



# MANITOU SPRINGS PARKS AND RECREATION ADVISORY BOARD REGULAR MEETING AGENDA

All upcoming PARAB meetings are scheduled to be remote, via Zoom. A link is provided on the City's Official Website at

<https://www.manitouspringsgov.com/544/All-Boards-and-Commissions>

April 6, 2026

6:00 PM

**A. CALL TO ORDER & ANNOUNCEMENT OF MEMBER OPENINGS**

1. One regular position available; three alternate positions available

**B. APPROVAL OF AGENDA**

**C. APPROVAL OF MINUTES**

1. Draft Minutes from PARAB 03-09-2026 Special Meeting

**D. PUBLIC COMMENTS NOT ON THE AGENDA**

*(Please limit your comments to 3 minutes)*

**E. PRESENTATION**

1. Mobility & Parking Director Introduction (Felipe Lopez)

**F. REPORTS**

1. Parks and Recreation Advisory Board (PARAB)
2. Council Liaison
3. Open Space Advisory Committee (OSAC)
  - a. OSAC Regular 02-23-2026 Approved Minutes

**G. PARKS & RECREATION DEPARTMENT**

1. Director's Report
2. Forestry Update for Tree Advisory Board

**H. OLD BUSINESS**

1. Mini-Grant Request / 5K Run for MSSD14
2. SOP Draft Update
3. Draft New Mission Statement

**I. ADJOURNMENT**

**Board Members:**

Danu Fatt, Chair (2/28/2029)  
Tim Bresnahan, Vice Chair (02/28/2029)  
Christina Grow (2/28/2028)  
Jehan-Ara Khan (02/28/2030)  
Colin McAllister (02/28/2029)  
Holley Murphy (02/28/2030)

**Staff and Liaisons:**

Carey Storm, City Council Liaison  
Gillian Rossi, Parks & Recreation Director  
Aaron Reynard, Forestry Tech

*1 regular position and 3 alternate positions available*

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Interested citizens are invited to serve on any of the City's Boards or Commissions. Please contact the City Clerk's Office for more information or visit our website at: [www.manitouspringsgov.com](http://www.manitouspringsgov.com).



**CITY OF MANITOU SPRINGS  
PARKS AND RECREATION ADVISORY BOARD**  
Special Meeting Minutes  
Remote Meeting via Zoom  
March 9, 2026

**A. CALL TO ORDER AND INTRODUCTIONS**

Chair Fatt called the Parks and Recreations Advisory Board (PARAB) meeting to order at 6:00 PM.

1. Two regular positions available; three alternate positions available

Chair Fatt announced that PARAB currently has two regular member openings and three alternate member openings.

2. Discuss and vote on the application submitted by Holley Murphy.

The Board reviewed the application submitted by Holley Murphy for membership on PARAB. Board members discussed Applicant Murphy's experience in research, evaluation, and nonprofit work.

Vice Chair Bresnahan moved to recommend approval of Holley Murphy's application for PARAB membership. The motion was seconded by Board Member Khan. The motion was carried (4-0).

**BOARD MEMBERS PRESENT FOR ROLL CALL:**

Chair Danu Fatt  
Vice Chair Tim Bresnahan  
Board Member Christina Grow  
Board Member Jehan-Ara Khan

**BOARD MEMBERS ABSENT FOR ROLL CALL:**

Board Member Colin McAllister

**STAFF AND LIAISONS PRESENT:**

Gillian Rossi, Parks & Recreation Director

## **B. APPROVAL OF AGENDA**

Board Member Grow moved to approve the agenda as presented. The motion was seconded by Board Member Khan. The motion was carried (4-0).

## **C. APPROVAL OF MINUTES**

1. Draft minutes of PARAB July 14, 2025 meeting
2. Draft minutes of PARAB August 04, 2025 meeting
3. Draft minutes of PARAB November 03, 2025 meeting
4. Draft minutes of PARAB December 01, 2025 meeting
5. Draft minutes of PARAB January 12, 2026 meeting
6. Draft minutes of PARAB February 02, 2026 meeting

Vice Chair Bresnahan moved to approve all minutes. The motion was seconded by Board Member Grow. The motion was carried (4-0).

