



TO: Mayor and Members of City Council
FROM: Jordan Matthews, City Clerk's Office
DATE: February 29, 2016
SUBJECT: Information Packet

1. CALL UPS

- A. 2449 Pine Street LUR 2015-00105 Use Review

2. INFORMATION ITEMS

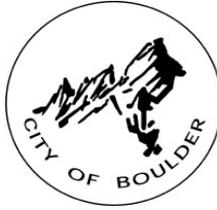
- A. Process for Analyzing Redevelopment Options at City-owned Site 30th and Pearl
- B. Boulders Energy Future: Transitions Plan and Budget Update
- C. 2016 Portland Update

3. BOARDS & COMMISSIONS

- A. Open Space Board of Trustees – February 11, 2016
- B. Human Relations Commission – February 22, 2016

4. DECLARATIONS

None



INFORMATION PACKET MEMORANDUM

To: Members of City Council

From: Jane S. Brautigam, City Manager
David Driskell, Executive Director of Planning, Housing + Sustainability
Susan Richstone, Deputy Director of Planning, Housing + Sustainability
Charles Ferro, Development Review Manager for Land Use
Elaine McLaughlin, Senior Planner

Date: February 29, 2016

Subject: Call-Up Item: 2449 Pine Use Review (LUR2015-00105)

EXECUTIVE SUMMARY

On Feb. 4, 2016, the Planning Board unanimously approved (6-0, May absent) the above-referenced application with conditions as provided in the attached Notice of Disposition (**Attachment A**), finding the project consistent with the Use Review criteria of Land Use Code section 9-2-15(e), B.R.C. 1981. Approval of the application would permit the conversion of an existing skin care clinic to an optometrist office, which is a non-residential use in the residential zoning district of Residential Mixed 1 (RMX-1), thus necessitating Use Review.

The Planning Board decision is subject to City Council call-up within 30 days concluding on March 7, 2016. There is one City Council meeting within this time period for call-up consideration on: Feb. 29, 2016. The staff memorandum of recommendation to Planning Board and other related background materials are available on the city website for Planning Board [here](#).

BACKGROUND

The project site is located at the northwest corner of Pine and Folsom streets within the RMX-1 zoning district, which is defined in section 9-5-2(c)(1)(D) of the land use code as

“Mixed density residential areas with a variety of single-family, detached, duplexes, and multi-family units that will be maintained; and where existing structures may be renovated or rehabilitated.”

Under the RMX-1 zoning, a non-residential Medical Office use requires a Use Review. The zoning map is provided in **Figure 2**. The area to the west and northwest of the site are a mix of one to three-story mixed density residential buildings; the area to the east and southeast include a

gasoline service station and duplexes along with several other non-residential and residential buildings.

The site has operated for the past 15 years as Susan Melching, Inc. Skin Care which is defined as a “personal service” use under the Land Use Code section 9-16, B.R.C, 1981. This site has also been home to a variety of other non-residential uses over the years. Built in 1935, the building initially was a grocery store and over time it transitioned to other uses including a real estate office and a chiropractic office. City records indicate that the original grocery store was made nonconforming through a rezoning, and that the subsequent office use was approved through a Non-Conforming Review in 1977, although there is very little information on this case or subsequent proceedings. Because none of the non-residential uses that have occupied the site since the office was originally approved in 1977 have constituted an expansion of the use, there have been no subsequent Use Reviews for the property. The existing building as seen in photos in **Figure 3** and **Figure 4**, on the following page, is nonstandard as to setbacks.



Figure 1: Location of Site



Figure 2: Zoning of Site and Surroundings



Figure 3: Photo of Existing Building Looking North



Figure 4: Photo of Existing Building Looking Northwest

APPROVED PROJECT:

Planning Board approved a Use Review for a small Medical Office (optometry clinic) within the RMX-1 zoning district. While there are no plans to expand the 1,620 square foot building, at the time of building permit, the applicant will be required to provide four off-street bike parking spaces (two long term and two short term); a van accessible ADA parking space; repair portions of the sidewalk on Folsom and Pine streets and construct of a one-half width (nine feet) of concrete alley adjacent to the property. The city will pave the other half of the alley adjacent to the property. Depending upon the valuation of the property in relation to the remodeling value several additional site and landscape improvements may also be required such as parking lot screening and additional street trees.

Within the RMX-1 zoning district, the required parking for non-residential uses is one space per 300 square feet equating to 5.4 parking spaces. Per the land use code section 9-9-6(c)(1) (B), B.R.C. 1981, Rounding Rule, *“For all motor vehicle and bicycle parking space requirements resulting in a fraction, the fraction shall be: rounded to the next lower whole number when the required number of spaces is more than five.”*

Therefore, five parking spaces are required and the applicant is proposing seven, one of which would be striped for ADA accessibility. This will occur after issuance of a building permit as required by the land use code for site improvements.

The operating characteristics are provided in a Management Plan found in **Attachment A** and are described by the applicant in the written statement as follows:

There will be one optometrist, myself, and initially a staff of one operating under the practice name Alpine Eyecare Center, PC. I anticipate patient volume will be very similar to Susan Melching's Skin Care Clinic and definitely less than the previous clinic operating at this property from 1978-2000 with two Chiropractors, an acupuncturist and two massage therapists, typically seeing 10-15 patients per hour.

The Skin Care Clinic employed two aestheticians, each seeing 8-10 patients per day for a total of 20 on average. I plan on providing examinations to approximately 10-15 patients per day. Business hours shall be approximately 8:30 am -5:30 pm Monday through Friday with possibly a Saturday morning several times a month, similar to Ms. Melching's Clinic schedule.

PUBLIC COMMENT AND PROCESS

Required public notice was provided in the form of written notifications to property owners within 600 feet of the subject property. In addition, a public notice sign was posted on the property and therefore, all public notice requirements of section 9-4-3, "Public Notice Requirements," B.R.C. 1981 were met. Staff received one comment from a neighbor, provided in Attachment B, indicating concerns about the unpaved alley. Staff notes that the alley will be paved adjacent to the site to access the non-residential use, but that the residential alley will remain unpaved beyond the site as many residential alleys in Boulder. However, in further communication staff directed the neighbor to the city's transportation maintenance division, requests for alley paving through the Inquire Boulder website. The neighbor did communicate her concern. As indicated by the Transportation Department,

"As of September 2015, the Public Works Department has suspended alley paving while it works to develop guidelines for responding to community requests for this type of work. This is one of several operational practices that the department is evaluating as part of the Transportation Master Plan (TMP) implementation, including snow and ice control and pavement management. The department wants to create better ways to evaluate alley paving requests against competing priorities for public infrastructure maintenance and improvements as well as with consideration for impacts that can result from turning a gravel alley into a paved one. This process is being initiated in response to the number of alley paving requests received from community members and the need for consistent guidelines that address all potential impacts while balancing maintenance priorities. The Public Works Department expects these guidelines to be complete by the end of 2015, which will be in time for the next paving season. Until then, alley paving services have been temporarily suspended. The department will keep all requests for alley paving open in its Inquire Boulder customer service system until new guidelines are in place to determine next steps on each request."

PLANNING BOARD HEARING

The Planning Board reviewed the application on Feb. 4, 2016. At the hearing, the board found that the application is consistent with the applicable Use Review criteria of the Land Use Code section 9-2-15(c), B.R.C., 1918 as follows:

- (3) **Compatibility: The location, size, design, and operating characteristics of the proposed development or change to an existing development are such that the use will be reasonably compatible with and have minimal negative impact on the use of nearby properties or for residential uses in industrial zoning districts, the proposed development reasonably mitigates the potential negative impacts from nearby properties.**

Given the corner location of the site at the intersection of Folsom and Pine streets, the site serves as a transition from higher intensity non-residential uses to the lower intensity residential uses to the west. The relatively small size of the site and building along with operating characteristics that include standard business hours with approximately 10 to 15 patients per day, will be reasonably compatible with and have minimal impact on the use of nearby properties. Similarly, given the previous skin care use had a greater number of client visits, the new use will likely result in fewer impacts such as parking impacts. In addition to having seven spaces proposed where five are required, there are approximately 40 on-street parking spaces within one block east and west of the site on Pine Street.

- (5) **Character of Area: The use will not change the predominant character of the surrounding area.**

The areas to the west and northwest of the subject site are a mix of one to three-story mixed density residential buildings within the RMX-1 (Residential –Mixed 1) zoning district. The property to the east, across from Folsom Street is a gasoline service station that has been located on that site since the mid-1940s. To the southeast are mixed density residential buildings along with small office buildings along Folsom Street. Further to the south at Folsom and Spruce streets are other non-residential uses including the offices of the Nature Conservancy and auto-repair shops. As a small non-residential office use, the site will operate much as it has in this context since the 1930s and will therefore not change the predominate character of the surrounding area.

CONCLUSION

By a majority vote (6-0, May absent) the Planning Board unanimously approved the application with conditions. Consistent with the land use code section 9-4-4(c), B.R.C. 1981, if the City Council disagrees with the decision of the Planning Board, it may call up the application within a 30-day call up period which expires on Mar. 7, 2016, and with one City Council meeting during that time, it may consider this application for call-up at its **Feb. 29, 2016** public meeting.

ATTACHMENTS

- A. Planning Board Notice of Disposition dated Feb. 4, 2016
- B. Site Plan



CITY OF BOULDER
Planning and Development Services

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

CITY OF BOULDER PLANNING BOARD
NOTICE OF DISPOSITION

You are hereby advised that on February 04, 2016 the following action was taken by the Planning Board based on the standards and criteria of the Land Use Regulations as set forth in Chapter 9-2, B.R.C. 1981, as applied to the proposed development.

DECISION: **APPROVED WITH CONDITIONS**
PROJECT NAME: **PRIMARY EYE CARE OPTOMETRY**
DESCRIPTION: **STANDARD USE REVIEW** for use as a medical office, Primary Eye Care Optometry Clinic. Continued use of building without expansion. No significant change in patient/customer traffic or business impacts on neighborhood proposed.
LOCATION: **2449 PINE ST**
COOR: **N04W05**
LEGAL DESCRIPTION: **Lot 12, Block 137, BOULDER EAST O T, City of Boulder, County of Boulder, State of Colorado**
APPLICANT: **CHARLES BEATTY**
OWNER:
APPLICATION: **USE REVIEW, LUR2015-00105**
ZONING: **RMX-1**
CASE MANAGER: **ELAINE MCLAUGHLIN**
VESTED PROPERTY RIGHT: **NO; the owner has waived the opportunity to create such right under Section 9-2-19, B.R.C. 1981.**

This decision may be called up before the City Council on or before **March 7, 2016 (30 days)**. If no call-up occurs, the decision is deemed final thirty days after the Planning Board's decision.

