



**TO:** Members of Council  
**FROM:** Dianne Marshall, City Clerk's Office  
**DATE:** April 1, 2014  
**SUBJECT:** Information Packet

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**1. Call Ups**

- A. 1725 28<sup>th</sup> (former Eads/Golden Buff) Site Review Amendment (case no. LUR2013-00066)

**2. Information Items**

- A. Major Arts Grant Awards
- B. 2014 Sister City Annual Reports

**External Item**

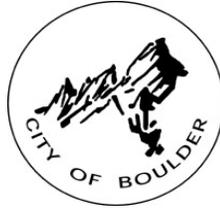
- C. 2013 Boulder Convention and Visitors Bureau Year-End Report

**3. Boards and Commissions**

- A. Environmental Advisory Board – December 4, 2013
- B. Environmental Advisory Board – February 5, 2014
- C. Human Relations Commission – March 17, 2014
- D. Library Commission – February 5, 2014
- E. Open Space Board of Trustees – March 12, 2014
- F. Water Resources Advisory Board – December 16, 2013

**4. Declarations**

None.



**INFORMATION PACKET  
MEMORANDUM**

To: Members of City Council

From: Jane S. Brautigam, City Manager  
Paul J. Fetherston, Deputy City Manager  
David Driskell, Executive Director of Community Planning + Sustainability  
Susan Richstone, Deputy Director of Community Planning + Sustainability  
Charles Ferro, Development Review Manager  
Elaine McLaughlin, Senior Planner

Date: March 19, 2014

**Subject: Call-Up Item: 1725 28th (former Eads/Golden Buff) Site Review Amendment  
(case no. LUR2013-00066)**

**EXECUTIVE SUMMARY**

On Mar. 6, 2014, the Planning Board unanimously approved (5-0, **L. May** absent, **W. Williford** as alternate member) the above-referenced application with conditions as provided in the attached Notice of Disposition (**Attachment A**), finding the project consistent with the Site Review criteria of Land Use Code section 9-2-14(h), B.R.C. 1981. Approval of the application to redevelop the site located at the northwest corner of 28<sup>th</sup> Street and Canyon Boulevard would permit redevelopment of the former Golden Buff Motel and Eads Smoke Shop into two, five story hotels with below grade parking, located in the Business Regional - 1 (BR-1) zoning district.

The application also includes several modifications to the Land Use Code, including side yard setback adjacent to the street, on Canyon Boulevard from 20 feet to 15 feet; a 26 percent parking reduction; height modification from 35 feet to 55 feet; maximum number of stories from three to five; and a land use intensity modification for an increase in the maximum permitted FAR from 2.0 to 2.32 FAR.

The Planning Board decision is subject to City Council call-up within 30 days concluding on April 7, 2014. There is one City Council meeting within this time period for call-up consideration on April 1, 2014. The staff memorandum of recommendation to Planning Board and other related background materials are available on the city website. Follow the links: [www.bouldercolorado.gov](http://www.bouldercolorado.gov) → **A to Z** → **Planning Board** → **search for past meeting materials planning board** → **2014** → **03.6.2014 PB Packet**.

## BACKGROUND

An application for a similar project was approved as a Site Review by the Planning Board on Jan. 17, 2013. While the architectural direction for the project has changed somewhat, the approved Site Review application differs only slightly from the amended Site Review in that there are six fewer hotel rooms currently planned and approximately 4,515 square feet of additional commercial office space proposed. Currently proposed are 130,244 square feet total.

The site is located on a highly visible corner on 28<sup>th</sup> Street and Canyon Boulevard, which serves as one of the primary access points into downtown Boulder via Canyon Boulevard as shown in **Figure 1**.



**Figure 1: Vicinity Map**

**Boulder Valley Comprehensive Plan (BVCP).** The subject site is located within one of the three Regional Activity Centers as shown in Figure 2, and as defined on page 20 of the BVCP as follows,

*“Boulder’s commercial, entertainment, educational and civic centers are focused in concentrated nodes of activities at a variety of scales distributed throughout the community. At the highest level of intensity are the city’s three regional centers. They form a triangle at Boulder’s geographic center: the Historic Downtown, the Boulder Valley Regional Center (BVRC), and the University of Colorado (CU) with the University Hill business district, which*

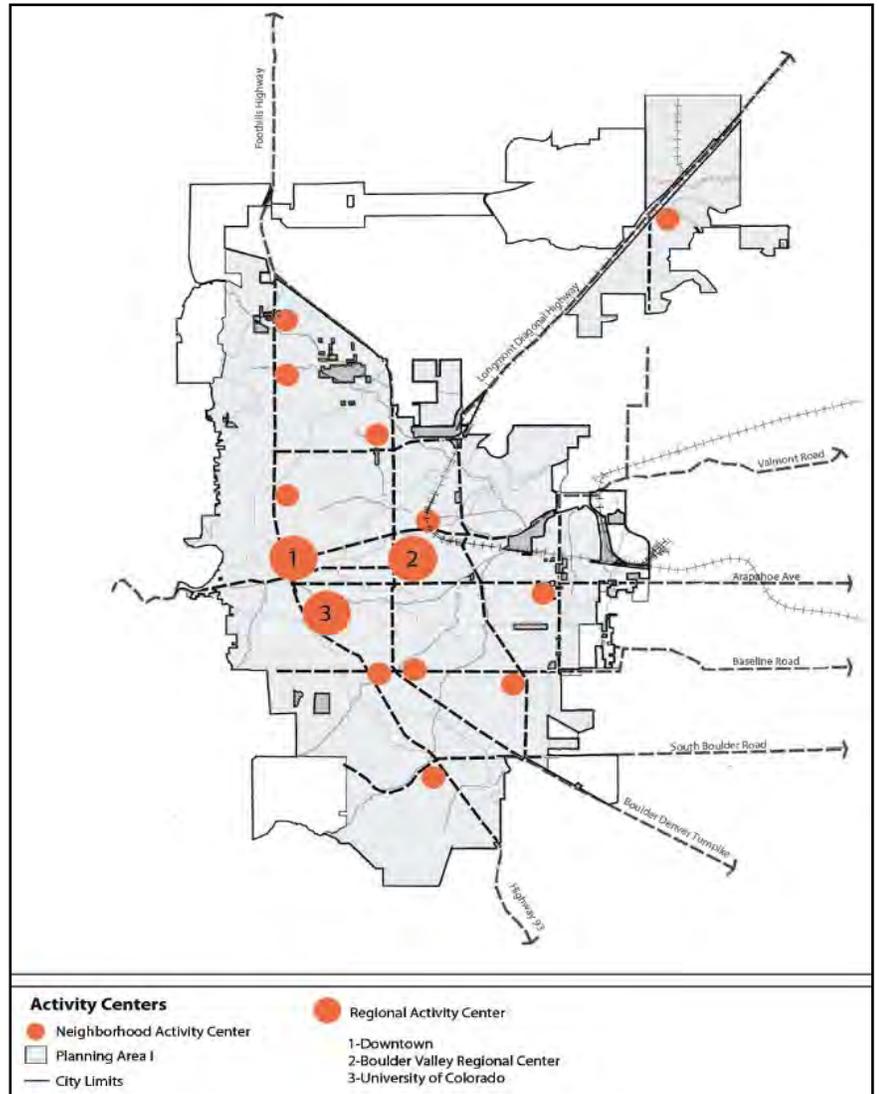
*also serves as a neighborhood center for the surrounding area. Each regional center has a distinct function and character, provides a wide range of activities and draws from the entire city as well as the region.”*

**Boulder Valley Comprehensive Plan (BVCP) Land Use Designation:**

As defined in the BVCP, the subject property is designated as Mixed Use Business (MUB) land use. Refer to the weblink provided: [BVCP](#). Mixed Use Business areas are where

*“...business or residential character will predominate although housing and public uses supporting housing will be encouraged and may be required.”*

The land use designation on the site was changed from Regional Business to MUB as a part of the 2000 BVCP Major Update in order to increase residential densities along high frequency transit routes and due to the property’s proximity to services and amenities throughout the BVRC.



**Figure 2:  
BVCP Defined Regional Activity Areas**

**Boulder Valley Regional Center (BVRC):** The BVCP also identifies the project site as being part of the larger central area activity center referred to as the Boulder Valley Regional Center and properties within the BVRC are subject to the BVRC Design Guidelines as well as the BVRC Transportation Connections Plan created by the Boulder Urban Renewal Authority (BURA) in 1987, and which was revised in 1998. The BVRC Transportation Connections Plan was adopted in conjunction with the BVRC Design Guidelines to identify key vehicular and pedestrian connections required to improve the safety, mobility, and linkages for pedestrians and vehicles as the center redevelops. An on-line link to the guidelines can be found at: [www.bouldercolorado.gov](http://www.bouldercolorado.gov) → A to Z →boards-commissions →bdab →BVRC Design Guidelines.

The guidelines communicate the city’s design goals and objectives for the BVRC to create, maintain, and enhance a high-quality regional commercial center in the area that will optimize current and future tax revenues to the City of Boulder. The guidelines are also meant to “bring predictability to the

*development objectives in the BVRC,”* while helping to facilitate the development review process by providing clear direction regarding design. The proposed project was found to be consistent with the guidelines. In addition, the site is included in the Boulder Plaza subarea and is subject to those guidelines. While it predates the BVRC, adopted in 1992, the BPSP serves as a supplemental guide to redevelopment for the area with many of the guidelines being similar to those of the BVRC.

**Zoning Designation:** Consistent with the MUB land use designation, the site is zoned Business Regional-1 (BR-1) and surrounded by other properties zoned BR-1. The district is defined as:

*“Business centers of the Boulder Valley, containing a wide range of retail and commercial operations, including the largest regional-scale businesses, which serve outlying residential development; and where the goals of the Boulder Urban Renewal Plan are implemented. Residential uses are also permitted as a use by-right in the BR-1 zone”* (section 9-5-2(c)(2)(I), B.R.C. 1981).