## **D. OLD BUSINESS**

1. PARAB SOP Revisions (Review and Vote)

The Board discussed revisions to the PARAB Standard Operating Procedures (SOP), specifically related to language regarding education and training opportunities for board members.

Board Member Khan noted that she had begun researching training options and would provide additional information at a future meeting. Board members discussed whether the SOP should reference specific training or more general language.

Vice Chair Bresnahan moved to postpone the vote on the SOP revisions until the April PARAB meeting. The motion was seconded by Board Member Grow. The motion was carried (4-0).

2. Pickleball/Tennis Court Resurfacing Proposal – Vote on funding

Director Rossi explained that two contractor proposals had been received. One proposal would apply an additional coating over the existing court surface. The second proposal would diamond grind the court surface down to the concrete before resurfacing, which would remove the existing layers and help prevent bubbling on the court.

Director Rossi reviewed available funding within the El Paso / Beckers Fund and noted that approximately \$53,000 is available in the Parks Maintenance (PARAB) account for 2026.

Board members discussed the contractor proposals and the durability of the resurfacing options.

Vice Chair Bresnahan moved to approve up to \$53,000 from the El Paso / Beckers Fund Parks Maintenance (PARAB) account for the tennis court resurfacing project. The motion was seconded by Board Member Grow. The motion was carried (4-0).

Director Rossi stated that she will continue discussions with the selected contractor regarding final project costs.

### **E. ADJOURNMENT**

Vice Chair Bresnahan moved to adjourn the meeting. The motion was seconded by Board Member Khan. The motion was carried (4-0).

The meeting adjourned at 6:19 PM.

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**CITY OF MANITOU SPRINGS  
OPEN SPACE ADVISORY COMMITTEE**  
Regular Meeting Minutes  
Hybrid Meeting in Person and Remote  
606 Manitou Avenue,  
Manitou Springs, CO 80829  
February 23, 2026

**A. CALL TO ORDER & ANNOUNCEMENT OF MEMBER OPENINGS**

Chair Conley called the Open Space Advisory Committee (OSAC) meeting to order at 6:00 PM.

1. There is one opening for one alternate member. OSAC has sent its recommendation to City Council concerning applicant Anthony Lane.

Chair Conley took roll and confirmed that all members and alternates were present. Council Member Carey Storm was also in attendance.

**COMMITTEE MEMBERS PRESENT FOR ROLL CALL:**

Chair David Conley  
Vice Chair Paul Arlinghaus  
Committee Member Judy Carnick  
Committee Member Sheryl Cline  
Committee Member Robin Kovats  
Committee Member Anthony Maltese  
Committee Member Andrea Sutela  
Alternate Committee Member Cassandra Bresnahan  
Alternate Committee Member Marion Ceruzzi

**B. AGENDA REVIEW AND PUBLIC COMMENT ON NON-AGENDA ITEMS**

Vice Chair Arlinghaus moved to approve the agenda as presented. The motion was seconded by Committee Member Kovats. The motion was carried (7-0).

Public comment from Cory Sutela with Medicine Wheel Trail Advocates about trail work partnerships.

### **C. APPROVAL OF MINUTES**

1. Draft minutes of OSAC October 27, 2025 meeting
2. Draft minutes of OSAC November 17, 2025 meeting
3. Draft minutes of OSAC January 29, 2026 meeting

Committee Member Kovats moved to approve the minutes as presented. The motion was seconded by Committee Member Carnick. The motion was carried (7-0).

Director Rossi and Chair Conley discussed the process of generating meeting minutes, which involves multiple steps and review by different individuals. For now, the Committee will continue with this process.