FOR CONDITIONS OF APPROVAL, SEE THE FOLLOWING PAGES OF THIS DISPOSITION.

IN ORDER FOR A BUILDING PERMIT APPLICATION TO BE PROCESSED FOR THIS PROJECT, A SIGNED DEVELOPMENT AGREEMENT AND SIGNED FINAL PLANS MUST BE SUBMITTED TO THE PLANNING DEPARTMENT WITH DISPOSITION CONDITIONS AS APPROVED SHOWN ON THE FINAL PLANS, IF THE DEVELOPMENT AGREEMENT IS NOT SIGNED WITHIN NINETY (90) DAYS OF THE FINAL DECISION DATE, THE PLANNING BOARD APPROVAL AUTOMATICALLY EXPIRES.

Pursuant to Section 9-2-12 of the Land Use Regulations (Boulder Revised Code, 1981), the applicant must begin and substantially complete the approved development within three years from the date of final approval [or in compliance with the phasing plan]. Failure to "substantially complete" (as defined in Section 9-2-12, Boulder Revised Code 1981) the development within three years [or in compliance with the phasing plan] shall cause this development approval to expire.

At its public hearing on February 04, 2016 the Planning Board unanimously approved the request with the following motion:

Address: 2449 PINE ST

Motion:

On a motion by J. Gerstle seconded by J. Putnam the Planning Board voted 6-0 to approve the Use Review application LUR2015-00105, adopting the staff memorandum as findings of fact and subject to the recommended conditions of approval.

CONDITIONS OF APPROVAL

1. The Applicant shall ensure that the **development shall be in compliance with all plans prepared by the Applicant** on Jan. 11, 2016 on file in the City of Boulder Planning Department, except to the extent that the development may be modified by the conditions of this approval. Further, the Applicant shall ensure that the approved use is operated in compliance with the following restrictions:
 - a. The Applicant shall operate the business in accordance with the Management Plan dated January 11, 2016 which is attached to this Notice of Disposition except to the extent modified by these conditions of approval.
 - b. The hours of the approved use shall be 8:30 a.m. – 6:00 p.m. Monday through Friday, and 10:00 a.m. through 3:00 p.m. on Saturdays.
2. The Applicant **shall not expand or modify the approved use**, except pursuant to Subsection 9-2-15(h), B.R.C. 1981.
3. The Applicant **shall comply with all previous conditions** contained in any previous approvals, except to the extent that any previous conditions may be modified by this approval, including, but not limited to the following: Non-conforming Use Review #NC-77-36.
4. This **approval shall be limited to Alpine Eyecare Center**, operated consistent with the Applicant's Management Plan dated January 11, 2016. Any changes in ownership shall be subject to the review and approval of the Planning Director. The purpose of such review shall be to inform such subsequent user of this space that it will be required to operate the use in compliance with the terms of this approval.

By:


David Driskell, Secretary of the Planning Board

Address: 2449 PINE ST

Attachment A - Planning Board Notice of Disposition dated February 4, 2016

City of Boulder Planning & Development Services
1739 Broadway 3rd Floor
Boulder, CO 80302
Attn: Elaine McLaughlin

11 Jan 2016

Re: Land Use Review Application
"Management Plan"
Alpine Eyecare Center
2449 Pine Street
Boulder, CO 80302

Elaine McLaughlin:

May this letter serve as a Management Plan for the medical office, Alpine Eyecare Center to do business at 2449 Pine Street in Boulder, Colorado.

Alpine Eyecare Center proposed hours of operation are:

Monday-Thursday: 8:30am-6pm Friday: 9-5pm 2nd -4th Saturday of Month: 10-3pm

Alpine Eyecare Center will initially employ one person in addition to the owner-operator/doctor. Plans to hire an additional two employees after 8-12 months when business can support the staff.

Alpine Eyecare Center will not require any changes to the structure or land to conduct its business practice. After re-striping the parking lot, it will accommodate seven total vehicles including handicap van access; reducing it prior capacity by one vehicle. The business does not for-see use of on-street parking, and if so will not be more than one vehicle on Pine Street. Bike rack facilities for ease of patient use will be provided.

Trash/recycling has been contracted with Western Disposal Services typically occurring on Wednesdays between 8am-5pm.

Deliveries are anticipated to be equivalent to the prior owner, Susan Melching. Typically two to three deliveries/pick-ups per day maximum including common carriers such as FedEx, USPS, UPS and/or courier services. Deliveries will be executed during standard business hours.

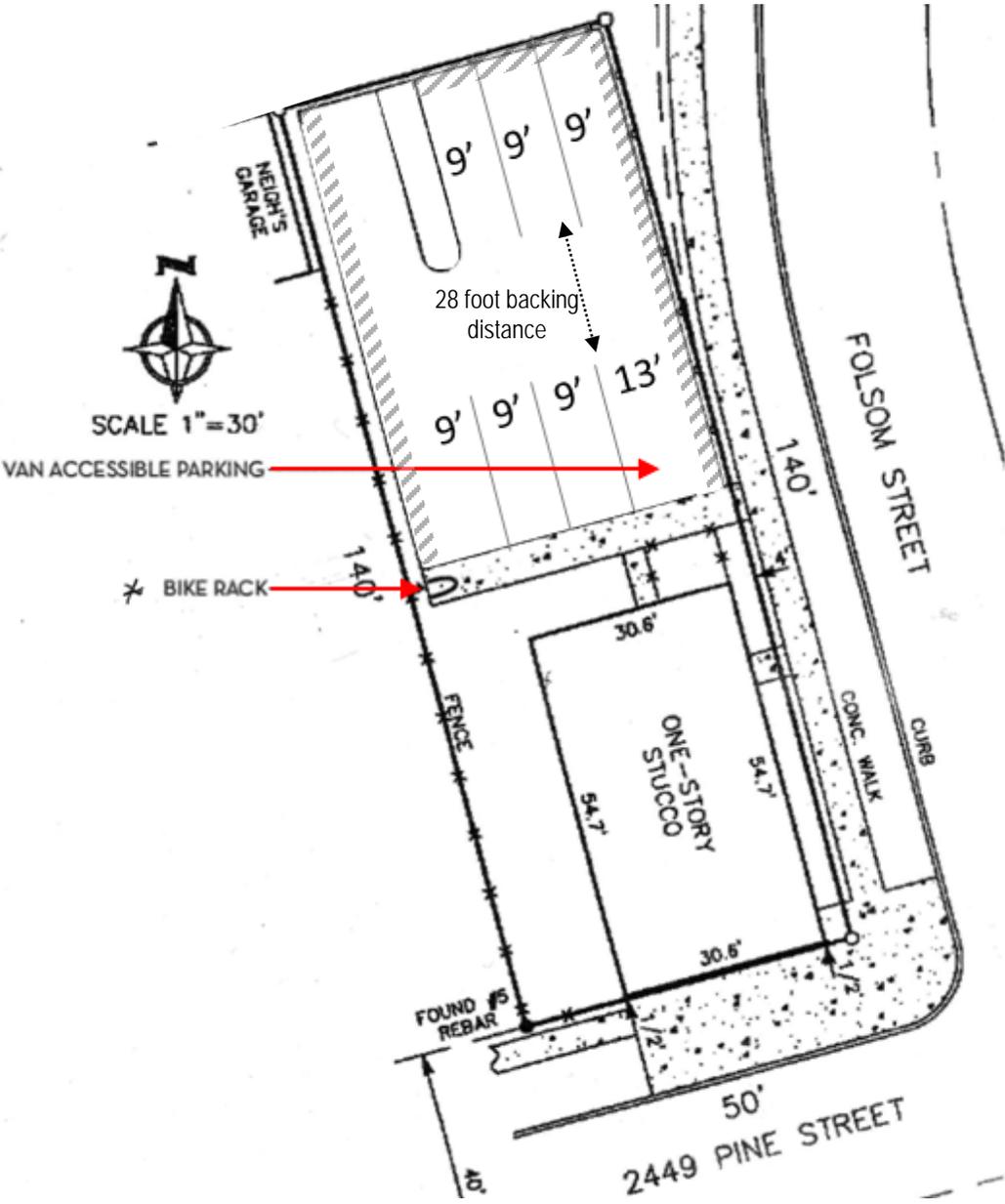
Please feel free to contact me regarding any informational needs during this Use Review process.

Sincerely,



Chuck Beatty, OD
Optometrist, President Alpine Eyecare Center

Address: 2449 PINE ST



2449 Pine: Alpine Eye Care Center Preliminary Site Plan

January 11, 2016



INFORMATION PACKET MEMORANDUM

To: Members of City Council

From: Jane S. Brautigam, City Manager
Maureen Rait, Executive Director of Public Works
David Driskell, Executive Director of Planning, Housing & Sustainability
Susan Richstone, Deputy Director of Planning, Housing & Sustainability
Eric M. Ameigh, Public Works Projects Coordinator

Date: February 29, 2016

Subject: Information Item: Analysis of Redevelopment Scenarios for City-owned Site at 30th and Pearl streets

EXECUTIVE SUMMARY

The City of Boulder owns 4.3 acres in Boulder Junction, which it is seeking to redevelop in accordance with the Transit Village Area Plan, or TVAP. Staff gave City Council an update on recent redevelopment of properties in Boulder Junction and next steps for implementing Phase I of the TVAP at the Oct. 13, 2015 study session. Part of the discussion was about options for redeveloping that city-owned site, which is at the corner of 30th and Pearl streets. The matter also was discussed at the 2016 City Council retreat.

As a follow up to those discussions, staff has prepared a draft Request for Qualifications (RFQ) seeking consulting services for redevelopment analysis of that property. In order to support council discussion of redevelopment options later this year, staff will work with the selected consultant to fully develop and test a range of potential redevelopment scenarios. Possible options include the outright sale of the property, sale of the property with firm conditions, or a partnership model similar to previous projects in the Holiday neighborhood and Depot Square. Other scenarios also will be analyzed.

During the Feb. 29 City Council meeting, staff will be available to answer council members' questions or concerns during the time set aside for a follow up discussion of the council retreat. On the agenda, that is under Matters from the City Manager. Staff plans to release the RFQ later during the week of Feb. 29 and select a consultant by mid April. Council discussion of redevelopment options will take place early in the third quarter.

FISCAL IMPACT

The analysis of redevelopment scenarios is part of the 2016 work plan. Staff expects that the project can be completed within the existing budget for the Department of Planning, Housing and Sustainability.

BACKGROUND

Since the 2004 acquisition of the 11.2-acre Pollard Friendly Motors site at the corner of 30th and Pearl streets and the subsequent completion and adoption of the [Transit Village Area Plan](#) (TVAP) in 2007, the Boulder Junction area has redeveloped in a transformative way. Council was provided substantial updates on the progress of TVAP Phase 1 implementation and Boulder Junction redevelopment in [July 2012](#) and [October 2015](#).

