



**TO:** Members of Council  
**FROM:** Dianne Marshall, City Clerk's Office  
**DATE:** August 19, 2014  
**SUBJECT:** Information Packet

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**1. CALL UPS**

- A. Vacation of a utility easement that is approximately 8,363 square feet, runs east-to-west, and through the middle of 2810 29<sup>th</sup> Street and 2850 29<sup>th</sup> Street (ADR2014-00124).

**2. INFORMATION ITEMS**

- A. Energy Future Transition Planning
- B. Youth Opportunity Program (YOP) Funding

**3. BOARDS AND COMMISSIONS**

- A. Beverages Licensing Authority – July 16, 2014
- B. Environmental Advisory Board – June 4, 2014
- C. Environmental Advisory Board – June 25, 2014
- D. Library Commission – May 7, 2014
- E. Parks and Recreation Advisory Board – May 19, 2014
- F. Parks and Recreation Advisory Board – June 23, 2014
- G. Transportation Advisory Board – June 9, 2014
- H. Transportation Advisory Board – July 14, 2014

**4. DECLARATIONS**

- A. Aerial Dance Day – August 10, 2014



## INFORMATION PACKET MEMORANDUM

To: Members of City Council

From: Jane S. Brautigam, City Manager  
David Driskell, Executive Director of Community Planning & Sustainability  
Charles Ferro, Development Review Manager  
Jonathan Woodward, Associate Planner

Date: August 11, 2014

**Subject: Call-Up Item:** Vacation of a utility easement that is approximately 8,363 square feet, runs east-to-west, and through the middle of 2810 29<sup>th</sup> Street and 2850 29<sup>th</sup> Street (ADR2014-00124).

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### **EXECUTIVE SUMMARY:**

The applicant, Coburn Development, Inc. requests the vacation of a utility easement at 2810 and 2850 29<sup>th</sup> Street, also known as “29<sup>th</sup> Street Residences” which is a by-right, multi-family housing project. **Attachment B** provides the Site Plan and **Attachment D** provides the vacation location. The original easement was recorded on Mar. 20, 2013 (reception number 03298420) to accommodate utilities. After the original approval, the applicant discovered physical encroachments onsite during construction. This vacation seeks to correct this easement and reposition both a fire hydrant and water meter. The applicant has re-dedicated an area for the utilities (TEC2014-00039). All requisite utility companies including Centurylink, Xcel Energy, and Comcast have approved the request.

### **CODE REQUIREMENTS:**

Pursuant to the procedures for easement vacations set forth in subsection 8-6-10(b), B.R.C. 1981, the city manager has approved the vacation of this utility easement. The date of final staff approval of the easement vacation was July 29, 2014 (refer to **Attachment F**, *Notice of Disposition*). The vacation will be effective 30 days later, on Aug. 28, 2014, unless the approval is called up by City Council. There is one scheduled City Council meeting during the 30 day call-up period on Aug. 19, 2014. This vacation does not require approval through ordinance based on the following criteria:

- It has never been open to the public, and
- It has never carried regular vehicular or pedestrian traffic.

**FISCAL IMPACTS:**

None identified.

**COMMUNITY SUSTAINABILITY ASSESSMENTS AND IMPACTS:**

- Economic: None identified.
- Environmental: None identified.
- Social: None identified.

**BACKGROUND:**

The subject property is nearly one-acre and is located in the Business Main Street (BMS) zone district (refer to **Attachment A**, *Vicinity Map*). It is being developed as an inclusionary housing site called the 29<sup>th</sup> Street Residences by Coburn Development with Koelbel Homes and Thistle Properties. It provides off-site affordable housing for the Alexan multi-family project in Gunbarrel.

The property has a 8,363 square feet (approximately 0.192 acres) utility easement that runs east-to-west through the center of the property (refer to **Attachment B**, *Site Plan*). This easement to be vacated was originally dedicated for utility purposes in 2013. There are no public or private utilities in the easement to be vacated, and the utilities companies have signed their approval. The vacation request seeks to correct physical encroachments (a fire hydrant and water meters) on the site that the developer encountered after construction commenced for the project.

Failure to vacate the requested easement would cause hardship to the property owner, and it would interfere with the site plan and design of this future residential multi-family redevelopment for inclusionary housing. This vacation is needed to correct the utility easement. The applicant has other easements on this site that will remain and has dedicated a new easement as a technical document review correction (TEC2014-00039). **Attachment E** shows this area.

**ANALYSIS:**

Staff finds the proposed vacation of the utility easement consistent with the standard set forth in subsection (b) of section 8-6-10, “*Vacation of Public Easements*”, B.R.C. 1981. Specifically, staff has determined that no public need exists for this utility easement.

No vacation of a public easement shall be approved unless the approving agency finds that:

-  1. Change is not contrary to the public interest.
-  2. All agencies having a conceivable interest have indicated that no need exists, either in the present or conceivable future, for its original purpose or other public purpose.
-  3. Consistent with the Comprehensive Plan and Land Use Regulations.
-  4. Failure to vacate the easement would cause a substantial hardship to the use of the property consistent with the Comprehensive Plan and Land Use Regulations; or
- N/A 5. Would provide a greater public benefit than retaining the property in its present status.

**PUBLIC COMMENT AND PROCESS:**

Notice of the vacation will be advertised in the Daily Camera within the 30 day call up period. Staff has received no written or verbal comments adverse to the vacation.

**NEXT STEPS:**

If the requested vacation is not called up by City Council, then the Deed of Vacation (**Attachment C**) will be recorded. If the requested vacation is called up, and subsequently denied, the applicant will be limited to development on the property outside of the easement area.

Approved By:

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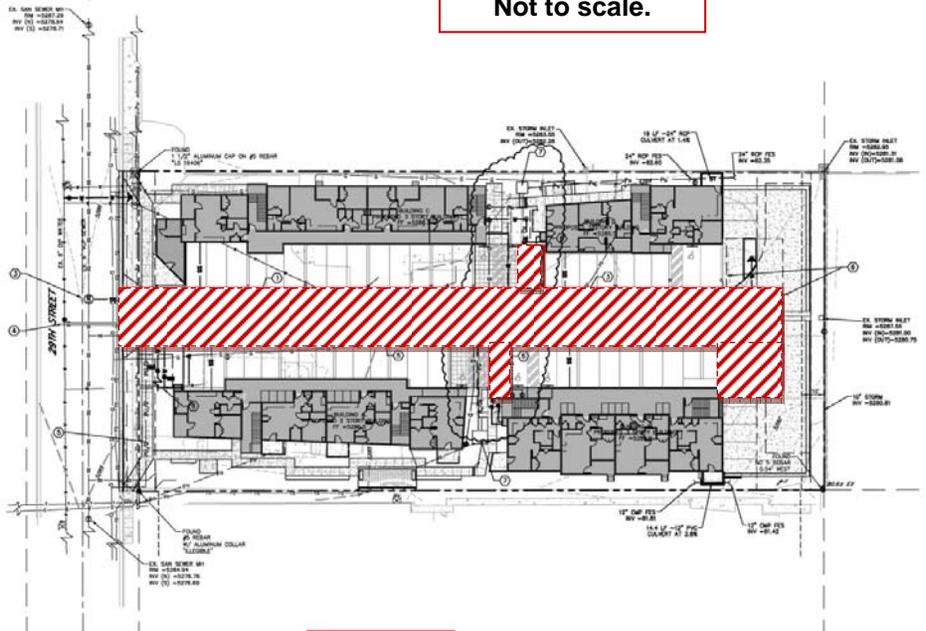
Jane S. Brautigam,  
City Manager

**ATTACHMENTS:**

- Attachment A: Vicinity Map
- Attachment B: Site Plan
- Attachment C: Deed of Vacation
- Attachment D: Area to be vacated - Exhibit A
- Attachment E: Area of rededication – Exhibit A
- Attachment F: Notice of Disposition



**Subject  
Easement:  
Not to scale.**



Red = approximate utility easement to be vacated.

**KEYED NOTES**

1. PROPOSED 8" SANITARY SEWER MAIN.
2. PROPOSED 8" WATER MAIN.
3. PROPOSED 4" SANITARY SEWER MANHOLE.
4. CONNECT TO EXISTING 8" WATER MAIN.
5. PROPOSED GAS AND ELECTRICAL MAINS.
6. PROPOSED UTILITY EASEMENT.
7. PROPOSED TRANSFORMER PAD.

**UTILITY NOTES**

1. ALL CITY UTILITIES SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE CITY OF BOULDER STANDARD SPECIFICATIONS.
2. SHALL VERIFY PROPOSED SERVICE TAPS AND SERVICE LINE SIZES SHALL BE DETERMINED AT THE TIME OF BUILDING PERMIT APPLICATION.
3. ALL NEW WATER AND SANITARY SEWER SERVICE TAPS TO EXISTING MAINS SHALL BE MADE BY CITY CROWN AT THE DEVELOPER'S EXPENSE.
4. ALL CONNECTIONS TO EXISTING UTILITIES SHALL BE DONE IN A WAY SO AS TO MINIMIZE DISRUPTION TO EXISTING USERS.
5. THE LOCATION OF THE ABOVE-GROUND UTILITIES SHOWN HEREON ARE BASED ON THE FIELD SURVEY BY FLATIRON SURVEYING, INC. THE LOCATION OF THE UNDERGROUND UTILITIES SHOWN HEREON ARE BASED ON SAG SURVEY AND INFORMATION PROVIDED BY OTHERS. CHECKERS MAY INCLUDE THE EXISTING LAYOUT OF UTILITIES LOCATING SERVICES, SOCIAL CLUB & SOCIETY CLUB & ASSOCIATES, AND RECOMMEND THAT THE LOCATION OF THE UTILITIES BE FIELD VERIFIED PRIOR TO ANY WORKING ON OR ADJACENT TO THE SUBJECT PROPERTY.
6. BENCH MARK INFORMATION WAS PROVIDED BY FLATIRON, INC. A SPIS CORNER ELEVATION WAS OBTAINED BY AN UNDER MEASUREMENT AT THE WESTERLY CORNER OF SUBJECT PROPERTY, BEING A FOUND 1" ALUMINUM DISK WITH BENCH MARK TO 1000' WITH AN ELEVATION OF 5280.00 FEET. A CHECK POINT 100' WAS TYPED ON CITY OF BOULDER POINT 2+15 BEING A 1" DISK MARK LOCATED 244' NELLE FROM BENCH WITH A PUBLISHED ELEVATION OF 5284.5 FEET. NO INFORMATION REGARDING LEASING WAS OBTAINED TO DETERMINE THE LOCATION.
7. ALL WATER METERS ARE TO BE PLACED IN DESIGNATED CITY RIGHT-OF-WAY OR A PUBLIC UTILITY EASEMENT METERS ARE NOT TO BE PLACED IN SIDEWALKS, SIDEWALKS OR BEYOND SIDWALKS.



**UTILITY PLAN**  
**29TH STREET RESIDENCES**  
**2810-2850 29TH STREET**  
**BOULDER, COLORADO**



Designed by	SAK	Date	11/19/12	Scale	1"=20'	Sheet	C205
Transmitted by	SAK	Revised		Description		Project No.	12488A-7
Checked by	SFA	Site Date	11/20/12	Drawn by		Project No.	12488A
				Author	WJL		06/20/12

For Administrative Purposes Only  
Address: 2810 & 2850 29<sup>th</sup> Street  
Case No.: ADR2014-00124

**DEED OF VACATION**

The City of Boulder, Colorado, does hereby vacate and release to the present owner of the land, in a manner prescribed by Section 8-6-10(b), B.R.C. 1981, a utility easement previously dedicated to the City of Boulder and recorded in the records of the Boulder County Clerk and Recorder at Reception No. 03298420 on the 20th day of March 2013, located at 2810 & 2850 29<sup>th</sup> Street and as more particularly described as follows:

See Exhibit A attached hereto and incorporated herein by reference.

The above easement vacation and release of said easement shall extend only to the portion and the type of easements specifically vacated. The within vacation is not to be construed as vacating any rights-of-way, easements or cross-easements lying within the description of the vacated portion of the easement.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by the City Manager after having received authorization from the City Council of the City of Boulder, Colorado.

CITY OF BOULDER, COLORADO

By: \_\_\_\_\_  
Jane S. Brautigam,  
City Manager

Attest:

\_\_\_\_\_  
City Clerk

Approved as to form:

\_\_\_\_\_  
City Attorney's Office

\_\_\_\_\_  
Date

**EXHIBIT A**

(Page 1 of 2)

LEGAL DESCRIPTION – UTILITY EASEMENT VACATION

A PARCEL OF LAND LOCATED IN THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 29, TOWNSHIP 1 NORTH, RANGE 70 WEST OF THE 6<sup>TH</sup> P.M., CITY AND COUNTY OF BOULDER, STATE OF COLORADO, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS;

COMMENCING AT THE NORTH QUARTER CORNER OF SAID SECTION 29; THENCE SOUTH 276.34 FEET; THENCE WEST 329.535 FEET; THENCE N89°53'50"W, 305.06'; THENCE ALONG THE EASTERLY RIGHT OF WAY OF 29<sup>TH</sup> STREET S00°03'19"E, 51.93' TO THE TRUE POINT OF BEGINNING;

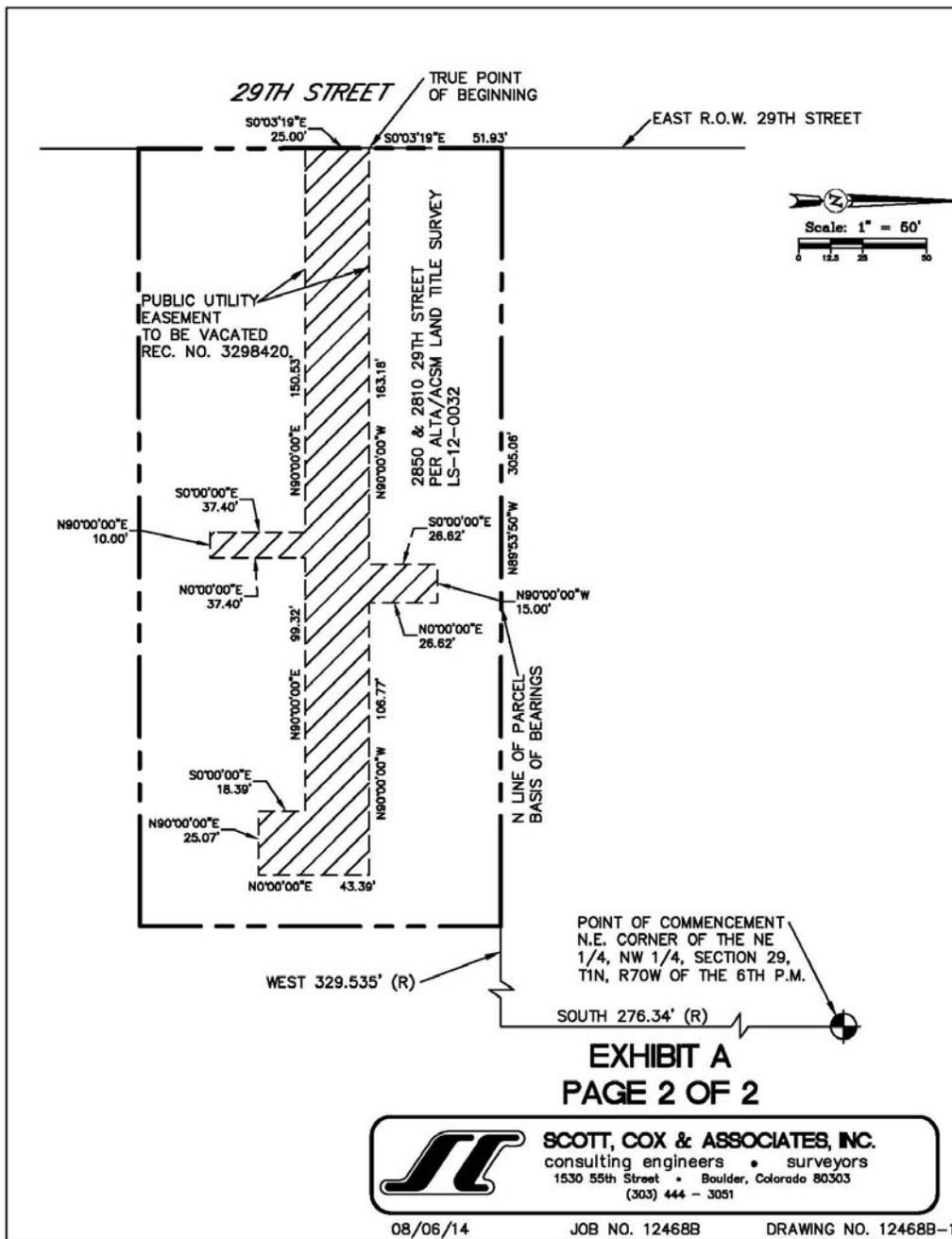
THENCE CONTINUING ALONG SAID EASTERLY RIGHT OF WAY S00°03'19"E, 25.00 FEET;  
THENCE N90°00'00"E, 150.53 FEET;  
THENCE S00°00'00"E, 37.40 FEET;  
THENCE N90°00'00"E, 10.00 FEET;  
THENCE N00°00'00"E, 37.40 FEET;  
THENCE N90°00'00"E, 99.32 FEET;  
THENCE S00°00'00"E, 18.39 FEET;  
THENCE N90°00'00"E, 25.07 FEET;  
THENCE N00°00'00"E, 43.39 FEET;  
THENCE N90°00'00"W, 106.77 FEET;  
THENCE N00°00'00"E, 26.62 FEET;  
THENCE N90°00'00"W, 15.00 FEET;  
THENCE S00°00'00"E, 26.62 FEET;  
THENCE N90°00'00"W, 163.18 FEET TO THE TRUE POINT OF BEGINNING.

SAID PARCEL OF LAND CONTAINS 0.192 ACRES MORE OF LESS.

BASIS OF BEARINGS FOR THIS DESCRIPTION IS THE NORTH LINE OF THE PARCEL OF LAND DESCRIBED BY AN ALTA/ACSM LAND TITLE SURVEY DEPOSITED AS LS-12-0032 AT THE BOULDER COUNTY RECORDS, BEARING N89°53'50"W.



A. JOHN BURI P.L.S. #24302  
FOR AND ON BEHALF OF  
SCOTT, COX & ASSOCIATES, INC.  
1530 55TH STREET  
BOULDER, COLORADO 80303  
303.444.3051  
08/06/14  
PROJECT NO. 12468B



**EXHIBIT A**

(Page 1 of 2)

LEGAL DESCRIPTION – UTILITY EASEMENT

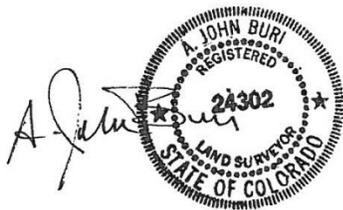
A PARCEL OF LAND LOCATED IN THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 29, TOWNSHIP 1 NORTH, RANGE 70 WEST OF THE 6<sup>TH</sup> P.M., CITY AND COUNTY OF BOULDER, STATE OF COLORADO, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS;

COMMENCING AT THE NORTH QUARTER CORNER OF SAID SECTION 29; THENCE SOUTH 276.34 FEET; THENCE WEST 329.535 FEET; THENCE N89°53'50"W, 305.06'; THENCE ALONG THE EASTERLY RIGHT OF WAY OF 29<sup>TH</sup> STREET S00°03'19"E, 51.93' TO THE TRUE POINT OF BEGINNING;

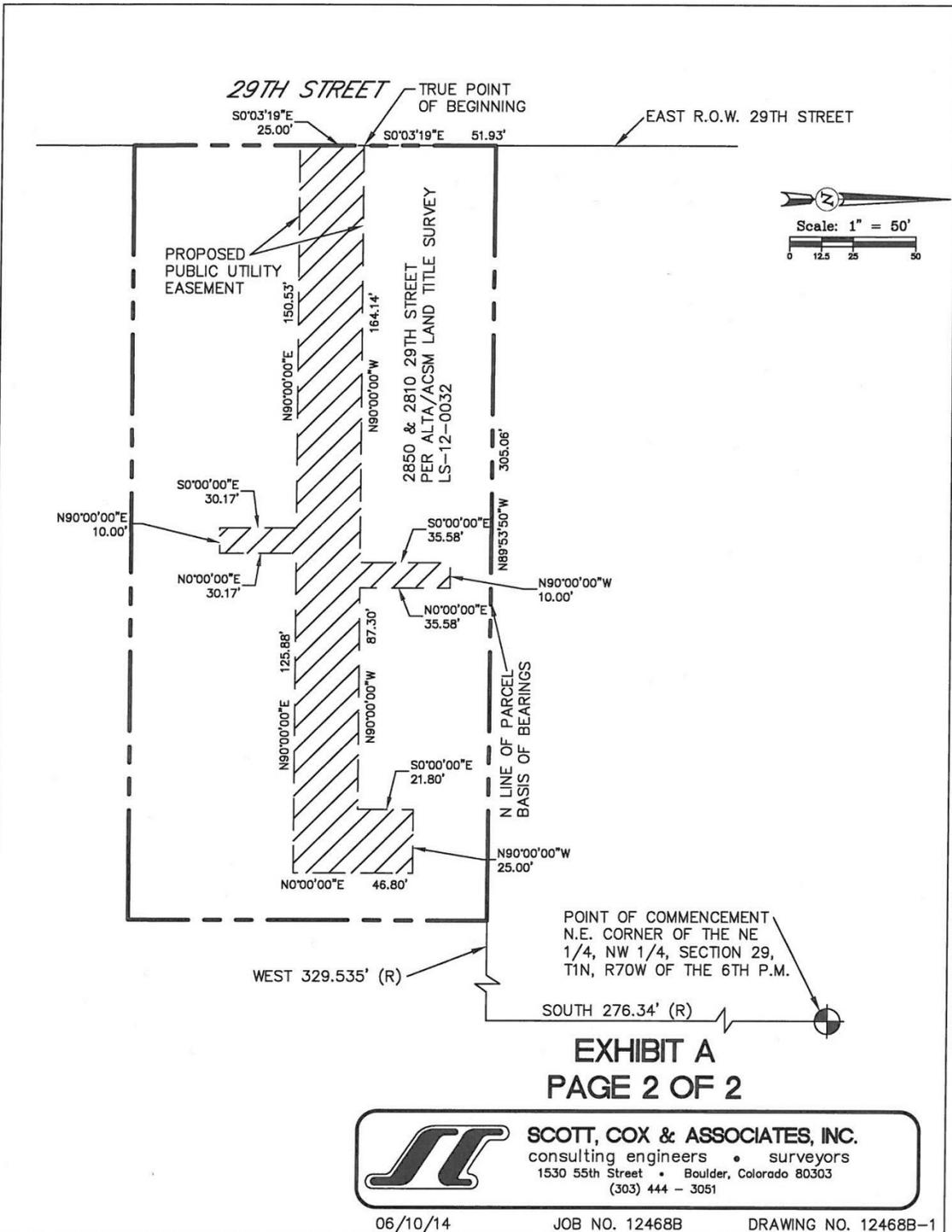
THENCE CONTINUING ALONG SAID EASTERLY RIGHT OF WAY S00°03'19"E, 25.00 FEET;  
THENCE N90°00'00"E, 150.53 FEET;  
THENCE S00°00'00"E, 30.17 FEET;  
THENCE N90°00'00"E, 10.00 FEET;  
THENCE N00°00'00"E, 30.17 FEET;  
THENCE N90°00'00"E, 125.88 FEET;  
THENCE N00°00'00"E, 46.80 FEET;  
THENCE N90°00'00"W, 25.00 FEET;  
THENCE S00°00'00"E, 21.80 FEET;  
THENCE N90°00'00"W, 87.30 FEET;  
THENCE N00°00'00"E, 35.58 FEET;  
THENCE N90°00'00"W, 10.00 FEET;  
THENCE S00°00'00"E, 35.58 FEET;  
THENCE N90°00'00"W, 164.14 FEET TO THE TRUE POINT OF BEGINNING.