**Surrounding Context.** Located at the northwest corner of the intersection of 28<sup>th</sup> Street and Canyon Boulevard, the surrounding Located directly across 28<sup>th</sup> Street from the Twenty Ninth Street Mall, the surroundings tend to be auto-oriented retail development including Marshall’s Plaza Shopping Center and Canyon Gate Shopping Center to the north and south respectively, along with the Water Street Office building, the Dairy Center for Performing Arts and high density residential uses along 26<sup>th</sup> Street to the west, including the Hub Apartments and Horizon West Condominiums. While most buildings in the context are one and two stories in height; several buildings in the area are at least four and five stories and 55 feet tall, including the Water Street Building, the Hub Apartments and Marriot Hotel at the Village Shopping Center. The Horizon West Apartments located on Folsom Street is 11 stories tall.

**Summary of Proposed Project.** The proposed project is similar to the previously approved project with two hotels planned along with a corner retail/office building. The plans for the corner retail/office building haven’t changed architecturally although the building is planned to be 42,890 square feet instead of the 38,000 square feet approved, a difference of 4,515 square feet. In has 171 rooms for a total of 375 rooms; this compares to the approved plans that had 184 and 177 respectively for a total of 361 rooms; or a difference of 14 rooms more as proposed. There is also additional gathering space in the amendment proposed and slightly less parking proposed. While both the approved Site Review and the proposed amendment are contemporary style, the proposed amendment proposal has greater variation in finish materials as well as a greater number of “durable” and authentic materials than was previously approved as illustrated in the comparison below in Figure 3.



**Figure 3: Northeast Corner of 26<sup>th</sup> and Canyon Blvd:  
Comparison of Current Amendment Proposal (left) to Previous Approval (Right)**

**Public Comment and Participation.** Required public notice for Site Review was given in the form of written notification mailed to all property owners within 600 feet of the subject site. The Planning Board hearing date was posted in the Daily Camera two weeks prior to the hearing and the public notification sign was posted on the property for at least 10 days, per the public notification requirements of Section 9-4-3, B.R.C. 1981. No comment letters were received.

**Design Advisory Board Review.** As a condition of the previous approval, the Design Advisory Board (DAB) reviewed and discussed the application on Feb. 13, 2013 at regularly scheduled DAB meetings and provided the applicant with recommended changes to an original building configuration. A written summary of the DAB review specific to each applicable design guideline within the Non-Historic area of the downtown was provided by the DAB chair. Based on the Planning Board's conditions of approval from the previous Site Review, applicant implemented the DAB and staff recommendations related primarily to the following:

- Refinement of the final texture and detailing of the south and the west elevation, near the south-west corner, of the West Hotel to add visual interest;
- Creation of a harmonious transition between the Canyon 28 building and the hotel buildings;
- Minimization of the appearance of the mechanical equipment on the roof tops through the use of screening or color, or through architectural integration into the buildings; and
- Refinement of the architectural detailing of the ground floor level of the 28<sup>th</sup> Street elevation of the East Hotel to create pedestrian interest.

## **PLANNING BOARD HEARING**

At the hearing, the board discussed the following key issues:

- consistency of the project and the requests for modifications with the Site Review Criteria, BVCP policies, and zoning;
- consistency of the proposed project with the BVRC Design Guidelines; and
- consistency of proposed parking reduction with the review criteria.

With regard to key issues, the board found consistency with the proposed project with the zoning, the BVCP land use and policies, and the BVRC Design Guidelines. The board indicated that the massing and scale was appropriate for the context and the regional activity center. The board also acknowledged the applicant for the improvements made to the building's fenestration and materials since the previous approval. The board found consistency of the proposed 26 percent parking reduction and the criteria and added a new condition 8 to ensure that if the planned B-Cycle station was not implemented, that the area shown on the plans for that use, shall at all times be reserved for bicycle amenities, such as a private bike share for the hotels and/or additional bike parking.

## **SUMMARY OF ANALYSIS**

In approving the application, the Planning Board found that the proposal to be consistent with the Site Review criteria of the Land Use Code subsection 9-2-14(h), B.R.C. 1981 and Design Guidelines, because:

1. The proposed project's height, mass, design and materials are compatible with the surrounding context and the BVCP-defined Regional Activity Center.
2. The proposed project meets the Site Review Criteria for pedestrian scale ground floor fenestration and high quality finish materials.
3. The proposed project is consistent with the BVRC Design Guidelines including the following:
  - a. The buildings are designed to be located close to the street and prominent intersections;
  - b. Pedestrian circulation is an integral part of the site layout;
  - c. Transportation links, such as 27<sup>th</sup> Place, and five multi-use path connections are proposed;
  - d. Provision of bike parking is ample, secure and convenient;
  - e. The building mass emphasizes visual interest for pedestrians, and building entrances on the ground level;
  - f. Human-scaled and high-quality exterior materials are proposed; and
  - g. Outdoor restaurant/cafe seating and plazas spaces are proposed



**Figure 4:**  
Streetscape, multi-use path  
and building fenestration  
proposed along Canyon  
Boulevard



**Figure 5:**  
Corner Office and Retail Building at 28<sup>th</sup> Street and Canyon Boulevard

4. The proposed parking reduction is consistent with the review criteria and the previous approval conditions that recommended additional bike parking and a bike sharing program.

## **CONCLUSION**

By a unanimous vote, (**L. May** absent, **W. Williford** as alternate member) the Planning Board agreed with the staff analysis and 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 April 7, 2014, and with one City Council meeting during that time, it may consider this application for call-up at its **April 1, 2014** public meeting.

## **ATTACHMENTS:**

- A. Planning Board Notice of Disposition dated March 6, 2014
- B. Project Plans



**CITY OF BOULDER**  
**Community Planning & 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

**CITY OF BOULDER PLANNING BOARD**  
**NOTICE OF DISPOSITION**

You are hereby advised that on March 6, 2014 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: **GOLDEN BUFF/EADS REDEVELOPMENT**  
DESCRIPTION: **SITE REVIEW AMENDMENT for the demolition and redevelopment of the existing Golden Buff Hotel and Eads Newstand site. The redevelopment includes the construction of two hotels, an east hotel fronting on 28th street (select service hotel comprised of 171 guest rooms) and a west hotel fronting on 26th street (full service hotel comprised of 204 guest rooms) both to be located at 1725 28th street. The development also includes a 42,890 s.f. mixed use commercial building (Canyon 28) comprised of office and retail uses to be located at 1715 28th street. The project will also have 2 stories of underground parking with approximately 418 parking spaces.**

LOCATION: **1715 and 1725 28TH ST**  
COOR: **N03W04**  
LEGAL DESCRIPTION: **See Exhibits attached**  
APPLICANT: **BARRY GILBERT**  
OWNER: **LJD-Eads LLC (1715 28<sup>th</sup> St)  
Chai LLC and Bison Holdings I, LLC (1725 28<sup>th</sup> St)**

APPLICATION: **Site Review, LUR2013-00066**  
ZONING: **BR-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.**

APPROVED MODIFICATIONS TO LAND USE REGULATIONS:

- Setback modification for the side yard adjacent to street from 20 feet to 15 feet;
- Land use intensity modification for an increase in the maximum permitted FAR from 2.0 to 2.32
- Height modification from 35 feet to 55 feet
- Maximum number of stores permitted from three stories to five stories
- Parking Reduction of 26 percent

This decision may be called up before the City Council on or before **April 7, 2014**. 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. Failure to "substantially complete" (as defined in Section 9-2-12, Boulder Revised Code 1981) the development within three years shall cause this development approval to expire.

At its public hearing on March 6, 2014 the Planning Board approved the request with the following motion:

On a motion by **J. Putnam**, seconded by **A. Brockett**, the Planning Board voted 5-0 (**L. May** absent, **W. Williford** as alternate member) to approve Site Review case no. LUR2013-00066, as described in the staff memorandum, and incorporating the staff memorandum and the attached Site Review criteria checklist as findings of fact, subject to the recommended Conditions of Approval found in the staff memorandum.

Friendly amendment by **A. Brockett**, accepted by **J. Putnam** to add a new condition 8: The B-Cycle station area shown on the plans shall at all times be reserved for bicycle amenities.

### CONDITIONS OF APPROVAL

1. The Applicant shall be responsible for ensuring that the **development shall be in compliance with all approved plans** dated February 18, 2014 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.
2. Prior to a building permit application, the Applicant shall submit a Technical Document Review application for the following items, subject to the approval of the City Manager:
  - a. **Final architectural plans**, including material samples and colors, to insure compliance with the intent of this approval and compatibility with the surrounding area. The architectural intent shown on the approved plans dated February 18, 2014 is acceptable. Planning staff will review plans to assure that the architectural intent is performed.
  - b. A **final site plan** illustrating the approved site configuration, including the configuration of the raised right-turn by-pass island which must be consistent with the final configuration of the City of Boulder's 28<sup>th</sup> Street Multi-Use Path (Arapahoe to Valmont) Project. The Applicant has agreed to construct or install the raised right-turn by-pass island consistent with the final configuration of the project, at a time and in a location and manner acceptable to the City Manager. Prior to beginning construction or installation of a raised right-turn by-pass island, the Applicant must have reached agreement with the City regarding the reimbursement for such work.
  - c. A **final utility plan** meeting the City of Boulder Design and Construction Standards.
  - d. A **final storm water report and plan** meeting the City of Boulder Design and Construction Standards.
  - e. **Final transportation plans** meeting the City of Boulder Design and Construction Standards and CDOT Access Code Standards, for all transportation improvements. These plans must include, but are not limited to: street plan and profile drawings, street cross-sectional drawings, signage and striping plans in conformance with Manual on Uniform Traffic Control Devices (MUTCD) standards, transportation detail drawings, geotechnical soils report, and pavement analysis.
  - f. **CDOT access permits** meeting the CDOT Access Code Standards for all transportation improvements within the CDOT right-of-way, including but not limited to the following: (1) the closure of the two existing driveways on 28<sup>th</sup> Street (US-36) and (2) the modifications to the Canyon Boulevard (State Route 7) access as shown on the approved plans dated February 18, 2014.