Although significant progress has been made in the TVAP area in the past few years, the 4.3-acre city-owned site has yet to be redeveloped. The site will become available at the end of October 2016 when Pollard Friendly Motors, which still occupies the site under a lease with the city, vacates the property and moves to its new location.

A number of TVAP goals have been met since the plan was adopted but some have not. At the October 2015 study session, council reaffirmed that the city's interest in understanding how unmet TVAP goals and/or other related city goals could be met through redevelopment of the site. Staff determined that consulting resources would be necessary to complete the analysis and developed a Request for Qualifications (RFQ) to solicit consultant interest.

ANALYSIS

The RFQ includes critical information that describes the upcoming project and which the successful consultant must understand in order to effectively assist the city. What follows is a summary:

Redevelopment Options Analysis

Staff has identified, at a high level, a preliminary set of potential scenarios to analyze. They are examples only. The consultant will help the city determine the full range of possibilities and the costs and benefits of different approaches. The scenarios include, but are not necessarily limited to, the following:

- **Outright sale:** If the market would, on its own, support a development outcome in line with existing city goals for TVAP implementation, the city could consider sale of the property.
- **Sale with conditions:** If the market would not, on its own, support a development outcome in line with existing city goals for TVAP implementation, the city could consider selling the property with binding restrictions that would ensure city goals are met.
- **Partnership:** The city could seek a development partner(s) to actively plan, manage and/or participate in the redevelopment of the site in order to ensure city goals are met while taking advantage of a partner's creativity and financial capacity. Recent examples of city-involved partnerships include the Holiday neighborhood and Depot Square.

Considerations for Analysis

There are number of considerations in any future redevelopment of the property. The expectation of redevelopment is that it will be successful within a site, neighborhood and citywide context. Considerations include, but are not limited to, the following:

- Residential use: The TVAP anticipated the first phase of plan implementation would be largely residential. While many units have been added in the area, the total number of units has fallen short of expectations. In addition, most new units are stacked flat rentals, despite the plan calling for a diversity of housing types and tenures. The analysis must consider options for adding a variety of housing units.
- Affordable housing: The TVAP calls for a high percentage of affordable housing in the plan area and on the city-owned site. Actual permanently affordable unit production has fallen short of expectations. The analysis must consider options for adding permanently affordable housing units.
- Managed parking and transportation: The site falls within the Boulder Junction Access District, which provides managed parking and access to alternative modes of transportation. The cost to provide these services is paid by properties within the district. The analysis must consider how redevelopment scenarios will place demand on the district, how they will contribute to the district financially and whether off-street district parking facilities can and should be part of the site's development.
- Form-based code: The city expects that a form-based code will be in place on the site before its redevelopment. The new code will govern the site and building design to ensure development contributes positively to the city's placemaking efforts in the area. The options to be analyzed must conform to the form based code.
- Value: The value of the property will be an important variable in understanding costs and benefits of potential redevelopment scenarios. The analysis must include a realistic appraisal of the property's value and, potentially, whether sale of some or all of the property could create value that might be invested elsewhere to better achieve the city's affordable housing goals.

Required Skills and Experience

A meaningful analysis of redevelopment scenarios will require a thorough understanding and exploration of all of the city's goals and the necessary considerations. In order to accomplish this complex task, the successful firm will need to demonstrate expertise in the following areas, at a minimum:

- Real estate finance/pro forma development and analysis
- Market analysis and knowledge of trends in urban redevelopment
- Affordable housing development and financing mechanisms
- Architecture and urban design

Experience or familiarity with the Boulder real estate and development markets is highly desirable.

NEXT STEPS

Feb. 29, 2016 – Staff will be available at the Feb. 29 meeting to answer council members’ questions or concerns during the retreat follow up agenda item, under Matters from the City Manager. Staff plans to release the RFQ later during the same week.

Mid April, 2016 – Staff will choose a consultant.

April to July, 2016 – Analysis of redevelopment scenarios will be completed.

Third quarter, 2016 – Study session to discuss analysis of potential options and solicit council feedback on how best to move forward.

ATTACHMENTS

Attachment A – Draft Request for Qualifications



CITY OF BOULDER, COLORADO
REQUEST FOR QUALIFICATIONS

Analysis of Redevelopment Scenarios for City-
owned Property at 30th and Pearl

ISSUE DATE: _____

DUE DATE: March 23, 2016

CONTACT:
Eric Ameigh
303-441-4205
ameighe@bouldercolorado.gov

PROJECT BACKGROUND and SCOPE

In 2000, the city initiated a planning effort for a transit-oriented development in east Boulder as an extension of the 28th Street corridor planning project. The 11.2-acre site at the northeast corner of 30th and Pearl streets (then owned by Pollard Friendly Motors) was identified through a site selection process as the preferred location for a TOD. The site was acquired jointly by the city and the Regional Transportation District (RTD) in October 2004 and named “Boulder Transit Village.”

A plan for the area’s future redevelopment, the Transit Village Area Plan (TVAP), was adopted in September 2007 following an effort that began shortly after the acquisition of the Pollard Motor property in 2004. The plan outlines a set of goals and objectives for achieving a broad vision established for the 160-acre Transit Village Area. The vision for the Transit Village Area as articulated in the plan includes the following:

1. A lively and engaging place with a diversity of uses, including employment, retail, arts and entertainment, with housing that serves a diversity of ages, incomes and ethnicities;
2. A place that is not overly planned, with a “charming chaos” that exhibits a variety of building sizes, styles and densities where not everything looks the same;
3. A place with both citywide and neighborhood-scale public spaces;
4. A place that attracts and engages a broad spectrum of the community, not just people who live and work here or come to access the transit in the area; and
5. A place that emphasizes and provides for alternative energy, sustainability, walking, biking and possible car-free areas, e.g., an “eco-village.”

City-owned Site at 30th and Pearl streets

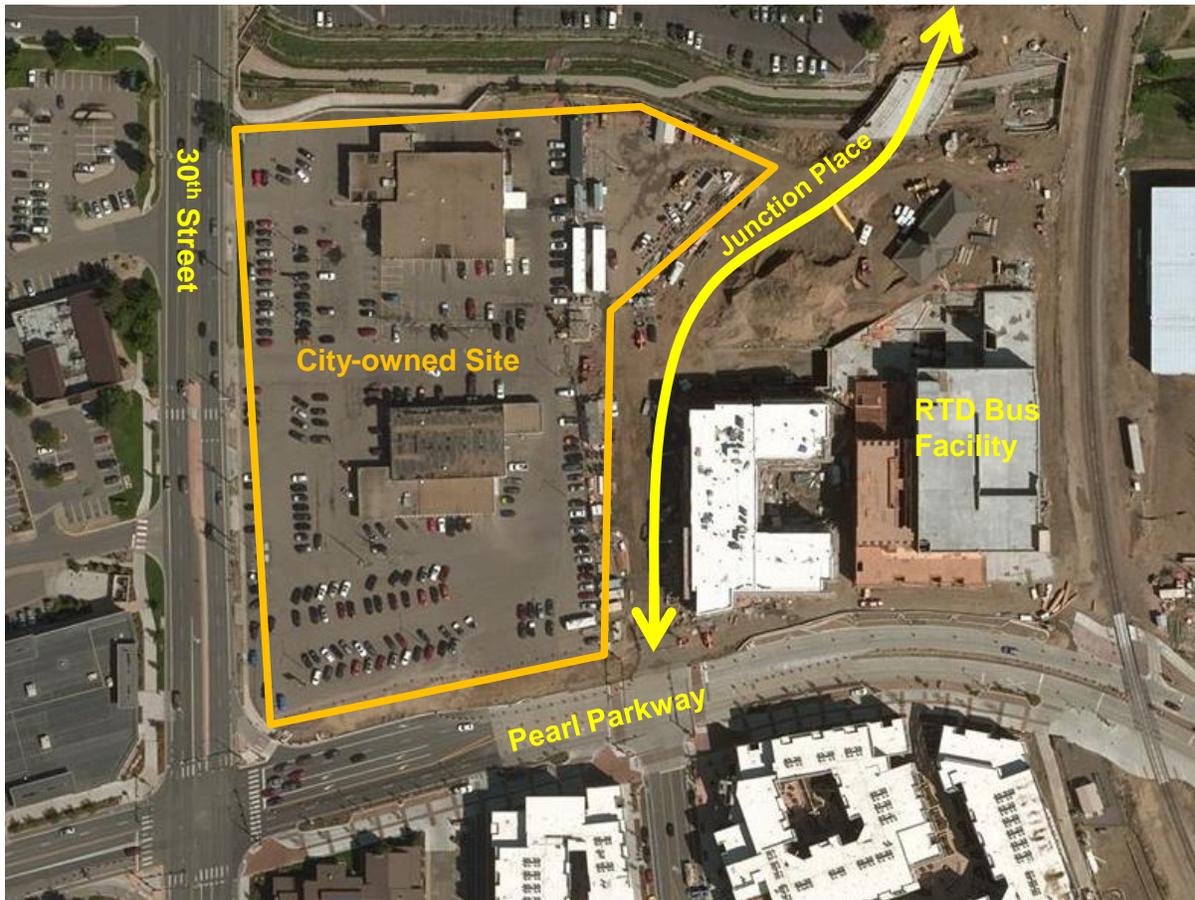
The 2004 acquisition effectively had two parts: the city purchased eight acres on the west portion of the Pollard Motor site for mixed-use development and RTD purchased 3.2 acres on the east portion for a transit facility. The city’s goals when it purchased its portion of the site were to:

- advance Boulder’s long-range vision for a TOD that maximizes public investment in multimodal transportation, infrastructure improvements and affordable housing;
- create a mixed-use development with predominantly residential uses and some supporting commercial uses as determined by a future market study;
- create a range of housing types;
- create a substantial amount (up to 50 percent) of permanently affordable housing, with the remaining 50 percent of the housing sold or rented at market rates; and
- create a mix of ownership and rental housing at a range of 220 to 300 units.

Chapter 3 of the TVAP, titled “Urban Design,” envisions that the city-owned site will be used to create a new transit-oriented, mixed-use neighborhood that is predominantly residential, with some retail and office space. Located in the Pearl Street Center District of the planning area, it is envisioned as a high-intensity mix of housing and associated commercial uses, capitalizing on its central location and the regional bus facility. Up to half of the residential units on the city-owned

site are envisioned as permanently affordable housing for low- to moderate-income, primarily workforce, family households and/or targeted to hard-to-serve populations that would greatly benefit from proximity to transit, such as people with disabilities and seniors.