SAID PARCEL OF LAND CONTAINS 0.192 ACRES MORE OF LESS.

BASIS OF BEARINGS FOR THIS DESCRIPTION IS THE NORTH LINE OF THE PARCEL OF LAND DESCRIBED BY AN ALTA/ACSM LAND TITLE SURVEY DEPOSITED AS LS-12-0032 AT THE BOULDER COUNTY RECORDS, BEARING N89°53'50"W.



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06/10/14  
PROJECT NO. 12468B





**CITY OF BOULDER**  
**Community Planning and Sustainability**

1739 Broadway, Third Floor • P.O. Box 791, Boulder, CO 80306-0791  
phone 303-441-1880 • fax 303-441-3241 • web www.bouldercolorado.gov

**ADMINISTRATIVE REVIEW**  
**NOTICE OF DISPOSITION**

You are hereby advised that the following action was taken by the Planning Department:

**DECISION:** Approved  
**DATE:** July 29, 2014  
**REQUEST TYPE:** Vacation of Utility Easement  
**ADDRESS:** 2810 and 2850 29<sup>th</sup> Street  
**APPLICANT:** Danielle Lynn, Coburn Development  
**CASE #:** ADR2014-00124  
**LEGAL DESCRIPTION:** See Exhibit A.  
**DESCRIPTION:** EASEMENT VACATION to vacate a utility easement that is approximately 0.192 acres (8,363.52 square feet) that runs east-to-west through a common lot line of 2810 and 2850 29<sup>th</sup> Street.

**FINAL DECISION STANDARDS:**

Approved as submitted. This application is approved per the criteria for Vacation of Public Easements as set forth in section 8-6-10, B.R.C. 1981. This approval does not constitute building permit approval.

This approval is limited to the vacation of this approximately 0.192 acre (8,363.52 square feet) utility easement, previously dedicated to the City of Boulder on March 20, 2013 and recorded as Reception No. 03298420 in the Boulder County Records.

**INFORMATIONAL COMMENTS:**

Pursuant to section 8-6-10(b), B.R.C. 1981, approval of an easement vacation "is not effective until thirty days after the date of its approval. Promptly after approving the vacation, the manager will forward to the city council a written report, including a legal description of vacated portion of the easement and the reasons for approval. The manager will publish notice of the proposed vacation once in a newspaper of general circulation in the City within thirty days after the vacation is approved. Upon receiving such report and at any time before the effective date of the vacation, the council may rescind the manager's approval and call up the vacation request for its consideration at a public hearing, which constitutes a revocation of the vacation."

This utility easement was dedicated on March 20, 2013 (Reception No. 03298420). The utilities companies have consented to sign off on the request.

This decision is final and may not be appealed. A new request may be considered only as a new application.

Approved By:   
Jonathan Woodward, Planning Department



## INFORMATION PACKET MEMORANDUM

**To:** Members of City Council

**From:** Jane S. Brautigam, City Manager  
Tom Carr, City Attorney  
Heather Bailey, Executive Director of Energy Strategy and Electric Utility  
Development  
Energy Future Executive and Project Teams

**Date:** Aug. 19, 2014

**Subject:** **Information Item:** Energy Future Transition Work Plan

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### EXECUTIVE SUMMARY

A transition work plan (“Plan”) has been developed that will guide the change from an Xcel-run system to a city-operated local electric utility, should the City acquire the utility as defined in the condemnation petition filed in Boulder District Court. PowerServices, Inc. was hired to create the Plan and identify the various tasks, interrelationships and schedule for transition work activities. The step-by-step work plan addresses multiple components such as power supply acquisition, system operations and maintenance, software development and integration, customer interface, and financing. The Plan includes recommendations for staffing and outsourcing, along with estimates of key costs to implement. The Interconnection Plan developed by Exponential Engineering Company has been integrated with the overall Plan.

The Plan will serve as a working tool for the city that will continue to be updated on a regular basis as legal issues are addressed, tasks are refined, and work is completed. It is designed to manage the risks of acquisition while prioritizing the fundamentals of an electric utility: safety and reliability. For a more complete description of the transition work planning, please refer to the Report of Transition Planning for New Electric Utility by PowerServices, Inc. presented as **Attachment A**. Accompanying the report is the Transition Work Plan Schedule Overview presented as **Attachment B**.

### FISCAL IMPACT

The transition work plan activities will require additional resources that will be identified as part of the 2015 budget process. Although critical activities have already been initiated, work must be accelerated through the 2015 to 2016 time period and will require additional resource allocations. Initial information regarding these resources will be presented as part of the Sept. 9 budget study session.

## **BACKGROUND**

Earlier this year, the city adopted an ordinance creating a municipal electric utility and filed a condemnation petition in Boulder District Court seeking to acquire portions of the electric system owned by Xcel Energy. Although dependent on the District Court schedule, this action starts the countdown to startup of a city-owned electric utility. In anticipation of these steps, city staff initiated the development of a transition work plan (“Plan”) in early 2014. PowerServices, Inc. was hired to create the Plan and an update was provided to City Council on May 13, 2014. For a more complete description of the transition work planning, please refer to the Report of Transition Planning for New Electric Utility by Power Services, Inc. presented as **Attachment A**. The Plan will serve as a working tool to be updated during the acquisition process.

## **ANALYSIS**

The Plan will guide the change from an Xcel-run system to a city-operated local electric utility. It identifies the steps, or tasks, required for the City to secure power supply, operate and maintain equipment used to deliver electricity to retail customers, and implement support services, interrelationships and schedule for the transition work activities. The plan accounts for the city’s key objectives including:

1. Providing safe & reliable system operations
2. Securing cost effective & reliable wholesale power
3. Minimizing customer impacts
4. Managing costs, especially during transition
5. Expanding the power supply renewable portfolio

Two critical dates are defined as follows:

- Day 1 – the date on which the city takes ownership of the electric system and begins customer billing (approximately third quarter 2016)
- Day 2 – completion of interconnection construction (approximately third quarter 2018)

The plan also identifies and evaluates two scenarios:

- Scenario A - contemplates coordination with Xcel Energy to provide wholesale power and services at acquisition (Day 1) until interconnection construction is completed.
- Scenario B considers a situation where Boulder will take over all aspects of utility operations immediately upon acquisition and prior to completion of interconnection construction.

The steps to form a utility are nearly identical in both Scenarios A and B, with the major difference being that Scenario B accelerates implementation to prepare the city for full operation on Day 1. The Transition Work Plan Schedule Overview based on Scenario B is presented as **Attachment B**.

The Plan is built around the basic functions necessary to operate an electric utility. Each function contains a series of steps that the city must implement to ensure that appropriate staffing, workspace, skill sets, equipment and materials, and processes are in place by key target dates.

The eight functional areas are:

1. Construction, Operations & Maintenance
2. Customer Service
3. Energy Services
4. Finance & Accounting
5. Planning & Engineering
6. Power Supply & Delivery

7. Legal/Regulatory
8. Support Services

In addition, the Interconnection Plan developed by Exponential Engineering Company has been integrated with the overall Transition Work Plan.

The most significant prerequisite for transition is flexibility in the sequencing and scheduling of activities. The path towards electric municipalization is not one-dimensional. Uncertainties are amplified if the owner of the system to be acquired does not cooperate and acts as an impediment to the acquisition process. This Plan recognizes Boulder's endeavors to create the "Utility of the Future," but the city must first manage the risks of acquisition while prioritizing the fundamentals of an electric utility: safety and reliability. The Plan anticipates building on this groundwork to accomplish the community's goals of increasing electric services and renewable energy resources in a cost effective manner.

Staff plans to have a public outreach process and establish new working groups to assist in the implementation phase. It is anticipated the working groups will be organized during the third and fourth quarters of 2014.

#### **NEXT STEPS**

City staff has already begun implementing critical transition work activities, including integrating and leveraging existing city resources, and will continue these activities as guided by the transition work plan. Staff will identify the resources needed to implement the entire transition work plan as part of the 2015 budget process. Initial information regarding these resources will be presented as part of the Sept. 9 budget study session.

Staff also plans to have a public outreach process and establish new working groups to assist in the implementation phase. It is anticipated the working groups will be organized during the third and fourth quarters of 2014.

#### **ATTACHMENTS:**

- A: Report of Transition Planning for New Electric Utility, Power Services, Inc.
- B: Transition Work Plan Schedule Overview

# City of Boulder, Colorado

## Report of Transition Planning for New Electric Utility

PROVIDED BY:

PowerServices, Inc.



1616 East Millbrook Road, Suite 210  
Raleigh, North Carolina 27609  
Phone: (919) 256-5900

*August 12, 2014*

**CITY OF BOULDER, COLORADO**

**REPORT OF**

**TRANSITION PLANNING  
FOR NEW ELECTRIC UTILITY**

**TABLE OF CONTENTS**

<u>Section</u>	<u>Page No.</u>
1. Introduction and Background.....	1
2. Executive Summary .....	1
3. Transition Plan Development.....	3
A. System Characteristics & Interconnection Plan	
B. Functional Organizational Chart	
C. Critical Milestones	
D. Scenario Analysis & Comparison	
4. Functions .....	9
A. Construction, Operations & Maintenance	
B. Customer Service	
C. Energy Services	
D. Finance & Accounting	
E. Planning & Engineering	
F. Power Supply & Delivery	
G. Legal/Regulatory	
H. Support Services	
5. Implementation and Next Steps .....	16
6. Signature and Seal Page .....	17

APPENDICES

Appendix 1           Exponential Engineering Company Interconnection Plan

**CITY OF BOULDER, COLORADO**  
**REPORT OF**  
**TRANSITION PLANNING**  
**FOR NEW ELECTRIC UTILITY**

## **1. Introduction and Background**

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The City of Boulder, Colorado (“City”) engaged PowerServices, Inc. (“PowerServices”) on January 27, 2014 to assist in the development of a Transition Work Plan (“Plan”) for a new electric utility, in a manner consistent with the November 27, 2013 Request for Proposals (“RFP No. 68-2013”). The objective of the Plan is to position the City to safely, reliably, and cost-effectively operate the electrical system in Boulder’s proposed acquisition area. The Plan is a functional roadmap consisting of multiple tasks necessary to seamlessly integrate the electric utility within an expanded City organization and interface with customers that the utility would serve. It is a dynamic document influenced by the outcome of legal and regulatory proceedings anticipated to occur during the acquisition process.

PowerServices’ work commenced with a kick-off meeting with the Boulder Energy Future team and staff members on February 3, 2014. Regularly scheduled conference calls, data requests, and iterations of draft plans in Microsoft Project followed. The Plan’s critical dates and assumptions were evaluated in detail, and it was determined that the path toward electric municipalization must not only account for optimal outcomes, but also include alternatives to prepare for uncertainties. The most effective outcome would be a gradual transition of energy supply and operations from the incumbent utility to the City. However, the City also has to plan for the contingency that it would be unable to coordinate efforts with the incumbent utility.

PowerServices developed the Plan consisting of two scenarios to account for uncertainties that may arise in the acquisition process. PowerServices presented an overview of the scenarios to Boulder’s City Council on May 13, 2014. The Plan is a dynamic work in progress that continues to be updated as information is clarified, options are refined, uncertainties are eliminated, and dates are adjusted. It is intended to serve as a tool for the City to document and track transition activities over several years.

## **2. Executive Summary**

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The City of Boulder’s formation of a municipal electric utility is a complex process highly influenced by acquisition legal and regulatory proceedings. To manage multiple uncertainties and create a path forward, the City requires a Plan that outlines the steps necessary to seamlessly integrate an electric utility while meeting key objectives, including:

- Providing safe & reliable system operations
- Securing cost effective & reliable wholesale power

- Minimizing customer impacts
- Managing costs, particularly during transition
- Expanding the power supply renewable portfolio

The Plan is comprised of two scenarios. The first, or Scenario A, contemplates coordination with Xcel Energy to provide wholesale power and services at acquisition (“Day 1”) until interconnection construction is completed (“Day 2”). This will maintain stable power supply and system operations during a gradual transition period lasting approximately two years after acquisition. The alternate Scenario B considers a situation where Boulder will take over all aspects of utility operations immediately upon acquisition (Day 1) and prior to completion of interconnection construction. Under this scenario, any contracts for power supply and services, which will have to be secured from third-party providers prior to the City having the verdict on the cost of electric facilities from the court, will need to include termination options if the City decides not to pursue formation of a utility.

The Plan is built around the basic functions necessary to operate an electric utility. Each function contains a series of steps that the City must implement to ensure that appropriate staffing, workspace, skill sets, equipment and materials, and processes are in place by key target dates. The Plan identifies numerous requirements, such as systems, standards, policies, agreements, customer programs, budgets, and contracting needs. Every component is assigned a timeframe for completion so the City can successfully launch operations over a range of dates in either scenario. The steps to form a utility are nearly identical in both Scenarios A and B, with the major difference being that Scenario B accelerates implementation to prepare the City for full operation on Day 1.

The Plan is a work in progress and developed using Microsoft Project software for effective linkage of the tasks and ease of tracking changes and adjustments throughout the process. It is segmented by major functions, and comprises a multitude of interrelated tasks required to meet Day 1 and Day 2 requirements. It is anticipated the Plan will be updated on a regular basis to account for completed work as well as newly identified developments, tasks and requirements.

The most significant prerequisite for transition is flexibility in the sequencing and scheduling of activities. The path toward electric municipalization is not one-dimensional. Uncertainties are amplified if the owner of the system to be acquired does not cooperate and acts as an impediment to the acquisition process. This Plan recognizes Boulder’s endeavors to create the “Utility of the Future,” but the City must first manage the risks of acquisition while prioritizing the fundamentals of an electric utility: safety and reliability.

### 3. Transition Plan Development

#### A. System Characteristics & Interconnection Plan

The first step in developing a transition plan is identifying the size, extent and characteristics of the portion of the electric system that will be owned and operated by Boulder. No severing or rerouting of existing lines is required. The separation of Boulder's system for operational purposes is accomplished through the installation of equipment on existing lines at strategic interconnected locations to allow metering of the energy flowing in and out of the system owned and operated by Boulder as well as mutual support in the case of a problem with the interconnected Xcel Energy and Boulder owned circuits. The anticipated locations of those interconnections, and how the existing equipment at substations will be utilized to serve Boulder and Xcel service areas are described in the February 26, 2013, and July 24, 2013 materials presented to City Council, and in the affidavit of Thomas A. Ghidossi, P.E. of Exponential Engineering Company prepared on August 15, 2013 for presentation to the Public Utilities Commission staff ("Interconnection Plan"). This affidavit is included as Appendix 1. The Interconnection Plan comprises the engineering and construction to install meters and protective devices at multiple locations, or delivery points, where power would exchange between the City and Xcel. The Interconnection Plan necessitates agreements governing the delivery points that create a clear demarcation for ownership, operation, and power supply responsibilities. Once implemented, the high voltage lines, substations or portions of substations, and distribution network acquired by the City establish Boulder's proposed electric system. The City system characteristics are shown below in Chart 1.

<b>City of Boulder-Electric Utility General System Characteristics</b>		
Acquisition Area Population	111,000	
Acquisition Area Employment	96,800	
Total Acquisition Area	44.4 square miles	
Residential Customers	56,000	approximate
Commercial Customers	6,800	approximate
Industrial Customers	20	approximate
Distribution System Voltage	13.2 kV	
Number of Substations	6	
Number of Transformers (115 kV to 13.2 kV)	10	
Number of Transformers (230 kV to 13.2 kV)	2	
Transmission System Voltage	115 kV	
Transmission Circuit Miles	29	
Total Number of Substations fed by Transmission System	9	
Distribution Circuit Miles	569	
Distribution Circuit % Overhead	38%	
Distribution Circuit % Underground	62%	
Overhead Transformers	2,600	approximate
Underground (Padmounted) Transformers	1,200	approximate
SAIDI goal	85 minutes	
SAIFI goal	<85	

**Chart 1 – City of Boulder- Electric Utility General System Characteristics**

The plan for separation of the system Boulder will operate has been called an “Interconnection Plan” because of the unique nature of the electrical system serving Boulder. Terms such as “separation,” “reintegration,” “reconnection,” or “sever” imply physical separation. However here, both the City’s and Xcel’s electric grids remain interconnected to facilitate the flow of electricity. Where the two systems are connected, additional equipment for metering, monitoring, protection and control must be installed. This creates points of delivery for Boulder to receive wholesale power and to serve its future retail customers while remaining integrated with Xcel’s system from a functional and operational perspective. The delivery points also measure power flow at locations where, as necessary, another utility may utilize the City’s electric system to transmit power. The Interconnection Plan system modifications are one-time physical and technical changes to be performed in close coordination with Xcel, and according to FERC-approved standards, and will commence after Boulder acquires the system.

## **B. Functional Organizational Chart**

Once system characteristics were derived, PowerServices utilized in-depth knowledge of electric utilities, including municipal, operations to form the basis of the Transition Plan: a sample functional organization that operates an electric utility with system attributes and customer accounts similar to those proposed by the City (Chart 2). The functional organization drives staffing requirements and processes necessary for the City to obtain wholesale power supply (the product), deliver power to the customer (distribution services), read meters and bill the customer (collect revenue), and provide all accompanying services, including, but not limited to, operation, maintenance, and system upgrades and expansion.

Boulder Electric Utility							
Sample Functional Organizational Chart							
Director - Electric Utility							
Management Level -to be designated							
Construction, Operations & Maintenance	Customer Service	Energy Services	Planning & Engineering	Power Supply & Delivery	Legal/Regulatory	Support Services	Finance & Accounting
Substation, Transmission & Distribution	Billing	End use programs (EE, DSM, Renewables)	System Planning & Design	Portfolio Planning and Optimization (load forecast)	NERC, FERC, Environmental compliance	Human Resources	Rates & Revenue Requirements
Vegetation Management	Call center	Marketing & Communications	Engineering Design & Specification (Substation, Transmission & Distribution)	Resource acquisition (Power Purchase Agreements) and contract administration	Permitting	Information Technology & Telecommunications	Accounting
Materials Management	Commercial, Industrial & Governmental account management (Key Accounts)		Metering Specifications	Transmission Agreement administration	Real Estate/ROW/Easements	Facilities Management	Purchasing
Emergency Response				Generation ownership	Joint Use Agreements	Fleet Management	Budget & Financial Modeling
Dispatch						Safety & Environmental	

*note: some functions may utilize shared or contracted resources*

**Chart 2 – Sample Functional Organizational Chart**

The Plan follows the sample organizational structure, which is segmented into eight functional areas that include transitional as well as ongoing requirements for electric utility operations:

1. Construction, Operations & Maintenance
2. Customer Service
3. Energy Services
4. Finance & Accounting
5. Planning & Engineering
6. Power Supply & Delivery
7. Legal/Regulatory
8. Support Services

For each function, the Plan identifies critical components, including but not limited to:

- Recommended Staffing with functional titles
- Workspace & Facilities
- Policies, Procedures & Standards
- System Studies & Plans

- Contracts & Agreements
- Legal & Regulatory Filings
- Equipment & Tools
- Systems Development & Integration

For each component, the Plan identifies elements that must be in place in order to meet the City's objective for a seamless transition. The elements are defined as tasks in Microsoft Project and assigned a start date, end date, and task duration in order to meet the desired implementation date. Precedent tasks, or activities that must occur before another task may start, are also identified. The precedent tasks may be within the same function or part of an alternate function. The Plan also links to major engineering and construction steps for separation and integration.

### C. Critical Milestones

The major influence on the Plan is the timing of critical milestones. These reflect dates of legal and regulatory proceedings, financing requirements, the City's acquisition of assets, and the completion of construction at points of connection with Xcel's electric grid (Interconnection Plan). Based on available information and with guidance from Boulder staff, PowerServices applied definitions and durations to the milestones as shown below in Chart 3.

Critical Milestone	Anticipated Date or Timeline*	Description
Condemnation	June 2014 – July 2016	The period of time starting with the filing of condemnation and ending with trial completion, estimated at approximately 24 months.
Regulatory	October 2014 – July 2016	The period of time encompassing regulatory activities or filings; estimated at approximately 18 months.
Financing	January 2016 – August 2016	The time period required for permanent financing; estimated at 8 months and ending with bond issuance 60 days after completion of the condemnation trial.
Day 1	September 1, 2016	The date that Boulder funds the local electric system and takes ownership of assets, or 60 days after completion of the condemnation trial.
Day 2	August 9, 2018	The date that separation and reintegration is complete at wholesale delivery points and Boulder assumes full operation, or approximately 24 months after Day 1.