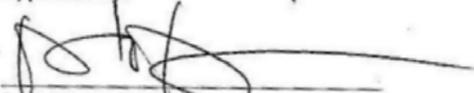
- g. A **detailed landscape plan**, including size, quantity, and type of plants existing and proposed; type and quality of non-living landscaping materials; any site grading proposed; and any irrigation system proposed, to insure compliance with this approval and the City's landscaping requirements. Removal of trees must receive prior approval of the Planning Department. Removal of any tree in City right of way must also receive prior approval of the City Forester.
  - h. A **detailed outdoor lighting plan** showing location, size, and intensity of illumination units, indicating compliance with section 9-9-16, B.R.C. 1981.
  - i. A **detailed shadow analysis** to insure compliance with the City's solar access requirements of Section 9-9-17, B.R.C.
3. Unless an equivalent arrangement has been approved by the City Manager, prior to a building permit application, the Applicant shall submit a subdivision application, including **Preliminary** and **Final Plats**, subject to the review and approval of the City Manager, and execute a **subdivision agreement** meeting the requirements of Chapter 9-12, "Subdivision," B.R.C. 1981, which provide, without limitation and at no cost to the City, for the following:
- a. The **dedication, to the City, of all easements necessary** to serve the development, including, but not limited to the easements shown on the approved plans dated February 18, 2014 and including the following:
    - i. An approximately 21-foot wide **public access easement along 28<sup>th</sup> Street** from the eastern property line to one foot to the west of the multi-use path.
    - ii. A **12-foot wide public access easement** located west of 27<sup>th</sup> Place running north/south through the center of the site.
    - iii. A **12-foot wide public access easement** along the northern property line.
    - iv. An approximately 21-foot wide **public access easement along 26<sup>th</sup> Street** from the western property line to one foot to the east of the sidewalk.
    - v. An approximately 23-foot wide **public access easement along Canyon Boulevard** from the southern property line to one foot north of the sidewalk.
    - vi. An approximately **8-foot wide public access easement along the walkway** running east/west from the 10-foot wide multi-use path along 28<sup>th</sup> Street to 27<sup>th</sup> Place running north/south in the center of the site.
  - b. The creation of a **legal building lot upon which all buildings of the development are located** meeting the requirements of Title 9, "Land Use Code," and Title 10, "Structures," B.R.C. 1981.
  - c. The **construction of all public improvements** necessary to serve the development, including, but not limited to, the following:
    - i. A **10-foot wide multi-use path** along the northern property line.
    - ii. A **10-foot wide multi-use path** along 28<sup>th</sup> Street.
    - iii. A **10-foot wide multi-use path** located west of 27<sup>th</sup> Place, running north/south through the center of the site.
    - iv. A **10-foot wide sidewalk** along 26<sup>th</sup> Street.
    - v. A **12-foot wide sidewalk** along Canyon Boulevard.
    - vi. A **5-foot wide on-street bike lane** for 26<sup>th</sup> Street.

- viii. Two RTD **Transit Stops**: one on 28<sup>th</sup> Street and one on Canyon Boulevard.
- d. A **financial guarantee**, in a form acceptable to the Director of Public Works, in an amount equal to the cost of constructing all public improvements necessary to serve the development.
- e. The Applicant shall be responsible for and shall ensure, in a form acceptable to the City Manager, the **continued and perpetual maintenance**, and, if required by Boulder Revised Code Standards, the repair, reconstruction, or replacement, by property owners in the development of the paths, sidewalks, and transit shelters listed below. These improvements and their decorative elements shall be kept in good repair, clean, and in a safe and unobstructed condition. This maintenance obligation shall include snow removal from the entire width of said improvements.
  - i. The **10-foot wide multi-use path** located west of 27th Place running north/south in the center of the site.
  - ii. The **10-foot wide multi-use path** along the northern property line.
  - iii. The **8-foot wide public access easement area along the walkway** running east/west from the 10-foot wide multi-use path along 28<sup>th</sup> Street to 27<sup>th</sup> Place running north/south in the center of the site.
  - iv. The proposed non-standard RTD **Transit Stop** along Canyon Boulevard and the proposed nonstandard RTD **Super Transit Stop** along 28<sup>th</sup> Street.

This requirement shall exist in addition to property owners' maintenance, repair and replacement obligations for sidewalks under the Boulder Revised Code. If the City is ever required to repair or otherwise maintain the above listed paths, walks and transit shelters, the City may change said improvement to City pavement standards.

- 4. Prior to building permit application, the Applicant shall obtain a **demolition permit** consistent with Section 9-11, "Historic Preservation," B.R.C. 1981, for the demolition of all structures 50 years or older.
- 5. Prior to building permit application for each building, the Applicant shall submit a **financial guarantee**, in a form acceptable to the Director of Public Works, in an amount equal to the cost of providing eco-passes to the employees of the respective building for three years after the issuance of a certificate of occupancy for that building as proposed in the Applicant's Transportation Demand Management (TDM) plan.
- 6. Prior to issuance of a building permit, the Applicant shall **sign and record an agreement**, subject to review and approval of the City Manager, that permanently secures shared access and parking in the parking garage as shown on the approved plans dated February 18, 2014 for the use and benefit of the owners, visitors, tenants and occupants of any buildings of the development.
- 7. The Applicant **shall allow any owners, visitors, tenants and occupants** of any building of the development to use and access all of the parking places and the access drive to the parking places as shown on the approved plans dated February 18, 2014.
- 8. The **B-Cycle station area** shown on the plans shall at all times be reserved for bicycle amenities.

Approved By:



David Driskell, Executive Director  
Department of Community Planning and Sustainability

**EXHIBIT A**

PARCEL B:

COMMENCING AT THE SOUTHWEST CORNER OF HAYDEN PLACE LOCATED IN THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 29, TOWNSHIP 1 NORTH, RANGE 70 WEST OF THE 6TH P.M., COUNTY OF BOULDER, STATE OF COLORADO, ACCORDING TO THE PLAT THEREOF ON FILE WITH THE OFFICE OF THE COUNTY CLERK AND RECORDER OF SAID BOULDER COUNTY;

THENCE EASTERLY ALONG THE NORTH LINE OF COUNTY ROAD NO. 26, KNOWN AS ARAPAHOE OR VALLEY ROAD, A DISTANCE OF 960 FEET;  
THENCE NORTHERLY AND PARALLEL TO THE WEST LINE OF SAID SECTION 29 TO A POINT 250 FEET SOUTH OF THE NORTH LINE OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 29, THE TRUE POINT OF BEGINNING;  
THENCE NORTH 00°11'30" WEST, PARALLEL WITH THE WEST LINE OF SAID SECTION 29, A DISTANCE OF 80.00 FEET;  
THENCE NORTH 89°51'50" EAST, PARALLEL AND 200 FEET SOUTHERLY, AS MEASURED AT RIGHT ANGLES TO, THE NORTH LINE OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER, A DISTANCE OF 273.43 FEET TO THE WEST RIGHT-OF-WAY LINE OF 28TH STREET, AS DESCRIBED IN BOOK 1030 AT PAGE 94, BOULDER COUNTY RECORDS;  
THENCE SOUTH 00°04'10" EAST, ALONG THE WEST RIGHT-OF-WAY LINE OF 28TH STREET, A DISTANCE OF 80.0 FEET TO A POINT ON THE NORTH RIGHT-OF-WAY LINE OF CANYON BOULEVARD (FORMERLY KNOWN AS WATER STREET), DESCRIBED AS "PARCEL NO. 6 REVISED" IN THE RULE AND ORDER OF CIVIL ACTION NO. 16892, RECORDED ON FILM 508 AS RECEPTION NO. 761009, BOULDER COUNTY RECORDS;  
THENCE SOUTH 89°51'50" WEST, ALONG THE NORTH RIGHT-OF-WAY LINE OF SAID CANYON BOULEVARD, A DISTANCE OF 273.30 FEET TO THE TRUE POINT OF BEGINNING.

**EXHIBIT B**

Commitment Number: F205262

PARCEL A:

A TRACT OF LAND LOCATED IN THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 29, TOWNSHIP 1 NORTH, RANGE 70 WEST OF THE 6TH P.M., CITY OF BOULDER, COUNTY OF BOULDER, STATE OF COLORADO, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 29, THENCE NORTH 89 DEGREES 51 MINUTES 50 SECONDS EAST, 761.16 FEET ALONG THE NORTH LINE OF THE SOUTHWEST QUARTER QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 29 TO THE EAST RIGHT-OF-WAY LINE OF 26TH STREET IN THE CITY OF BOULDER, COLORADO AS DESCRIBED IN DEED RECORDED IN BOOK 1291 AT PAGE 444 OF THE RECORDS OF BOULDER COUNTY, COLORADO AND THE TRUE POINT OF BEGINNING;

THENCE NORTH 89 DEGREES 51 MINUTES 50 SECONDS EAST, 502.70 FEET ALONG THE NORTH LINE OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 29 TO THE WEST RIGHT-OF-WAY LINE OF 28TH STREET IN THE CITY OF BOULDER, COLORADO;

THENCE SOUTH 00 DEGREES 04 MINUTES 10 SECONDS EAST, 200.00 FEET ALONG THE WEST RIGHT-OF-WAY LINE OF SAID 28TH STREET;

THENCE SOUTH 89 DEGREES 51 MINUTES 50 SECONDS WEST, 273.43 FEET PARALLEL TO THE NORTH LINE OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 29 TO THE EAST LINE OF THAT TRACT OF LAND AS DESCRIBED IN THAT QUIT CLAIM DEED RECORDED ON FILM 526 AS RECEPTION NO. 776266 OF THE RECORDS OF BOULDER COUNTY, COLORADO;

THENCE SOUTH 00 DEGREES 11 MINUTES 30 SECONDS EAST, 62.51 FEET ALONG THE EAST LINE OF THAT TRACT OF LAND AS DESCRIBED ON SAID FILM 526 AS RECEPTION NO. 776266 TO THE NORTH RIGHT-OF-WAY LINE OF CANYON BOULEVARD IN THE CITY OF BOULDER, COLORADO AS DESCRIBED IN BOOK 1265 AT PAGE 27 OF THE RECORDS OF BOULDER COUNTY, COLORADO;

THENCE NORTH 88 DEGREES 50 MINUTES 00 SECONDS WEST, 225.42 FEET ALONG THE NORTH RIGHT-OF-WAY LINE OF SAID CANYON BOULEVARD TO THE EAST RIGHT-OF-WAY LINE OF SAID 26TH STREET;

THENCE NORTH 00 DEGREES 58 MINUTES 00 SECONDS WEST, 257.41 FEET ALONG THE EAST RIGHT-OF-WAY LINE OF SAID 26TH STREET TO THE TRUE POINT OF BEGINNING.