Since 2005, the build-out estimates for the city-owned site have been reduced from 5.5 developable acres to 4.3 developable acres due to a number of factors including the future location of a ¾-acre pocket park, realignment of Junction Place, 30th Street and Pearl Parkway redesign, siting of the historic depot building and other public improvements around the site (see figure below). Accordingly, housing estimates for potential residential apartments or condos, assuming ground floor retail/commercial along Pearl and 30th streets, have been reduced.



Redevelopment Options Analysis

As of the issue date of this Request, Pollard Friendly Motors still occupies the site under a lease with the city. Per the existing lease, Pollard will vacate the site at the end of October, 2016. The city is seeking an analysis of options for moving forward with redevelopment of the site following the expiration of the lease and the vacation of the site.

A number of TVAP goals have been met in the area since the plan was adopted but some have not. The city is interested in understanding how unmet TVAP goals, and/or other related city

goals, could be met through redevelopment of the site. The scenarios to be examined may include, but are not necessarily limited to, the following:

- **Outright sale:** If the market would, on its own, support a development outcome in line with existing city goals for TVAP implementation, the city could consider sale of the property.
- **Sale with conditions:** If the market would not, on its own, support a development outcome in line with existing city goals for TVAP implementation, the city could consider selling the property with binding restrictions that would ensure city goals are met.
- **Partnership:** The city could seek a development partner(s) to actively plan, manage, and/or participate in the redevelopment of the site in order to ensure city goals are met while taking advantage of a partner's creativity and financial capacity. Recent examples of city-involved partnerships include the Holiday neighborhood and Depot Square.

The above are examples only. The successful consultant will help the city determine the full range of possibilities and the costs and benefits of different approaches.

Considerations for Analysis

There are number of considerations in any future redevelopment of the property. The city is taking a very deliberate approach to site redevelopment given the critical location, not only within a redeveloping area, but also within a strategically important location in central Boulder. The expectation of redevelopment is that it will be successful within a site, neighborhood, and citywide context. Considerations include, but are not limited to, the following:

- **Residential use:** The TVAP anticipated the first phase of plan implementation would be largely residential. While many units have been added in the area, the total number of units has fallen short of expectations. In addition, most new units are stacked flat rentals despite the plan calling for a diversity of housing types and tenures. The analysis must consider options for adding a variety of housing units.
- **Affordable housing:** The TVAP calls for a high percentage of affordable housing in the plan area and on the city-owned site. Actual permanently affordable unit production has fallen short of expectations. The analysis must consider options for adding permanently affordable housing units.
- **Managed parking and transportation:** The site falls within the Boulder Junction Access District which provides managed parking and access to alternative modes of transportation. The cost to provide these services is paid by properties within the district. The analysis must consider how redevelopment scenarios will place demand on the district, how they will contribute to the district financially and whether off-street district parking facilities can and should be part of the site's development.

- Form based code: The city expects that a form based code will be in place on the site before its redevelopment. The new code will govern the site and building design to ensure development contributes positively to the city's placemaking efforts in the area. The options to be analyzed must conform to the form based code.
- Value: The value of the property will be an important variable in understanding costs and benefits of potential redevelopment scenarios. The analysis must include a realistic appraisal of the property's value and, potentially, whether sale of some or all of the property could create value that might be invested elsewhere to better achieve the city's affordable housing goals.

Required Skills and Experience

A meaningful analysis of redevelopment scenarios will require a thorough understanding and exploration of all of the city's goals and the necessary considerations. In order to accomplish this complex task, the successful firm will need to demonstrate expertise in the following areas, at a minimum:

- Real estate finance/pro forma development and analysis
- Market analysis and knowledge of trends in urban redevelopment
- Affordable housing development and financing mechanisms
- Architecture and urban design

Experience or familiarity with the Boulder real estate and development markets is highly desirable.

QUALIFICATIONS

Qualifications should include, at a minimum:

- cover letter
- firm background
- résumés of key personnel, including those who would work directly on the project
- hourly rates
- examples of similar or relevant projects
- list of recent clients

Qualifications must be submitted by noon on Wednesday, March 23, 2016 via email to project contact Eric Ameigh (ameighe@bouldercolorado.gov; full contact information below).

PROCUREMENT PROCESS AND SCHEDULE

TENTATIVE SELECTION SCHEDULE

RFQ issued	Wednesday, March 2, 2016
Qualifications due.....	Wednesday, March 23, 2016, NOON
Consultants Notified of Short List.....	Monday, March 28, 2016
Interviews.....	Week of April 4 or 11, 2016
Consultant selection.....	No later than April 22, 2016

PROJECT CONTACT INFORMATION

Upon release of this RFQ, all consultant communications concerning the RFQ should be directed to the RFQ Coordinator listed below. Any communications will be considered unofficial and non-binding on the city.

Name: Eric Ameigh
Public Works Projects Coordinator
Address: City of Boulder
Department of Public Works
1739 Broadway
Boulder, Colorado 80302
Telephone: 303.441.4205
E-mail: ameighe@bouldercolorado.gov



INFORMATION PACKET MEMORANDUM

To: Members of City Council

From: Jane S. Brautigam, City Manager
Heather Bailey, Executive Director of Energy Strategy and Electric Utility
Development

Date: February 29, 2016

Subject: Information Item: Boulder's Energy Future - Transition Plan and Budget Update

A. Transition Plan Update

The Transition Work Plan serves as a working tool for the city that will be updated on a regular basis as regulatory and 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. The updated schedule overview dated February 12, 2016, is presented as **Attachment A**. Significant work and accomplishments completed since the last update to council include:

- Initiated development of the supplemental application to the Colorado Public Utilities Commission (PUC) for transfer of assets based on November 4 hearing as documented in the December 30 order
- Ongoing evaluation and engagement with Xcel Energy (Xcel) on their response to the power supply request for proposal
- Ongoing evaluation and engagement with various vendors who provided qualification statements for ongoing operation and maintenance services
- Completed work on the Information Technology roadmap project
- Continued implementation and evaluation of energy services related to solar, electric vehicles, and nanogrids
- Continued work on the key accounts program
- Continued to meet with the Energy Services, Rates, Reliability and Safety and Resource Acquisition working groups as necessary
- Developed an operational cash flow and budget model capable of evaluating options for the supplemental application to the Colorado PUC
- Development of operations, maintenance, construction, and safety policies and procedures
- Development of customer service policies and guidelines

- Communication and outreach work
- Participation in a number of regional, national and international collaborations in support of the Boulder community's climate and energy goals (**Attachment B**)

Work during the first quarter of 2016 includes:

- Pursue discovery process with Xcel to obtain information needed to prepare supplemental application to the Colorado PUC for transfer of assets
- Develop separation alternatives consistent with the Colorado PUC order of December 30, 2015
- Develop supplemental application to the Colorado PUC for transfer of assets responding to answer testimony and discovery requests
- Ongoing evaluation and engagement with Xcel on their response to the power supply request for proposal
- Ongoing evaluation and engagement with various vendors who provided qualification statements for ongoing operation and maintenance services
- Integrate information from the Information Technology roadmap project in the transition work plan and budget
- Continue implementation and evaluation of energy services related to solar, electric vehicles, and nanogrids
- Continue work on the key accounts program
- Continue to meet with the Energy Services, Rates, Reliability and Safety and Resource Acquisition working groups as necessary
- Use the cash flow and budget model to evaluate options for the supplemental application to the Colorado PUC
- Development of operations, maintenance, construction, and safety policies and procedures
- Development of customer service policies and guidelines
- Communication and outreach work

B. Budget Update

The municipalization Work Plan represents a significant undertaking. In particular, the legal and technical work necessary to prepare for the potential acquisition of the local distribution system and launch of a municipal utility will be a considerable investment. Recognizing this, in 2011, city voters approved an increase to the Utility Occupation Tax in the amount of \$1.9 million a year. The use of this tax revenue has been allocated to the following categories:

- Legal services (PUC, condemnation and FERC Counsel)
- Consulting services related to municipalization and separation of Xcel's system (engineering and appraisal services)
- Salary and benefits (Energy Strategy and Electric Utility Development)
- Purchased services and supplies (office space and supplies)

City staff has committed to manage spending on transition plan activities such that significant investments are deferred until such time as there is a decision on the separation of the electric system from Xcel and staff will be able to assess the overall impact on utility financial metrics.

Budget

The 2015-2017 total budget of \$7,880,327 is primarily funded from the 2015 Utility Occupation Tax, part of which was prefunded through an advance from the general fund which is being reimbursed as the Utility Occupation Tax is collected for 2016 and 2017. The budget also includes a one-time general fund request of \$712,877; 2015 encumbrance carryover of \$495,731; and 2015 Operating Carryover of \$441,361. These funds have been allocated for salaries, benefits, and services which support legal and operations work related to the development of an electric utility. Expenditures for 2015 total \$2,021,490 and are below year to date budget targets.

The 2015-2017 sources and uses for this effort are provided in the charts below.

Chart 1

2015-2017 Sources				
2015 Utility Occupation Tax	2,015,710			
General Fund Reserves (to be replenished by 2016 and 2017 UOT revenue)	4,214,648			
One-time General Fund Request	712,877			
2015 Encumbrance Carryover	495,731			
2015 ATB Carryover Request	441,361			
TOTAL (2015-2017)	7,880,327			
2015 Uses (Energy Future)	2015 Revised Budget	2015 Expenditures	Committed/ Encumbrances	Balance
Staffing	891,900	703,919	0	187,980
Consulting and Contract Services - Transition Plan	867,500	33,857	20,143	813,500
Consulting and Contract Services - Legal and Regulatory	1,261,282	923,042	347,611	-9,371
Consulting and Contract Services	2,128,782	956,899	367,754	804,129
Systems	290,000	174,471	529	115,000
Capital	0	0	0	0
Purchased Services and Supplies	216,252	186,201	0	30,051
Contingency	343,998	0	0	343,998
2015 Total	3,870,932	2,021,490	368,283	1,481,159
2015 Expenditures		2,021,490		
2015 Encumbrances		368,283		
Future Planned Expenditures		5,490,554		
TOTAL (2015-2017)		7,880,327		

In addition to the 2015 approved project budget, council approved a \$1 million contingency, out of the City Manager fund, to help supplement the Energy Future budget for additional unplanned expenses. The contingency fund has been used to help supplement staff salaries in 2015. The projected budget for the 2015 contingency fund is \$277,276. Expenditures for 2015 total \$134,709 and are below year to date budget targets.

Chart 2

2015 Uses (\$1 Million Contingency)	2015 Revised Budget	Expenditures	Committed	Balance
Staffing	277,276	134,709	0	142,567
2015 Total	277,276	134,709	0	142,567

Below is a chart of the expenditures spent to date on this project, since the approval of the Utility Occupation Tax.