### **D. REPORTS**

1. Parks and Recreation Advisory Board (PARAB) Update

No discussion.

2. Director's Comments

- a. Funding request to support 4/4 VOC Trail Workday at Black Canyon Open Space

Director Rossi discussed the VOC Trail Workday on April 4<sup>th</sup> and asked the committee to consider contributing \$2000 in funding to support VOC's project costs. The Committee requested a breakdown of what the funding would be used for; Rossi will bring the breakdown to the March OSAC Meeting. Committee Member Carnick suggested they could raise additional funds through community donations and local businesses.

Director Rossi gave an update on a recent hike with Paul Arlinghaus, Manuel Pulido, and Mike Maio to a sacred site in Black Canyon Open Space (BCOS) to assess damage from vandalism. Maio is the President of the Manitou Springs Heritage Museum. Pulido is a representative of the local indigenous community. Rossi said that during the hike, Maio and Pulido suggested that OSAC and City revise the Black Canyon Master Plan to relocate the trail well away from the site. Rossi mentioned that she plans to discuss the concerns with Anna Cordova, Garden of the Gods Park Manager and former City of Colorado Springs Archeologist, and the Palmer Land Conservancy, the conservation easement holders for that section of the open space property. OSAC discussed potential signage options to protect the site while maintaining access for spiritual users.

## **E. OLD BUSINESS**

### **1. Bill Bauers Open Space: Survey results presentation and discussion**

Director Rossi shared a brief summary of the Bill Bauers Open Space community survey results. The survey showed majority support for a natural trail through the open space. The Committee also discussed the community's priorities highlighted in the survey, which showed that respondents value maintaining existing trails and open spaces more than acquiring new ones. They reviewed plans for addressing a difficult trail pinch point, acknowledging it would be a long-term project. The City Council will receive and discuss the survey results at a work session on March 10. Final direction from City Council will be issued on March 17<sup>th</sup> at the regular meeting.

### **2. Governing Protocols**

#### **a. Election of Officers for 2026**

On a motion by Carnick and a second from Cline, the Committee unanimously confirmed its current officers, with David Conley retaining his position as Chair and Paul Arlinghaus as Vice Chair. The Committee did not vote on a secretary and agreed to continue using an AI tool to generate meeting minutes.

#### **b. Confirm regular meeting dates as fourth Monday of each month**

The committee confirmed their regular meeting dates as the fourth Monday of each month.

#### **c. Review and Approve Standard Operating Procedures**

The draft SOP had been issued at a previous meeting. The Committee discussed the approval of the OSAC standard operating procedures (SOP). The group discussed two modifications suggested by Carnick, including changing the submission timeline for agenda items to 6 days before meetings and ensuring minutes are prepared and published at least 4 days in advance. They also discussed updating and distributing current open space and trail maps to all members annually. On a motion by Kovats, seconded by Arlinghaus, the Committee unanimously approved the draft SOP with the two changes. Alternate Member Ceruzzi and Chair Conley agreed to insert the changes and submit the final SOP to the City Clerk.

### **3. Fire Mitigation Plans: review Council discussion from Feb. 10 Work Session (Judy)**

Committee Member Carnick explained the city's two chipping programs and the upcoming neighborhood chipping schedule, which will be distributed to residents. The group also touched on the city's efforts to address fire hazards on vacant properties,

noting that while City Council previously declined to involve citizens in mitigating these properties, there is now a renewed focus on fire safety measures.

Carnick also shared that the fire department presented their fire mitigation plans at a previous City Council Work Session, which focused on updating sirens and discussed the need for a risk assessment of open spaces, which currently lacks vegetation data. They also reviewed the Black Canyon project, which was reduced to 14 mitigable acres at an estimated cost of \$60,000, and identified Red Mountain as the next priority area for mitigation. Carnick noted that the OSAC list of open space parcels would be shared with the Fire Department and Council.