COUNTY OF BOULDER,  
STATE OF COLORADO.

**PROJECT TEAM**



28TH ST. AND CANYON HOTEL REDEVELOPMENT - BISON HOLDINGS I, LLC / NAI SHAMES MAKOVSKY - JG JOHNSON ARCHITECTS



CANYON28 OFFICE/RETAIL BUILDING - LJD ENTERPRISES, INC - HARTRONFT ASSOCIATES, P.C. ARCHITECTS

**BISON HOLDINGS I, LLC**  
**NAI Shames Makovsky**  
Commercial Real Estate Services, Worldwide

**OWNER/DEVELOPER**  
 BISON HOLDINGS LLC  
 C/O NAI SHAMES MAKOVSKY  
 1400 GLENARM PLACE, SUITE 100  
 DENVER, COLORADO 80202

**LJD**  
 ENTERPRISES, INC.

**OWNER/DEVELOPER**  
 LJD ENTERPRISES, INC.  
 2595 CANYON BOULEVARD  
 SUITE 230  
 BOULDER, COLORADO 80302  
 303.449.0510

□ □ □ □  
**JG JOHNSON ARCHITECTS**  
HOSPITALITY & HOUSING DESIGN

**ARCHITECT**  
 JG JOHNSON ARCHITECTS  
 1600 WYNKOOP STREET  
 SUITE 100  
 DENVER, COLORADO 80202  
 303.892.7062

**HARTRONFT ASSOCIATES**  
A PROFESSIONAL CORPORATION

**ARCHITECT**  
 HARTRONFT ASSOCIATES, P.C.  
 950 SPRUCE STREET  
 SUITE 1A  
 LOUISVILLE, COLORADO 80027  
 303.673.9304

**SCOTT, COX & ASSOCIATES, INC.**

**CIVIL ENGINEER**  
 SCOTT, COX & ASSOCIATES, INC.  
 1530 55TH STREET  
 BOULDER, COLORADO 80303  
 303.444.3051

**FELSBURG HOLT & ULLEVIG**

**TRAFFIC ENGINEER**  
 FELSBURG HOLT & ULLEVIG  
 6300 S. SYRACUSE WAY  
 SUITE 600  
 CENTENNIAL, COLORADO 80111  
 303.721.1440

**grow studio**

**LANDSCAPE ARCHITECT**  
 GROW STUDIOS, LLC  
 154 SOUTH 35TH STREET  
 BOULDER, CO 80305  
 303.963.5452

**MDP ENGINEERING GROUP, P.C.**

**LIGHTING ENGINEER**  
 MDP ENGINEERING  
 1800 GLENARM PLACE  
 DENVER, COLORADO 80202  
 303.389.0095

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**SHEET LIST**

A1.0	COVER SHEET
C1.0	PROJECT DATA / SHEET INDEX
C1.1	EXISTING TOPOGRAPHIC
C1.2	OVERALL GRADING AND DRAINAGE PLAN
C1.3	OVERALL UTILITY PLAN
L1.0	LANDSCAPE PLAN
L2.0	PLANT SCHEDULE, DETAILS, COMPLIANCE CHART
L3.0	LANDSCAPE CROSS SECTIONS
A2.0	P2 LEVEL GARAGE PLAN
A2.1	P1 LEVEL GARAGE PLAN
A2.2	FIRST LEVEL PLAN
A2.3	SECOND LEVEL PLAN
A2.4	THIRD LEVEL PLAN
A2.5	FOURTH LEVEL PLAN
A2.6	FIFTH LEVEL PLAN
A2.7	ROOF PLAN
A2.8	CANYON28 RETAIL/OFFICE - SITE PLAN, FLOOR PLANS AND ROOF PLAN
A3.0	BUILDING ELEVATIONS
A3.1	BUILDING ELEVATIONS
A3.2	CANYON28 RETAIL/OFFICE - ELEVATIONS AND ELEVATION DETAILS
A3.3	ELEVATION DETAILS
A3.4	ELEVATION DETAILS
A3.5	ELEVATION DETAILS
A5.0	AERIAL CONTEXT VIEW
A5.1	SOUTHEAST PERSPECTIVE VIEW
A5.2	CHARACTER RENDERINGS
A5.3	CHARACTER RENDERINGS
A6.0	HOTEL MATERIAL IMAGES
A7.0	SITE LIGHTING PLAN
A8.0	SHADOW STUDIES
A8.1	SHADOW STUDIES
A8.2	EXISTING CONDITIONS-AERIAL
A8.3	EXISTING CONDITIONS-IMAGES

**SETBACKS:**

	REQ.	PROV.
FRONT (28TH ST):	20'	20'+
REAR (26TH ST):	20'	20'+
SIDE ADJACENT (CANYON BLVD.):	20'	15'
SIDE INTERIOR (NORTH):	15'	17'

**ZONING**

PROJECT SITE	BR-1
ADJACENT PROPERTY:	
NORTH:	BR-1
SOUTH:	BR-1
EAST:	BR-1
WEST:	BR-1

**PROJECT DATA**

**SITE DATA**

OVERALL SITE	130,244 SF
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**BUILDING COVERAGE (FOOTPRINTS)**

EAST HOTEL	13,760 SF
WEST HOTEL	31,000 SF
CANYON 28 RETAIL/OFFICE BLDG.	10,310 SF
<b>TOTAL</b>	<b>55,070 SF</b>

**BUILDING AREAS:**

**EAST HOTEL**

LOBBY LEVEL	13,760 SF
2ND LEVEL	19,100 SF
3RD LEVEL	20,435 SF
4TH LEVEL	20,435 SF
5TH LEVEL	20,435 SF
<b>TOTAL</b>	<b>94,165 SF</b>

**WEST HOTEL**

LOBBY LEVEL	31,000 SF
2ND LEVEL	29,000 SF
3RD LEVEL	34,900 SF
4TH LEVEL	34,900 SF
5TH LEVEL	34,900 SF
<b>TOTAL</b>	<b>164,700 SF</b>

**CANYON 28 RETAIL/OFFICE BLDG**

LOBBY LEVEL	10,310 SF
2ND LEVEL	11,250 SF
3RD LEVEL	11,250 SF
4TH LEVEL	10,080 SF
<b>TOTAL</b>	<b>42,890 SF</b>

P1 PARKING GARAGE	79,900 SF (NOT INCLUDED IN FAR)
P2 PARKING GARAGE	98,390 SF (NOT INCLUDED IN FAR)

<b>TOTAL BUILDING AREA</b>	<b>500,351 SF</b>
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**FLOOR AREA RATIO (FAR)**

TOTAL BUILDING AREA FOR FAR	301,805 SF
FAR	2.32

**OPEN SPACE**

REQUIRED 20%	26,049 SF
PROVIDED 32%	41,891 SF

FOR DETAILED BREAKDOWN SEE "OPEN SPACE DIAGRAM" ON LANDSCAPE SHEET L2.0

**OCCUPANCY CLASSIFICATION**

EAST HOTEL	R-1 (RESIDENTIAL GROUP R)
WEST HOTEL	R-1 (RESIDENTIAL GROUP R)
PARKING GARAGE	S-2 (STORAGE GROUP S)
RETAIL SPACES	M (MERCHANTILE GROUP M)
RESTAURANTS	A-2 (ASSEMBLY GROUP A)
CANYON28 RETAIL/OFFICE	B (BUSINESS GROUP B)

**PARKING:**

AUTO PARKING REQUIRED

**HOTEL PARKING**

375 HOTEL ROOMS AT 1 PER ROOM	375	SPACES
23,600 SF PUBLIC SPACE AT 1/300	78	SPACES
	<b>453</b>	<b>SPACES</b>

**CANYON/28 RETAIL/OFFICE BLDG.**

42,890 SF OFFICE SPACE AT 1/400	107	SPACES
	<b>107</b>	<b>SPACES</b>

**TOTAL REQUIRED:**

**559 SPACES**

**AUTO PARKING PROVIDED:**

FULL (9'-0" X 19'-0"):	225	SPACES
COMPACT (7'-9" X 15'-0"):	177	SPACES
ACCESSIBLE: 8'-0"+5'-0" X 19'-0")	16	SPACES

**TOTAL PER CITY OF BOULDER STANDARDS:**

**418 SPACES**

WITH PROVIDING 418 SPACES WE ARE ASKING FOR A REDUCTION OF 141 SPACES OR 26% SEE TRAFFIC AND PARKING STUDY FOR REDUCTION JUSTIFICATION

**BIKE PARKING:**

BIKE PARKING REQUIRED:	
10% OF AUTO PARKING	
10% OF 564 SPACES	57 BIKES

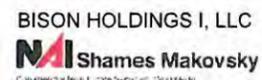
**BIKE PARKING PROVIDED:**

ON GRADE / HOTEL:	30 BIKES (SEE L1.0)
ON GRADE / TRANSIT:	14 BIKES (SEE L1.0)
SECURE EMPLOYEE / GUEST:	32 BIKES (SEE A2.2)
<b>TOTAL PROVIDED:</b>	<b>76 BIKES</b>