Chart 3	2012	2013	2014	2015	
Energy Future Project - Actual Expenditures	1,033,762	2,512,615	1,942,452	2,021,490	
\$1 Million Contingency - Actual Expenditures	-	-	-	134,709	
TOTAL (2012-2015)	1,033,762	2,512,615	1,942,452	2,156,199	7,645,028

The City of Boulder provides a wide range of core services and community projects on behalf of the community each year. In 2015, approximately 85% of city resources, including personnel and non-personnel expenditures, across the organization, focused on core services including maintenance, operations and public safety, and approximately 15% of city resources focused on community projects outside the delivery of core services including, the Boulder Valley Comprehensive Plan, Housing Boulder, the Civic Area Plan, the Homeless Strategy, the North Trail Study Area, and the Boulder Energy Future Project.

The Boulder Energy Future Project is one of the high profile community projects and is a top priority for City Council. In 2015, resources dedicated to this project represented approximately 6% of city resources spent on community projects. The level of indirect staff resources contributing to the Boulder Energy Future Project is commensurate with resources contributed to other city-wide community projects, and are indicated in Chart 4 below.

Chart 4	2012	2013	2014	2015
Other Staff Resources Contributing to the Project	577,303	644,924	840,452	728,905

Staff resources who contributed to the project in 2015, the estimated percentage of staff time spent on the project and associated budget allocation is provided in **Attachment C**.

Lastly, an organizational chart showing staff assigned to this project and their areas of focus is included as **Attachment D**.

Attachments:

Attachment A: Transition Work Plan Schedule (Updated February 12, 2016)

Attachment B: Regional, National and International Collaboration

Attachment C: Staffing Resources

Attachment D: Organizational Chart

TRANSITION WORK PLAN SCHEDULE OVERVIEW										
2/12/2016										
TASK	2016				2017				2018	2019
	QTR1	QTR2	QTR3	QTR4	QTR1	QTR2	QTR3	QTR4		
DEFINITIONS										
DAY 1 - Boulder pays for system and has right to collect revenue										
DAY 2 - Full Separation/integration complete										
LEGAL/REGULATORY										
PUC Process										
Condemnation Process										
FERC/NERC/WECC Compliance										
PLANNING & ENGINEERING										
Systems										
GIS AND SYSTEM MAP										
Review Xcel's System Map for Boulder system										
Issue RFP, Determine Contractor, Develop System Map and Inventory										
SCADA										
Review Xcel SCADA information										
Evaluate SCADA communication protocol										
Implement SCADA system										
Policies/Procedures/Standards										
Research Electric Utility Industry Policies, Procedures and Standards										
Developer Standards										
Review Xcel Developer Standards										
Develop Boulder Developer Standards										
Interconnection Standards										
Review Xcel Interconnection Standards										
Develop Boulder Interconnection Standards										
Additional Facilities & Services										
Review Xcel Standards for Additional Facilities & Services										
Develop Boulder Standards for Additional Facilities & Services										
Impact Fees and Charges										
Review Xcel Impact Fees and Charges										
Develop Boulder Impact Fees and Charges										
Service Contracts for Large Customers										
Review Xcel Service Contracts for Large Customers										
Develop Boulder Service Contracts for Large Customers										
Substation and Distribution Design Manuals										
Review Xcel Substation and Distribution Design Manuals										
Develop Boulder Substation and Distribution Design Manuals										
Substation and Distribution Materials and Construction Standards										
Review Xcel Substation and Distribution Materials and Construction Standards										
Develop Boulder Substation and Distribution Materials and Construction Standards										
Substation and Distribution System Planning Guidelines										
Review Xcel Substation and Distribution System Planning Guidelines										
Develop Boulder Substation and Distribution System Planning Guidelines										
Meter Maintenance & Testing Standards										
Review Xcel Meter Maintenance & Testing Standards										
Develop Boulder Meter Maintenance & Testing Standards										
Council approval of Engineering Policies (as needed)										
Planning & Engineering Studies										
System Model										
Review Xcel's System Model for Boulder system										
Issue RFP, Determine Contractor, Develop System Model										
Protective Device Coordination										
Review Xcel's Device Protection schemes for Boulder system										
Issue RFP, Determine Contractor, Perform Coordination Study										
Arc Flash Analysis										
Review Xcel's Arc Flash study/incident energy levels for Boulder system										
Issue RFP, Determine Contractor, Perform Arc Flash Study										
Long Range Plan										

TRANSITION WORK PLAN SCHEDULE OVERVIEW										
2/12/2016										
TASK	2016				2017				2018	2019
	QTR1	QTR2	QTR3	QTR4	QTR1	QTR2	QTR3	QTR4		
Review Xcel's Long Range Plan for Boulder System										
Issue RFP, Determine Contractor, Develop Long Range Plan										
CONSTRUCTION, OPERATIONS AND MAINTENANCE										
Evaluate construction & operations services to outsource										
RFQ for on-going services					COMPLETE					
Issue RFPs for on-going services										
Negotiate contracts for on-going services										
Meter Reading										
Expand water meter reading operations or sub-contract; implement										
Locate and lease support facility 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										
Systems										
Outage Management System										
Evaluate Outage Management Options										
Evaluate and Implement Outage Management or coordinate with Xcel										
Meter Data Management										
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										
Inventory										
Warehouse Stock										
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										
Meters										
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.)										
Equipment/Tools										
Contract Crew Equipment										
Service Crew Equipment										
Meter Tech Equipment										
Vehicles										
Rolling Stock										
Personal Protective Equipment										
Policies/Procedures/Standards (Construction & Operations)										
System Operations Procedures										
Review Xcel system operations standards										
Develop Boulder system operations procedures										
System Inspection, Maintenance, and Testing Procedures										
Review Xcel system inspection, maintenance, and testing standards and reports for 5 historical years										
Develop Boulder system inspection, maintenance, and testing procedures										
Vegetation Management Plan										

TRANSITION WORK PLAN SCHEDULE OVERVIEW										
2/12/2016										
TASK	2016				2017				2018	2019
	QTR1	QTR2	QTR3	QTR4	QTR1	QTR2	QTR3	QTR4		
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										
Outage Response & Emergency Operating Plan										
Obtain SAIDI and SAIFI for Boulder circuits for the most recent 5 historical years										
Evaluate synergies with other City operations and finalize Outage Response & Emergency Operating Plan										
Council Approval of Construction & Operations Policies (as needed)										
Secure building and facility space of on-going services										
Vendor mobilization for on-going services										
POWER SUPPLY										
Policies/Procedures/Standards										
Evaluate Rocky Mountain Reservice Group participation										
Risk Management Protocols										
Utility REC & Carbon tracking protocols										
Load Forecast										
Develop estimate of future generation/displacement from existing and anticipated city owned or third-party DSM/EE/DG for 10 year planning cycle										
Perform Local Solar Potential Capacity Analysis					COMPLETE					
Create web based solar mapping platform utilizing LIDAR					COMPLETE					
Establish Short and Long Term Power Supply RFP objectives that meet technical requirements for delivery, cost, environmental priorities and Utility of Future vision										
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 local third-party owned generation (DG)										
Develop current and 10-year summer/winter energy and demand load profile by delivery point										
Power Supply										
Power Supply Preliminary Evaluation										
Choose Power Supply Advisors										
Form Power Supply Working Group										
Ongoing Power Supply Working Group Meetings										
Secure Power Supply and Transmission Service										
Issue RFP to Xcel Energy					COMPLETE					
Evaluate Xcel Energy Proposal					COMPLETE					
Issue RFP to third party providers										
Receive responses and evaluate proposals										
Negotiate contract for integrated power supply and transmission service										
Implementation of power supply and transmission prior to Day 1										
Resource Planning										
Integrated Resource Planning										
Determine IRP process including: participants, required data, frequency, approval process, need for consultants, etc										
Potential IRP Working Groups										
Colorado Renewable Energy Resource (RES) Compliance Plan										
Develop and implement RES compliance plan based on state requirements										
CUSTOMER SERVICE										
Determine call center implementation approach										
Issue RFP for call center representative and outsource (if required)										
Billing/Collections Staff										
Expand current City operations for electric billing/collections										
Output Services Inc. (OSI) - printing and mailing bills and notices										
e-Complish/Chase Paymentech - process phone and online credit payments										
JP Morgan Chase - process check payments										
Vanco Services - electronic payments										
Systems										
Customer Information (CIS/Billing)										

TRANSITION WORK PLAN SCHEDULE OVERVIEW										
2/12/2016										
TASK	2016				2017				2018	2019
	QTR1	QTR2	QTR3	QTR4	QTR1	QTR2	QTR3	QTR4		
Internal evaluation for CIS system requirements										
Review Customer Account Information										
Contract with Advanced Utility to configure software for electric billing										
CIS system - Software programming implementation										
Clean Data										
Import Customer Account Information and CIS "live" testing with Call Center										
Policies/Procedures/Standards										
Customer Service Policies										
Develop Customer Service Policies and Procedures										
Develop Collection and Information Privacy Policies and Procedures										
Council approval of Policies (as needed)										
Key Accounts										
Develop Key Account Program										
Establish criteria for Key Accounts										
Identify and Tag Key Accounts										
Align with overall Customer Experience Strategy										
Customer Account Transition										
Communications and Customer Experience Working Group										
Develop/implement communication strategy										
Develop/revise customer interface platforms and contact information										
ENERGY SERVICES										
Develop Interim Energy Services Program										
Form Energy Services working group									COMPLETE	
Develop options for Interim Energy Services Program									COMPLETE	
Develop plan and funding options for Interim Energy Services Program									COMPLETE	
Implement Interim Energy Services Program										
Develop Energy Services for Day 1										
Review gap analysis with Xcel offerings										
Research best practices, emerging trends and customer needs										
Develop energy services alternatives and costs										
Develop Rate Structures or Riders for input into rate development										
Establish Measurement and Verification Guidelines and Methodology										
Public process/Council approval (as needed)										
Finalize Energy Services										
Market and Launch Day 1 Energy Services										
Existing (Xcel) Customer Programs- Billing Transition										
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.										
FINANCE & ACCOUNTING										
Financial Modeling										
Select Consultant for Cash Flow Model Development									COMPLETE	
Financial Cash Flow Model Development									COMPLETE	
Financial Cash Flow Modeling										
Resource (Capital) Planning and Financial Management System										
Modify/expand Tyler Munis Enterprise Resource Planning system for electric operation										
Accounting										
Modify/expand Tyler Munis Accounting system for electric operation										
FERC Accounting										
GASB Accounting										
Purchasing										
Asset Management										
Insurance										
Evaluate Enterprise Risk Management Options										
Personnel Related Insurance - evaluate current self-insurance coverage and adjust as needed										