The group discussed progress on fire mitigation efforts, noting that the city has identified two consultants but is still seeking a third to obtain competitive bids. Carnick presented a map created by their GIS technician showing numerous small open space parcels that require fire mitigation, and the group discussed the potential for involving citizens in mitigating these smaller parcels. They agreed that a work session would be helpful to develop strategies for addressing fire hazards in specific zones, with suggestions including creating a system where fire department personnel could assist residents with mitigation efforts on designated days.

The group discussed addressing community concerns about wildfire mitigation and tree removal in Manitou. They agreed to propose an "Adopt an Open Space" program similar to their Adopt-A-Park initiative, which would include a 4-hour fire department training for volunteers to safely remove dead brush from local open space parcels. Carnick and Director Rossi plan to meet with Fire Lieutenant Mike Willie to discuss the program details, and they will provide an update to OSAC at the March meeting or send a memo beforehand.

## **F. NEW BUSINESS**

### **1. Trail Maintenance**

- a. Discuss potential for 2026 contract with RMFI for one. Two or three weeks.

On a motion by Kovats, seconded by Cline, the Committee unanimously approved a motion to engage RMFI for three weeks of trail work in the fall, with a budget of \$26,000.

- b. Discuss project options for Pikes Peak Trail CATS 2026 Volunteer Workdays.

Arlinghaus discussed plans for volunteer workdays with Pikes Peak Trail Cats and Medicine Wheel. The group also addressed trail maintenance needs, particularly at Black Canyon and Red Mountain, and agreed to schedule monthly volunteer workdays this summer.

## **G. FUTURE AGENDA ITEMS**

Chair Conley identified the following items for the March meeting:

- El Paso County Trail staff will visit.
- Update on Bill Bauer survey and Council response.
- Update on communication with Walton family on West End Parcel access.

## **H. ADJOURNMENT**

Committee Member Kovats moved to adjourn the meeting. The motion was seconded by Committee Member Cline. The motion was carried (7-0).  
The meeting adjourned at 7:45 PM.

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# PARAB COMMUNITY GRANTS APPLICATION

<b>Organization or Individual Name:</b> Manitou Springs School District 14
<b>Contact Name/Title:</b> Cassandra Bresnahan, school volunteer, race director
<b>Address:</b> 80 Waltham Ave, Manitou Springs, CO 80829
<b>Daytime Phone:</b> 720-261-5146
<b>Email:</b> cbresna@gmail.com

<b>Amount Requested:</b> 1000.00
<b>Funds Requested by date:</b> May 2026
<b>Purpose of Funds:</b> 5K Race Fundraising event

**Briefly describe the event/activity you are proposing:**

The Manitou 5K race will begin on the creekwalk trail in Fields park, heading east towards Adam's Crossing bridge and then return back to Fields park. The race will then continue west towards Memorial park, returning back to end in Fields park. This event will be open to all ages and open to the public.

All proceeds will go to MSSD14 that can be earmarked for sports and recreational programs and events. This event is a continued effort to strengthen the ties between the school district and the city.

**What is/are the planned date(s) for this event/activity?:**

October 10, 2026 from 9-11am

**Do you have an established history of providing this kind of event? Please describe:**

This is the third year the school district will partner with the city to hold this event. We are working with the city parks dept, city chamber, local race organization, Pikes Peak Road Runners

**What is the expected attendance at the event? (Include demographics; is this youth specific or broad age ranges) :**

around 400, pikes peak region wide, local families and citizens, school staff and students

**How will you publicize this event? (If appropriate, include membership totals of your organization or subscriber totals for email newsletters) :**

Manitou Chamber & Race organization calendars, posting flyers, school email blasts, banner over Manitou Ave

**Where will this event take place? Please list specific parks or community areas:**

On the creekwalk, connecting Fields Park and Memorial Park

**Is this a collaborative effort with others in the community? If yes, please list partnerships:**

School district, cross country team, Chamber, city event planner, parks and rec dept, Flying Eagle, Garden of the gods trading post, Pikes peak road runners, Manitou Brewery, Arcade