*\*Dates and durations are estimates and subject to change based on legal and regulatory proceedings*

**Chart 3 – Boulder Microsoft Project Schedule of Anticipated Milestones**



**Chart 3 (Continued) – Boulder Microsoft Project Schedule of Anticipated Milestones**

The milestones set targets for tasks to be substantially complete or fully implemented. *It must be emphasized that the dates and duration of critical activities are estimated. These dates will change as the legal and regulatory process proceeds.* As such, the Plan is designed in a way that any tasks benchmarked to a critical milestone will be rescheduled should the target date change. Microsoft Project functionality provides notices if the resulting change creates scheduling conflicts with associated tasks, and the City can use this information to address alternate courses of action.

#### **D. Scenario Analysis & Comparison**

Once the critical milestones were defined, PowerServices next analyzed the major functions that the City must prepare to implement on either Day 1 or Day 2 under each scenario. Specifically, the Plan prioritized needs related to two key areas: securing wholesale power supply and operating the electric system. Power supply includes contracting for firm generation resources that are transmitted to delivery points on the Boulder system. The City will need adequate time to assess load needs and generation options to procure power from reliable sources. Wholesale power supply is estimated to comprise the majority of the City’s annual electric utility operating budget. Additionally, the City must have staff and resources to operate and maintain the electric system to safely and reliably deliver the power from the delivery points to the customers. This will include line crews, equipment, materials, and systems for planned and emergency work at multiple substations and over 550 circuit miles of line. System operations are logistically complex and resource intensive.

The evaluation yielded two scenarios to “bookend” the transition plan. The first, or Scenario A, is a coordinated transition on Day 1, which assumes that the incumbent utility (Xcel Energy) will continue to provide wholesale power supply and system operations under contract with the City until Day 2, when interconnection construction is completed. An alternative plan, or Scenario B, is designed such that Boulder has contracts and resources in place for power supply and system operations on Day 1, assuming that Xcel Energy is either unwilling to participate in transition activities or offers services that are uneconomical and ineffective compared to other alternatives. Scenario B must be able to adapt to a greater number of uncertainties and risks than Scenario A, most of which are driven by the timing and outcome of legal and regulatory proceedings. Under both scenarios, the City will be in a position to take ownership of assets and begin billing customers for energy usage on Day 1 under the newly formed

Boulder electric utility. The City would set retail rates and provide the required customer related services.

A summary of the party expected to provide major responsibilities on Day 1 under each scenario is provided in Chart 4.

Transition Plan DAY 1 Responsibility	Provide Wholesale Power	Perform system construction, operations and maintenance	Provide Outage Management and Emergency Response	Read Meters	Set retail rates and bill customer	Call center and Customer Services
Scenario A	Xcel	Xcel	Xcel in coordination with Boulder for customer communication	Xcel	Boulder	Boulder in coordination with Xcel for construction or operations
Scenario B	Third Party (other than Xcel)	Boulder	Boulder	Boulder	Boulder	Boulder

**Chart 4 – Boulder Division of Day 1 Responsibilities**

In Scenario A, the City’s distribution, substation, and transmission assets would not be separated from Xcel Energy on Day 1 from a metering, monitoring, protection and control (operational) perspective. The City would continue to receive power supply, system and emergency operations, and meter reading services from Xcel under bi-lateral agreements. The agreements would need to accommodate non-traditional metering and billing arrangements for power supply and allow a phased construction period to implement the Interconnection Plan. Upon completion of the interconnection construction on Day 2, Boulder would take over all operational aspects of the system and receive power supply from either Xcel or an alternate source.

Scenario A should provide seamless customer interface, since system operations would be transferred in an orderly fashion between Boulder and Xcel. This plan prioritizes safety and reliability, minimizes economic impacts prior to Day 1, and provides Boulder with firm power supply options until full separation is complete. Scenario A will rely on effective coordination with Xcel to provide Boulder with adequate information for customer interface on Day 1 and during the structured transition of system operations. Investments and commitments for systems, studies, facilities and personnel will be limited to those needed for pre-acquisition tasks, with the remaining expenses occurring after the decision to acquire assets. Scenario A considers risks and costs expected from an acquisition process when two parties coordinate transition and the outcomes of legal and regulatory proceedings support transition activities.

In Scenario B, the City must be in a position to not only take ownership of assets on Day 1 and begin billing customers, but also to receive power supply from a third party (likely other than Xcel), operate the system, and read meters. The City would control retail rates and provide all customer related services. In short, Boulder would be prepared to own and operate the new electric utility in all respects on Day 1. All of this will need to occur under the assumption that Boulder will not be able to make system modifications prior to owning the system. Thus, just as in Scenario A, the construction anticipated in the Interconnection Plan would not be completed on Day 1.

Scenario B requires that the City complete most transition tasks prior to Day 1 in order to prepare for operations. The City will need to seek contract services for major functions in such a way that contractors will be ready to deploy on Day 1. Wholesale power supply will need to be secured and power delivery arranged with Xcel in a manner that will accommodate all necessary metering arrangements. All systems will need to be in place to manage power supply, construction, operations and maintenance, outages and emergencies, meter data, customer interface, and support functions.

Scenario B is designed to achieve the level of safety and reliability expected in Scenario A, but does not depend on Xcel's participation in facilitating the transition. However, receipt of timely and complete information from Xcel will be vital for Boulder to safely operate the system, receive firm power supply, and minimize customer disruptions. The Plan identifies the data required and proposes operational agreements to be executed. Scenario B will require the City's investment and commitment for systems, studies, facilities and personnel prior to the valuation trial. It incorporates options to minimize expenditures prior to Day 1 and will prepare the City to take over system operations in a condensed timeframe while managing multiple timeline uncertainties. Scenario B considers the higher risks and costs that result from an acquisition process when one party is unwilling to coordinate transition activities. The transition steps and timeline are compelled by legal and regulatory outcomes, rather than cooperative efforts between the parties.

The majority of tasks or steps to form a utility are the same in both scenarios, but the implementation date and amount of time provided to complete the task may be significantly different depending on cooperation between the parties. Scenario B must meet a more aggressive timeline that requires commitments for major components prior to the valuation trial. The likely scenario will not be either Scenario A or B, but will be some combination of both based on regulatory and legal proceedings. The Plan is dynamic and will demand continued oversight and adjustments to ensure that schedules remain realistic and are accomplished.

## 4. Functions

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### A. Construction, Operations & Maintenance

Construction, Operations and Maintenance ("COM") consists of resources and activities necessary to operate and maintain the transmission and distribution system. COM includes overhead and underground line crews that perform routine or planned work, such as new construction or maintenance and emergency work. This department also includes system monitoring and dispatchers, meter readers and technicians, warehousing functions, and vegetation management. Both Transition Plan scenarios prioritize tasks that enable crews to be up and running on the date that Boulder must operate the system, with the objective to "keep the lights on" while enhancing reliability. Overall, it is estimated that approximately 70% of proposed department positions reside in COM.

Electric utility construction, operations and maintenance require some skill sets not currently available within the City's organization. Reliable operations depend on comprehensive knowledge of electric systems and applicable safety and environmental codes and practices. PowerServices recommends that initially the City leverage experienced contract crews for the majority of COM positions rather than build these skill sets internally. Depending on the long-term cost effectiveness of this approach, the City may eventually decide to hire internal staff to implement some or all the required functions. This outsourcing scheme has been successfully implemented by large investor-owned utilities, electric cooperatives, and electric municipal utilities. This is particularly important due to the condensed timeframe for staffing should the City take over system operations on Day 1 in Scenario B. Under this scenario, it is recommended that the City issue Requests for Information and Requests for Proposals for contract crews in 2015 in order to refine budgets and execute retainers in 2016. The crews would begin permanent work upon the City's purchase of assets in the third quarter of 2016. Under Scenario A, Boulder will contract with Xcel to provide system operations between Day 1 and Day 2. Subsequently, the City can evaluate alternative contractors in preparation for taking over the system on Day 2, or may choose to extend contracts for Xcel services.

The Plan also outlines those positions that are Boulder staff rather than contractors, including a Construction Operations Manager. The operations manager brings a necessary skill set to the Boulder team in order to assist with Xcel operational data exchange, perform a system needs assessment, provide oversight of contractor selection and agreements, and oversee the contractor on-boarding process.

Boulder must also prepare adequate workspace for crews consisting of workshops, warehousing, storage/laydown yards, and shelters for equipment and fleet needs. A separate communications center is needed for 24-hour monitoring, control, dispatch and emergency response. The Plan assumes a process to identify and secure locations for crews and dispatch functions, which require commitments in advance of the decision to acquire in Scenario B. Primarily to ensure a smooth transition for customers, both Scenario A and B rely on timely information and coordination with Xcel for customer meter data access, outage management, and emergency response. Transition of these functions depends on knowledge of, and access to, Xcel's data or monitoring systems.

There are multiple operating procedures, standards and policies that must be in place prior to any crews working on the system. The majority of these are produced through the planning and engineering function that controls system design criteria, which is further augmented with maintenance procedures. Boulder may use or amend standards and procedures made available by Xcel, or adopt alternatives. In either case, the Plan provides tasks and timelines for Boulder to assess and implement appropriate procedures prior to contract crew deployment and system operations.

## **B. Customer Service**

The Customer Service function encompasses billing and collections, call center representatives, and account management. The City's goal in both Scenarios A and B is to have the ability to bill customers and provide related services on Day 1 upon acquisition of assets. Therefore, the Plan tasks prioritize receipt of customer account information from Xcel,

implementation of a Customer Information System (“CIS”), and continuity in the administration of current and future end-use programs. Staffing consists of a Customer Service Manager with additional support positions for various functions. The Plan recommends hiring the Manager well in advance of Day 1 to oversee multiple and complex activities. Remaining hires are staged at later dates. It is anticipated that Boulder may utilize or expand existing water and sanitary sewer utility services for electric billing and collections, while the call center function may be outsourced.

A critical transitional task is CIS implementation. The City has the option to expand a current software system (Advanced Utility Systems CIS Infinity®) or develop a new system that is capable of handling the estimated 60,000+ customer accounts. However, it is imperative that the City receive accurate and complete account information from Xcel in a timely manner in order to meet the Day 1 milestone. Account information includes, but is not limited to, customer name, address, account number, GIS location, special medical needs, current rate, meter specifications, multipliers, meter read cycle, participation in customer programs and rebates, installed generation, and billing history. The Plan anticipates significant lead time will be needed to implement a CIS system, and at the point that it goes “live,” Boulder must be prepared to read meters or import meter data, bill customers, and respond to general inquiries or requests for service. Customer account transition demands heavy coordination with Xcel to minimize service disruptions and to ensure that customers clearly understand when and how to contact the City rather than Xcel.

A cross-functional input critical to CIS implementation is retail rate design. On Day 1, Boulder anticipates applying retail rates under which customers will be billed. The rates may or may not reflect Xcel’s current retail rate structures. Integral to rate design are budget information (driven by load forecasts, end-use programs and power supply costs), customer classifications, public processes and City Council action. Thus, there are multiple precedents that must be accomplished before the CIS system can be completed. The Plan identifies and sequences these requirements over a time period to meet Day 1 objectives.

### **C. Energy Services**

An additional customer related function is Energy Services, which includes end-use program development, branding, marketing and communications. This section will not only be important in facilitating and communicating changes that directly affect customers during the transitional period, it will also drive local initiatives to meet the City’s aggressive goals to reduce greenhouse gas emissions and evolve into the “Utility of the Future.” Work will be led by an Energy Services Manager with additional support staff. Due to the City’s extraordinary public engagement efforts in this area, positions associated with communications and marketing will initially be designated under Energy Services, although they will provide cross-functional support. Ultimately, Energy Services is expected to grow as the number of customer programs, such as energy efficiency, demand side management, and distributed (customer owned) renewables, increases over time.

The primary objective during transition in both Scenarios A and B will be evaluating existing Xcel programs that need support on Day 1. The Energy Services group must ensure that

programs requiring continued incentives or administration are identified and integrated into the new electric utility operation. Concurrently, this section will prepare for new offerings. This will involve research in the viability of innovative programs and pilots to include incentive amounts, customer adoption rate, contribution to carbon goals, cost-benefit analysis, and impacts on grid operations and power supply. The Energy Services group will work closely with Resource Planning, Finance, and Engineering to ensure that programs complement power supply requirements while meeting budget targets and technical standards for grid operations. Most importantly, Energy Services must coordinate with Customer Service such that the departments are unified in the communication, implementation and administration of programs, including measurement and verification of local impacts.

A key to successful program development will be thorough assessment across the organization, which will occur in multiple stages. Ample time must be provided to sufficiently evaluate, communicate, and implement end-use programs considering the importance to the City's customers and long-term effects on the system. The Plan provides a schedule to integrate Xcel offerings and launch new programs on Day 1. However, the requirements of ramping up for electric utility operations may demand resources that would otherwise be devoted to new customer programming. In order to not impact the success of the City's formation of an electric utility, new programs may be developed subsequent to Day 1.

#### **D. Finance & Accounting**

The majority of finance and accounting functions for the electric utility are similar to those in Boulder's current organization and will require incremental staff additions to manage additional workload. The Plan currently anticipates that a Finance and Accounting Supervisor and perhaps other support positions will be hired during the transition period to help implement this work. The City will require skill sets and systems to support budget and rate making activities that utilize the Governmental Accounting Standards Board ("GASB") for accounting and financial reporting, and also maintain books and records in accordance with the Federal Energy Regulatory Commission's Uniform System of Accounts ("FERC Accounting").

The finance and accounting group will be heavily involved in coordinating preliminary budgets, cost of service studies, and rate design to meet specific timeline targets. This requires expansion of current systems, which may be synchronized with the City's implementation of a new enterprise resource management solution (Tyler Technologies' Munis®). Concurrently, budget inputs must be obtained from other functional areas, including operations and power supply. Budget and customer classifications drive retail rate design, which Boulder may develop or may choose to adopt Xcel structures. In turn, the retail rate structures must be approved in advance of permanent financing and also in time to program a new customer information system for live testing prior to Day 1. Finance and accounting services are data intensive and time sensitive. Eventually, financial models must be refined to support ongoing integrated resource planning ("IRP") analysis and critical decisions for future power supply portfolios and innovative retail rate structures. The City must also expand or implement new asset management and work order systems capable of integrating with customer billing, accounting, and financial systems.

## E. Planning & Engineering

The Planning and Engineering department of an electric utility is responsible for developing and managing engineering standards for construction, operations, and maintenance of the system. This includes adopting appropriate policies and procedures for day-to-day activities as well as long-range planning related to capital asset replacement. In all cases, safety and reliability are of paramount importance. Policies and procedures must adhere to codes and regulations, including the National Electrical Safety Code (“NESC”), Occupational Safety and Health Administration (“OSHA”) Standards, and Environmental Protection Agency (“EPA”). It is expected that the Boulder electric utility will follow industry "good utility practice" and “best practices” in addition to those adopted by the City.

The Plan currently anticipates that a Lead Engineer will be hired during the transition period to help implement this work. This position will coordinate data exchange with Xcel, develop operating agreements, oversee engineering for separation and integration, and ensure that all appropriate standards and policies are in place prior to contractors working on the system. Support staff may be hired at later dates, recognizing that contractors may be utilized for some positions in Scenario B in lieu of permanent hires prior to the decision to acquire.

The initial transition activity is refining the system maps and the Geographic Information System (“GIS”), which includes verifying the accuracy of the existing mapped resources, as these are critical to the City in identifying assets and their corresponding field location, condition, and additional attributes. Many utility processes, such as facility design and construction, outage prediction and management, inventory systems, and asset accounting, depend on system maps and GIS. Next, system modeling and studies must be performed using a software tool to simulate and analyze loads and power flows under various operating conditions. This comprehensive analysis allows the City to assess the current performance of the system, ensuring that safety and reliability standards are achieved. Additionally, studies are used to evaluate alternatives for system improvements and expansion, serving as the basis for long-range planning and capital improvements.

Concurrent with maps and models, the planning and engineering group must adopt multiple standards including, but not limited to:

- Developer Standards
- Interconnection Standards
- Additional Facilities & Services
- Impact Fees & Charges
- Customer Rules & Regulations
- Service Contracts for Large Customers
- Substation, Transmission, Distribution Design Manuals
- Substation, Transmission, Distribution Materials & Construction Standards
- Substation, Transmission, Distribution System Planning Guidelines
- Comprehensive Utility Equipment Testing Procedures
- Right-of-Way Standards & Maintenance Procedures
- Meter Maintenance & Testing Standards

During transition, this work is coordinated by the Lead Engineer and may commence as early in the process as conceivable. The Plan provides the opportunity to base standards and procedures on Xcel's guidelines or adopt alternatives. Most importantly, all standards must be in place prior to Day 1.

## **F. Power Supply & Delivery**

The major responsibilities of Power Supply and Delivery are integrated resource planning, wholesale power, transmission service contracting, and portfolio dispatch and optimization. A key position will be the Resource Planner, responsible for coordinating these tasks, which are highly interdependent with other functions. Power supply is the single highest operational cost and is critical during the transition process, since it drives the City's budget, retail rates, and estimated revenue stream. These components must be forecast in a timeframe and manner that meet permanent financing prerequisites. Additionally, firm power supply is critical to ongoing operations, and Boulder must seek a cost-effective and reliable supply to serve customers on Day 1 and for the near term.

Boulder faces several challenges in pursuing power supply and transmission service as a start-up utility. As part of its modeling process, the City created a 20-year load forecast using available data. Planning forecasts and models will be updated as necessary and must be estimated during the transition period. Also, the City is a new entrant in the wholesale market and must secure new wholesale power contracts to serve current and future load.

During the transition period, Boulder must engage the market to evaluate potential resources that have the capability and flexibility to serve the City on an uncertain date. Concurrently, the City will assess options to continue receiving power from Xcel (Scenario A). Lastly, the equipment for Boulder to receive wholesale power supply at proposed delivery points on Day 1, whether provided by Xcel or a third party, will not meet traditional infrastructure and metering requirements until the construction anticipated in the Interconnection Plan occurs. The City must coordinate closely with Xcel as the transmission provider to develop methodologies and agreements that accommodate a series of wholesale power supply arrangements.

To manage or mitigate the multiple challenges, the Transition Plan incorporates early and rigorous evaluation of integrated resource inputs, including generation market assessments, distributed generation potential, load impacts from energy efficiency and demand side management, and transmission studies. The Resource Planner must directly implement or facilitate evaluations, assemble results, and determine a reliable power supply path that meets the City's risk and budgetary thresholds. This work is complex, time sensitive, and is subject to influence by legal and regulatory proceedings. Power supply and delivery functions will require external consultation and legal assistance to execute and file documents with regulatory agencies.

Ultimately, the City must prioritize a power supply contract or commitment well in advance of Day 1 to meet financing obligations and to ensure that associated transmission service may

be obtained. Once firm supply is secured, Boulder may initiate a more robust IRP process to direct long-range commitments that start on Day 2 or later. The IRP process involves scenario modeling to derive a generation portfolio that meets Boulder's "Utility of the Future" carbon reduction goals. Key inputs include generation cost projections and their sensitivities to drivers such as technology innovation, environmental regulation, distributed generation potential, customer end-use program penetration, and varying carbon goals. The Electric Utility Director will be heavily engaged in ongoing resource planning efforts that will also involve numerous stakeholders and incorporate public input.

## **G. Legal/Regulatory**

The Legal and Regulatory functions of the electric utility are expected to be managed by existing Boulder staff who will contract for assistance when necessary. During the transitional period, Boulder's legal department will oversee condemnation and regulatory matters. The Transition Plan does not identify the legal strategy or anticipated outcomes. Conversely, the Plan and its two distinct scenarios are created to account for the numerous uncertainties of the legal process. The plan identifies contracts, agreements or filings that are expected to be transferred from Xcel or developed by the City to support the proceedings and formation of the electric utility. Many of these are traditional utility filings, while others will be non-standard agreements such as system operations and coordination with Xcel between Day 1 and Day 2.

An additional area of oversight includes North American Electric Reliability Corporation ("NERC") compliance requirements that are triggered by Boulder's transmission line ownership. The Plan includes a NERC Compliance Officer to assess compliance needs, coordinate registrations, document filing requirements, and develop and oversee a compliance plan. Failure to meet reliability standards may result in federally imposed sanctions or stiff penalties.

## **H. Support Services**

The Support Services function includes the City's traditional internal services, such as information technology and telecommunications, safety and environmental, facilities and fleet management, and human resources. Existing Boulder staff will manage transitional work with full-time or part-time incremental staff hired by Day 2 in Scenario A and Day 1 in Scenario B. The exception is the need for a human resources specialist to perform a staffing assessment early in the transition process. Boulder's projected electric utility staffing level is approximately 100 permanent and contract positions, with the majority requiring unique skill sets and knowledge. To prepare for efficient hiring, it is recommended that the City pre-define and approve position titles, responsibilities and pay grades. This will enable the City to expedite the hiring process for key personnel and to select candidates with industry experience who can immediately contribute to the organization while minimizing training.

For the transitional period, Support Services will expand or adopt City policies to include the needs of the electric utility. The most critical area is electrical safety, which is guided by the Occupational Safety and Health Administration and National Electrical Safety Code standards.

The City must adopt safety standards in time to train contractors before any system work is performed and engage a Safety Compliance Officer trained in the unique safety standards for electric utilities. Additionally, Support Services will engage external consultants to assist with global inter-department needs assessments. The timely evaluation of IT systems must be prioritized to determine those that require expansion, development, and possible integration with Xcel. Inter-department evaluations for customary items such as facility space, vehicles, standard software packages, phones, computers, radios, uniforms, and branded items must also be performed.

## 5. Implementation and Next Steps

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The Transition Plan is dynamic and multidimensional, requiring robust management and oversight for implementation. Boulder's next step is to ensure that adequate resources are made available to advance the Plan. Several major items drive implementation costs, including staffing, software and systems integration, and engineering studies. The objective is to minimize expenses incurred during the period of time leading up to the valuation trial, in the event that Boulder decides to forgo purchase of the system. This is particularly important for Scenario B, where the majority of tasks require completion before Day 1 such that Boulder can operate the utility on the date of acquisition.