TRANSITION WORK PLAN SCHEDULE OVERVIEW										
2/12/2016										
TASK	2016				2017				2018	2019
	QTR1	QTR2	QTR3	QTR4	QTR1	QTR2	QTR3	QTR4		
Equipment Related Insurance - evaluate current self-insurance coverage and adjust as needed										
Budget										
10-20 year Budget (preliminary/pro forma)										
10-20 year Budget (final for bond issuance)										
Refresh Budget (using final retail rates) for Charter Metrics										
Rates										
From Rates Working Group	COMPLETE									
Issue RFP and choose contractor for Rate Analysis										
Identify Rate Components and preliminary rate structure										
Cost of Service Study										
Develop Rates (final for bond issuance)										
Public process/Council approval of rates (as needed)										
Finalize Rates										
FINANCING										
BRIDGE LOAN										
Solicitation										
Council Process (as needed)										
Bridge Loan Prep										
Bridge Loan Duration										
BONDING										
Bond Prep										
Issue RFP for Bond Underwriter										
Development of official statement										
Rating agency presentations										
Investor presentations/Drafting of disclosure documents										
Issue Bonds										
SUPPORT SERVICES										
Fleet Service Management System										
Administrative Policies										
Human Resources										
HR Staffing Assessment										
Review/revise existing Personnel Policies following HR Staffing Assessment										
Information Technology										
Select Consultant for IT Roadmap Development	COMPLETE									
IT Roadmap Development	COMPLETE									
Implement IT Roadmap										
Facilities										
Fleet										
Communications										
Interim Communications and Outreach										
Communication and Customer Experience Working Group										
Branding, Marketing & Communications Plan										
Evaluate need for branding and logo; develop preliminary budget										
Branding design; preliminary marketing/communication plan										
Public Process/Council approval of branding and logo (as needed)										
Finalize branding and communication plan and budget; identify audience, format, content, and timing										
Launch branding and communication plan										
Accident Investigation Procedures										
Incorporate electric operations requirements into current procedures										
Establish/Adopt Safety Policies & Training Programs for electric operations										
INTER-DEPARTMENT ASSESSMENTS										
GOVERNANCE										
Governance Working Group										
Create Utility Advisory Board										
INTERCONNECTION										

Regional, National and International Collaboration

Area of Collaboration	Relevant Activities in 2015
Legislative & Regulatory	<ul style="list-style-type: none"> • Colorado Public Utilities Commission (PUC) Proceeding No. 14AL-0660E (2014 Rate Case)—Staff participated in the proceeding including the settlement discussions. • Monitored Bills introduced in 2015 Legislative Session. • Colorado Public Utilities Commission (PUC) Proceeding No. 14R-0394EG (Rulemaking on Energy Data Access and Privacy Rules)—Created a coalition of eight local governments to recommend rule changes to facilitate climate action planning. The Commission ruled on the proceeding on July 7, approving many of the City’s recommendations for improving building owner access to whole building data such as replacing the 15/15 rule with a 4/50 data privacy rule. Concurrently, the Commission dismissed several of the more impactful recommendations made by Boulder and Denver that would have made it easier for communities to obtain energy usage data. In particular, they upheld the current 15/15 data privacy rule for community energy reports. • In partnership with Boulder County, developed the Colorado Communities for Climate Action Coalition to lead efforts to advocate for policy and regulatory changes that promote and support local decision making in pursuit of a low carbon energy future including those that would simultaneously promote community resilience, economic vitality and job creation. To date, Boulder, Boulder County, Fort Collins, Aspen, Eagle and San Miguel Counties have committed funds and are official partners. Recruitment efforts continue in 2016, and a 2016 work plan is being developed. • Colorado Public Utilities Commission (PUC) Proceeding No. 14A-1057 (2015-2016 DSM plan)—Staff participated in settlement negotiations. • EPA Clean Power Plan- In partnership with 17 US states and four cities, Boulder intervened in the DC District Court case. The Coalition is being led by the New York Attorney General’s office and was formed to defend the Clean Power Plan against motions to stay the rule. Boulder submitted a Declaration from the Mayor which was submitted as testimony in the case. Boulder will continue to be an active party.
Regional Technical and Outreach Working Groups	<ul style="list-style-type: none"> • Colorado Climate Networking Steering Committee—The Colorado Climate Network and the Colorado Municipal League are convening a statewide Local Resilience Project and the Northern Front Range Resiliency Project to help improve the resilience of Colorado local governments and local resources to possible climate change impacts. The Network released the final report available at: http://www.coclimatenetwork.org/resilience.html. Additionally, the CCN will perform the administrative functions for the Colorado Communities for Climate Action Coalition mentioned above. • Local Government Working Group on Public Utilities Commission Issues— Developed strawman community energy report and participated in meetings with Xcel Energy technical staff to refine list of energy consumption and programmatic metrics that will be provided to local governments for climate and energy planning.

	<ul style="list-style-type: none"> ● Boulder Sustainability Alliance—Representatives from CU Boulder, BVSD, Boulder County and the city have continued to meet to discuss sustainability related issues; particularly issues associated with energy. On May 4 the Alliance was the primary topic at the Town/Gown event at CU Boulder. Leadership from each of the four Alliance organizations spoke about efforts relate to climate, energy and sustainability. ● Boulder, Boulder County & City/County of Denver Collaboration—Staff from the four agencies meet quarterly to discuss ongoing issues related to energy and climate, waste reduction and transportation alternatives. ● Colorado Clean Energy Cluster—Colorado Clean Energy Cluster (CCEC) is a project-driven, nonprofit economic development organization aimed at growing primary jobs in Colorado in the area of clean energy through formal partnerships between clean energy companies, the public sector and higher education. The board is made up of cities, businesses and universities – the city’s membership includes board seats for the city, Boulder Chamber, and the University of Colorado Boulder. The city is collaborating with CCEC on the following efforts: <ul style="list-style-type: none"> ▪ Managing a Department of Energy grant funded project to increase energy resilience at the city’s Water Treatment plant ▪ Organizing and tracking the local clean tech energy sector ▪ Identifying and developing high profile/high impact pilot projects that engages our local clean energy companies ▪ Ensuring the success of the Boulder Energy Challenge grant recipients
<p>National Technical and Outreach Working Groups</p>	<ul style="list-style-type: none"> ● iUrban Smart City Advisory Group—Participated in two collaborative webinars with international advisory group members ● USDN Utility-Data User Group—Participated in bi-monthly webinars on topics from EPA Portfolio Manager to an overview of ACEEE tools and resources.
<p>Conferences & Presentations</p>	<ul style="list-style-type: none"> ● February 23-25, Panel and Presentation at COSEIA Conference ● March 5, Presentation at Law Seminars International Conference ● March 12, Presentation to Gunbarrel Energy Future ● March 17, Alliance for Sustainable Colorado Legislative Briefing ● March 25-27, Planning Committee and Presentation at the Second Annual Maui Energy Conference ● March 31, 2015, Presentation to CU Policy Class ● April 20, Hosted presentation by Hubert Fechner head of Renewable Energy at the Institute of Applied Science in Vienna ● May 12-13 Carbon Neutral Cities Alliance, Vancouver ● May 19, Presentation to Boulder Valley Rotary Club ● May 20, Presentation to Leave Boulder County Out ● May 27, Presentation at American Antitrust Institute Conference ● May 27, Presentation at Public Power in the District of Columbia ● June 18, Presentation to Boulder Economic Council ● June 29, USDN Technical Microgrid Workshop, Boston ● July 13, Vail Symposium Panel and Presentation

ATTACHMENT B

- July 14, Presentation to Boulder County Commissioners
- July 22-23, Energy System Transformation Breakthrough Convening
- July 27, Presentation to Empower Our Future
- September 1, Alliance for Sustainable Colorado Panel
- September 18, Presentation to Colorado Municipal League
- September 21, Presentation to Empower Our Future
- September 23, Presentation to Environmental Entrepreneurs
- October 8, Presentation to Fossil Fuel Free Denver
- October 9, Presentation to International Delegates
- October 16, Presentation to Colorado Association of Municipal Utilities (CAMU)
- October 22, Presentation at New Republic's - The Next Frontier of Climate Change
- October 27, Presentation to Institute for Policy Integrity New York University School of Law
- December 1, Paris COP 21 Presentation
- December 18, City of Boulder Legislative Breakfast

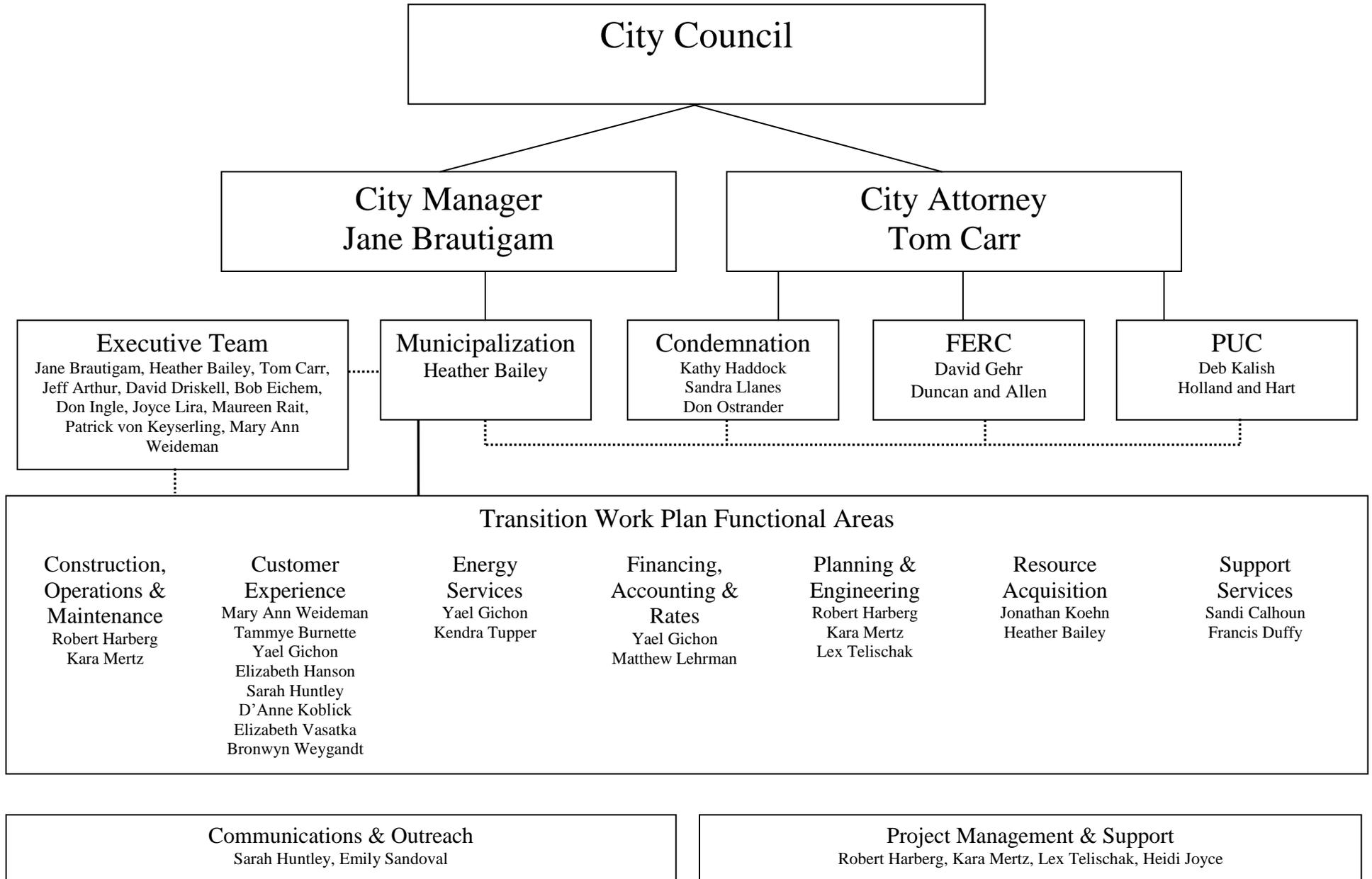
Boulder's Municipalization Exploration Project
2015 Staffing Resources
January - December, 2015