# PARAB Mini-Grant Application Budget Form

<b>Name of Course/Program:</b>	Manitou 5K
<b>Fiscal Year:</b>	2026
<b>Mini-Grant Amount Requested</b>	\$1,000.00

## Section 1: Revenues

		<b>BUDGET</b>	<b>ACTUAL</b>	<b>Budget less Actual</b>
<b>REVENUE</b>				
PARAB Mini Grant Funds		\$1,000.00	\$0.00	\$1,000.00
Cash Contributions/Donations	Event application, Cassandra	\$55.00	\$0.00	\$55.00
Additional Grant Funds		\$0.00	\$0.00	\$0.00
Other Contributions (List Source)	Race registration	\$13,000.00	\$0.00	\$13,000.00
<b>TOTAL REVENUES</b>		<b>\$14,055.00</b>	<b>\$0.00</b>	<b>\$14,055.00</b>

## Section 2: Expenses

		<b>BUDGET</b>	<b>ACTUAL</b>	<b>Budget less Actual</b>
<b>OPERATING EXPENSES</b>	<b>Item Description:</b>			
Race timer	Times the racers	\$1,000.00	\$0.00	\$1,000.00
Bibs and chip	Racer pins on bib with chip	\$250.00	\$0.00	\$250.00
Event insurance	K&K insurance for participants	\$400.00	\$0.00	\$400.00
Port a potty	1 reg, 1 ada, 1 wash station	\$350.00	\$0.00	\$350.00
Banner	D11 printing to hang over Manitou Ave	\$250.00	\$0.00	\$250.00
Chalk and flags	Sidewalk chalk and small flags to mark course	\$100.00	\$0.00	\$100.00
Event application	Application fee to the city	\$55.00	\$0.00	\$55.00
Advertising	Printing flyers	\$50.00	\$0.00	\$50.00
Other:		\$0.00	\$0.00	\$0.00
Other:		\$0.00	\$0.00	\$0.00
<b>TOTAL OPERATING EXPENSES</b>		<b>\$2,455.00</b>	<b>\$0.00</b>	<b>\$2,455.00</b>
<b>GROSS PROFIT</b>		<b>\$11,600.00</b>	<b>\$0.00</b>	<b>\$11,600.00</b>

\*List any in-kind contributions below:

- Flying Eagle T shirt donation - 400 shirts with logo
- Garden of the Gods - post race snacks and drinks
- MSSD14 wood shop - race medals
- Manitou Springs City - waived all city fees for park usage
- Manitou Springs Fire Dept - providing 1st aid
- MSSD14 - provide all tables, shade structures, speakers, flyers
- Kangaroo coffee - coffee and baked goods
- Pikes peak bulletin - 4 weeks of ads
- Manitou Brewery adult awards
- Penny Arcade youth awards

# Manitou Springs Parks & Recreation Advisory Board (PARAB)

## 2026 Training & Professional Development Opportunities

Prepared April 2026 • Aligned to PARAB Standard Operating Procedures (January 23, 2026 Draft)

### Purpose

This guide compiles training and professional development opportunities for PARAB members in 2026. Every opportunity listed is tied to specific sections of the PARAB Standard Operating Procedures (SOP) adopted January 23, 2026. The goal is to equip all members with practical skills in governance, open-meetings law, parks planning, budgeting, and community engagement.