It is anticipated that the Plan's implementation will be managed by an interdepartmental project team under the guidance of the Executive Director of Energy Strategy and Electric Utility Development and the Energy Future Executive Team. Team members will lead specific functions with additional staffing needs filled through permanent or contract positions as needed. The functional leads will be responsible for determining the timing and most cost-effective method to implement tasks, while always maintaining awareness of inter-dependencies with other functional areas. It is important that staff not be overwhelmed by the size and complexity of the Plan; functions must have clear ownership and accountability and progress should be tracked. The keys to success are communication and adaptability to strategic outcomes of regulatory and legal proceedings. There are thousands of operating electric utilities in the United States, of which most are municipally owned. Therefore, the methods and practices for success exist and can be adapted to the Boulder model without re-inventing most of the processes, procedures and standards. This will expedite and enhance the transition and its success.

**6. Signature and Seal Page**

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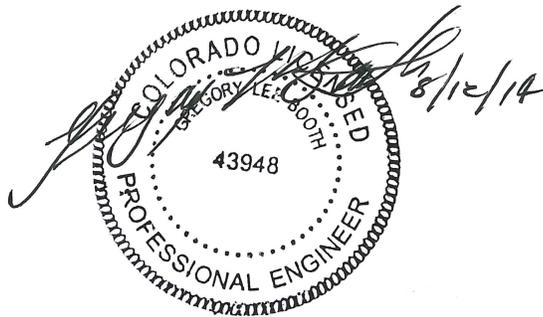
The foregoing report expresses my findings and opinions. I have reviewed the data provided for this project, and present herein the statement of my findings upon examination and analyses of the data and my engineering findings. I understand that data provided may be updated or modified, and I reserve the right to change or supplement the opinions and conclusions contained herein, as appropriate.

  
Gregory L. Booth, PE

8/12/14

Date

I hereby certify this document was prepared by me or under my direct supervision. I also certify I am a duly registered professional engineer under the laws of the State of Colorado, Registration No. 43948.



August 12, 2014

Gregory L. Booth, PE

# Appendix 1

## Exponential Engineering Company Interconnection Plan

STATE OF COLORADO )  
 ) ss.  
COUNTY OF LARIMER )

**A F F I D A V I T**

I, Thomas A. Ghidossi, being first duly sworn, state as follows:

1. I am an electrical engineer, licensed as a Professional Engineer in the State of Colorado, in good standing, and have been licensed for 29 years. In addition I am licensed in Nebraska, Wyoming, Utah, New Mexico, Texas, Florida, California, Washington and Alaska. I received my Bachelor of Science degree in Electrical Engineering in 1979 and MBA in 1981 from the University of Colorado.

2. I have 34 years of experience in the electric utility industry. Specifically I have engineered and managed projects including distribution line design, municipal distribution planning, condition assessment and evaluation, generation and interconnection negotiations, substation design, protective relaying, and regional transmission system studies for electrical cooperatives, municipal utilities, investor owned utilities, government agencies and independent power producers. I have performed transmission interconnection studies for Western Area Power Administration and renewable energy developers using PSS/E WECC models.

3. I have provided expert testimony regarding transmission, distribution, and substation facilities in various proceedings. I provide a three and five-day seminar for engineers in several states regarding protective relaying theory, as well as a three-day transmission line design seminar. I have taught courses for senior electrical engineering students at both the University of Colorado and Colorado State University.

4. I am the founder and president of Exponential Engineering Company (“EEC”). For over 20 years Exponential Engineering Company has provided engineering services to rural electric cooperatives, municipalities, government agencies, investor-owned utilities, independent power producers, and private corporations.

5. EEC was retained by the City of Boulder to conduct an analysis of the electrical system operated by Public Service to determine the optimal location for separation of the electric utility system, in the event the City acquires the system to provide electricity to customers in the City (the “Project”). I am the principal engineer for the Project, and have done or supervised all of the work performed by EEC on the Project. Separation of the electric utility system involves establishing ownership boundaries and points of interconnection/metering to enable reliable, operable and maintainable services to customers while minimizing the impact to or enhancing the performance of the electric grid.

6. The direction given to EEC by the City for the Project was to define a recommended service area for a new Boulder municipal electric utility that would:

- a. Serve all properties within the municipal boundaries;
- b. Serve City properties with electric needs, where feasible; and

- c. Separate the systems at the technically optimum location to maintain reliability for the new electric utility as well as the Public Service system.

7. EEC reviewed the maps available to the City and the visible portions of the electrical system and discovered several factors that facilitated the recommendation for a separation boundary. Specifically,

- a. Boulder is surrounded by open space resulting in Public Service's development of an electrical system that is technically and geographically isolated to a significant extent from surrounding areas.
- b. The open space has also created areas around the periphery of the City that will have little or no development of additional electric load in the future.
- c. Distribution of electricity to the City is via six substations (Boulder Terminal, Leggett, Niwot, Gunbarrel, Sunshine, and NCAR) connected to either a 115kV transmission loop or 230kV transmission lines.
- d. The City owns a hydroelectric facility that can provide up to 4500 kW of electricity, which facility is outside of the City boundaries and connected to the 115kV transmission loop running through substations in Boulder.

8. EEC developed criteria as factors that were ideal in determining where the system should be separated. The factors desired were that the new electric utility and its separation boundary would:

- Serve all customers within the municipal boundaries;
- Serve City properties with electric needs where feasible;
- Define interconnection points at the municipal system boundaries and at the technically optimum locations to maintain or enhance quality of service, redundancy and capacity;
- Maintain the primary geographic areas that are presently served by the substations;
- Serve contiguous geographic areas;
- Utilize existing points of interconnection with other external substations as currently operated by Public Service;
- Maintain the ability to cross-feed between substations and to use substation capacity to maintain reliable service to customers;
- Establish logical service area boundaries utilizing existing parcel area boundaries;
- Minimize operational and maintenance conflicts;
- Eliminate the need for duplicate facilities.

9. For a presentation to the Boulder City Council on February 26, 2013, EEC prepared a conceptual boundary that met the criteria it developed described in the paragraph above (the "2/26 Concept"). The 2/26 Concept was prepared after a preliminary evaluation by EEC of the existing facilities serving Boulder, including the substations, transmission circuits, the current location of interconnections to feeders originating outside of the service boundaries, feeders inside service area boundaries, and service lines. The 2/26 Concept was supported by a peer review by Schneider Electric on January 18, 2013.

10. The 2/26 Concept was developed with conversations with several parties familiar with the system, particularly Warren Wendling, P.E.

11. When the Boulder City Council authorized proceeding with the exploration of creating its own utility, EEC took several steps to recommend a separation boundary from the 2/26 Concept. The work by EEC included:

- a. field-verification of the facilities and equipment on the ground at each of the potential interconnection points between the proposed Boulder system and the remaining Public Service system;
- b. field-verification of the substations, transmission circuits, the current location of interconnections to feeders originating outside of the service boundaries, feeders inside service area boundaries, and service lines;
- c. investigation of the portions of the system at the potential service area boundaries; and
- d. review of the maps showing the property owned by the City and the boundaries of properties around the perimeter of the 2/26 Concept, and how those properties are currently served by Public Service.

12. As a result of the field verification and review of other information, EEC prepared the map that is **Attachment A**. The Separation Map shows the recommended boundary. The major changes between the Separation Map and the 2/26 Concept are:

- a. Properties owned by the City and served by one of the six substations are included;
- b. The separation boundary line corresponds with property boundaries as currently described in the recorded ownership documents;
- c. Inclusion of properties which the City owns or has a conservation easement over and drawing the boundaries along property lines. The change in service area does not add customers or load beyond the February 26<sup>th</sup> area but clarifies that certain customers would be included based on information determined during the field analysis. There are fewer than ten “additional” customers clarified to be in the service area in Attachment A than on the area shown February 26.

13. Much of Boulder is served by a 115kV transmission loop that is depicted as the black line on **Attachment B**. EEC recommends that the acquisition for municipalization include this loop. Acquiring the transmission loop will allow the City direct access to the hydro power from the Boulder Hydroelectric Plant owned by the City and allow the City to better manage the flow and distribution of electricity throughout much of the grid serving Boulder. EEC does not recommend that the acquisition by the City include any part of the 230kV transmission lines that run along the east side of the City through the Valmont Switchyard and the Leggett, Niwot and Gunbarrel substations, or any of the 115kV lines depicted in blue on **Attachment B**.

14. EEC’s recommendation includes acquiring all or portions of several substations, the locations of which are shown on **Attachment B**. The four substations EEC recommends the City acquire entirely are depicted as white boxes with an “S” at the Sunshine, Boulder Canyon

Hydro, NCAR, and Boulder Terminal Substations (Boulder already owns a portion of the Boulder Canyon Hydro Substation). At the substations depicted as yellow boxes with an “S” on **Attachment B** EEC recommends that Boulder acquire 115kV line terminals including two bays in the Eldorado Substation and five bays in the Valmont Switchyard; as well as access to operate and maintain those facilities. For the Leggett, Niwot and Gunbarrel Substations depicted as green boxes with an “S” on **Attachment B** EEC recommends that the City acquire Xcel’s 230/13.2kV transformers (including high side protection and low-side switchgear), and an easement for operating and maintaining those facilities. At the locations depicted as green and yellow boxes (the Eldorado, Leggett, Niwot and Gunbarrel substations and Valmont Switchyard), EEC’s recommendation is that the land would remain owned by Xcel, as would the balance of equipment that Boulder is not acquiring.

15. EEC’s recommendation includes that the City acquire or install interconnection equipment generally consisting of meters, disconnect switches, protective devices and communications systems to interface with Public Service’s system. Further, the City would take service at the high side of the 230kV transformers and Public Service would maintain the 230kV bus and connections to the 230kV transmission system. The City would own the switchgear and transformer. The locations of the interconnections were determined by:

- a. The location of currently existing interconnections as Public Service operates the system,
- b. Relocation of some interconnections several yards to meet the boundary conditions and provide easier access in inclement weather; or
- c. Addition of (less than 10) interconnections to maintain service and reliability to the City utility and to Public Service customers outside of the City.

16. The separation plan includes four interconnection points where the City would wheel power to Public Service over the distribution system at 13.2kV as a distribution service provider under FERC:

1. US 36 going north from the service territory boundary
2. Along Mineral Road east of the Diagonal (119) feeding north to the town of Niwot
3. Linden Avenue west
4. Lee Hill Road west

17. There are five points in the separation plan where the City would interconnect with Public Service for mutual aid and support as a Distribution Service Provider under FERC:

1. 75<sup>th</sup> Street south of Valmont Road
2. Arapahoe Avenue east of 63<sup>rd</sup> Street
3. Baseline Road west of 75<sup>th</sup> Street
4. South Boulder Road east of South Cherryvale Road
5. South Broadway Road south of Gillaspie Drive

18. There are six interconnection points in the separation plan where the City would interface to the Public Service transmission network and be classified as a Transmission Service Provider under FERC as follows:

1. The 115kV bus at Valmont Switchyard – transmission interconnection
2. The 115kV bus at Eldorado Substation – transmission interconnection

- 3. The 115kV bus at Boulder Canyon Hydro Substation – transmission interconnection to connect to Public Service’s Boulder Canyon Distribution Substation
- 4. The 230kV bus at Leggett Substation – transformer interconnection
- 5. The 230kV bus at Niwot Substation – transformer interconnection
- 6. The 230kV bus at Gunbarrel Substation – transformer interconnection

19. I believe that the separation concept and service boundary allows for orderly, reliable, operable, and maintainable interconnections with Public Service to maintain quality of service matching or exceeding the present system on both sides of the separation.

20. I believe that acquisition of the 115kV transmission loop allows the City to focus greater resources on this portion of the system than Public Service has done in the past and reduces Public Service’s exposure for this aged equipment.

21. The EEC recommendation is based on extensive field work and research of publicly available documents and maps available to the City. However, Xcel did not make any of its records available to EEC. EEC may amend its recommendation, if facts unknown at this time are discovered and would require amendment to meet the criteria set forth herein.

This concludes my affidavit consisting of five pages, including this page.

Thomas A. Ghidossi

Subscribed and sworn to before me this 15<sup>TH</sup> day of August, 2013, by Thomas A. Ghidossi.

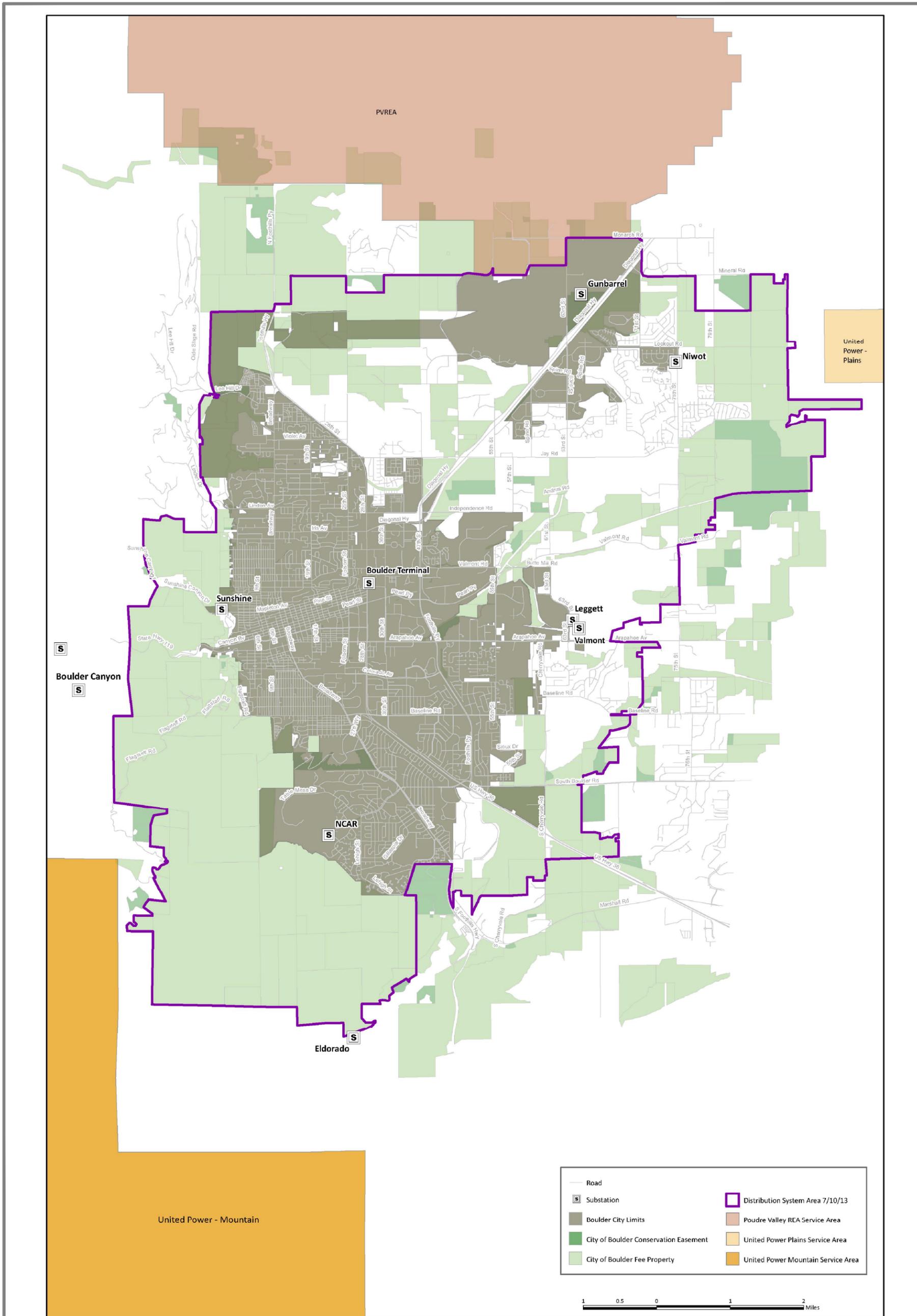
Witness my hand and official seal.

My commission expires: August 30, 2014

Notary Public

(seal)





— Road	□ Substation	□ Distribution System Area 7/10/13
■ Boulder City Limits	■ Poudre Valley REA Service Area	■ United Power Plains Service Area
■ City of Boulder Conservation Easement	■ United Power Mountain Service Area	
■ City of Boulder Fee Property		



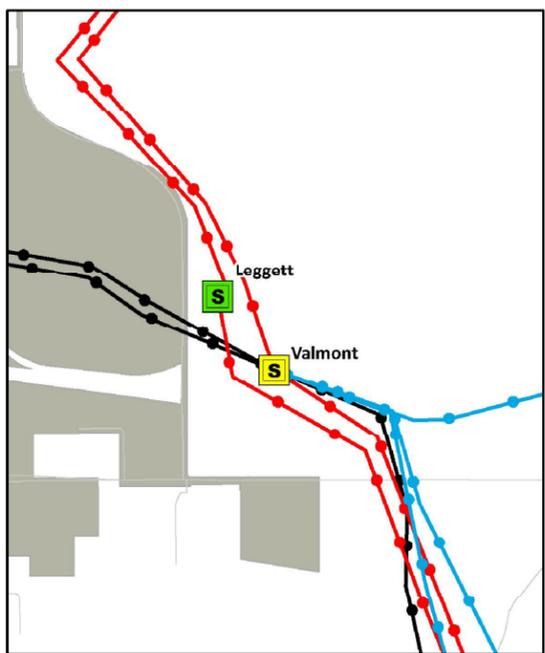
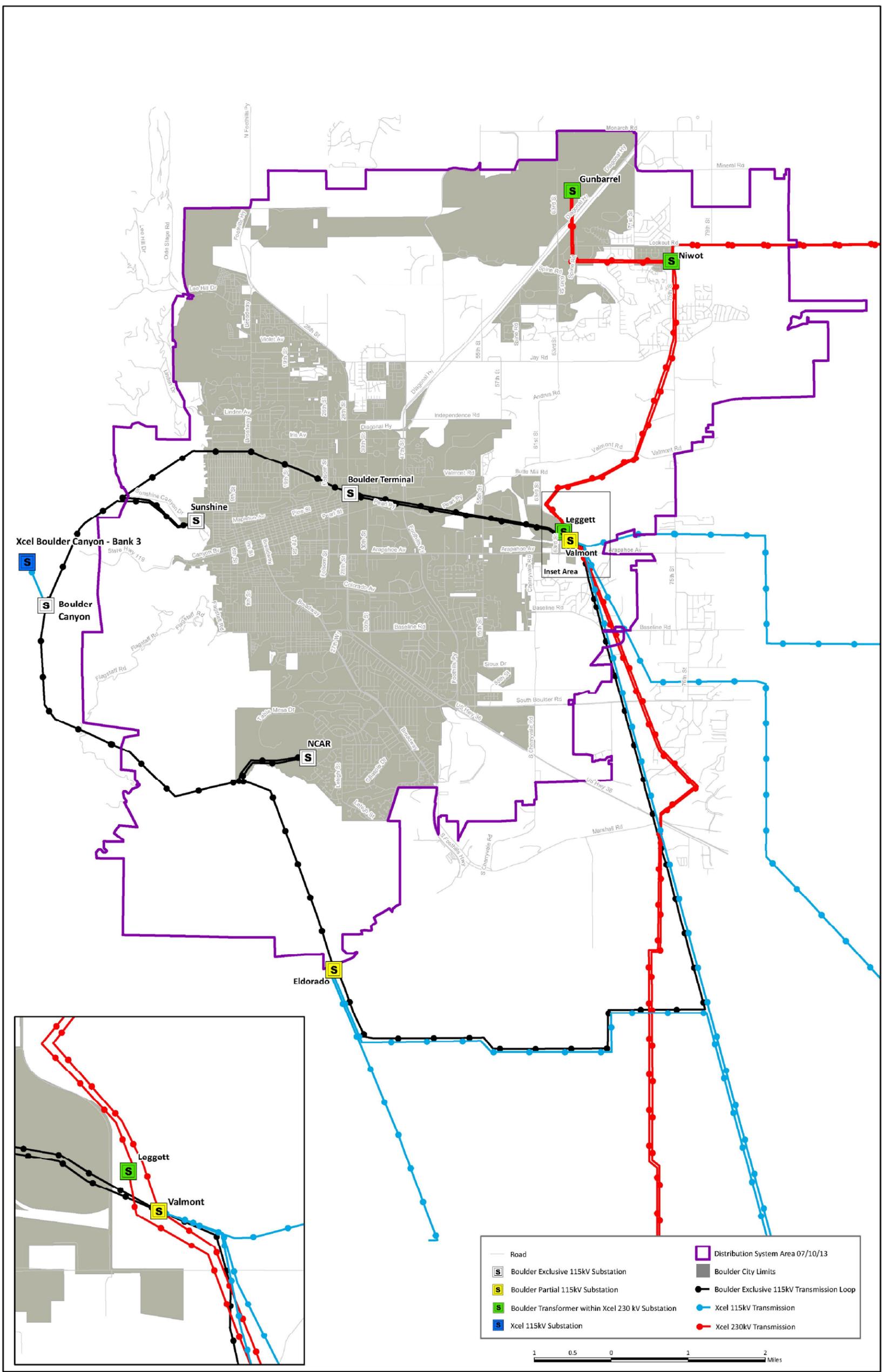
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Approved	TAG
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Date Created	7-31-13
Proj. No.	BLDR-1201
Reference	
Drawing No.	<b>DIST</b>



**Exponential Engineering Company**  
 325 Alpark Drive  
 Fort Collins, Colorado 80504  
 Phone: (970) 237-0848  
 Fax: (970) 237-0887

**CITY OF BOULDER**  
**ACQUISITION AREA**  
**DISTRIBUTION SYSTEM**

No	Revisions	Date	By



Drawn	AG
Designed	DMS
Checked	TAG
Approved	TAG
Scale:	NTS
11x17	NTS
22x34	NTS
Date Created	7-31-13
Proj. No.	BLDR-1201
Reference	
Drawing No.	TRANS