Energy Future Budget: Utility Occupation Tax (UOT)/One-time General Fund \$	
Name	% of Time Dedicated to Project
Heather Bailey	100
Aaron Estevez-Miller (Part-time Intern)	100 June-August
Maya Fohrman (Part-time Intern)	100 May-August
Robert Harberg	100 March-December
Taylor Jacobs (Part-time Intern)	<1
Heidi Joyce	100
D'Anne Koblick	13 January-June
John Miller (Part-time Intern)	100 January-February
Emily Sandoval (Part-time Intern)	100 May-December
Lindsay Sandoval (Part-time Intern Through Nov., 1.0 FTE Nov.-Dec.)	100 May-December
	\$703,919 Actual Cost

Energy Future Budget: \$1 Million Contingency	
Name	% of Time Dedicated to Project
Yael Gichon	50
Matt Lehrman	100 July-December
Jessica Sharkey	100 May-June
Lex Telischak (Part-time)	100 May-December
	\$134,709 Actual Cost

Staffing Resources Allocated Within Existing Budgets, Separate From Energy Future	
Name	% of Time Dedicated to Project
Jeff Arthur	2
Jane Brautigam	5
Tammye Burnette	<1
Tom Carr	10
Sandi Calhoun	4
Carl Castillo	1
Kelly Crandall	83 January-May
David Driskell	3
Marion Down	1
Francis Duffy	1
Bob Eiche	4
Daniel Fairchild	2
Brett Feddersen	10
David Gehr	28
Yael Gichon	50
Kathy Haddock	58
Elizabeth Hanson	5
Sarah Huntley	33
Don Ingle	8
Elesha Johnson	3
Deb Kalish	57
Jonathan Koehn	81
Joyce Lira	3
Sandra Llanes	30
Kara Mertz	5
Sean Metrick	<1
Laurie Nading	44
Denise Noe	<1
Joanna Paradiso	1
Cheryl Pattelli	<1
Maureen Rait	4
Penn Richman	12
Kendra Tupper	8
Elizabeth Vasatka	3
Patrick von Keyserling	2
Bronwyn Weygandt	2
Mary Ann Weideman	5
	\$728,905 Estimated Cost

ATTACHMENT D
Organizational Chart





INFORMATION PACKET MEMORANDUM

To: Mayor and Members of Council

From: Jane S. Brautigam, City Manager

Date: February 25, 2016

**Subject: Information item: Update 2016 Intercity Leadership Visit to Portland/Eugene
April 24, 2016 – April 27, 2016**

EXECUTIVE SUMMARY:

At the Council Agenda Committee meeting of February 22, 2016, CAC members posed several questions regarding the upcoming Intercity Leadership Visit to Portland and Eugene, Oregon. I agreed to provide an update to council regarding the trip planning efforts to date.

BACKGROUND:

For a number of years, the City of Boulder has hosted visits from dignitaries of other cities who have come to study the innovative policies that we have implemented and that make Boulder such a vibrant community. In many instances, these trips have involved members of the staff and city councils from the visiting cities, as well as members of the local universities and chambers of commerce. In the past, several council members expressed the view that “we should do that” but the opportunity has not arisen.

In May 2015, Sean Maher of Downtown Boulder, Inc. (DBI) met with me to say that DBI was interested in planning such a visit to another city and asked for any ideas the city had about which other jurisdictions would provide the best learning opportunities. At that point, Portland was among the top contenders. I mentioned the idea of an intercity visit to the council and was asked to move forward with determining the cost for inclusion in the budget. During the 2016 budget process, we included a budget item for an “Intercity Visit” in 2016 which was approved.

On October 27, 2015, I received an email from Sean Maher indicating that the trip to Portland had been scheduled for April 24 – 26, 2016. This came as a surprise, as the last time we had spoken about the trip was in the Spring. Nevertheless, I immediately placed the matter on the CAC agenda for November 2 to make certain that council remained interested and the dates would work in the council calendar. The item read:

“As part of the 2016 Budget, we included funding to support a City Council trip, in coordination with DBI and others from the community, to another city as a learning opportunity. DBI has

been in the lead on this trip and informed us this week that they plan for the visit to be to Portland, OR, April 24 – 26, 2016. We need to block this out on the city council schedule and consider moving the April 26 study session to April 27.”

CAC welcomed the trip and asked staff for additional information regarding the agenda, noting that council may wish to extend the visit to include meetings on a number of important issues.

On December 7, 2015, CAC discussed the trip again, adding the possibility of visiting Eugene, OR, and including items that are important to Boulder in the itinerary. At the December 15, 2015, City Council meeting, council members Appelbaum and Burton agreed to serve on a subcommittee to work on the trip planning and logistics.

The work of the subcommittee on the Portland trip has been instrumental in developing the proposed itinerary and managing trip costs. As we move forward, the subcommittee will work with staff to establish an agenda that meets the needs of the City of Boulder attendees.

PURPOSE OF THE INTERCITY VISIT:

The one day visit to Portland is an opportunity to share ideas and experiences with other Boulder leaders and learn from Portland's political, civic and business leadership. Portland is a progressive city with a thriving downtown, healthy lifestyle, environmental commitment and entrepreneurial spirit. The city is dealing with many of the issues and challenges faced by Boulder, including affordable housing, homelessness and accessible transportation. They are a leader in the area of eco-districts and a clean economy. A one day “side trip” to visit the council and staff of the City of Eugene (only City of Boulder attendees) is intended to allow us to learn more about their unique approach to housing, homelessness and transportation issues.

TRIP COSTS AND LOGISTICS:

The cost of the two-and-a-half day trip was originally estimated to be \$1,500 per person plus travel expenses and \$40,000 was budgeted for the trip in the 2016 budget. When the DBI information was received, the cost had risen slightly and the council subcommittee asked for a complete breakdown of trip costs. Based on subcommittee direction, we have worked with DBI to reduce the trip cost for City of Boulder council members and staff to \$775 for the Portland portion of the trip. Additional costs will be incurred for the Eugene portion of the trip. The detail is as follows:

Total Cost per person (DBI) - \$775

Hotel: \$225 per night x 2 nights x tax @ 14.5% = \$515 per person (plus other fees if there are any)

Meals: Sunday reception/dinner and Monday lunch = \$95 per person; all other meals will be on your own and will not be part of the DBI group

Programming costs: COB will incur costs for only one day of programming from First Stop Portland - \$150 per person

Materials: \$15 per person (program, name tags, etc)

Additional Expenses to be incurred by the city (estimates):

Flights: \$200–300 per person

Additional meals: City attendees will use per diem amounts (\$64/day/per person) with no alcohol

Tuesday, April 26 Side Trip to Eugene for City of Boulder Council and Staff only: (estimates)

Train/bus transportation (2.5 hours): \$42 per person

Hotel: \$225 x tax @14.5% = \$258 per person

Van Rental: 2-12 passenger vans = \$600

The rough total cost per person for the three-and-a-half day trip, assuming airfare of \$300 per person, is \$1,675 plus minor miscellaneous expenses such as transit costs in Portland.

Because we have been focused on the costs and travel logistics, the detailed agenda for the trip has not been worked out. As reported to council several weeks ago, the rough itinerary follows:

Sunday, April 24, 2016 – travel to Portland in the morning or early afternoon, reception and dinner with DBI group in the evening (possibly an informal, self directed tour of the city in the afternoon)

Monday, April 25, 2016 – presentations/discussions with Portland city staff and other leaders about homelessness, housing and transportation with opportunities for small group break out discussions and special interest tracks (the details will be arranged in the next few weeks)

Tuesday, April 26 – extend our stay and take a “side trip” to Eugene (only for the COB group - council members and staff) focusing on some unique initiatives they have relating to their significant homeless population (estimated 3,000 homeless in the city) and how their Police Department, Human Rights Division, and the faith communities are working together. This will also likely include opportunities to learn about their ADUs, tiny homes and their transportation initiatives. Two sites we would like to see are Opportunity Village and Emerald Village, two tiny home communities for the homeless. We may break up into smaller groups so that we can see more things

Wednesday, April 27, 2016 – Spend the morning on additional Portland presentations/discussions without the DBI group (they are leaving Portland on Tuesday afternoon while we are in Eugene); travel back to Boulder on Wednesday afternoon

Because this is a trip that involves a number of members of City Council, focusing on city priorities, it is open to the public. In addition, the Daily Camera has been invited to send a reporter with the group.

ATTENDEES:

The city had initially estimated that there would be up to 18 Boulder attendees for the Intercity visit, nine council members and nine staff members. More recently we have learned that several council members are unable or unwilling to attend. At present, five council members have confirmed; one more is uncertain due to business engagements. We have likewise tried to cut back on the number of staff members attending the trip and now anticipate that the following staff members will attend:

Jane Brautigam, city manager
David Driskell, executive director of planning, housing and sustainability
Karen Rahn, director of human services
Kurt Firnhaber, deputy director of housing (Kurt will start with the city in early April)
Kathleen Bracke, GO Boulder manager; OR the new Transportation Director
Police Commander Katie McEldowney

There are 25 people who have expressed an interest to be included on the trip through the auspices of DBI. These include representatives from BVSD, CU and the homeless service provider community. A list of tentative attendees, provided by DBI, is attached as Attachment A.

NEXT STEPS:

The City Council may wish to ask additional staff members to attend the trip. One of the areas that Portland is known for is its focus on sustainable initiatives and Eco-districts. In the event that council wishes to include this focus, we may consider staff members from Planning, Housing and Sustainability, or Transportation. In addition, the city could choose to sponsor selected members of the public who could otherwise not afford to attend.