**POTENTIAL B-CYCLE STATION**

**11 BIKES**

# 28TH AND CANYON HOTEL AND OFFICE REDEVELOPMENT, BOULDER, CO



**PROJECT INFORMATION**  
Call Up

REVISIONS	
MM/DD/YY	REMARKS
12/02/2013	SITE REVIEW SUBMITTAL
1/21/2014	SITE REVIEW RESUBMITTAL
2/18/2014	SITE REVIEW RESUBMITTAL

**JG JOHNSON ARCHITECTS**  
HOSPITALITY & HOUSING DESIGN  
1600 Wynkoop St., Suite 100  
Denver, Colorado 80202  
www.jgjohnson.com  
Fax: 303.892.2058  
Studio: 303.892.2062



**LEGEND**

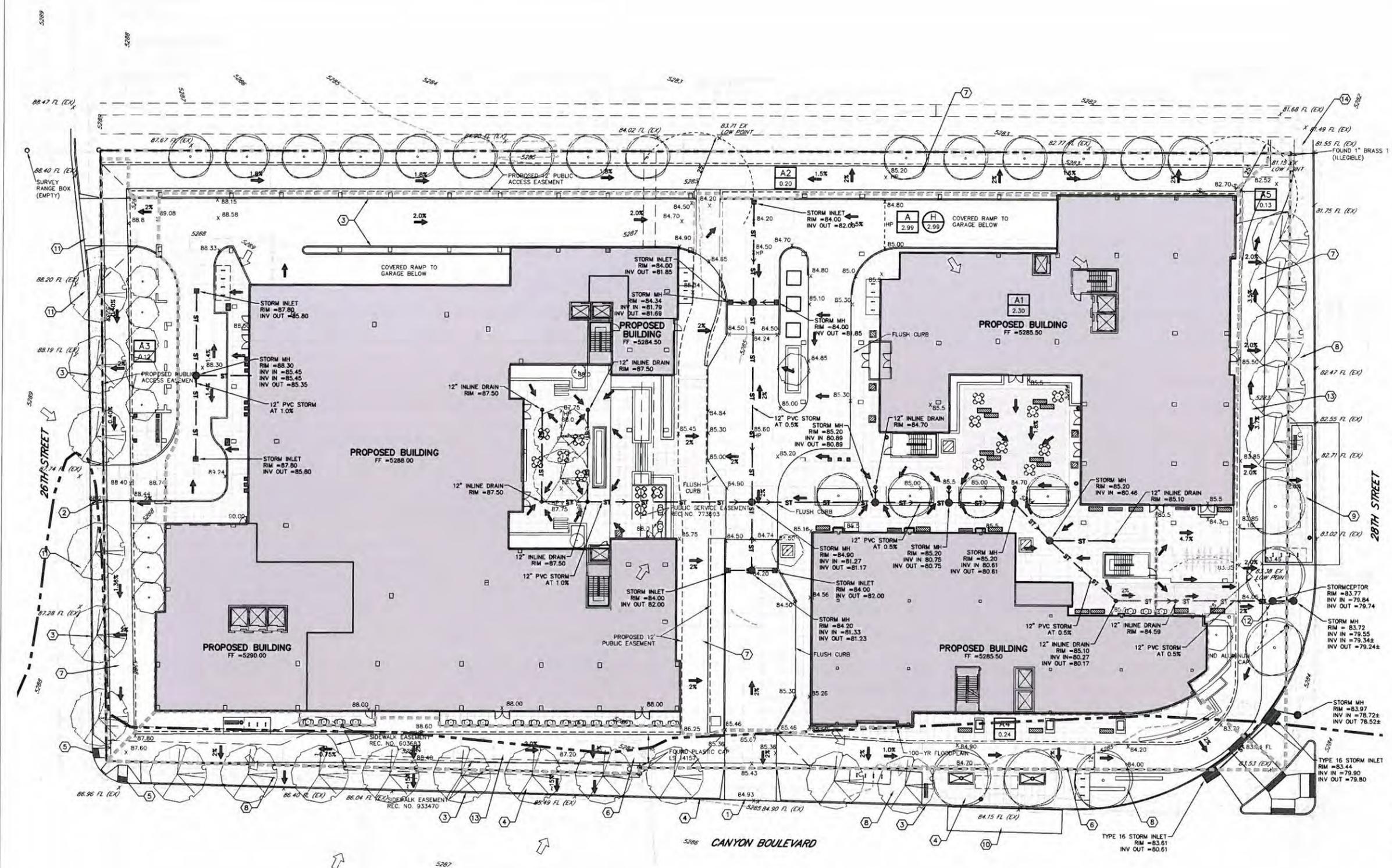
- EXISTING DECIDUOUS TREE
- EXISTING PINE TREE
- EXISTING CONTOUR
- EXISTING SWALE
- ⊕ PUBLIC LAND CORNER FOUND
- FOUND MONUMENT AS NOTED
- EXISTING WATER VALVE
- EXISTING GAS METER
- EXISTING WATER METER
- EXISTING FLOOD LIGHT
- EXISTING POWER POLE
- EXISTING LIGHT POLE
- EXISTING SIGN
- EXISTING FIRE HYDRANT
- EXISTING FENCE
- EXISTING UNDERGROUND TELEPHONE
- EXISTING OVERHEAD TELEPHONE
- EXISTING UNDERGROUND POWER LINE
- EXISTING OVERHEAD POWER LINE
- EXISTING GAS LINE
- EXISTING SANITARY SEWER W/MANHOLE
- EXISTING WATER W/FIRE HYDRANT
- EXISTING STORM SEWER W/MANHOLE
- X 25.8 PROPOSED SPOT ELEVATION
- X 25.8 ADD 5200 TO ALL SPOT ELEVATIONS
- X 25.8 EXISTING SPOT ELEVATION
- HISTORIC SHEET FLOW
- PROPOSED FLOW DIRECTION
- ⊙ SUB-BASIN DESIGNATION (HISTORIC)
- ⊙ AREA IN ACRES
- ⊙ PROPOSED SUB-BASIN DESIGNATION
- ⊙ AREA IN ACRES
- PROPOSED STORM SEWER W/MANHOLE OR INLINE DRAIN
- PROPOSED DRAINAGE BASIN BOUNDARY
- EXISTING PROPERTY LINE

**GRADING NOTES**

1. ALL CITY UTILITIES SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE CITY OF BOULDER STANDARD SPECIFICATIONS.
2. GRADE AWAY FROM BUILDINGS AT A MINIMUM 10% SLOPE IN THE FIRST 10 FEET AT LANDSCAPE AREAS AND AT A MINIMUM 2% SLOPE IN THE FIRST 10 FEET AT IMPERVIOUS AREAS, EXCEPT AS NOTED.
3. TOP OF FOUNDATION ELEVATION SHALL BE SET AT LEAST 0.5' ABOVE THE PROPOSED GRADING AT THE EXTERIOR OF THE FOUNDATION AT LANDSCAPE AREAS.
4. THE FEMA FLOOD INSURANCE RATE MAP, PANEL 0801300395F, DATED JUNE 2, 1995, INDICATES THAT THE ENTIRE SITE IS OUTSIDE OF ANY MAPPED 500 YEAR FLOODPLAIN.
5. PROPOSED BUILDING WILL BE PROTECTED BY A PERIMETER DRAINAGE SYSTEM. WATER WILL BE PUMPED TO THE STORM SEWER BY THE PROPOSED PUMPING STATION.

**KEYED NOTES**

1. CONSTRUCT 8" CONCRETE CROSS FAN AND CURB RETURNS PER CITY OF BOULDER STANDARDS.
2. CONCRETE DRIVEWAY RAMP PER CITY OF BOULDER STANDARDS.
3. INSTALL 6" VERTICAL CURB.
4. EXISTING DRIVE ENTRANCE TO BE REMOVED.
5. INSTALL CURB RAMP WITH TRUNCATED DOWNS PER CITY OF BOULDER STANDARDS.
6. PROPOSED 12" MULTI-USE PATH.
7. PROPOSED 10' WALK.
8. PROPOSED TREE LAWN.
9. PROPOSED CONCRETE BOARDING AREA WITH 5' X 8' ACCESSIBLE LOADING AREA, SHELTER AND 10' X 60' CONCRETE BUS STOP PAD.
10. PROPOSED RTD BUS BOARDING AREA WITH SHELTER.
11. EXISTING CURB AND GUTTER TO BE REMOVED. PROPOSED CURB AND GUTTER TO BE RELOCATED 5' TO THE EAST OF THE EXISTING CURB TO ALLOW FOR BOTH ON-STREET PARKING AND THE NEW 5' BIKE LANE.
12. PROPOSED WATER QUALITY STRUCTURE WITH INTERNAL ROOF DRAIN CONNECTIONS. ALL ROOF DRAINAGE TO FLOW VIA GRAVITY TO WATER QUALITY STRUCTURE.
13. PROPOSED MULTI-USE PATH. MAINTAIN 18" CLEAR WIDTH FROM ADJACENT BUILDING.
14. PROPOSED MULTI-USE PATH CONNECTION SHALL LINE UP WITH FUTURE 28TH STREET RIGHT-OF-WAY IMPROVEMENTS. FINAL LAYOUT AND DESIGN TO BE COMPLETED DURING TECHNICAL DOCUMENT REVIEW.