Opportunities are organized into three categories:

- Virtual / On-Demand: accessible from home, low cost, no travel required
- In-Person (Colorado): workshops and conferences within the state
- Internal / Self-Directed: activities the board can implement itself at no cost

### SOP Skills Matrix

The table below maps the major skills PARAB members need to the relevant SOP sections:

SOP Section / Responsibility	Key Skill Areas for Members
Meetings (Regular, Special, Open)	Open Meetings Law compliance; quorum rules; Robert's Rules basics; Zoom facilitation
Officer Duties (Chair, Vice Chair, Secretary)	Meeting facilitation; agenda writing; minutes recording; board leadership
Budget	Municipal budgeting; grant research; fiscal oversight
Subcommittees	Community engagement; project management; stakeholder facilitation
Memorandums of Formal Action	Writing clear policy recommendations; communicating with City Council
All Members: Eyes on Parks	Park assessment; maintenance issues; sustainability; accessibility

### Virtual & On-Demand Opportunities

#### 1. NRPA Online Learning — National Recreation and Park Association

SOP ALIGNMENT: BUDGET | SUBCOMMITTEES | ALL MEMBERS: EYES ON PARKS

NRPA's online platform offers free and member-priced webinars and on-demand courses tailored to parks and recreation professionals and volunteers. A strong fit for PARAB members who want flexible, self-paced learning.

Format	Topic / Course	Cost	Details
On-Demand	<a href="#"><u>Rooted in Data Collaborative GIS Insights for Greener Spaces</u></a>	\$17	Practical training on using GIS to collect, map, and analyze tree data across park sites. Directly supports PARAB's OLM policy, Master Plan implementation, and park walk-through reporting by giving members tools to visualize site conditions, model improvement scenarios, and present data-driven recommendations to City Council and stakeholders.
On-Demand	<a href="#"><u>Alternative Funding - Opportunities Beyond the Tax Dollar</u></a>	\$17	Explores non-traditional revenue streams to supplement PARAB's Conservation Trust Fund, El Paso/Beckers Fund, and Fees in Lieu of Land budgets. Covers practical evaluation methods and real-world examples directly applicable to PARAB's grant research responsibilities and annual budget planning process.
On-Demand	<a href="#"><u>Park Planning: The Ultimate Rec-ipe for Success</u></a>	\$50	Hands-on workshop covering the full lifecycle of large-scale park projects, from budgeting and resource allocation to stakeholder engagement and risk management. Practical exercises simulate real-world scenarios directly relevant to PARAB's Master Plan implementation, subcommittee work, and capital project recommendations to City Council. Designed to build confidence for members at all experience levels.
On-Demand Series	<a href="#"><u>2026 Premier Learning Series (12 monthly talks)</u></a>	\$50 per webinar	Monthly releases Jan–Dec 2026; includes leadership, sustainability, community programming, and park operations

Format	Topic / Course	Cost	Details
Live	NRPA Annual Conference 2026	Registration fee	Sept 29–Oct 1, Philadelphia PA — virtual attendance option available

## 2. Colorado Open Meetings Law — Self-Study & City Resources

**SOP ALIGNMENT: REGULAR MEETINGS | SPECIAL MEETINGS | OPEN MEETINGS | QUORUMS**

As an advisory body of the City of Manitou Springs, PARAB is subject to Colorado's Open Meetings Law (Sunshine Law, C.R.S. 24-6-401 et seq.). All members should be familiar with the requirements for public notice, quorum, and minutes.

Resource	Format	Access
CFOIC Guide to Colorado Open Records & Open Meetings	Free online guide: searchable, indexed, current	<a href="https://coloradofoic.org/open-government-guide">coloradofoic.org/open-government-guide</a>
Colorado Division of Local Government: Open Meetings Overview	Free web resource: plain-language summary for advisory bodies	<a href="https://dlg.colorado.gov/open-meetings-requirements">dlg.colorado.gov/open-meetings-requirements</a>

## 3. Colorado Municipal League (CML) — Webinars & Training Materials

**SOP ALIGNMENT: OFFICER DUTIES | MEMORANDUMS | BUDGET | NON-DISCRIMINATION**

CML provides training for Colorado municipal officials and board members through webinars, workshops, and published resources. While CML's primary audience is elected officials, their on-demand resources are broadly applicable to advisory boards.