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**CITY OF BOULDER**

**ACQUISITION AREA**

**BOULDER 115KV TRANSMISSION LOOP**

No	Revisions	Date	By

TRANSITION PLAN SCHEDULE OVERVIEW												
TASK	2014		2015				2016				2017-2019	
	QTR3	QTR4	QTR1	QTR2	QTR3	QTR4	QTR1	QTR2	QTR3	QTR4		
<b>DEFINITIONS</b>												
DAY 1 - Boulder pays for system and has right to collect revenue												
DAY 2 - Full Separation/integration complete											→	2018 QTR3
<b>PLANNING &amp; ENGINEERING</b>												
<b>Systems</b>												
<b>GIS</b>												
<b>SCADA</b>												
Review Xcel SCADA information												
Evaluate SCADA communication protocol											2017 QTR1 ↔	2017 QTR3
Implement SCADA system											2017 QTR3 ↔	2018 QTR3
<b>Modeling</b>												
<b>Policies/Procedures/Standards</b>												
National Electrical Safety Code (NESC), Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), "good utility practice," and best practices												
<b>Developer Standards</b>												
Review Xcel Developer Standards												
Develop Boulder Developer Standards												
<b>Interconnection Standards</b>												
Review Xcel Interconnection Standards												
Develop Boulder Interconnection Standards												
<b>Additional Facilities &amp; Services</b>												
Review Xcel Standards for Additional Facilities & Services												
Develop Boulder Standards for Additional Facilities & Services												
<b>Impact Fees and Charges</b>												
Review Xcel Impact Fees and Charges												
Develop Boulder Impact Fees and Charges												
<b>Service Contracts for Large Customers</b>												
Review Xcel Service Contracts for Large Customers												
Develop Boulder Service Contracts for Large Customers												
<b>Substation, Transmission, Distribution Design Manuals</b>												
Review Xcel Substation, Transmission, Distribution Design Manuals												
Develop Boulder Substation, Transmission, Distribution Design Manuals												
<b>Substation, Transmission, Distribution Materials and Construction Standards</b>												
Review Xcel Substation, Transmission, Distribution Materials and Construction Standards												
Develop Boulder Substation, Transmission, Distribution Materials and Construction Standards												
<b>Substation, Transmission, Distribution System Planning Guidelines</b>												
Review Xcel Substation, Transmission, Distribution System Planning Guidelines												
Develop Boulder Substation, Transmission, Distribution System Planning Guidelines												
<b>Meter Maintenance &amp; Testing Standards</b>												
Review Xcel Meter Maintenance & Testing Standards												
Develop Boulder Meter Maintenance & Testing Standards												
<b>Council approval of Engineering Policies (as needed)</b>												
<b>Planning &amp; Engineering Studies</b>												
<b>System Map</b>												
Review Xcel's System Map for Boulder system												
Issue RFP, Determine Contractor, Complete System Map and Inventory												
<b>System Model</b>												
Review Xcel's System Model for Boulder system												
Issue RFP, Determine Contractor, Update System Model consistent with mapping												
<b>Protective Device Coordination</b>												
Review Xcel's Device Protection schemes for Boulder system												
Issue RFP, Determine Contractor, Perform Coordination Study												
<b>Arc Flash Analysis</b>												
Review Xcel's Arc Flash study/incident energy levels for Boulder system												
Issue RFP, Determine Contractor, Perform Arc Flash Study												
<b>Long Range Plan</b>												
Issue RFP, Determine Contractor, Complete Long Range Plan											2018 QTR3 ↔	2019 QTR2

# TRANSITION PLAN SCHEDULE OVERVIEW

TASK	2014		2015				2016				2017-2019		
	QTR3	QTR4	QTR1	QTR2	QTR3	QTR4	QTR1	QTR2	QTR3	QTR4			
<b>CONSTRUCTION, OPERATIONS &amp; MAINTENANCE</b>													
Evaluate construction & operations services to outsource (needs assessment)													
RFI for contract crews													
City/council approval as needed													
Issue RFPs and choose contractors for Construction Contract Crews													
Finalize contracts for Construction Contract Crews; contractor implementation period													
<b>Meter Reading</b>													
Expand water meter reading operations or sub-contract; implement													
Locate and lease 12-15 acres with building(s) for Construction Work Space												↔	
Office Space/Printing/Mail Room/Meeting Room (Construction)													
Indoor Warehouse													
Outdoor Warehouse/ Laydown Yard													
Transformer & Equipment Shop													
Vehicle & Equipment Shelters/Storage													
Meter Shop													
Substation Shop													
Vehicle Service & Maintenance													
Dispatch Center													
SCADA Operations Center												↔	
Emergency Operations Center													
<b>Systems</b>													
<b>Outage Management System</b>													
Evaluate Interim Outage Management Options in advance of Boulder implemented system and SCADA													
Implement Interim Outage Management Technology or coordinate with Xcel													
<b>Meter Data Management</b>													
Review Xcel meter reading technical requirements and communication protocols OR contract with Xcel for meter reading													
Implement Meter Data Collection/Management System OR develop meter data transfer and system testing plan with Xcel													
<b>Inventory</b>													
<b>Warehouse Stock</b>													
Obtain list of unique or critical equipment specific to Boulder territory													
Determine warehouse inventory levels and purchasing requirements to meet scheduled and emergency work													
Stock Warehouse													
<b>Meters</b>													
Determine required metering inventory levels and purchasing requirements to replace meters as part of ongoing maintenance													
Stock meter shop													
Needs assessment for future meter replacement program (input into LRP); compatibility, functionality, etc.)												↔	
<b>Equipment/Tools</b>													
Contract Crew Equipment													
Service Crew Equipment													
Meter Tech Equipment													
Vehicles													
Rolling Stock													
Personal Protective Equipment													
<b>Policies/Procedures/Standards (Construction &amp; Operations)</b>													
<b>System Operations Procedures</b>													
Review Xcel system operations standards													
Develop Boulder system operations procedures													
<b>System Inspection, Maintenance, and Testing Procedures</b>													
Review Xcel system inspection, maintenance, and testing standards and reports for 5 historical years													
Develop Boulder system inspection, maintenance, and testing procedures													
<b>Vegetation Management Plan</b>													
Review Xcel information on vegetation management requirements including clearing cycles and status of Boulder circuits.													
Evaluate existing City practices, determine expansion of City practices or develop separate plan, finalize Vegetation Management Plan													
<b>Outage Response &amp; Emergency Operating Plan</b>													
Obtain SAIDI and SAIFI for Boulder circuits for the most recent 5 historical years													

# TRANSITION PLAN SCHEDULE OVERVIEW

TASK	2014		2015				2016				2017-2019			
	QTR3	QTR4	QTR1	QTR2	QTR3	QTR4	QTR1	QTR2	QTR3	QTR4				
Evaluate synergies with other City operations and finalize Outage Response & Emergency Operating Plan														
<b>Council Approval of Construction &amp; Operations Policies (as needed)</b>														
<b>POWER SUPPLY</b>														
<b>Policies/Procedures/Standards</b>														
Risk Management Protocols														
REC & Carbon tracking protocols (with sustainability office)														
<b>Resource Planning</b>														
<b>Integrated Resource Planning</b>														
Determine IRP process including: participants, required data, frequency, approval process, need for consultants, etc												2017 QTR1	↔	2017 QTR3
Potential IRP Working Groups												2017 QTR1	↔	2017 QTR3
<b>Colorado Renewable Energy Resource (RES) Compliance Plan</b>														
Develop and implement RES compliance plan based on state requirements												2018 QTR4	↔	2019 QTR2
<b>Load Forecast</b>														
Review 10 years of historical monthly retail load data, by customer class, from Xcel; adjust to delivery points														
Review 10 years of historical DSM & EE energy/capacity displacement from Xcel programs														
Review 10 years of historical generation from third-party owned generation (DG)														
Develop estimate of future generation/displacement from existing and anticipated city owned or third-party DSM/EE/DG for 10 year planning cycle														
Develop current and 10-year summer/winter energy and demand load profile by delivery point														
<b>Evaluate Rocky Mountain Reserve Group participation</b>														
<b>Power Supply</b>														
<b>Power Supply Preliminary Evaluation (RFP Pre-Work)</b>														
Form Power Supply Working Group														
Issue RFP for Power Supply and Transmission Service consultant; choose consultant														
<b>Evaluate Boulder Distributed Generation Potential</b>														
Perform local solar potential capacity analysis														
Create web based solar mapping platform utilizing Lidar or equivalent tool														
Perform Local generation potential capacity analysis (other generation resources, e.g. CHP, biomass, geothermal, etc)														
Establish Short and Long Term Power Supply RFP objectives that meet technical requirements for delivery, cost, environmental priorities and Utility of Future vision														
<b>Contract for Power Supply</b>														
Prepare and Issue RFP for Power Supply														
Receive responses and evaluate bids for Power Supply														
Negotiate Contract/Commit to Power Supply; contingent on trial outcome														
Council approval of Power Supply contract														
<b>Transmission Agreements</b>														
Determine appropriate transmission service														
Provide OATT Application														
Execute OATT agreements for transmission service														
<b>Portfolio Dispatch and Optimization</b>														
Issue RFI for Portfolio Management (Dispatch & Optimization) if required														
Issue RFP for Portfolio Dispatch and contract resources if required														
Implement system requirements for power supply dispatch and coordination with Transmission Owner if required														
<b>CUSTOMER SERVICE</b>														
Issue RFP for call center representative and outsource														
<b>Billing/Collections Staff</b>														
Expand current City operations for electric billing/collections														
Output Services Inc. (OSI) - printing and mailing bills and notices														
e-Comply/Chase Paymentech - process phone and online credit payments														
JP Morgan Chase - process check payments														

TRANSITION PLAN SCHEDULE OVERVIEW												
TASK	2014		2015				2016				2017-2019	
	QTR3	QTR4	QTR1	QTR2	QTR3	QTR4	QTR1	QTR2	QTR3	QTR4		
Vanco Services - electronic payments												
<b>Systems</b>												
<b>Customer Information (CIS/Billing)</b>												
Assign Customer Service Manager for project manager of CIS system												
Internal evaluation for CIS system requirements												
Contract with Advanced Utility to configure software for electric billing												
CIS system - Software programming implementation												
<b>Import Customer Account Information and CIS "live" testing with Call Center</b>												
<b>Review Customer Account Information Policies/Procedures/Standards</b>												
<b>Customer Service Policies</b>												
Request Xcel's existing customer account policies and charges, deposits, credit checks, disconnection/reconnection, late payments, bill disputes, etc.												
Develop Customer Service policies												
Council approval of Customer Service Policies												
<b>Key Accounts</b>												
Establish criteria for Key Accounts												
Identify and Tag Key Accounts												
Develop Key Account Service Plan												
<b>Customer Account Transition Communication</b>												
Form Communication Working Group												
Develop/revise customer interface platforms and contact information (phone, email, website)												
Launch Customer Transition Communication												
<b>ENERGY SERVICES</b>												
<b>Existing (Xcel) Customer Programs- Billing Transition</b>												
Obtain list of current and anticipated City customers participating in existing Xcel sponsored programs.												
Determine legacy Xcel customers that require program support and ongoing bill credits/compensation (if necessary).												
Incorporate billing methodology to continue credits/compensation to legacy Xcel program participants if necessary.												
<b>Energy Services Development - Day 1</b>												
Form Energy Services working group (energy efficiency and solar)												
<b>Determine Energy Services objectives and preliminary design</b>												
Develop Energy Services budget for 10-year planning cycle												
Identify customer energy services needs												
Perform gap analysis from existing services												
Develop plan to institute energy services as of Day 1 and beyond												
<b>Develop Energy Services</b>												
Engage legal, marketing, customer service, operations, metering, billing, etc.												
Develop Rate Structures or Riders for input into rate development												
Establish Measurement and Verification Guidelines and Methodology												
Public process/Council approval												
Finalize Energy Services												
Market and Launch Day 1 Energy Services												
<b>Branding, Marketing &amp; Communications Plan</b>												
Evaluate need for branding and logo; develop preliminary budget												
Branding design; preliminary marketing/communication plan												
Public Process/Council approval of branding and logo												
Finalize branding and communication plan and budget; identify audience, format, content, and timing												
Launch branding and communication plan												
<b>LEGAL/REGULATORY</b>												
<b>CONDEMNATION PROCESS</b>												
<b>PUC PROCESS</b>												
<b>FERC/NERC/WECC Compliance</b>												
Perform NERC system compliance assessment; confirm proper registration, register with WECC												
Identify and document filing requirements												
Develop Boulder compliance plan												





## INFORMATION PACKET MEMORANDUM

To: Members of City Council

From: Jane S. Brautigam, City Manager  
Karen Rahn, Director, Human Services  
Allison Bayley, Youth Opportunities Program Coordinator

Date: Aug. 19, 2014

**Subject: Information Item: 2014 - 2015 Youth Opportunities Program Annual Grant Allocations**

---

### EXECUTIVE SUMMARY

This memorandum presents the allocation of 2014 Youth Opportunities Program (YOP) annual grant funds. A total of \$99,244 has been allocated to 10 community agencies. Funding recommendations were developed by the Youth Opportunities Advisory Board (YOAB), comprised of 16 Boulder-resident high school students. Youth benefiting from grant funds typically perform local volunteer work in exchange for receiving financial support.

### FISCAL IMPACT

The Youth Opportunities Fund (YOF) allocated \$99,244 for annual grants, which was appropriated in the 2014 budget. There are no additional fiscal impacts.

### COMMUNITY SUSTAINABILITY ASSESSMENTS AND IMPACTS

**Social:** All funds provide cultural, recreational or educational activities for middle and high school-age city youth. Some grantees provide after school and summer opportunities for youth whose life circumstances present barriers to success, including immigrant and low-income youth. Research has shown that the greater the number of out-of-school activities a young person is involved in, the less likely s/he is to engage in risk behaviors. The YOP fosters strong relationships between youth and the community, which research has shown to serve as a protective factor for youth. This increased resiliency supports increased high school graduation rates, improved earnings potential, less involvement with law enforcement, and increased self-sufficiency.

## **BACKGROUND**

The Youth Opportunities Fund was established in 1992. The YOP's mission is to strengthen the community through empowering youth, providing enrichment opportunities for youth, encouraging youth civic participation and community service, and advising city government. Funds are allocated each year to provide social, cultural and educational opportunities, and services for city resident middle and high school-age youth.

Using guidelines and priorities identified in the Housing and Human Services Master Plan, bi-annual Youth Risk Assessment Surveys (YRBS) and the Social Sustainability Strategic Plan, the YOP has identified the following focus areas to address community needs. Annual grant applicants addressed at least one of these goal areas:

- Address key issues identified in the YRBS results. For example: mental health, substance use, harassment and health disparities based on sexual orientation or ethnicity;
- Promote youth voice by engaging youth in structured aspects of civic life and/or in community dialogue on social issues;
- Provide after-school, evening, and/or summer opportunities that likely would not otherwise be available to youth;
- Provide targeted services, particularly to middle school or Latino youth;
- Provide transportation to help youth access cultural, educational or recreational opportunities or employment;
- Provide employment-related education opportunities for youth; and
- Support city-sponsored after-school activities.

The priority for all YOP funding is to support programs serving low-income, at-risk, or differently abled youth. Programs must use a Positive Youth Development approach and specifically utilize youth engagement, youth-adult partnerships, cultural responsiveness and/or a strengths-based approach in their programming.

## **ANALYSIS**

Eighteen annual grant proposals totaling \$199,687 were received. Ten proposals were funded, totaling \$99,244 (**Attachment A**). Of those, two were funded for two years. Combined with the \$30,431 approved for two years in the 2013 process, a total of \$129,675 will be distributed in the 2014-2015 academic year.

Proposals totaling \$72,583 were not funded (**Attachment B**). Proposals were reviewed by Youth Opportunities Advisory Board members and scored using the following criteria: evidence of community need, organizational capacity, youth input into proposal and program development, integration of Positive Youth Development principles, program components, program evaluation and program budget. Youth and adult representatives from each application attended in-person interviews to present their proposal and answer questions from Youth Opportunities Advisory Board members. Final allocation decisions were made to ensure a wide variety of youth would be served by quality Positive Youth Development programs that value and incorporate youth input.

The recommendations for allocations were presented to the city manager by representatives of the Youth Opportunities Advisory Board on June 26, 2014. The city manager approved the recommendations.

#### **NEXT STEPS**

- Contracts with successful applicants will be executed.
- Funded programs will receive half of their funding in September.
- Agency mid-year reports are due in January, 2015. On approval of the mid-year report, agencies receive the second half of their funding in February, 2015. Final reports are due in September, 2015.

#### **ATTACHMENTS**

A: YOP grant allocations

B: YOP grant requests not funded

**Attachment A: YOP grant allocations**

<b>Chart 1: 2014-2015 Youth Opportunities Program Annual Grant Allocations</b>			
<b>Agency</b>	<b>Project</b>	<b>2014-2015</b>	<b>2015-2016</b>
Arapahoe Ridge High School	<b>REAL Program</b> To support student leadership and positive youth-adult relationships through the implementation of a Positive Behavioral Intervention Support program.	\$9,000	
Boulder High School	<b>Si Se Puede</b> Provide mentoring, college preparation and college application support for first generation college students.	\$9,509	\$9,509
Boulder Judo Training Center	<b>The Aim Higher Project</b> Provide a sports-focused alternative community placement program for at-risk youth.	\$10,648	
Boulder Museum of Contemporary Art	<b>The Studio Project and Art Lounge Program</b> Engage and connect middle and high school youth with contemporary art, visiting artists through leadership development and youth events .	\$9,042	
Boulder Valley Women's Health	<b>SHAPE (Sexual Health &amp; AIDS Awareness Peer Education)</b> Empower youth to educate their peers to reduce their risk of sexually transmitted diseases or unwanted pregnancies.	\$13,000	
Growing Gardens	<b>Cultiva Youth Project</b> Involve diverse teenagers in organic gardening as a means to teach sustainable agriculture, leadership, entrepreneurial and life skills.	\$8,000	
Mountain Flower Goat Dairy	<b>Hooves to Hands Entrepreneur Program</b> To provide the opportunity for entrepreneurship and increase employment skills for youth.	\$10,000	
Out Boulder	<b>Boulder Out Leadership Development</b> Offer leadership development and community building through art and activism for lesbian, gay, bisexual, transgender, queer and allied youth.	\$7,100	
Parks & Recreation: Youth Services Initiative	<b>Getting Fit Program</b> Facilitate the positive development of low-income youth by connecting them to experiences that will empower them to make positive choices for healthy lifestyle.	\$13,000	\$13,000
Parlando School For The Arts	<b>Music Education Accessibility Project</b> To make music education and performance opportunities more accessible to youth.	\$9,945	
<b>Total Requests Funded</b>		\$99,244	\$22,509

**Attachment B: YOP requests not funded**

<b>Chart 2: 2014-2015 Youth Opportunities Program Annual Grant Requests Not Funded</b>			
<b>Agency</b>	<b>Project</b>	<b>2014-2015</b>	<b>2015-2016</b>
Arts as Action	<b>Young Artists Performance Lab</b> Provide art workshops to youth residents at Attention Homes youth shelter.	\$3,330	
Bridge Beanery	<b>Tutoring Program</b> Provide after school peer tutoring to high school students.	\$5,000	
Boulder Philharmonic Orchestra	<b>Symphony Schools: Boulder Phil Music Outreach and Education Program</b> Host opportunities for youth involved in school music education programs to learn from professional musicians.	\$15,000	\$15,000
Casey Middle School	<b>Baile Folklorico Dance Group</b> Provide an opportunity for middle school students to learn and perform traditional dances.	\$13,863.91	
Greater Boulder Youth Orchestra	<b>Greater, Bolder Collaborations</b> Provide opportunities for youth involved in the Greater Boulder Youth Orchestra to partner with professional musicians.	\$15,000	
I Have a Dream Foundation	<b>Dreamer Council &amp; Expanding the Dream</b> Support youth leaders at Casey Middle School in the Dreamer Council and provide college preparation workshops and tours to all students at Casey Middle School.	\$15,000	\$15,000
Stories on Stage and Second Wind Fund	<b>Voices Out of Silence</b> In school assemblies and presentations that use professional actors to tell the stories of youth impacted by suicide and depression.	\$5,581	
Wildlands Restoration Volunteers	<b>Youth Stewardship Program</b> Support the Youth Steering Committee, High School Crew Leader Training and projects involving youth in outdoor stewardship and restoration.	\$14,808	\$14,808
<b>Total Requests Not Funded</b>		<b>\$72,582.91</b>	<b>\$44,808</b>

**CITY OF BOULDER**  
**BEVERAGE LICENSING AUTHORITY**  
**\* \* \* MINUTES \* \* \***  
**WEDNESDAY, JULY 16, 2014, 3:00 P.M.**  
**CITY COUNCIL CHAMBERS**  
**MUNICIPAL BUILDING – 2<sup>ND</sup> FLOOR**  
**1777 BROADWAY, BOULDER, COLORADO**

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**NAME OF BOARD/COMMISSION:** Beverage Licensing Authority (BLA)

**DATE OF MEETING:** July 16, 2014

**NAME & PHONE OF PERSON PREPARING SUMMARY:** Mishawn Cook, Licensing Manager (303-441-3010)  
Kristen Huber, Licensing Specialist (303-441-3034)

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**NAMES OF MEMBERS, STAFF, AND INVITED GUESTS PRESENT:**

**Board Members:** Steve Wallace, Harriet Barker, Lisa Spalding, and David Timken.

**Staff Present:** Sandra Llanes, Assistant City Attorney, Mishawn Cook, Licensing Manager, and Kristen Huber, Licensing Specialist.

**QUASI-JUDICIAL MEETING OUTLINE OF AGENDA**

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**1. Member roll call; Approval of Beverage Licensing Authority (BLA) minutes from May 21, 2014, and hearing agenda issues from licensing clerk.**

Roll call was taken. A quorum of four BLA members were present, with Member McMurray absent. Member Spalding suggested changes to the May 21, 2014 draft minutes. Member Barker moved, Timken seconded, to approve the May 21, 2014 minutes as amended. Motion approved 4:0.

Ms. Cook stated that there would be questions for the BLA regarding Agenda Item 4 for Pearl Street Pub and Cellar, LLC d/b/a Pearl Street Pub and Cellar.

Ms. Cook also stated that Frasca Food and Wine Inc d/b/a Frasca Food and Wine had a request for clarification regarding who could represent the licensee at the hearing. Michael Laszlo appeared as licensee's attorney. Mr. Laszlo requested a vote by the BLA to determine whether Nicole Palovick, manager, could represent the licensee at the hearing. Member Spalding moved, Timken seconded, to allow Ms. Palovick to represent the licensee. Motion approved 4:0.

**2. Matters from the Boulder Police Department (BPD).**

No matters were discussed.