**1 PRELIMINARY GRADING AND DRAINAGE PLAN**  
SCALE: 1" = 20'

**28TH AND CANYON HOTEL AND OFFICE REDEVELOPMENT, BOULDER, CO**

BISON HOLDINGS I, LLC  
**Shames Makovsky**  
CONSULTANTS



**PRELIMINARY GRADING AND DRAINAGE PLAN**  
Call Up

**REVISIONS**

NO.	DATE	REVISION
1	12/02/2013	SITE REVIEW SUBMITTAL
2	01/21/2014	SITE REVIEW RESUBMITTAL
3	02/18/2014	SITE REVIEW RESUBMITTAL
4		
5		

**JG JOHNSON ARCHITECTS**

1800 Wynkoop St., Suite 100  
Denver, Colorado 80202  
www.jgjohnson.com  
Fax 303.852.7059

**LEGEND**

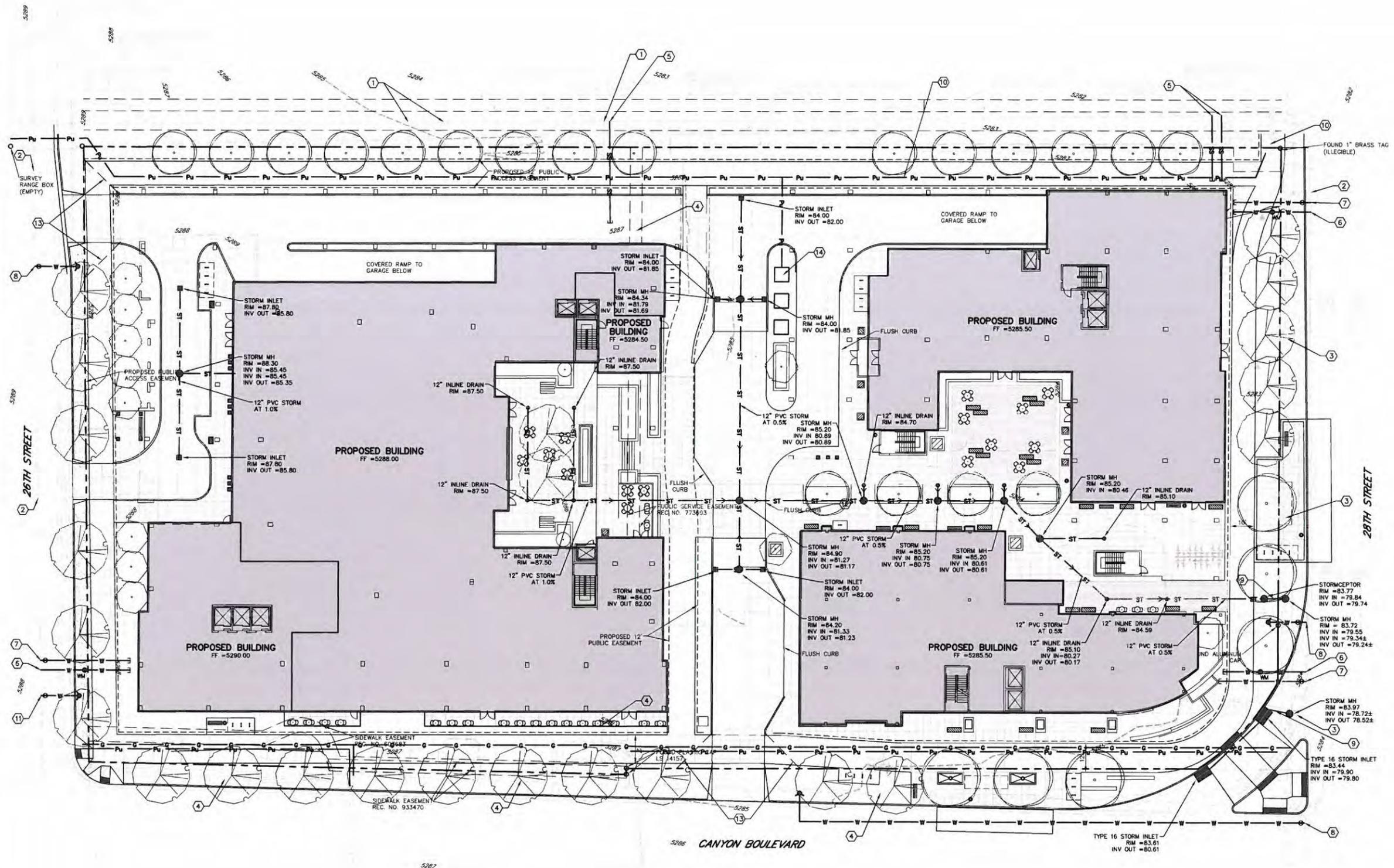
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- EXISTING STORM SEWER W/MANHOLE
- EXISTING PROPERTY LINE
- PROPOSED SANITARY SEWER W/MANHOLE
- PROPOSED WATER W/FIRE HYDRANT
- PROPOSED STORM SEWER W/MANHOLE
- PROPOSED GAS LINE
- PROPOSED UNDERGROUND POWER LINE

**KEYED NOTES**

1. EXISTING SANITARY SEWER SERVICE TO BE CAPPED AT RIGHT-OF-WAY AND REMOVED.
2. EXISTING WATER SERVICE TO BE SHUTOFF AT MAIN AND REMOVED.
3. EXISTING STORM SEWER INLET TO BE REMOVED.
4. EXISTING DRY UTILITIES TO BE RELOCATED.
5. PROPOSED SANITARY SEWER SERVICE.
6. PROPOSED DOMESTIC WATER SERVICE.
7. PROPOSED FIRE SERVICE.
8. PROPOSED FIRE HYDRANT LATERAL AND ASSEMBLY.
9. PROPOSED STORM SEWER.
10. REMOVE OVERHEAD ELECTRICAL LINES AND RELOCATE UNDERGROUND. RELOCATE EXISTING SWITCH CABINET SWITCH CABINETS AND TRANSFORMERS SHALL NOT BE PLACED WITHIN TWO FEET OF THE 28TH STREET MULTI-USE PATH.
11. RELOCATE EXISTING HYDRANT TO NEW CURB LOCATION.
12. PROPOSED WATER QUALITY STRUCTURE WITH INTERNAL ROOF DRAIN CONNECTIONS. ALL ROOF DRAINAGE TO FLOW VIA GRAVITY TO THE WATER QUALITY STRUCTURES.
13. PROPOSED SIGHT TRIANGLE.
14. PROPOSED TRANSFORMER.

**UTILITY NOTES**

1. ALL CITY UTILITIES SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE CITY OF BOULDER STANDARD SPECIFICATIONS.
2. WATER, FIRELINE, SEWER 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 CREWS AT THE DEVELOPER'S EXPENSE.
4. ALL CONNECTIONS TO EXISTING UTILITIES SHALL BE DONE IN A WAY SO AS TO MINIMIZE DISRUPTION IN SERVICE TO EXISTING USERS.



**1 PRELIMINARY UTILITY PLAN**  
SCALE: 1" = 20'

**28TH AND CANYON HOTEL AND OFFICE REDEVELOPMENT, BOULDER, CO**

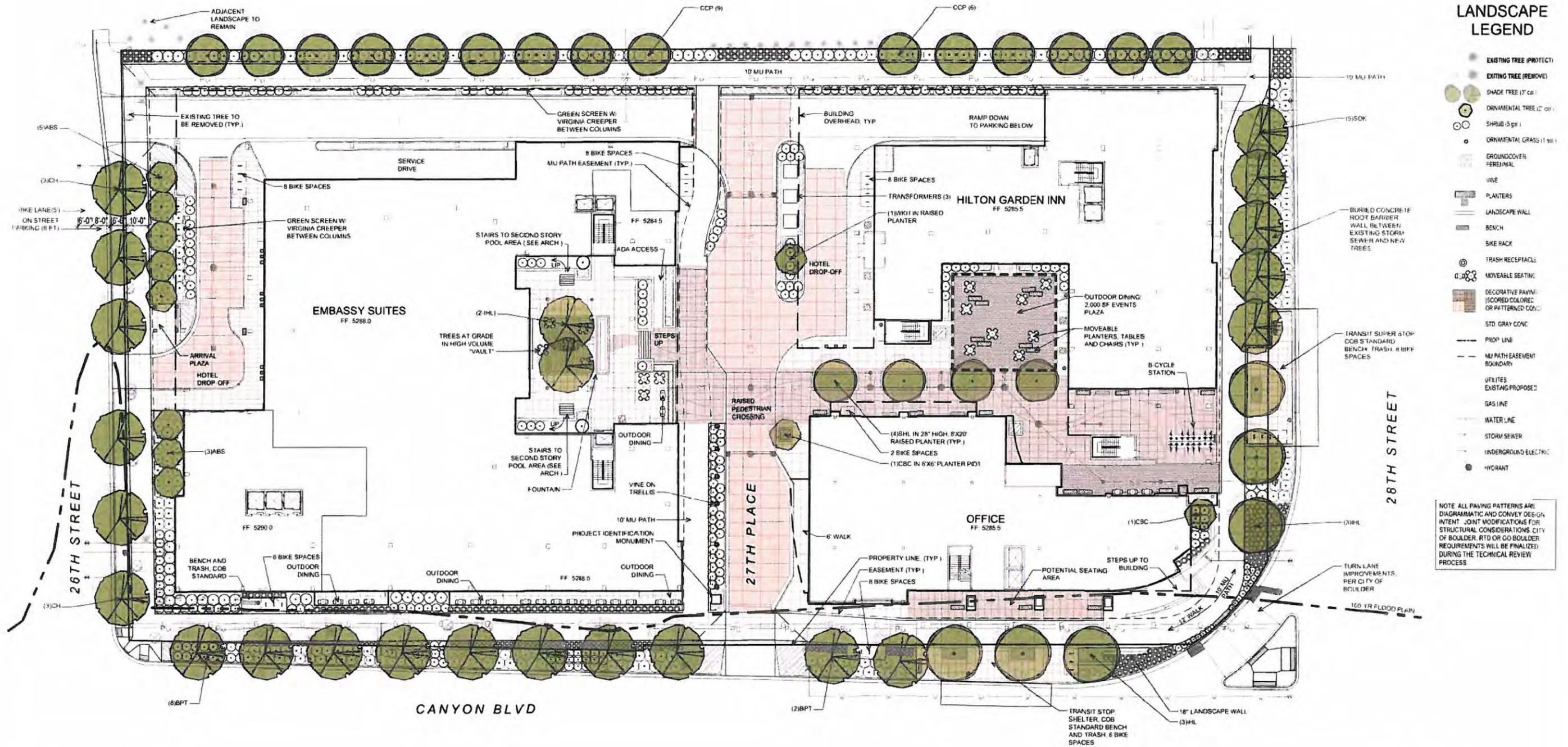
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Commercial Real Estate Services, Inc.