Once the council has confirmed that we are moving forward, staff and the council subcommittee will work on planning a more detailed agenda. This may include opportunities for the group to split up to cover more ground based on different interests

Portland Intercity Visit – Proposed Attendees as of 2.23.16

First Name	Last Name	Organization/Affiliation
Shelby	Arnold	Downtown Boulder
Lori	Call	Kaiser Permanente
Susan	Connelly	Chamber Community Affairs Council
David	Dadone	BMOCA
Frances	Draper	University of Colorado
Craig	Eicher	Xcel Energy
Richard	Foy	DBI Board Chair
Christina	Gonzales	University of Colorado
Clif	Harald	Boulder Chamber/BEC
Greg	Harms	Boulder Homeless Shelter
Chuck	Hunker	DBI Board/Boulder SBDC
Sean	Maher	Downtown Boulder
MaryAnn	Mahoney	Boulder Convention and Visitors Bureau
Isabel	McDevitt	Bridge House
Erica	Meltzer	Daily Camera
Bruce	Messinger	BVSD
Fern	O'Brien	DBI Board/O'Brien Law PC
Sue	Prant	Community Cycles
Ceyl	Prinster	Colorado Enterprise Fund
Anna	Salim	Downtown Boulder
Chris	Shears	Shears Adkins Rockmore Architects
Adrian	Sopher	Sopher Sparn Architects
Steven	Sparn	BID Board/Sopher Sparn Architects
Sam	Sussman	DBI Board/8 Days a Week Printing
John	Tayer	Boulder Chamber of Commerce



CITY OF BOULDER
Boards and Commissions Minutes

NAME OF COMMISSION: Open Space Board of Trustees			
DATE OF MEETING: February 11, 2016			
NAME/EXTENSION OF PERSON PREPARING SUMMARY: Leah Case x2025			
NAMES OF MEMBERS, STAFF AND INVITED GUESTS PRESENT: MEMBERS: Shelley Dunbar, Frances Hartogh, Molly Davis, Kevin Bracy Knight, Tom Isaacson STAFF: Tracy Winfree, Jim Reeder, John Potter, Chad Brotherton, Annie McFarland, Gabe Wilson, Don D'Amico, Mark Gershman, Marianne Giolitto, Bethany Collins, Deryn Wagner, Phil Yates, Kelly Wasserbach, Cecil Fenio, Greg Seabloom, Brian Anacker, Alycia Alexander, Juliet Bonnell, Steve Armstead, Joe Reale, Lynn Riedel, Heather Swanson, Leah Case GUESTS: Jeff Moline, Boulder County Parks and Open Space			
TYPE OF MEETING:	<u>REGULAR</u>	CONTINUATION	SPECIAL
SUMMATION: AGENDA ITEM 1 - Approval of the Minutes Tom Isaacson moved the Open Space Board of Trustees to approve the minutes from Jan. 13, 2016 as amended. Frances Hartogh seconded. This motion passed unanimously. AGENDA ITEM 2 - Public Participation None. AGENDA ITEM 3 - Matters from Staff Chad Brotherton, Maintenance Person III, Trails, gave an update on the Towhee Trail. Deryn Wagner, Environmental Planner, gave an update on the New Acquisition Management Integration. Marianne Giolitto, Wetland and Riparian Ecologist, gave an update on the Boulder Creek Restoration Master Plan. Mark Gershman, Environmental Planning Supervisor, gave an update on the Boulder Valley Comprehensive Plan. AGENDA ITEM 4 - Matters from the Board None.			

AGENDA ITEM 5 – Consideration of a motion recommending that City Council approves a resolution to support a grant application by Jefferson County to the Federal Lands Access Program for a section of the Rocky Mountain Greenway, including a financial commitment to provide a portion of local match requirements.

Deryn Wagner, Environmental Planner, presented.

This item spurred one motion:

Frances Hartogh moved the Open Space Board of Trustees (OSBT) recommend that, pending support from other local partners, City Council resolve or affirm the city’s intention to approve financial support, and that City Council approve financial support for an application by Jefferson County for grant funding through the Federal Lands Access Program, which, if awarded, would fund planning, design and construction of a grade-separated trail crossing of State Highway 128 and trail segments to connect the Rocky Flats National Wildlife Refuge and City of Boulder and Boulder County trails to the north. OSBT cautions that this should not be considered a commitment to the current proposed crossing location or trail alignment. Kevin Bracy Knight seconded. This motion passed unanimously.

AGENDA ITEM 6 – Request that the Open Space Board of Trustees (OSBT): Approve the newly refined Scenarios A and B for the North Trail Study Area (TSA) Plan Identify which of the newly refined scenarios should be used as the basis for the North TSA Plan.

Steve Armstead, Environmental Planner, presented.

This item spurred two motions:

Kevin Bracy Knight moved the Open Space Board of Trustees are approving Scenarios A and B as amended. Tom Isaacson seconded. This motion passed three to two; Frances Hartogh and Molly Davis dissented.

Kevin Bracy Knight moved the Open Space Board of Trustees identify Scenario B should be used for drafting the North Trail Study Area Plan. Tom Isaacson seconded. This motion passed three to two; Frances Hartogh and Molly Davis dissented.

ADJOURNMENT: The meeting adjourned at 12:45 a.m.

ATTACH BRIEF DETAILS OF ANY PUBLIC COMMENTS:

Many members of the public spoke in regard to the North TSA.

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

The next OSBT meeting will be Wed. Mar. 9 at 6 p.m. at 1777 Broadway in the Council Chambers

City of Boulder
BOARDS AND COMMISSIONS MEETING SUMMARY FORM

NAME OF BOARD/COMMISSION: Human Relations Commission
DATE OF MEETING: Feb. 22, 2016
NAME/TELEPHONE OF PERSON PREPARING SUMMARY: Luis Ponce 303-441-4197
NAMES OF MEMBERS, STAFF AND INVITED GUESTS PRESENT: Commissioners – José Beteta, Shirly White, Nikhil Mankekar, Emilia Pollauf, Amy Zuckerman Staff – Karen Rahn, Carmen Atilano, Luis Ponce Commissioners absent – None
WHAT TYPE OF MEETING (CIRCLE ONE) [REGULAR] [SPECIAL] [QUASI-JUDICIAL]
AGENDA ITEM 1 – CALL TO ORDER – The Feb. 22, 2016 HRC meeting was called to order at 6:02 p.m. by A. Zuckerman .
AGENDA ITEM 2 – AGENDA ADJUSTMENTS – None.
AGENDA ITEM 3 – APPROVAL OF MINUTES A. Jan. 27, 2016 - E. Pollauf moved to approve the Dec. 17, 2015 minutes with three edits. N. Mankekar seconded. Motion carries 4-0-1.
AGENDA ITEM 4 – COMMUNITY PARTICIPATION (non-agenda action items) –Rob Smoke talked about his experience with the camping ban ordinance. He urged the HRC to understand the situations of homeless and take action to repeal the ordinance.
AGENDA ITEM 5 – ACTION ITEMS A. 2016 MLK Day Fund Reports – 1. Showing Up for Racial Justice (SURJ) – Representative presented overview of the workshop. N. Mankekar moved to approve report. J. Beteta seconded. Motion carries 5-0. 2. Peers Building Justice (PBJ) – Representative provided an overview of the workshop and presented a PowerPoint presentation that showed pictures from the event. N. Mankekar moved to approve report. E. Pollauf seconded. Motion carries 5-0. 3. Towards Right Relationship Project (TRR) – Representative showcased TRR’s event achievements. N. Mankekar moved to approve report. J. Beteta seconded. Motion carries 5-0. 4. MOTUS Theatre – Representative retold the emotions and artistry present in her organization’s event. It was well attended and well received by the public. N. Mankekar moved to approve report. E. Pollauf seconded. Motion carries 5-0. 5. Voices for MLK – Students from Boulder High School presented their report, highlighting the great attendance and the fact that students from different grades were present. J. Beteta moved to approve report. E. Pollauf seconded. Motion carries 5-0. B. 2017 MLK Day Celebration – Commissioners discussed new ideas and changes for next year’s MLK Day Celebration. The ideas included formulating more family-friendly activities, coordinating the day of the event with CU-Boulder, boosting a march and putting out the RFP earlier (April) and having a deadline during the summer months. S. White moved to approve the new MLK Day Celebration format. J. Beteta seconded. Motion carries 5-0. C. Indigenous People’s Day Proposal – A. Zuckerman presented for consideration a “Proposal to Create an Indigenous People’s Day in Boulder”. Following the discussion, commissioners decided to create a subcommittee of the HRC with Native American community members to develop content of the proposed resolution to Council. J. Beteta moved to create the subcommittee. N. Mankekar seconded. Motion carries 5-0. D. 2016 Funding Allocations – S. White moved to approve the \$2,530 for 2017 MLK Day Celebrations. N. Mankekar seconded. Motion carries 5-0.
AGENDA ITEM 6 – DISCUSSION/INFORMATIONAL ITEMS A. Living Wage Recommendations Update – K. Rahn gave an overview of the Council’s decision

to move forward with staff's recommendations.

- B. Human Services Strategy Update** – K. Rahn provided an update.
- C. Inclusive and Welcoming Community Work Plan** – K. Rahn informed that the city is completing contractual agreement with the identified consultant. HRC's 2016 Work Plan was discussed. HRC members discussed the desire to possibly add a multicultural center to the Civic Center Plan. Staff informed HRC of the upcoming CC study session on the Civic Center Plan.
- D. HRC Retreat Planning** – Tentatively set for April 11, from 1 p.m. to 5 p.m.
- E. HRC Meeting Date:** March 28, 2016
- F. Appreciation for Amy** – Date to be tentatively set after the new commissioner is named in April.
- G. Event Reports** – **N. Mankekar** attended the Living Wage panel organized by the League of Women Voters at the Boulder Chamber of Commerce. He also attended CU-Boulder's activity on inclusion and diversity.
- H. Follow Up Items** – RFP and budget for 2017 MLK Day Celebration; Establish Indigenous People's Day HRC subcommittee; Activity report re HRC's work on the inclusive and welcoming community from 2002 to the present; Send link on the Civic Center Plan to HRC; HRC Retreat tentatively set for April 11.

AGENDA ITEM 7 – IMMEDIATE ACTION ITEMS – None.

AGENDA ITEM 8 – Adjournment – **N. Mankekar moved** to adjourn the Feb. 22, 2016 meeting.

E. Pollauf seconded. Motion carries 4-0. The meeting was adjourned at 9:07 p.m.

TIME AND LOCATION OF ANY FUTURE MEETINGS, COMMITTEES OR SPECIAL HEARINGS: The next regular meeting of the HRC will be held on March 28 at the West Senior Center, 909 Arapahoe Ave.