**3. Matters from the Responsible Hospitality Group.**

No matters were discussed.

**4. Public Hearing and Consideration of whether there is good cause for a non-renewal of a May 9, 2014 non-administrative renewal application from Pearl Street Pub and Cellar, LLC d/b/a Pearl Street Pub and Cellar, 1108 Pearl Street, Boulder, CO 80302; Jim Sonn, Owner and Registered Manager, Paul Berg, Owner, and Lew Sonn, Owner; with a premise business mailing address, for a renewal of a Tavern type liquor license.**

Michael Laszlo appeared as licensee's attorney. Jim Sonn, Registered Manager, and Alexander Sandoval, Licensee Employee, were sworn in and confirmed the ten day premise posting under oath. Hearing procedures were waived by Mr. Laszlo. Members Wallace, Spalding, and Timken disclosed that they received an email from a member of the public regarding the licensee's operations but they stated that the email would not impact their ability to remain impartial in the matter and it was noted that the individual was not present. No other ex-parte communications were disclosed. No BLA members disclosed conflicts of interest.

Mr. Sandoval and Mr. Sonn provided testimony regarding the licensee's alcohol service training.

Member Barker moved, Timken seconded, to approve this renewal application for a Tavern type liquor license with a condition of non-administrative renewal in 2015. Motion approved 4:0.

**5. Public hearing of an April 24, 2014 application from Lee & Bitters LLC d/b/a The Bitter Bar, 835 Walnut Street, Boulder, CO 80302; James Lee, Managing Member, Michael Banesse, Member, and Kimberly Banesse, Member; with a premise business mailing address, for a transfer of a Tavern type liquor license.**

Ms. Cook noted that the answers to the city questions had been added as Agenda Item 5, Exhibit 1.

James Lee, Managing Member, was sworn in and confirmed the ten day premise posting under oath. Hearing procedures were read. No BLA members disclosed ex-parte communications or conflicts of interest. No third parties requested interested party status and no public comments were received.

Mr. Lee provided testimony regarding the transfer application and his plans for this location.

Member Barker moved, Spalding seconded, to approve this transfer application for a Tavern type liquor license. Motion approved 4:0.

- 6. Public hearing of a May 13, 2014 application from Frasca Food and Wine Inc d/b/a Frasca Food and Wine, 1738 Pearl Street, Unit 104, Boulder, CO 80302; Robert Stuckey, Owner and Registered Manager, and John MacKinnon-Patterson, Owner; with a premise business mailing address, for a modification of a Hotel-Restaurant type liquor license.**

Michael Laszlo appeared as licensee's attorney. Nicole Palovick, Manager, and Max Scott, petitioner with Oedipus Inc., were sworn in and confirmed the ten day premise posting under oath. Hearing procedures were waived by Mr. Laszlo. Member Wallace disclosed that he had inquired about the modification with Robert Stuckey, Owner, but he stated that the communication would not affect his ability to remain impartial in the hearing. No third parties requested interested party status and no public comments were received. No other ex-parte communications were disclosed. No BLA members disclosed conflicts of interest.

Ms. Palovick provided testimony regarding the modification application. Mr. Scott provided testimony regarding the neighborhood petitions.

Member Spalding moved, Timken seconded, to approve this modification of a Hotel-Restaurant type liquor license. Motion approved 4:0.

- 7. Public hearing of a May 13, 2014 application from Rincon Argentino LLC d/b/a Rincon Argentino, 2525 Arapahoe Ave, Unit A5, Boulder, CO 80302; Christian Saber, Owner, and Karly Saber, Owner; with a premise business mailing address, for a modification of a Beer & Wine type liquor license.**

Christian Saber, Co-Owner, and Karly Saber, Co-Owner, were sworn in and confirmed the ten day premise posting under oath. Hearing procedures were read. No BLA members disclosed ex-parte communications or conflicts of interest. No third parties requested interested party status and no public comments were received.

Mr. Saber and Ms. Saber provided testimony regarding their modification application.

Member Timken moved, Spalding seconded, to approve this modification of a Beer and Wine type liquor license. Motion approved 4:0.

- 8. Public hearing of a May 16, 2014 application from BaconLuv LLC d/b/a Blackbelly Market, 1606 Conestoga Street #3, Boulder, CO 80301; Hosea Rosenberg, Registered Manager and Owner, and Peter-Christian Olivo, Owner; with a business mailing address at P.O. Box 7461, Boulder, CO 80301, for a new Hotel-Restaurant type liquor license.**

Hosea Rosenberg, Registered Manager and Owner, and Peter-Christian Olivo, Owner, were sworn in and confirmed the ten day premise posting under oath. Hearing procedures were read. No BLA members disclosed ex-parte communications or conflicts of interest. No third parties requested interested party status and no public comments were received.

Mr. Rosenberg and Mr. Olivo provided testimony regarding the license application and neighborhood petition results.

Member Spalding moved, Barker seconded, to approve this new Hotel-Restaurant type liquor license. Motion approved 4:0.

**9. Matters from the Assistant City Attorney:**

No matters were discussed.

**10. Matters from the Licensing Clerk:**

**A. Informational items:**

**i) July Special Events and Temporary Modifications**

This material was stated to be in the hearing packet.

**ii) July Liquor License renewal mailing list**

This material was stated to be in the hearing packet.

**iii) Closed locations discussion**

Ms. Cook stated that the liquor license held by the landlord of 1600 Pearl St. Transfer LLC was surrendered and a new tenant is interested in applying for a liquor license at that location.

**11. Matters from the Chair and Members of the Authority**

Member Wallace inquired about the date of the Special Hearing for Press Play. Ms. Cook stated that the hearing date had not yet been determined.

**ADJOURNMENT**

Member Barker moved, Timken seconded, to adjourn the meeting. Motion approved 4:0, thus the hearing was adjourned at 4:20 p.m.

**TIME AND LOCATION OF FUTURE MEETINGS, COMMITTEES OR SPECIAL HEARINGS:**

3<sup>rd</sup> Wednesday of every Month at 3PM in City Council Chambers for 2014.

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Attested:

Approved:

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Mishawn J. Cook, Tax and License Manager

Chair of Beverage Licensing Authority

**CITY OF BOULDER, COLORADO  
BOARDS AND COMMISSIONS MEETING SUMMARY**

**NAME OF BOARD/COMMISSION:** Environmental Advisory Board

**DATE OF MEETING:** June 4, 2014

**NAME/TELEPHONE OF PERSON PREPARING SUMMARY:** Juliet Bonnell,  
303-441-1931

**NAMES OF MEMBERS, STAFF AND INVITED GUESTS PRESENT:**

**Environmental Advisory Board Members Present:** Mara Abbott, Tim Hillman, Larissa Read, Stephen Morgan, and Morgan Lommele.

**Staff Members Present:** Brett KenCairn and Juliet Bonnell

**MEETING SUMMARY:**

- The board appreciated being informed about upcoming agenda topics ahead of time and agreed to ask specific questions on topics prior to board meetings so that staff can arrive prepared with answers.
- The board agreed to follow up with other boards regarding old business whenever there are relevant topics to discuss.
- The board agreed to stay on top of things and bring items up to board members and staff as necessary.
- EAB members agreed to forward emails with relevant topic information to keep each other apprised of current activities.
- The board emphasized the importance of public involvement and feedback and ensuring that feedback is heard.
- **S. Morgan** felt more public involvement is needed from the business community while considering whether and how to mandate commercial recycling. He thought this should be encouraged through incentives and not regressive.

**1. CALL TO ORDER**

The Environmental Advisory Board Chair **M. Abbott** declared a quorum and the meeting was called to order at 6:07 p.m.

**2. APPROVAL OF MINUTES**

On a motion by **T. Hillman**, seconded by **L. Read**, the Environmental Advisory Board approved (5-0) the May 14, 2014 meeting minutes.

**3. PUBLIC PARTICIPATION**

**Hillary Collins** of Boulder County's Sustainability Office introduced herself to the board. She will be attending EAB meetings moving forward and can act as a link to the county's Resource Conservation Advisory Board. She's currently working with LEAD and providing input on the ZWSP. She supported the city's approach to meeting zero waste goals so far. She noted that the commercial recycling recommendation makes sense and relates to the county's desire to expand its recycling center.

**4. DISCUSSION ITEMS**

## A. Mid-year check in

The board reviewed their original 2014 Focus areas and reflected on how the first half of the year has gone and discussed how they would like the remainder of the year to progress.

### **Board coordination**

EAB agreed that relevant topics are important for them to track as well as how these topics might correlate with other boards' agendas. It was mentioned that while tracking local food board members might want to look at Planning Board, OSMP, and Water Resource Advisory Board agendas.

**S. Morgan** noted that he supports green energy, but he feels that regressive taxes are preventing homes from being affordable. He asked how to ensure that this interdisciplinary issue be addressed and asked for help determining what the appropriate venue for discussing this issue would be so it can be heard by a group that has the authority to effect change.

**B. KenCairn** responded that this would be a good topic for **S. Morgan** to bring up to City Council at a meeting.

The board agreed that they should make full use of the Old Business/Updates section of their agenda to check in and ensure that the board is aware of relevant issues and informed on how they are being addressed.

### **Waste Reduction**

The board felt this topic was being handled very well by staff and appreciated Eco-Cycle's presentations to the board on this topic.

### **Business and corporate recycling**

**S. Morgan** felt that the business community (Chamber of Commerce) hasn't been involved in this conversation and process enough. He supports requiring commercial recycling, but does not support the proposed approach.

Staff is beginning outreach to the community including the business community over the summer. An update will be provided to the board in September. In the meantime, **S. Morgan** will draft specific questions about this issue for staff to respond to prior to their July Study Session with City Council. EAB will be sent the ZWSP CC SS memo when it is available in July.

The board discussed the importance of tracking issues that are important to them and following whether their recommendations have been implemented. If their recommendations have not been implemented, then the board should begin tracking the effectiveness of the strategy that has been implemented.

Any additional requests for information from the board can be given to **B. KenCairn** who will follow up with appropriate staff to gather the information requested.

### **Climate Commitment**

The board felt they've been well informed on this topic.

**B. KenCairn** responded that the board has been providing valuable feedback on this issue. The

strategy that should be employed will be different depending on whether or not Boulder municipalizes, so it's difficult to plan ahead too far with a climate strategy. He noted that there hasn't been enough clarity internally and alignment to gather substantial feedback yet. Energy Future has begun to merge with Climate Commitment again and because climate is an energy issue this shift in direction will help.

### **Environmental Effects from the Flood**

The board requested an update on this topic which has been scheduled for November 5. **L. Read** will put together some questions for the flood staff experts to help them prepare for the meeting.

### **Public understanding and engagement in meeting emissions targets:**

This is such a nebulous topic and staff is not sure whether it will still be discussed in terms of emissions. Staff needs to better clarify the correct measurements for our new energy system. The metric of success could shift to the amount of energy coming from renewable energy sources. Low-carbon economic development needs to be a focus.

The board can provide valuable feedback on the focus of the message to the community and determining what people are really looking for. **B. KenCairn** noted that once we are internally aligned this will be a social and technological change that needs to move forward quickly and significantly. He requested that the board remain engaged in this issue and be thinking about public engagement strategies.

## **5. PUBLIC HEARING ITEMS**

### **6. OLD BUSINESS/UPDATES**

A. Recap of Camera Op-Ed process

**M. Lommele** noted that it was an easy process and the board should consider writing Op-Eds more often.

**L. Read** liked that the Op-Ed included lots of facts as well as information about the board.

### **7. MATTERS FROM THE ENVIRONMENTAL ADVISORY BOARD, CITY MANAGER, AND CITY ATTORNEY**

Regarding the ash trees that were cut down on near West Pearl, EAB suggested that staff better inform the public that tree removals are planned and the reasons why in order to minimize uninformed public outcry.

**M. Lommele** recommended **K. Alexander** write a letter to the editor in response to public outcry about the removal of ash trees to highlight the research that is being done on this in a very succinct, effective way. The board suggested that staff emphasize that there will be mortality in these trees but they're being managed in a way designed to keep the aesthetic qualities of our community's street trees. The goal is to restore natural balance and make our trees less vulnerable and more resilient.

**L. Read** mentioned that the city's Emerald Ash Borer website is a helpful resource. She also suggested that the fall leaf and mulch drop event could be used as an opportunity to increase public awareness of Emerald Ash Borer.

## **8. DEBRIEF MEETING/CALENDAR CHECK**

## **9. ADJOURNMENT**

Environmental Advisory Board adjourned at 7:32 p.m.

Approved:

 Chair      8/6/14 Date

**CITY OF BOULDER, COLORADO  
BOARDS AND COMMISSIONS MEETING SUMMARY**

**NAME OF BOARD/COMMISSION:** Environmental Advisory Board

**DATE OF MEETING:** June 25, 2014

**NAME/TELEPHONE OF PERSON PREPARING SUMMARY:** Susan Meissner,  
303-441-4464

**NAMES OF MEMBERS, STAFF AND INVITED GUESTS PRESENT:**

**Environmental Advisory Board Members Present:** Mara Abbott, Tim Hillman, Larissa Read, Stephen Morgan.

**Staff Members Present:** Brett KenCairn, Lauren Kolb, Randall Rutsch, Kathleen Bracke and Susan Meissner

**NAMES OF MEMBERS ABSENT:**

Morgan Lommele

**MEETING SUMMARY:**

**4A:** The board appreciated **L. Kolb's** presentation regarding local food. They recommended that OSMP better advertise and promote its local farms, look at breweries as possible tenants and include factors related to Climate Change in future planning efforts.

**5A.** The board thought that the TMP was comprehensive. They suggested that staff include a summary of key points, assess means for developing public private partnerships and user-based fees, and foster integration between different forms of alternate transportation through infrastructure, transit hubs, signage and technology. The board voted unanimously (**M. Lommele** absent) to recommend the TMP to Council for approval.

**1. CALL TO ORDER**

The Environmental Advisory Board Chair **M. Abbott** declared a quorum and the meeting was called to order at 6:09 p.m.

**2. APPROVAL OF MINUTES**

On a motion by **M. Abbott**, seconded by **T. Hillman**, the Environmental Advisory Board voted 4-0 (**M. Lommele** absent) to approve the June 4, 2014 meeting minutes.

**3. PUBLIC PARTICIPATION**

**4. DISCUSSION ITEMS**

**A. Local Food (Lauren Kolb, OSMP)**

**L. Kolb** presented the item.

**M. Abbott** thanked **L. Kolb** for the presentation. She thought that the programs presented were fantastic.

**Board Questions:**

**L. Kolb** answered questions from the board.

**Board Comments:**

**S. Morgan** thought the programs were great and recommended that staff look for opportunities to better inform the community about them through improved outreach and communication. He suggested that OSMP speak with the Brewers Association given the community's interest in local beer and breweries.

**T. Hillman** thought that the Open Space Local Food efforts were great and noted that he did not know about them previously. He thought there was value in engaging the community in the process.

**L. Kolb** explained that OSMP is working to make the website navigation and content more user friendly and plans to better identify city-owned farms by adding signage.

**L. Read** asked whether OSMP has plans for mitigating the future effects of Climate Change on the properties and suggested implementing grazing plans that teach cattle to eat weeds. She congratulated **L. Kolb** on OSMP's recent successful volunteer day. CSA member tours could be a popular way to connect members with their farms.

**M. Abbott** thanked OSMP staff for efforts to evolve and improve its programs. The community appreciates the open space management and boundaries.

**5. PUBLIC HEARING ITEMS****A. Transportation: Transportation Master Plan Update (Randall Rutsch, Transportation)****Staff Presentation:**

**R. Rutsch** and **K. Bracke** presented the item.

**Board Questions:**

**R. Rutsch** and **K. Bracke** answered questions from the board.

**Board Comments:**

**L. Read** congratulated staff on the TMP update; she thought it was thorough and appreciated the joint meetings. She thought it would be helpful for the public to see how all of the pieces are integrated but recommended that staff highlight the main objectives.

**R. Rutsch** noted that transit plans aim to support the BVCP goals but there is a limit to what transit can do alone. Land uses must also adapt to support transit.

**K. Bracke** hoped that the plan will reinforce the interconnectedness between different facets of the planning process. Walkability scores and tools can be used to measure the progress of neighborhoods at regular intervals. Metrics are important means to inform collective decision making and for making improvements.

**B. KenCairn** suggested that staff focus on areas where there is room for innovation such as East Arapahoe. Show the community what can happen when various planning efforts are integrated.

**T. Hillman** thought the TMP update was comprehensive. Though Boulder is moving in the right

direction, he cautioned that continuous tweaks and improvements must be made over time. He liked the living laboratories and suggested that user-based fees be implemented to support community values. Legislative incentives such as a gas tax, or car insurance fees could fund future alternative transit infrastructure. Assure that the community understands that the user-based fees will support community values and a market-based framework that moves money to areas of the economy that the community wants to support; they will not be collected as a source of government revenue.

**S. Morgan** thought the TMP Update was comprehensive and that the integrated approach made sense. Prioritize what the city can afford to do from capital and staffing points of view. Assess risks and how much can get done. Consider Public Private Partnership solutions for roadways and charging stations in the future, but do not count on them merely for quick fixes. Explain the economic, health and community-wide risks of climate change if the plan is not implemented.

**M. Abbott** cautioned that some people may not want a community-wide EcoPass. Explain the rationale for providing it to everyone and emphasize the risks and consequences of not doing so. Encourage regional bus-like linkages along the Front Range to Colorado Springs and other destinations. Show the bike and walking path systems online and consider adding them to Google maps. Streamline transfers between different modes of transportation with mobility hubs. Remember that not all people have smart phones. Install map kiosks on the bike paths showing "You are here". Aim to increase the use of the alternate transit resources that we already have. Encourage private employers to provide showers for employees biking and walking to work. Continue year-round creative community outreach and target the reasons why people don't use alternate modes of transportation. Explain the risks of non-action and land use considerations.

**Motion:**

On a motion by **M. Abbott**, seconded by **L. Read**, the Environmental Advisory Board voted 4-0 (**M. Lommele** absent) to recommend that City Council adopt the TMP Update with the following amendments:

1. Keep an eye on new metrics to emphasize the high level costs and benefits of moving toward more sustainable transit and away from dependence on fossil fuel;
2. Keep public focus and emphasis on risks and costs of not implementing the TMP;
3. Assure that funding modalities are sustainable and equitable distribution of costs and benefits.

**T. Hillman** noted that much of the local economy is based upon moving people and goods. Convey the scale of transportation costs to the public. Show the incremental shift from fossil-based transit and energy to more sustainable alternatives. Focus on the shift in the local economy and less on any fees associated with making those changes.

The board thanked staff for the great work and for reaching out to the EAB.

## **6. OLD BUSINESS/UPDATES**

### **A. Environmental effects of the flood (L. Read)**

**M. Abbott** asked whether the board had additions to **L. Read's** email.

**B. KenCairn** noted that there are three areas: the flood, the recovery and how will this inform

our resilience and capacity moving forward. He thought these questions were great and helpful for staff.

**S. Morgan** cautioned that bear-proof containers could be expensive. Assure that they are affordable and not a regressive tax. He referenced a Risky Business Report by Bloomberg and Paulson that cited the risks of not taking an aggressive and active stance toward Climate Change. We should take an aggressive approach in this community toward Xcel; perform a full risk assessment of inaction.

**L. Read** attended a retreat with the Parks Service that discussed scenario planning for parks in light of Climate Change. She recommended it for the city as it allows ideas to be tested.

**7. MATTERS FROM THE ENVIRONMENTAL ADVISORY BOARD, CITY MANAGER, AND CITY ATTORNEY**

**8. DEBRIEF MEETING/CALENDAR CHECK**

The next meeting will be August 6<sup>th</sup>.

**9. ADJOURNMENT**

Environmental Advisory Board adjourned at 8:27 p.m.

Approved:



Chair

8/12/14

Date

**CITY OF BOULDER  
BOULDER, COLORADO  
BOARDS AND COMMISSIONS MEETING  
MINUTES**

<b>Name of Board/ Commission:</b> Library Commission	
<b>Date of Meeting:</b> May 7, 2014 at the Municipal Building, 1777 West conference room	
<b>Contact Information Preparing Summary:</b> Leanne Slater, 303-441-3106	
<b>Commission Members Present:</b> Anne Sawyer, Donna O'Brien, Anna Lull, Paul Sutter, and Joni Teter <b>Commission Members Absent:</b> None	
<p><b>Library Staff Present:</b></p> <p style="padding-left: 40px;">David Farnan, Director of Library &amp; Arts Jennifer Miles, Deputy Library Director Matt Chasansky, Arts and Cultural Services Manager Mary Jane Holland, Youth Services Manager Leanne Slater, NoBo Corner Library Specialist Crystal Niedzwiadek, Teen Services Librarian Melanie Borski-Howard, Library Assistant II</p> <p><b>City Staff Present:</b></p> <p style="padding-left: 40px;">Peggy Bunzli, Budget Officer Devin Billingsley, Senior Budget Analyst Jennifer Bray, Communication Specialist III Glenn Magee, Facilities Design and Construction Manager</p> <p><b>Public Present:</b></p> <p style="padding-left: 40px;">Felicia Furman, Arts Commissioner</p>	
<b>Type of Meeting:</b> Regular	
<b>Agenda Item 1: Call to Order and Approval of Agenda</b>	<b>[6:02 p.m., Audio 0:32 sec]</b>
The meeting was called to order at 6:02 p.m. Agenda Item 3A Approval of April 2, 2014 Draft Minutes was moved to the end of the meeting's agenda.	
<b>Agenda Item 2: Public Participation</b>	<b>[6:03 p.m., Audio 1:38 min]</b>
Arts Commissioner Felicia Furman introduced herself to the Library Commission, mentioned that she was on the Public Art Selection Panel, and offered to answer any questions that the Library Commission may have.	
<b>Agenda Item 3: Presentation: 2014 Summer Reading Program Overview</b>	<b>[6:04 p.m., Audio 2:36 min]</b>
Niedzwiadek and Borski-Howard presented information about this year's Summer Reading Program called Fizz, Boom, Read! A video and more information can be found at <a href="http://bplnow.boulderlibrary.org/event/kids-family/summer-reading">http://bplnow.boulderlibrary.org/event/kids-family/summer-reading</a>	
<b>Agenda Item 4: Commission Priority Discussion and Input</b>	<b>[6:21 p.m., Audio 19:20 min]</b>
<p><b>4A.: Main Library renovation project update (p. 9-11)</b></p> <ul style="list-style-type: none"> <li>• <b>Project timeline- construction update-</b> Please see below.</li> <li>• <b>Public art selection update and space preparation-</b> Council passed a motion on May 6 in favor of deferring the contract, until a later date, for the public art selection.</li> </ul> <p>Library Commission: Motion in favor of the minor renovations of the area outside of the glass windows of the Main Library, continue with the plan for clean-up and activation, presented by Sawyer and seconded by Sutter. Vote: 5-0, unanimous vote in favor, motion passes.</p> <p>Magee presented information regarding the construction update and a project budget update. (More information can be found at <a href="http://boulderlibrary.org/pdfs/commission/2014/handouts/14MayHandouts.pdf">http://boulderlibrary.org/pdfs/commission/2014/handouts/14MayHandouts.pdf</a>)</p>	

- **Update on café vendor selection-** Magee presented the café vendor panel’s recommendation as the Boulder County Farmer’s Market (BCFM).