Resource / Workshop	Format	Details
<a href="#">Training Materials Library</a>	Free on-demand webinar recordings	Topics include governance, finance, land use, and municipal law — browse at <a href="https://cml.org/training-materials">cml.org/training-materials</a>
<a href="#">Effective Governance Workshop</a>	In-person workshop (periodic)	No 2026 date yet. covers board roles, council relations, decision-making

## In-Person Opportunities (Colorado)

### 4. CPRA 2026 Annual Conference — Breckenridge, CO

**SOP ALIGNMENT: ALL SECTIONS — BROADEST PROFESSIONAL DEVELOPMENT**

The Colorado Parks & Recreation Association's Annual Conference is the premier in-state event for parks and recreation professionals.

Detail		Information
Dates		October 21–23, 2026 (Wed–Fri)
Location		Beaver Run Resort & Conference Center, 620 Village Road, Breckenridge, CO 80424
Room Block Deadline		Friday, September 18, 2026 (or until full) — call 1-800-525-2253
Registration Deadline		September 19, 2026 (or max capacity)

CPRA's conference offers breakout sessions on park planning, sustainability, community engagement, budget, and leadership, all directly aligned with PARAB's SOP responsibilities. Networking with staff from neighboring municipalities (including Colorado Springs PRCS) can inform PARAB's own goals.

## **5. Colorado Springs Parks, Recreation & Cultural Services — Park System Master Plan**

### **SOP ALIGNMENT: BUDGET | SUBCOMMITTEES | ALL MEMBERS**

Colorado Springs PRCS is actively developing a new 2026 Park System Master Plan, with public engagement events and workshops scheduled throughout spring and summer 2026. As a neighboring community, PARAB members can attend to observe best practices in master planning, community engagement, and park assessment, directly applicable to Manitou Springs' POST Master Plan work.

- Draft Park System Master Plan release: Spring/Summer 2026
- Public comment period and community workshop: Summer 2026
- Virtual or in-person attendance available at key meetings (1401 Recreation Way, Colorado Springs)

## **Internal & Self-Directed Training**

These activities can be organized by the Chair and Staff Liaison at minimal or no cost, and reinforce SOP compliance across the entire board.

Activity	Timing	Description & SOP Alignment
New Member Orientation Packet Review	February (officer appointments)	Chair distributes SOP, Ordinance 2.09.010, budget overview, POST Master Plan, Mini-Grants policy, and OLM. New applicants are invited to attend two regular meetings before appointment is confirmed. (SOP: Officer Duties §1h)
Annual SOP Review Session	February or March	30-minute agenda item to review SOP as a board, note any proposed amendments, and vote on changes by majority. Secretary

Activity	Timing	Description & SOP Alignment
		records and updates official version. (SOP: Implementation & Review)
Park Walk-Through Rotation	Monthly (before meetings)	Members informally claim parks near their homes and conduct walk-throughs prior to monthly meetings, noting maintenance needs. Observations reported at meeting. (SOP: All Members §5)
Budget Literacy Session	July (draft budget prep)	Chair and Staff Liaison lead 45-minute session reviewing Conservation Trust Fund, El Paso/Beckers Fund, and Fees in Lieu of Land. Review prior year's expenditures and upcoming project goals. (SOP: Budget §5a)
Grant Research Day	Spring or Summer	Assign a subcommittee to research grants relevant to current park priorities. Report to full board with recommendations. (SOP: Budget §5g)

## PARAB Mission Statement

(Draft.868②)

Promoting a resilient park and forestry system through environmental stewardship, with a focus on cultivating green spaces and sustainable infrastructure.

## PARAB Vision Statement

(Existing)

Manitou Springs' park and recreation will connect people and the natural environment for the health and wellbeing for all.

### PARAB Values and Guiding Principles:

#### 1. Environmental Stewardship

A. By implementing our Organic Land Management Policy throughout our Parks and City owned land, using sustainable and green infrastructure, which is locally sourced when feasible.

B. Creating permeable ground surfaces and more green space instead of concrete within our parks, incorporating and partnering with our local art network when possible.