charles.a.brock@comcast.net	303-887-2523	April 2019 - March 2024
Jason Unger	junger29@yahoo.com		April 2020 - March 2025
Elliott Hood	elliott.hood@gmail.com		April 2021 - March 2026

We look forward to connecting with each of you; please reach out at your convenience. As you will find, we all have different approaches to PRAB, and know that you will bring your own. Several guiding questions we might consider to support our first conversation: What moved us to apply to PRAB? How would we describe the role of a PRAB member?

We also have a PRAB mentor process, which we will discuss at your first PRAB meeting.

Attachment A

Our meetings are generally held on the fourth Monday of each month. Due to the pandemic the PRAB meetings will be held on Zoom until further notice. **Your first PRAB meeting will be on Monday, April 25 starting at 6:00 p.m.** Please pay attention to your calendar appointments from PRABAdmin@bouldercolorado.gov, which will include a link to access the virtual meetings.

We look forward to resuming in-person meetings, typically held in Council Chambers. There will be months in which we start early, with a tour of a park or facility, and some months we will meet in different locations. Dinner will be provided once we resume in-person meetings; please notify the staff liaison about any dietary restrictions you may have.

Parks and Recreation is a large department serving the needs of the people and the environment in our city. As you learn about all of the services provided, please feel free to ask questions and explore resources like [the Parks and Recreation website](#) and [the PRAB website](#). Our [community outreach toolkit](#) will help you navigate upcoming meetings and potential communications from community members.

Being on a board will often require reviewing relatively large volumes of information. Foundational materials for PRAB include the [PRAB Handbook](#) and the [Parks and Recreation Master Plan](#). As we continue to work on the Master Plan update, please familiarize yourself with the Master Plan and [Master Plan Update Website](#), which will help you keep up with and contribute to this important process.

Parks and Recreation has excellent social media and email lists. You are invited to follow the accounts on Facebook, Twitter, and Instagram, as well as BPR's official philanthropic partner, the [Play Boulder Foundation](#), to learn more about events and the work of Parks and Recreation.

We look forward to collaborating with you, soon!

PRAB

Parks and Recreation Advisory Board Member Bios:

Chuck Brock lives in the Newlands neighborhood near North Boulder Park; he grew up in Denton, TX and lived in Seattle and Arvada before moving to Boulder in 1997. He is a scientist at NOAA in Boulder, where he studies air quality and climate change.

Mary Scott lives in the Table Mesa neighborhood in SoBo. She moved to Boulder from Santa Fe New Mexico in 2003 & was raised in Washington, D.C. She works as a family nurse practitioner in Boulder County & is currently enjoying studies in a Psychiatry & Mental Health NP Program.

Jason Unger lives in Lower Chautauqua with his wife and three young kids - all regular users of Boulder's wonderful parks and recreation facilities. He works as a public policy consultant, helping non-profit organizations with policy and advocacy strategies at the federal and state level. Prior to his current role, Jason spent more than a dozen years working on education and health care policy in the US Senate, and served as a public school teacher in Compton, California and a public school administrator in the Boston Public Schools. Jason is originally from southern California and moved to Boulder in 2017.

Pamela Yugar lives in the Newlands neighborhood & moved to Boulder in 2012 from Long Beach, CA. Pamela has 30 years of experience in Parks and Recreation. She is currently a Parks and Recreation Director for a local municipality. Pamela also does grant writing, grant administration, and fundraising for local non-profits. Pamela loves to hike and do yoga and play with her two doggies when she is not working.

Elliott Hood lives in the Frasier Meadows neighborhood with his wife and two young children, who are avid users of the City's parks and recreation system. Elliott grew up in Chicago and originally moved to Boulder in 2000 to attend CU-Boulder. He returned to Boulder in 2012 after graduating from law school. Elliott is an attorney in Boulder and primarily represents public school districts across Colorado. Before becoming a lawyer, Elliott was a public-school teacher in Las Vegas, Nevada and a non-profit development director in Chicago.

PRAB ORIENTATION CALENDAR 2022			
Date / Time	Event / Task	Location	Details
April 16	Attend Orientation with City Clerk and Attorney	Virtual	<ul style="list-style-type: none"> • Meet with City Attorney and various other officials regarding your duties and obligations as a Board Member • Required for your tenure on PRAB
Monday, April 25, 2022, 6pm	Attend your first PRAB meeting	Virtual	<ul style="list-style-type: none"> • Please review the agenda and meeting packet emailed to you in advance of the meeting. • PRAB meetings typically run from 6-9:00pm (may go later depending on the agenda).
Mondays, 6pm	Attend PRAB Meetings	Virtual until further notice. Details will be emailed in advance and posted online.	<ul style="list-style-type: none"> • Location changes, so please check your email each month. • For in-person meetings, dinner is provided from 5:30-5:55pm. • PRAB meetings will run from 6-7:30pm (meetings may go as late as 9pm depending agenda). • Remaining PRAB meetings for 2022 are as follows. Study Sessions may be scheduled as needed. <ul style="list-style-type: none"> • April 25, 2022 - Regular • May 23, 2022 - Regular • June 23, 2022 - Joint Study Session about Cool Boulder Campaign • June 27, 2022 - Regular • July 25, 2022 - Regular • August 22, 2022 - Regular • September 26, 2022 - Regular • October 24, 2022 - Regular • November 28, 2022 - Regular • December 26, 2022 - Regular
TBD	Meet with Director of Parks and Recreation	TBD	<ul style="list-style-type: none"> • Please check email for contact from Charlotte O'Donnell, your liaison between PRAB and the Parks and Recreation City Staff • Time to be arranged to answer questions that you and the Department may have for each other: Please bring your questions to this meeting! • Staff will order your t-shirt and official name badge for events and note any dietary restrictions.

PRAB ORIENTATION CALENDAR (continued)			
Date / Time	Event / Task	Location	Details
Spring 2022	Self-orientation		<ul style="list-style-type: none"> • Meet fellow board members individually. • Meet with your board mentor. • Submit your bio to be distributed to fellow PRAB members and PR staff. • Please familiarize yourself with the resources provided in the letter above.
Summer 2022	Meet with City Staff		<p>Let the board liaison know if you would like to arrange meetings with the following BPR staff.</p> <ul style="list-style-type: none"> • Jackson Hite, Business Services Manager • Stephanie Munro, Regional Facilities Manager • Megan Lohmann, Recreation Manager • Dennis Warrington, Park Operations and Assets Manager • Bryan Beary, Community Partnerships & Outreach Manager • Regina Elsner, Interim Manager, Planning and Ecological Services
Autumn 2022 TBD	PRAB Retreat	TBD	<ul style="list-style-type: none"> • Members volunteer to begin annual letter to Council • Board annual check-in
TBD	Welcome Party	TBD	<ul style="list-style-type: none"> • Mingle with incoming and outgoing Board and Commission members and City Council Members
TBD	Tour Sites	TBD	<ul style="list-style-type: none"> • Please check email and listen for discussion at your meetings for dates for this tour of select locations • Opportunity for new and sitting board/commission members to take a tour of select sites of interest associated with the work that you will do on this board
Ongoing	Participate in Additional Opportunities	TBD	<p>Examples include: joint board meetings with other boards and commissions, new committee work and attendance at Parks and Recreation community engagement and masterplan engagement events, email categories for responses to citizen messages and inquiries.</p>