**Commission discussion, questions and comments included:**

- Is BCFM willing to do any marketing at their regular market events? Absolutely; they wish to start marketing immediately.
- Will there be signage within the library regarding featured farmer/products? Yes.
- Can you explain more about the Bridge House component? The BCFM asked the library to consider an idea to seek employees through the Bridge House. There are two programs: The first is the Ready to Work program, which entails employees doing temporary maintenance-type work; the second is graduates of the Ready to Work program that are ready to enter the workplace (employment includes drug and alcohol testing). At this point, this is just an idea that is being considered.
- Was there any discussion about how the vendor will handle transients who may want to hang out in the café all day? People want to be treated with dignity and BCFM had a positive approach in these discussions as did the other vendors that were interviewed.
- How much seating will be available for the public? There will be extensive seating available.
- A statement was made in favor of the BCFM approach and the fact that it is a local organization and provides a great connection to the market on the other end of the Civic Area.
- A statement was made in favor of the potential for programming in collaboration with the library.
- What will happen in the winter season? Farming occurs 365 days/year, even though there is currently not a farmer’s market in Boulder during the winter.
- A statement was made about the enthusiasm of working with BCFM as it parallels the library’s intent to “Reinvent the Place to Be.”
- A statement was made about the possibility of creating a new destination lunch spot in Boulder.

Motion in favor of endorsing staff’s recommendation to select the BCFM as the bridge café operator, presented by Sawyer, seconded by Sutter. Vote: 5-0, unanimous vote in favor, motion passes.

July is the targeted timeframe to have the café open. (Update: The targeted timeframe is now late August.)

(More information can be found at

<http://boulderlibrary.org/pdfs/commission/2014/handouts/14MayHandouts.pdf>)

- **Automated Materials Handling and RFID project update-** No questions were asked about this item.

**Agenda Item 5: Matters from the Department**

[7:01 p.m., Audio 58:45 min]

**5A.: 2014 Library and Arts budget update / 2015 planning (p. 12-16)-** Farnan introduced Senior Budget Analyst Devin Billingsley. Billingsley reviewed the information presented in the memo to the Library Commission. (More information can be found at

[http://boulderlibrary.org/pdfs/commission/2014/packet/14MayLCPacket\\_Combined\\_revised.pdf](http://boulderlibrary.org/pdfs/commission/2014/packet/14MayLCPacket_Combined_revised.pdf) )

**Commission discussion, questions, and comments included:**

- Are the budget decisions [in relation to salary savings] based on needs or opportunities? These are based on need and are prioritized; and there are other needs as well.
- Acknowledgment was given to staff about the strategic stewardship in prioritization of projects in conjunction with the renovation and for paying attention to the small things that also need replacing.
- Advice was given to not rely upon salary savings to fund improvements in lieu of maintaining full staffing levels. Staff replied that we have not been holding back on filling positions. There has been a lot of turnover, and evaluating and filling vacancies takes time.
- A statement was made that the percentage of the budget for the collection appears to be going down (currently about 10.6%), what should the collection budget be for a public library of our size? Best practice is 16 percent of the total budget should be allocated for materials.
- The ‘other’ budget category [facility rentals, etc.] appears to have dropped; is there an opportunity to pick it up? This item varies year to year and conservatively low projections are made for budgeting purposes. The than actual amount of revenue received for this line item has exceeded projections for the past few years.
- Is there a priority for additional library hours? This possibility will be reviewed via cost savings elsewhere, not by increasing the overall budget.

**5B.: Review of draft plans for June 10 City Council Study Session (p. 18-19)-** There were no comments or questions about this item.

**5C.: Library update (from memo) (p. 20-21)**

- **Boulder Library Foundation spring funding requests-** Miles shared the two new spring funding requests: puppets for the children’s library for use in various ways i.e. programming, and an outreach program to include recording oral histories of immigrants in Boulder and a published booklet of their interviews.
- **Update on proposed changes to rules of conduct-** This item was deferred until the next meeting.
- **“Reinventing the place to be” marketing campaign-** Samples of this campaign can be found at: [http://boulderlibrary.org/pdfs/commission/2014/packet/14MayLCPacket\\_Combined\\_revised.pdf](http://boulderlibrary.org/pdfs/commission/2014/packet/14MayLCPacket_Combined_revised.pdf)

**Commission discussion, questions, and comments included:**

- A suggestion was made to connect this campaign with milestones in the renovation project, i.e. ‘Reinventing the Place to Eat’ or ‘Reinventing the Place to Read.’
- Suggestion to put the slogan on library cards or bookmarks.
- **Update on principal librarian recruitment process-** There were no comments or questions about this item.
- **Outcome of World Book Night participation-** There were no comments or questions about this item.
- **Colorado Association of Libraries Conference-** Farnan invited the Library Commission to attend this event; Miles explained that the deadline provided in the memo was for early bird registration which is a discounted rate for the conference.

**Agenda Item 6: Matters from the Commission**

**[8:13 p.m., 2 hr 11min]**

**6A.: Discussion of public comment on the “Yes!” public art project-**

**Commission discussion, questions, and comments included:**

- Sutter sent an email to City Council in support of the public art program as he was concerned that the tone of the discussion about the “Yes!” project not set that precedent for public art. He urged council to speak courageously about the need for public art, be willing to spend money on it, and to be supportive of public art.
- A statement was made in support of the Library Commission making a motion in favor of public art.
- A statement was made that the money being spent was not the only argument from the public.
- A statement was made that this is less about getting ‘good’ art but more about creating a framework for handling conflicts when they arise.
- The Library Commission decided to consider a motion for the next meeting; Sutter will take the lead on wording this motion.

**6B.: Preparation for joint meeting, May 14 with the Arts Commission-** The Library Commission will begin working on a list of suggested improvements in regards to the public art policy. The agenda also includes: presentation on the Civic Area plan, staff presentation which will later be given at the study session with City Council, and the Community Cultural Plan roundtable with the consultants.

**6C.: Library Commission update (from memo) (p. 27-29)**

- **Library Commission Upcoming Calendar-** The calendar can be found on p. 27 at [http://boulderlibrary.org/pdfs/commission/2014/packet/14MayLCPacket\\_Combined\\_revised.pdf](http://boulderlibrary.org/pdfs/commission/2014/packet/14MayLCPacket_Combined_revised.pdf)
- **Minority Opinion Letter on Public Art Process Motions from April meeting-** Information can be found on p. 28 at [http://boulderlibrary.org/pdfs/commission/2014/packet/14MayLCPacket\\_Combined\\_revised.pdf](http://boulderlibrary.org/pdfs/commission/2014/packet/14MayLCPacket_Combined_revised.pdf)
- **Evaluation of City-Funded Arts and Cultural Program- responses to minority opinion-** Information can be found on p.28-29 at

**Agenda Item 7: Future Items and Scheduling**

**[8:33 p.m., Audio 2 hr 31 min]**

- Update on the Main Library Renovation Project including an update on the Teen Technology Lab
- Update on the proposed rules of conduct
- Planning for the upcoming Library Commission retreat- Sharon Morris with the Colorado State Library was contacted to be the facilitator [on July 26].

**Agenda Item 8: Approval of April 2, 2014 minutes**

**[8:36 p.m., Audio 2 hr 34 min]**

Motion to approve the April 2 meeting minutes as amended, presented by Teter and seconded by Lull.

Vote: 5-0, unanimous vote in favor, motion passes.

**Agenda Item 9: Adjournment**

**[8:38 p.m., Audio 2 hr 36 min]**

There being no further business to come before the board at this time, the meeting was adjourned at 8:38 p.m.

**Date, Time, and Location of Next Meeting:**

The next Library Commission meeting will be a special meeting along with the Arts Commission, and will be held at 6:00 p.m. on Wed., May 14, 2014, at the **Boulder Museum of Contemporary Art, community room on the upper floor**, 1750 13th St., Boulder, CO 80302.

**Please note:** The regular June Library Commission meeting has been cancelled. The next meeting of the Library Commission is on July 9, 2014, at the Reynolds Branch Library.

APPROVED BY:

ATTESTED:

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Staff Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

An audio recording of the full meeting for which these minutes are a summary, is available on the Library Commission web page at <http://boulderlibrary.org/about/commission.html>

Commissioner Sawyer approved these minutes on July 27, 2014; and Jennifer Miles attested to this approval on July 27, 2014.

**CITY OF BOULDER, COLORADO  
BOARDS AND COMMISSIONS MEETING SUMMARY FORM**

**NAME OF BOARD/COMMISSION:** Parks and Recreation Advisory Board

**DATE OF MEETING:** May 19, 2014

**NAME/TELEPHONE OF PERSON PREPARING SUMMARY:** Sally Dieterich 303-413-7242

**NAMES OF MEMBERS, STAFF AND INVITED GUESTS PRESENT:**

Board Present: Mike Conroy, Michelle Estrella, Kelly Wyatt, Mike Guzek, Marty Gorce, Tom Klenow

Board Absent: Myriah Conroy

Staff Present: Jeff Dillon, Sally Dieterich, Jeff Haley, Alison Rhodes, Doug Godfrey, Teri Olander, Whitney Oftedahl

Guests Present: Paul Kuhn, MIG Planning Consultant for Valmont City Park

**TYPE OF MEETING: REGULAR**

The meeting was called to order at 6:01 p.m.

**OUTLINE OF AGENDA:**

**I. APPROVAL OF AGENDA:** The agenda was approved.

**II. FUTURE BOARD ITEMS AND TOURS**

Dillon provided a timeline update:

- 3<sup>rd</sup>/4<sup>th</sup> quarter PRAB meeting - Emerald Ash Borer (EAB) 15 year strategy plan
- 6/23/14 PRAB meeting – Proposed smoking ban discussion
- Council information packet – Valmont City Park planning update
- Department/FEMA flood recovery work continues
- No tours currently scheduled

**III. PUBLIC PARTICIPATION**

Public participation was opened.

Eric Harman, non-resident, representing diamond Baseball, spoke on the field shortage in Boulder requesting the Scott Carpenter ball field lease be extended

Jim Warner, resident, spoke as an advocate for platform tennis, requesting to have courts included in the planning process for Valmont City Park.

Public participation was closed.

**IV. CONSENT AGENDA**

**A. Approval of minutes from April 28, 2014**

The minutes were approved as written.

**B. Informational Items**

Written updates were provided to PRAB on park development, flood recovery and upcoming planning and development public engagement opportunities.

PRAB moved to accept the items as written.

**V. ITEMS FOR ACTION**

There were no Items for Action

**VI. ITEMS FOR DISCUSSION/INFORMATION**

**A. Valmont Site Planning Update**

Haley provided a short update on this item.

PRAB members requested planning for additional ball fields, a 50 meter pool, soft trails, gathering places and more playgrounds

**VII. MATTERS FROM THE DEPARTMENT**

**A Greenways Advisory Committee (GAC) Request for PRAB Feedback on GAC Pennsylvania Flood Repair/Improvement Project and 2015-2020 Greenways apital Improvement Program.**

As PRAB representative to the Greenways Advisory Committee (GAC), Estrella requested PRAB feedback on both items.

PRAB was generally supportive of both items.

**VIII. MATTERS FROM BOARD MEMBERS**

**A. Greenways Advisory Committee (GAC) Request for PRAB Feedback on GAC Pennsylvania Flood Repair/Improvement Project and 2015-2020 Greenways apital Improvement Program.**

As PRAB representative to the Greenways Advisory Committee (GAC), Estrella requested PRAB feedback on both items.

PRAB was generally supportive of both items.

**IX. NEXT BOARD MEETING:** June 23, 2014

**X. ADJOURN:** The meeting adjourned at 7:42 p.m.

**CITY OF BOULDER, COLORADO  
BOARDS AND COMMISSIONS MEETING SUMMARY FORM**

**NAME OF BOARD/COMMISSION:** Parks and Recreation Advisory Board

**DATE OF MEETING:** June 23, 2014

**NAME/TELEPHONE OF PERSON PREPARING SUMMARY:** Sally Dieterich 303-413-7242

**NAMES OF MEMBERS, STAFF AND INVITED GUESTS PRESENT:**

Board Present: Mike Conroy, Myriah Conroy, Michelle Estrella, Kelly Wyatt, Mike Guzek, Marty Gorce, Tom Klenow

Board Absent: None

Staff Present: Jeff Dillon, Yvette Bowden, Abbie Poniatowski, Sally Dieterich, Jeff Haley, Alison Rhodes, Doug Godfrey, Teri Olander, Jeff Haley, Joy Master, Stacy Cole, Lisa Martin, Whitney Oftedahl, Kady Doelling

**TYPE OF MEETING: REGULAR**

The meeting was called to order at 6:01 p.m.

**OUTLINE OF AGENDA:**

**I. APPROVAL OF AGENDA:** The agenda was approved with one change. Staff made a request to move item VII to precede item VI. The motion was approved.

Dillon introduced newly appointed deputy director Yvette Bowden. Bowden shared a short history of her twenty-five years of non-profit, corporate and municipal experience including her responsibility for the expansion of the city of Atlanta's premier green space, Piedmont Park.

**II. FUTURE BOARD ITEMS AND TOURS**

Dillon provided a timeline update:

- 8/25/14 PRAB meeting – Crestview Park site plan
- 8/25/14 PRAB meeting – Evert Pierson Kids' Fishing Pond update
- 8/25/14 PRAB meeting – Recreation program service analysis update
- 3<sup>rd</sup> qtr. – Emerald Ash Borer (EAB) pesticide update
- 4<sup>th</sup> qtr. – Boulder Reservoir Site Management Plan update
- 4<sup>th</sup> qtr. – Asset management update

**III. PUBLIC PARTICIPATION**

Public participation was opened.

No one spoke.

Public participation was closed.

**IV. CONSENT AGENDA**

**A. Approval of minutes from May 19, 2014**

The minutes were approved as written.

**B. Informational Items**

Written updates were provided to PRAB on park development, flood recovery and upcoming planning and development public engagement opportunities.

PRAB moved to accept the items as written.

**V. ITEMS FOR ACTION**

There were no Items for Action

**VI. ITEMS FOR DISCUSSION/INFORMATION**

**A. Proposed Smoking Ban in Parks**

Oftedahl provided this item on the potential expansion of the current City of Boulder smoking ban.

She outlined the current ban and what the proposal includes. PRAB was asked to provide feedback on extending the ban to city parks, city owned and leased park ways, park property and recreation facilities with the exception of Flatirons Golf Course.

PRAB was generally supportive of the ban with questions about including smokeless tobacco and e-cigarettes.

**VII. MATTERS FROM THE DEPARTMENT**

**A. Boulder Reservoir Site Management Plan Update**

Haley provided a brief timeline update on this item.

- 2012 – Adoption of plan
- Planning process included adoption of a site management plan
- Boulder Reservoir Master Plan (BRMP) projects ongoing/completed
- Biological species inventory completed
- Traffic/special events data collection continues
- Community outreach continues
- Final implementation of bond funds underway
- Volunteer raptor monitoring continues
- Nature camps collaboration with Boulder County Audubon Society
- North shore trail realignment/restoration by Mile High Youth Corps continues

**B. Operating Budget**

Poniatowski gave this update:

- Park Operations shifting to zone management structure
- Natural Lands maintenance lead to be added
- Valmont City park assistant manager to be added
- Emerald Ash Borer (EAB) management continues
- Civic Area activated
- EBCC management /operation consolidated
- Boulder Housing sites/Human Services Department youth services programming coordination with Parks and Recreation Department
- Department shifting to facilitated service delivery – dance/pottery programming
- Department has experienced unanticipated business and flood recovery expenses

**VIII. MATTERS FROM BOARD MEMBERS**

Wyatt asked about the status of the Knollwood tennis courts and the Evert Pierson Kids' Fishing Ponds.

Dillon responded:

- Fishing ponds repair moving forward
- United States Tennis Assn. (USTA) has offered a \$30,000 rebuilding grant
- Local tennis club has offered to teach lessons
- Department will move forward to replace both courts

Conroy (Myriah) asked the procedure to re-establish diving at Scott Carpenter pool.

Dillon provided the following to support the diving closure:

- 2011 – Received recommendation from aquatics builders to remove diving boards due to age and pool depth not meeting current standards
- Feet first diving is still permitted

Conroy (Myriah) asked how the department is planning for implementing a living wage in Boulder and how that will impact the budget.

Dillon responded that no plans have been drafted at this time.

**IX. NEXT BOARD MEETING:** July 28, 2014

**X. ADJOURN:** The meeting adjourned at 8:15 p.m.

**CITY OF BOULDER  
BOULDER, COLORADO  
BOARDS AND COMMISSIONS MEETING  
MINUTES**

<b>Name of Board/ Commission:</b> Transportation Advisory Board	
<b>Date of Meeting:</b> 9 June 2014	
<b>Contact Information Preparing Summary:</b> Kaaren Davis 303.441.3233	
<b>Board Members Present:</b> Andria Bilich, Daniel Stellar, Zane Selvans, Jessica Yates, Dom Nozzi <b>Board Members Absent:</b> None	
<b>Staff Present:</b> Tracy Winfree, Director of Public Works for Transportation Mike Gardner-Sweeney, Principal Traffic Engineer Stephany Westhusin, Principal Transportation Projects Engineer Kathleen Bracke, GO Boulder Manager Randall Rutsch, Senior Transportation Planner Micki Kaplan, Senior Transportation Planner Marni Ratzel, Senior Transportation Planner Noreen Walsh, Senior Transportation Planner Kaaren Davis, Board Secretary	
<b>Consultants</b>	
<b>Present:</b> Tom Brennan and Tim Payne, Nelson Nygaard	
<b>Type of Meeting:</b> Advisory/ Regular	
<b>Agenda Item 1: Call to Order</b>	<b>[6:03 p.m.]</b>
The meeting was called to order at 6:02 p.m.	
<b>Agenda Item 2: Approval of minutes from 9 May 2014</b>	<b>[6:02p.m.]</b>
<b>Motion to approve the meeting minutes from 9 May 2014 TAB meeting as presented:</b> Motion by: Selvans, Seconded by: Bilich <b>Vote: 5:0</b>	
<b>Agenda Item 3: Public Participation</b>	<b>[6:03 p.m.]</b>
None	
<b>Agenda Item 4: Public hearing and TAB recommendation on the update to the 2014 Transportation Master Plan for acceptance by City Council.</b>	<b>[6:04 p.m.]</b>
Randall Rutsch and Tom Brennan of Nelson Nygaard presented this item. Power point presented for this item.	
<b>Executive Summary from Packet Materials:</b>	
This agenda item brings to the Transportation Advisory Board (TAB) the draft of the Transportation Master Plan (TMP) reflecting the technical work, input from Boards and advisory committees, and the public engagement process of the last 18 months. The TMP update process started with a Policy Review Phase showing the policy foundation of the TMP is sound, though there is need for refinement and for the community to accelerate the rate of change to achieve mode shift targets. The Climate Commitment increases the challenge to meet community goals and increases the need for mode shift and for reducing vehicle miles of travel (VMT). So while the policy direction of the TMP remains sound and has shown significant results, refinements in the five Council identified Focus Areas will help meet the TMP and Climate Commitment goals as well as the city-wide Sustainability Framework goals. This work has been supported by a robust public outreach effort, including traditional approaches as well as a strong push in social media and digital formats. Significant changes reflected in this draft TMP include:	
<ul style="list-style-type: none"> <li>• Integrating the “living lab” approach to test Walk and Bike Innovations to enhance safety and comfort for people of all ages and stages of life;</li> <li>• Developing new Neighborhood Accessibility (a.k.a. 15 minute neighborhood) and Low Stress Bike Network GIS tools for on-going assessment and continuous improvement of walking and biking systems throughout Boulder.</li> <li>• Presenting the Renewed Vision for Transit, including service, capital and programmatic elements as well</li> </ul>	

- as implementation components and policies for transit investment;
- Continuing to strengthen and build regional partnerships to complete the US36 Bus Rapid Transit (BRT) and bikeway system as well as to advance the regional arterial BRT corridors from RTD's Northwest Area Mobility Study (NAMS);
- Integrating the Transportation Demand Management (TDM) Toolkit with the Access Management and Parking Strategy (AMPS) work;
- Continuing collaboration with Boulder County and RTD to explore opportunities for community-wide Eco Pass program;
- Integrating the TMP update with city-wide planning initiatives such as Envision East Arapahoe, Civic Area, North Boulder, and AMPS.
- Incorporating the Climate Commitment Travel Wise greenhouse gas analysis into the measureable objectives of the TMP with corresponding reductions in the targets for VMT and reduction in single occupant vehicle (SOV) mode share.

As with all city master plans, the Transportation Master Plan takes its overall policy direction from the Boulder Valley Comprehensive Plan (BVCP) and with this update is responding to the BVCP Sustainability Framework and the Climate Commitment. The TAB has been an active participant in shaping this plan and in the multi board workshops that have been part of the integrated planning process.

Staff continues to move forward with the TMP update process with an expanded public outreach process on the draft plan. Social media continues to be a significant engagement tool and a public open house was held on Wed. May 28 at the Boulder Museum of Contemporary Art during the Boulder Farmers Market. In addition, staff is actively working on a number of other efforts in collaboration with city-wide planning and sustainability initiatives.

#### **TAB ACTION REQUESTED**

Review and input on the draft TMP update document with a recommendation to Planning Board and City Council. As this is a draft document, the opportunity remains for modifications to the TMP update document as it moves to the other Boards and Council in late June and July.

#### **Public Comment:**

**[6:30 p.m.]**

- **Jared Hall:** Transportation planner with Boulder County representing the TAC. City staff and consultants have done a great job updating the TMP. They did not take shortcuts. They collaborated with related agencies and plans. Boulder County is excited by the regional aspects of this plan. Emphasis on BRT routes is a good example. Also did excellent work on the TDM and Community Wide EcoPass. A working group on the latter will be forthcoming. The plan is nicely aggressive and innovative. Great community outreach piece. Will be a living document. This is an early part of the discussion as we know other plans and projects will continue to influence the TMP.

#### **Board discussion and comments included:**

**[6:33 p.m.]**

- Many compliments to staff on a well-organized and visually appealing document that is accessible both to professionals and laypersons alike.
- Many compliments to staff on clear collaboration and excellent involvement of appropriate stakeholders and public input to formulate an excellent living document that clearly and thematically strives to be better and should serve well into the future. The document is nicely flexible. It is not something that will restrict or constrain in the future but will allow the city to explore any available options which might arise in coming years.
- Nine main objectives still seems like a lot, but the objectives provide a good mix of aggressive innovation and traditional concerns.
- A suggestion to emphasize moving the transit fleet to clean technology sooner rather than later.
- A suggestion by one board member that a nice addition would be that the plan point out the opinion that many Boulder streets and intersections are oversized and consequently cost more in operations and maintenance costs.
- A suggestion by one board member that there be more emphasis in the plan towards slowing down cars, user fees, Road Diets, etc. to be more in line with Boulder's values.
- Discussion around the idea that the purely economic benefits to a well-developed transit system are undersold in the plan. These should be emphasized more. More efficient travel, giving people the option to not have a car significantly increases their available income if they don't have to own a car.

- Nice to see the land use component emphasized, particularly with reference for pedestrian friendly planning and development.
- A recommendation that the funding stream be diversified and that be included in the near term work program.
- Discussion on whether 15% overall GHG coming from mode shift is timid given the time scales discussed in the plan.
- Discussion regarding whether the current metrics used to calculate GHG (Greenhouse Gas) data are adequate. The concept that VMT is a poor metric for GHG and that Transit should be calculated in passenger miles or passenger trips to give more realistic numbers. The converse idea that for metrics, we should be careful about abandoning metrics we have been using to communicate with Council and the public (aka. VMT for GHG)
- The TMP should be sure to evaluate and include metrics which capture overall system performance and how well we provide access instead of mobility.

**Motion:**

**Move to recommend the draft Transportation Master Plan Update document to City Council with the understanding that further small changes will be forthcoming.**

Motion by: Yates Seconded by: Bilich

**Vote: 4-1 (Nozzi dissenting) Motion Passes**

**Dissenting opinion: Nozzi cannot support adoption without the exception of the “Town Center” from the congestion concurrency objective. He has serious concerns that congestion reduction in the Town Center sends the wrong message about traffic volume/congestion management in the accommodation of cars as the primary mode share.**

**Agenda Item 5: Public hearing and TAB consideration of a recommendation regarding the 2015-2020 Transportation Capital Improvements Program (CIP) – Part III of III [7:10 p.m.]**

Mike Gardner-Sweeney presented item to the board.

Power point presented for this item.

**Executive Summary from Packet Materials:**

Every year the city goes through a budget process that creates a six-year planning budget, this year for the time period of 2015 through 2020. Within this process, funds are appropriated for the first year, 2015. The Transportation Advisory Board’s (TAB) role in this process is defined in the Boulder Revised Code (BRC) TITLE 2 GOVERNMENT ORGANIZATION, Chapter 3 Boards and Commissions, Section 14 - Transportation Advisory Board; “. . . to review all city transportation environmental assessments and capital improvements.” It is within this context that the board is asked to hold a public hearing and provide a recommendation on the Capital Improvements Program (CIP) to Planning Board and City Council.

**Staff Recommendation:** Staff recommends approval of the proposed 2015-2020 Transportation Fund, Transportation Development Fund, and Boulder Junction Improvement Capital Improvement Programs.

**Public Comment:**

None

**Board discussion and comments included: [7:15 p.m.]**

- Questions about streetlight pole replacement project required by Xcel.
- Questions about the 28<sup>th</sup> St. Baseline to Iris Project: Concerns that it proposes to widen 28<sup>th</sup> and construct a 3<sup>rd</sup> bus/bike/right-turn lane.
- How the new funds from the tax initiative will be allocated across the CIP and the O&M budget.
- Questions and concerns about the timing of the CEAP for the 28<sup>th</sup> St. Baseline to Iris project as related to time elapsed from approval of the CEAP through final build out.
- Clarification on the investment percentages represented in the pie charts attached to the CIP memo.
- Discussion about the idea of revision of the CEAP handbook to include recommendations for inclusions of thresholds on time elapsed between CEAP recommendations and project implementation wherein a CEAP should be re-examined prior to implementations.

**Motion: Move to recommend approval of the proposed 2015-2020 CIP.**

Motion by: Selvans, Seconded by: Stellar

**Vote: 5-0**

**Agenda Item 6: Staff briefing and TAB input regarding the proposed Year 2016-2021 transportation Improvement Program (TIP) submittal process for the Denver Regional Council of Governments (DRCOG) – Part II of III. [7:37 p.m.]**

Noreen Walsh presented item to the board.

**Executive Summary from Packet Materials:**

This item provides the Transportation Advisory Board (TAB) with a set of project ideas for potential submittal to the Denver Regional Council of Governments (DRCOG) for the 2016-2021 Transportation Improvements Program (TIP). Staff is following the process used by the Board in preparing the last several TIP submittals and outlined in the May 12, 2014 TAB memo continuing TAB's involvement and advice to implement city policies and objectives. The Board is asked to consider this list of potential submittals for consistency with policy direction of the Transportation Master Plan, funding priority projects for the city within our budget capacity and maximizing the leveraged funding through the TIP process. The city expects to be limited to eight project submittals and staff suggests advancing a subset of candidate projects for additional study and evaluation once the DRCOG criteria are finalized and the solicitation process has begun.

**Board Action Requested:**

The TAB is asked to review and comment on the suggested list of projects for additional development and scoring. A subset of these projects will be presented to the TAB in July for the TAB's recommendation to City Council and likely submission to DRCOG.

**Board discussion and comments included:**

- Expressions of support for staff's clearly successful process.
- Discussion around the idea that oversized roads compel us to spend large sums of money to correct for the effects of over sizing. Road diets are less expensive than underpasses and overpasses.
- Questions about how the various types of funding are distributed from the TIP pool.
- Discussion regarding whether the Boulder Junction Slough Path project (incorporated into a larger TIP project), is being held up by a right-of-way issue and whether that issue would affect the scoring of the project.
- Question regarding whether flood mitigation will be a higher ranking factor this year than in prior years.

**Agenda Item 7: Information Item and TAB input regarding proposed city-wide no smoking policies related to the transportation system. [8:05 p.m.]**

Marni Ratzel presented the item.

**Executive Summary from Packet Materials:**

Boulder is a community with a long history of commitment to both health and quality of life. In early 2014, City Council reaffirmed these commitments by directing city staff to develop a proposal that would eliminate the possibility of outdoor second hand smoke in nearly all of the city's heavily used gathering spaces and recreational facilities. Staff has responded with a proposed ordinance that would ban smoking in city parks, recreation facilities, on city open space and mountain parks, along all multi-use paths, and in much of downtown Boulder. Feedback is being sought from boards and commissions in the areas affected by the proposed ordinance and a public hearing will be held at city council in the 4<sup>th</sup> quarter of 2014 with additional direction to be determined at that time.

**Board discussion and comments included:**

**[8:10 p.m.]**

- Expressions of discomfort with the scope of the proposed ordinance. It seems extreme and like an oblique way of marginalizing a sector of the population that happens to have a higher number of smokers than others in the community.
- Expressions of support for the ordinance with the exception of adding more signage. We have plenty of sign clutter already. Doubtful that more signage would be effective.
- Concerns about unfairly targeting bike/ped facilities and excluding roadways.
- Support for the ordinance as a transit rider. Glad the effort is being made.
- Boulder is a nanny state and is doing a great job of implementing it.

- Scope is a bit broad. Multi-use bike paths are less of a concern than transit stops where someone cannot move away.
- Preferences for any new signage to be aimed at much more egregious behaviors like riding too fast on the bike paths. Then no smoking could be added.

**Agenda Item 8: Matters**

**[8:17 p.m.]**

**A.) Matters from the Board Included:**

- **Upcoming Retreat – July 16.**
  - Facilitator will interview all board members prior to the retreat to help distill issues to be discussed.
- **Nozzi brought up the following issues:**
  - Uncomfortable with bicycles riding on sidewalks. Necessary because there are certain street segments that are hostile to cyclists and where riding on the sidewalk is prohibited. Would like to understand where and why riding on sidewalks in commercial areas is prohibited.
  - Road diets in the Town Center. What would the costs be around taking over the O&M for a section of state highway on Canyon in downtown.
  - Asked what the boundaries of the Town Center are and how he could find that. Would be helpful to the board to have a map for the officially designated boundary for the “Boulder Town Center”. Staff Response: CAGID and BID boundaries could be used.
- **Bilich brought up the following issues:**
  - Would like to see staff look into some other community metrics for future use in things like the TMP update. Yates suggested bringing that idea to the TAB retreat.
- **Selvans brought up the following issue:**
  - Sustainable Transportation Speakeasy with Will Toor.
  - Was interviewed recently by the Daily Camera for Parking Policy.

**B.) Matters from staff included:**

**[8:28 p.m.]**

- **Regional Studies Update:**
  - Governor Hickenlooper vetoed the HPTE transparency bill, SB 197, but simultaneously signed an executive order about transparency. The executive order had a weaker emphasis on the key role of transit integration compared to the bill.
  - June 24<sup>th</sup> RTD considers the NAMS recommendations.

**Agenda Item 10: Future Schedule Discussion:**

**[8:35 p.m.]**

**Agenda Item 11: Adjournment**

**[8:36 p.m.]**

There being no further business to come before the board at this time, by motion regularly adopted, the meeting was adjourned at 8:36 p.m.

**Motion:** moved to adjourn; Bilich, seconded by: Selvans

**Motion passes 5:0**

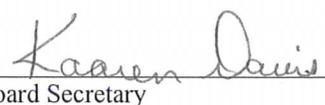
**Date, Time, and Location of Next Meeting:**

The next meeting will be a regular meeting on Monday, 14 July 2014 in the Council Chambers, 2<sup>nd</sup> floor of the Municipal Building, at 6 p.m.; unless otherwise decided by staff and the Board.

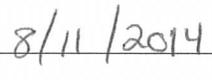
APPROVED BY:

ATTESTED:

  
\_\_\_\_\_  
Board Chair

  
\_\_\_\_\_  
Board Secretary

  
\_\_\_\_\_  
Date

  
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Date

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An audio recording of the full meeting for which these minutes are a summary is available on the Transportation Advisory Board web page.

**CITY OF BOULDER  
BOULDER, COLORADO  
BOARDS AND COMMISSIONS MEETING  
MINUTES**

<b>Name of Board/ Commission:</b> Transportation Advisory Board	
<b>Date of Meeting:</b> 14 July 2014	
<b>Contact Information Preparing Summary:</b> Kaaren Davis 303.441.3233	
<b>Board Members Present:</b> Andria Bilich, Daniel Stellar, Zane Selvans, Jessica Yates, Dom Nozzi <b>Board Members Absent:</b> None	
<b>Staff Present:</b> Tracy Winfree, Director of Public Works for Transportation Bill Cowern, Acting Principal Traffic Engineer Kathleen Bracke, GO Boulder Manager Randall Rutsch, Senior Transportation Planner Jeff Hirt, Planner II Marni Ratzel, Senior Transportation Planner Kaaren Davis, Board Secretary	
<b>Consultants Present:</b> None	
<b>Type of Meeting:</b> Advisory/ Regular	
<b>Agenda Item 1: Call to Order</b>	<b>[6:02 p.m.]</b>
The meeting was called to order at 6:02 p.m.	
<b>Agenda Item 2: Approval of minutes from 9 June 2014</b>	<b>[6:02p.m.]</b>
<b>Motion to approve the meeting minutes from 9 June 2014 TAB meeting as amended:</b> Motion by: Selvans, Seconded by: Nozzi <b>Vote: 5:0</b>	
<b>Agenda Item 3: Public Participation</b>	<b>[6:03 p.m.]</b>
None	
<b>Agenda Item 4: Staff briefing and TAB input on Transportation Related Ordinance Changes.</b>	<b>[6:03 p.m.]</b>
Bill Cowern presented this item. No Power point presented for this item.	
<b>Executive Summary from Packet Materials:</b> The purpose of this memorandum is to brief the Transportation Advisory Board (TAB) on several proposed transportation-related changes to the Boulder Revised Code (BRC) and to receive input on these proposed changes.  City staff is recommending several amendments to the BRC, which are transportation-related. Generally, these changes are intended to address enforceability or operational issues. Changes range from technical corrections to updating the code to be consistent with state law to achieving consistency with local initiatives already underway, such as recognizing the operation of a shared street. Staff is seeking input on these proposed amendments from the TAB. City Council consideration of the proposed amendments is currently scheduled for September 2014.	
<b>Public Comment:</b> None	
<b>Board discussion and comments included:</b>	<b>[6:13 p.m.]</b>
<ul style="list-style-type: none"> <li>• Changes to BRC 7-6-2 Abandoned vehicle <ul style="list-style-type: none"> <li>○ Clarification that this alteration just changes the enforcement portion by allowing the ticket to be issued to the vehicle rather than to the owner of the vehicle.</li> <li>○ Clarification on the posting requirements for temporary or events based "No Parking" signage.</li> <li>○ 72 hour time frame may not be reasonable in certain areas (residential areas with on street parking).</li> </ul> </li> </ul>	

- Changes to BRC 2-2-11
  - The Board expressed support for changes in this section.
- Changes to Definition of Shared Street
  - Motor vehicles have defacto right of way due to their size and speed so using traffic calming, explicit design speed and other design elements for shared spaces would be preferable to include in the definition of shared street. It would be valuable to clearly set the priority.
- Changes to 7-2-12: No comments
- Changes to 7-3-3: No comments
- Changes to 7-4-7:
  - Good clarification on flashing yellow arrow
- Changes 7-4-67:
  - Clarification that the change is to ensure traffic stoppage in both directions for school busses loading and unloading is equally enforceable.
- Changes to 7-4-66: Yield to emergency vehicles and clear a path for them.
  - Questions to clarify intent.
- Changes to: 7-4-78 Wireless Telephone use. No comments
- Changes to: Standard rules of the road for ped/bike/shared street
  - Request for specific clarifications on what was changed and why.
  - 7-5-4 Bicycle to be driven to the right – questions on how Sharrows fall within this ordinance.
- Changes to: 7-5-14
  - Much discussion about whether this gives motorists an unnecessary “out” if a collision happens. The ordinance language appears to be clearer than the summary and is about the same length. Recommend using the code language as the summary.
- Changes to: 7-5-15: No comments
- Changes to: 7-5-16
  - Questions as to whether this affects the requirement already in place that pedestrians must push the button at pedestrian actuated flashing crossings.
- Changes to: 7-6-2: no comments
- Changes to: 7-6-13: no comments
- Changes to: 7-6-21
  - Alleys as loading zones in certain districts. Clarifications on zoning and signage.
- Changes to 7-6-24
  - Disagreement with having RV’s subject to being fined and subject to violations twice (or even once). There should be a better way to handle this. Clarification allows City to issue a parking ticket for storage of RV’s on residential streets. Enforcement is difficult when this is only a zoning issue as it currently is. Staff has discretion on complaints to be able to deal with visiting relatives etc.
- Changes to: 7-7-2 :
  - Recommendation from a board member to do the ordinance change to allow floating parking for protected bikelanes now, rather than waiting for experimental treatments and having to do an additional ordinance change later. Request that this come back to the TAB at their August meeting with the specific ordinance changes which would be proposed.
- General Comments on process:
  - Like the Community Cycles comments. This approach will lead to more safety. Paradigm shifting worldwide. Legislative agenda should include getting City authorization to not comply with state laws in order to allow this option.

**No board action beyond feedback is requested at this time.**

**Agenda Item 5: Information Item – TMP Follow up - Briefing on Board actions and final submission to Council** [6:49 p.m.]

Randall Rutch presented the item.  
Power point presented for this item.

**Executive Summary from Packet Materials:**

Since the Transportation Advisory Board reviewed the draft 2014 Transportation Master Plan (TMP) on June, 9, 2014, the plan document has been reviewed and recommended for approval by the Planning Board and the Environmental Advisory Board. Staff is in the process of preparing the August 5, 2014 council memo on acceptance of the TMP. This memo will be sent to City Council and posted on the city's website on July 25, 2014. A hyperlink to the final Council memo will be provided to TAB members on that date.

The draft section of the memo containing the summary of these Boards discussion and motions is included in the following section. A draft of the June 19, 2014 Planning Board summary of its TMP discussion is included as **Attachment A** and the Community Cycle comments are **Attachment B**. Minutes of the Environmental Advisory Board are included at **Attachment C**.

**Board discussion and comments included:** [6:52 p.m.]

- A board member gave a shout out to Community Cycles for comments on Road diets, signal timing and level of service.

No board action is requested at this time.

**Agenda Item 6: Matters** [6:54 p.m.]

**A.) Matters from the Board Included:**

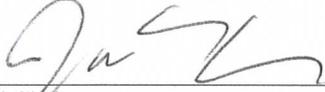
- **Yates brought up the following issues:**
  - Selvans will be providing talking points on behalf of TAB for TMP item at Council.
- **Bilich brought up the following issues:**
  - Cannot attend the August meeting.

**B.) Matters from staff included:** [6:57 p.m.]

- **Bike and auto parking code changes update**  
Considering updates to the standards for Bike parking. Bike spaces to be calculated based on land use and square footage for commercial/ non-residential and by units and bedrooms for residential. Ratio of short term and long term bike parking. Proposing new standard design for multi-bike parking racks. Stakeholder meeting to share direction of proposed changes and get feedback. Proposed timeline for advancement presented. (Board question regarding spacing of racks in bike corral experiment and how it could be improved and made permanent.)
- **North Boulder Cub-Community Plan update**
  - Statuses of the update process and community engagement were discussed. Many transportation related items are coming to the fore in the update process. An agenda item will be coming to TAB in September to capture the Board's input for the update. Concentrating on the Economic vitality of the North Broadway area (from Violet north).
- **RTD Board considering proposed changes** to the 2040 Regional Transportation Plan for the Denver area. Changes include extension of the Southeast rail corridor and also SH 119 Bus Rapid Transit.
- **Pay as you go ballot item:** Short term sales tax increase to pay for Capital projects over a very short period of time (3 years). Initially focused on Civic Area Plan and University Hill improvements and Events Center damaged by flood. Just before recess, the Events Center was dropped from consideration. Boulder Creek Path improvements to the areas around the Civic Center plan were added instead. Pedestrian scale lighting for night safety and some pathway widening for safety and congestion cost estimate has been assembled for Council's consideration. Chautauqua area cost estimate for same has also been assembled for Council consideration. 3/10 of a cent for three years is the proposed amount and

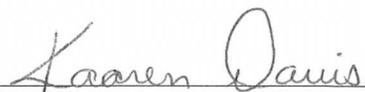
<p>duration of the tax.</p> <ul style="list-style-type: none"> <li>• <b>Retreat Scheduling:</b> <ul style="list-style-type: none"> <li>○ Monday August 25<sup>th</sup> is new date. Staff will confirm with facilitator and set firm date.</li> </ul> </li> </ul>
<p><b>Agenda Item 7: Future Schedule Discussion:</b> <span style="float: right;">[7:40 p.m.]</span></p>
<p><b>Agenda Item 8: Adjournment</b> <span style="float: right;">[7:42 p.m.]</span>          There being no further business to come before the board at this time, by motion regularly adopted, the meeting was adjourned at 7:42 p.m.  <u><b>Motion:</b></u> moved to adjourn; Bilich, seconded by: Selvans  <b>Motion passes 5:0</b></p>
<p><b>Date, Time, and Location of Next Meeting:</b>          The next meeting will be a regular meeting on Monday, 11 August 2014 in the Council Chambers, 2<sup>nd</sup> floor of the Municipal Building, at 6 p.m.; unless otherwise decided by staff and the Board.</p>

APPROVED BY:

  
 \_\_\_\_\_  
 Board Chair

8/11/14  
 \_\_\_\_\_  
 Date

ATTESTED:

  
 \_\_\_\_\_  
 Board Secretary

8/11/2014  
 \_\_\_\_\_  
 Date

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**AERIAL DANCE DAY**  
**August 10, 2014**

WHEREAS, with the support of the City of Boulder, Frequent Flyers® Aerial Dance has been delighting over 155,000 people since its inception over 25 years ago while creating and promoting the magic of aerial dance through performance and education ; and

WHEREAS, Frequent Flyers® Aerial Dance encourages seeing the world from a new perspective through experiencing the upside-down realm of aerial dance thus expanding consciousness and maximizing our creative potential; and

WHEREAS, Frequent Flyers® Aerial Dance and the City of Boulder recognize the importance of the arts, education and sharing of art work through performance; and

WHEREAS, Frequent Flyers® Aerial Dance and The Dairy Center for the Arts are presenting the 16<sup>th</sup> Annual International Aerial Dance Festival which continues to advance this art form through teaching and performance; and

WHEREAS, the 16<sup>th</sup> annual International Aerial Dance Festival taking place at The Dairy Center for the Arts from August 3 through 16, 2014 offers Boulderites the opportunity for people from all walks of life to experience the joy of dancing in the air whether from a seat in the audience or dancing on an aerial apparatus.

NOW THEREFORE, BE IT DECLARED, by the City Council of the City of Boulder, Colorado that August 10, 2014, is

**DAY OF AERIAL DANCE**

and we call upon the people of the City of Boulder to recognize and support the importance of both aerial dance and the arts in the City of Boulder.



Matthew Appelbaum, Mayor