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**PRELIMINARY UTILITY PLAN**  
Call Up

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1600 Wynkoop St., Suite 100  
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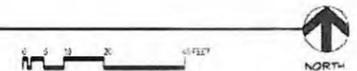
**LANDSCAPE LEGEND**

- EXISTING TREE (PROTECT)
- EXISTING TREE (REMOVE)
- SHADE TREE (17' cal)
- ORNAMENTAL TREE (12' cal)
- SHRUB (5 gal)
- ORNAMENTAL GRASS (1 gal)
- CROUNDOVER PERENNIAL
- VINE
- PLANTERS
- LANDSCAPE WALL
- BENCH
- BIKE RACK
- TRASH RECEPTACLE
- MOVEABLE SEATING
- DECORATIVE PAVING (SCORED COLORED OR PATTERNED CONC.)
- STD. GRAY CONC.
- PROP. LINE
- MU PATH EASEMENT BOUNDARY
- UTILITIES EXISTING/PROPOSED
- GAS LINE
- WATER LINE
- STORM SEWER
- UNDERGROUND ELECTRIC
- HYDRANT

NOTE: ALL PAVING PATTERNS ARE DIAGRAMMATIC AND CONVEY DESIGN INTENT. JOINT MODIFICATIONS FOR STRUCTURAL CONSIDERATIONS FOR CITY OF BOULDER, RTD OR GO BOULDER REQUIREMENTS WILL BE FINALIZED DURING THE TECHNICAL REVIEW PROCESS.

1 LANDSCAPE PLAN  
L1.0 1" = 20'-0"

NOTE: SEE CIVIL SHEETS FOR GRADING AND UTILITY INFORMATION



**28TH AND CANYON HOTEL AND OFFICE REDEVELOPMENT, BOULDER, CO**

BISON HOLDINGS I, LLC  
**NAI** Shames Makovsky  
Commercial Real Estate • Architecture • Working



SCOTT, COX & ASSOCIATES, INC.



HARTSON ASSOCIATES

REVISIONS	
REV. NO.	REMARKS
1	2/22/2013 SITE REVIEW SUBMITTAL
2	01/21/2014 SITE REVIEW RE-SUBMITTAL
3	02/18/2014 SITE REVIEW RE-SUBMITTAL
4	
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**JG JOHNSON ARCHITECTS**

1000 West 10th St., Suite 1000  
Boulder, Colorado 80502  
www.jgjohnson.com  
Tel: 303.442.7050  
Fax: 303.442.7050

**LANDSCAPE PLAN**  
Call-Up

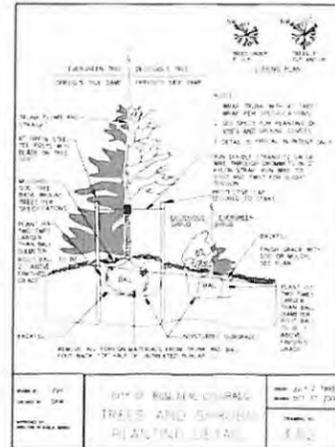
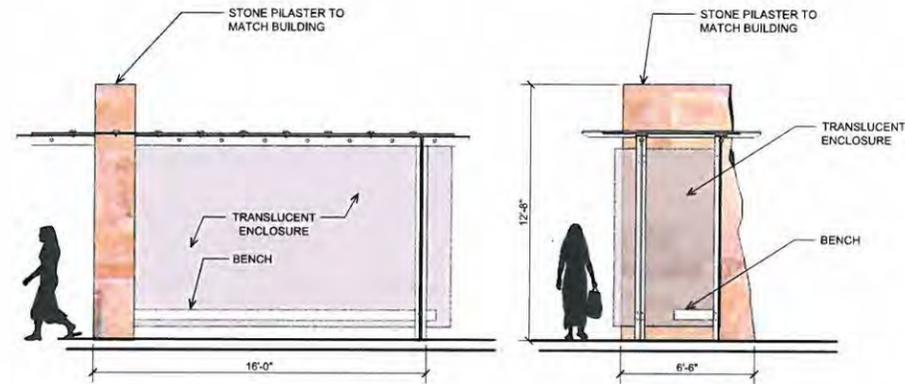
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GENERAL NOTES:

- Landscaping in the ROW will be installed in accordance with the most current City of Boulder Downtown Urban Design Guidelines. Refer to the City of Boulder Design and Construction Streetscaping Standards for tree protection and all work within public areas.
- All plant materials shall be of the size, variety and species designated in the contract, in healthy condition with well developed branch and root systems, and shall conform with the current "American Standards for Nursery Stock" (ASNS) and shall conform with Colorado Nursery Act.
- Location of all landscape material is schematic. Final locations to be determined in the field by the Owner's Representative. All trees and shrubs shall be a minimum of 3' from all walks or curbs (measured from center of plant).
- Trees and utilities: Trees shall be at least 10' from street lights. Trees shall not be planted closer than 10' to any public sewer or water line. Tree plantings shall be coordinated with the public service company and locations shall be confirmed in the field prior to planting.
- All new planting bed areas to receive the following amendments per 1000 SF: 4 cubic yards "Supreme Organics" Compost or Approved Equivalent (50% Rotted cow manure, 50% wood fines) plus 10 lbs 20-10-5 commercial fertilizer. Rototill amended planting areas to a depth of 12 inches.
- Tree grates and planting beds throughout the site shall meet minimum City of Boulder Standards.
- All landscape plantings shall be automatically irrigated. Plants are grouped by water use to conserve water. Irrigation shall be zoned accordingly. Tap and backflow prevention device size and location to be determined with the irrigation plans.
- All mulch areas shall be (3" minimum) shredded wood much.
- All planting areas shall be graded to a uniform finished grade. Finished grade adjacent to edge, curb, walk, or other hard surface shall be left 3" below top of adjacent surface to allow for 3" mulch depth. Contractor to ensure that proper drainage away from structures is maintained.
- All trees in grates will have a 4' tall tree guard.
- Refer to Civil drawings for grading and utility information.
- Owner shall ensure that plan is coordinated with the plans done by other consultants so that the proposed grading, storm drainage or other construction does not conflict nor preclude installation of the landscape elements on this plan.
- Contractor to verify material quantities. In case of discrepancies, graphic symbols shall take precedence over written notes.

PLANT SCHEDULE:

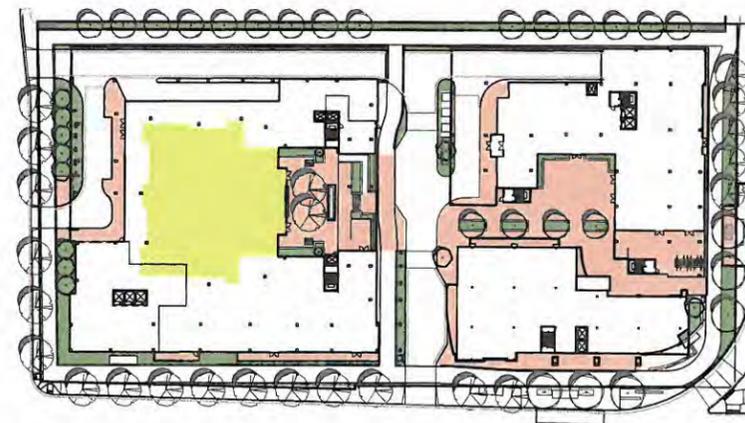
SYM	QTY	Latin Name	Common Name	Size	Height	Spread
<b>Deciduous Trees</b>						
CH	6	<i>Celtis occidentalis</i>	Common Hackberry	2" cal.	50-60'	40-50'
BPT	10	<i>Platanus x acerifolia</i> 'Bloodgood'	Bloodgood Plane Tree	2" cal.	70-100'	30-40'
IHL	8	<i>Gleditsia inaequalis</i> var. <i>inermis</i> 'Imperial'	Imperial Honeylocust	2" cal.	40-60'	30-40'
SHL	4	<i>Gleditsia inaequalis</i> var. <i>inermis</i> 'Sunburst'	Sunburst Honeylocust	2" cal.	30-35'	30-35'
SOK	5	<i>Quercus shumardii</i>	Shumard Oak	2" cal.	40-60'	30-40'
<b>Ornamental Trees</b>						
ABS	8	<i>Amelanchier x grandiflora</i>	Autumn Brilliance Serviceberry	2" cal.	15-25'	15-20'
CBC	2	<i>Malus 'Coralburst'</i>	Coral Burst Crab	2" cal.	12-15'	12-15'
CCP	15	<i>Pyrus calleryana</i> 'Chanticleer'	Chanticleer Pear	2" cal.	20-30'	15-20'
WKH	1	<i>Crataegus virens</i> 'Winter King'	Winter King Hawthorn	2" cal.	25-35'	25-35'
<b>Evergreen Shrubs</b>						
ASJ		<i>Juniperus chinensis</i> 'Armstrong'	Armstrong Juniper	5 gal.	3-4'	3-4'
BSJ		<i>Juniperus squamata</i> 'Blue Star'	Blue Star Juniper	5 gal.	15-18"	2-3"
TMJ		<i>Juniperus sabinna</i> 'Tamariscifolia'	Tammy Juniper	5 gal.	4-6'	6-8'
YAJ		<i>Juniperus horizontalis</i> 'Youngstown'	Youngstown Andromeda Juniper	5 gal.	12-18"	4-6"
<b>Deciduous Shrubs</b>						
AAS		<i>Rhus trilobata</i> 'Autumn Amber'	Autumn Amber Sumac	5 gal.	12-18"	3-6"
APC		<i>Ribes alpinum</i>	Alpine Currant	5 gal.	3-6"	3-6"
AWP		<i>Spiraea japonica</i> 'Anthony Waterer'	Anthony Waterer Spirea	5 gal.	2-3"	2-4"
BMS		<i>Caragana elata</i> 'Siberian'	Blue Mist Spirea	5 gal.	3-4"	2-4"
BMV		<i>Viburnum dentatum</i> 'Christom'	Blue Muffin Viburnum	5 gal.	4-7"	3-4"
CBR		<i>Rosa x 'Carefree Beauty'</i>	Carefree Beauty Rose	5 gal.	3-4"	3-4"
CGH		<i>Mahonia repens</i>	Creeping Grape Holly	5 gal.	12-18"	12-18"
CPV		<i>Ligustrum vulgare</i> 'Cheyenne'	Cheyenne Privet	5 gal.	6-8"	4-6"
ECB		<i>Viburnum opulus</i> 'Nanum'	European Cranberrybush	5 gal.	1-2"	1-2"
FCR		<i>Rosa x 'Flower Carpet White'</i>	Flower Carpet White Shrub Rose	5 gal.	18-24"	2-3"
GMC		<i>Ribes alpinum</i> 'Greenmound'	Green Mound Alpine Currant	5 gal.	3-4"	2-3"
KOR		<i>Rosa x 'Knockout'</i>	Knockout Shrub Rose	5 gal.	3-4"	3-4"
KSV		<i>Viburnum caryocarpum</i>	Korena Spice Viburnum	5 gal.	4-5"	4-6"
LPS		<i>Spiraea japonica</i> 'Little Princess'	Little Princess Spirea	5 gal.	12-18"	2-3"
LPV		<i>Ligustrum vulgare</i> 'Lodense'	Lodense Privet	5 gal.	2-3"	3-4"
MKL		<i>Syringa patula</i> 'Miss Kim'	Miss Kim Lilac	5 gal.	3-5"	3-5"
OGH		<i>Mahonia aquifolium</i>	Oregon Grape Holly	5 gal.	4-6"	4-6"
PBS		<i>Prunus besseyi</i> 'Pawnee Buttes'	Pawnee Buttes Sandcherry	5 gal.	15-30"	4-6"
RWS		<i>Weigela 'Rhumba'</i>	Rhumba weigela	5 gal.	2-3"	3-4"
SWN		<i>Physocarpus opulifolius</i> 'Seward'	Summer Wine Ninebark	5 gal.	4-6"	4-6"
WRW		<i>Weigela florida</i> 'Alexandra'	Wine & Roses Weigela	5 gal.	4-5"	4-5"
<b>Grasses</b>						
AMG		<i>Miscanthus sinensis</i> 'Adagio'	Adagio Maiden Grass	1 gal.	2-3"	2-3"
BAG		<i>Helictotrichon sempervirens</i>	Blue Avena Grass	1 gal.	2-3"	18-24"
BGG		<i>Bouteloua gracilis</i> 'Blonde Ambition'	Blonde Ambition Grama Grass	1 gal.	2-3"	1-2"
EBF		<i>Festuca glauca</i> 'Elijah Blue'	Elijah Blue Fescue	1 gal.	6-8"	6-8"
KFR		<i>Calamagrostis acutiflora</i> 'Karl Foerster'	Karl Foerster Reed Grass	1 gal.	4-3"	18-24"
ORG		<i>Calamagrostis x acutiflora</i> 'Overdam'	Overdam Reed Grass	1 gal.	1-3"	1-3"
YJM		<i>Miscanthus sinensis</i> 'Yaku Jima'	Yaku Jima Maiden Grass	1 gal.	4-5"	4-5"
<b>Perennials and Groundcovers and Vines</b>						
AJS		<i>Sedum spectabile</i> 'Autumn Joy'	Autumn Joy Sedum	1 gal.	18-24"	12-18"
BPB		<i>Ceratostigma plumbagineum</i>	Blue Plumbago	1 gal.	8-12"	18-24"
CMT		<i>Nepeta faassenii</i> 'Walker's Low'	Walker's Low Catmint	1 gal.	18-24"	2-3"
DAY		<i>Hemerocallis</i> spp.	Daylily	1 gal.	24-36"	18-24"
HDX		<i>Hedera helix</i> 'Thorndale'	Thorndale English Ivy	1 gal.	-	-
HYS		<i>Agastache</i> spp.	Hyssop	1 gal.	2-3"	2-3"
JBG		<i>Geranium 'Johnson's Blue'</i>	Johnson's Blue Geranium	1 gal.	18-24"	2-3"
LAV		<i>Lavandula</i> spp.	Lavender	1 gal.	12-18"	12-18"
PER		<i>Vinca minor</i>	Periwinkle	1 gal.	4-6"	12-18"
SAM		<i>Salvia 'May Night'</i>	May Night Salvia	1 gal.	18-24"	12-18"
VGC		<i>Parthenocissus quinquefolia</i>	Virginia Creeper	1 gal.	-	-
ZAS		<i>Zauschneria garretii</i>	Zauschneria	1 gal.	12"	15-18"



5 BUS SHELTER  
L2.0 1/4" = 1'-0"

3 TREE AND SHRUB PLANTING  
L2.0 NTS

OPEN SPACE DIAGRAM



- LEGEND: SITE AREAS
- SITE LANDSCAPE: 12,472 SF
  - SPECIALTY PAVING: 19,932 SF
  - 2ND FLOOR POOL: 9,600 SF

OPEN SPACE CALCULATIONS

SITE AREA: 130,190  
 REQUIRED OPEN SPACE (20%): 26,038 SF  
 PROVIDED OPEN SPACE (32%): 42,004 SF

SITE LANDSCAPE

TOTAL SITE AREA (SF) 130,190

SITE CONDITION	SF	TREES		SHRUBS	
		REQUIRED	PROVIDED	REQUIRED	PROVIDED
BUILDING	77,958				
DRIVES	7,829				
<b>NET SITE AREA</b>	<b>44,403</b>	<b>30</b>	<b>32</b>	<b>148</b>	<b>353</b>
<b>TOTALS:</b>	<b>44,403</b>	<b>30</b>	<b>32</b>	<b>148</b>	<b>353</b>

Landscape Requirement: 1 tree and 5 shrubs per 1,500 sf of "net site area"

ROW LANDSCAPE

STREETSCAPE	LF	TREES	
		REQUIRED	PROVIDED NOTE
28th Street	225	6	8
26th Street	225	6	6
Canyon Boulevard	500	13	13
<b>TOTALS</b>	<b>950</b>		

Landscape Requirement: 1 tree per 40 LF of streetscape

4 INVERTED - U BIKE RACKS  
L2.0 NTS

2 TREE GRATE FOR SIDEWALK PLANTING  
L2.0 NTS

1 OPEN SPACE AND LANDSCAPE CALCULATIONS  
L2.0 NTS

28TH AND CANYON HOTEL AND OFFICE REDEVELOPMENT, BOULDER, CO

BISON HOLDINGS I, LLC  
**NAI** Shames Makovsky  
 Commercial Real Estate Services

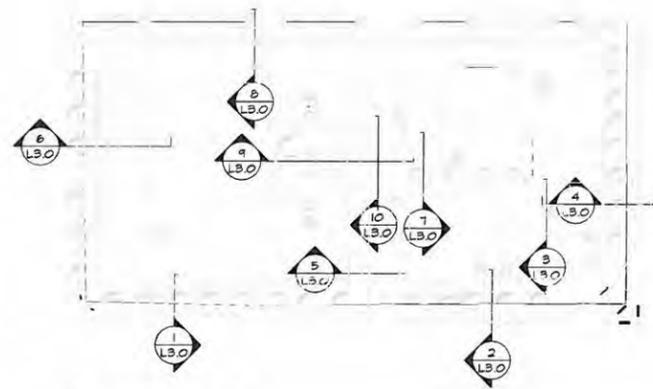


REVISIONS

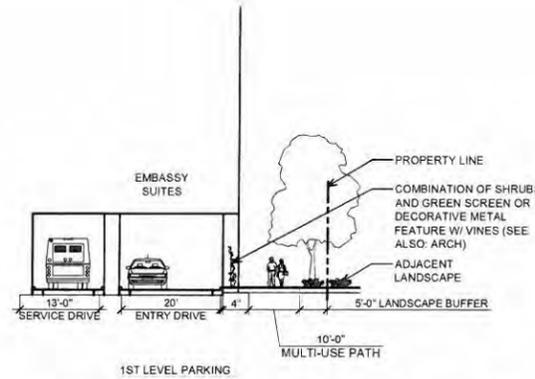
MM/DD/YY	REMARKS
1 12/02/2013	SITE REVIEW SUBMITTAL
2 01/21/2014	SITE REVIEW RE-SUBMITTAL
3 02/18/2014	SITE REVIEW RE-SUBMITTAL
4	
5	

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 www.jgjohnson.com

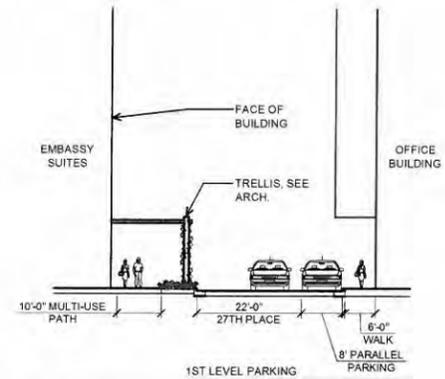
LANDSCAPE NOTES AND DETAILS  
 Call Up



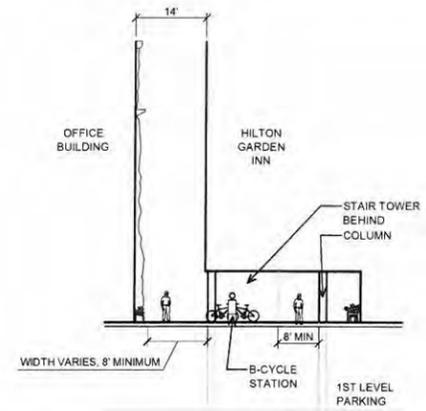
**11 KEYMAP**  
L12 SCALE: NTS



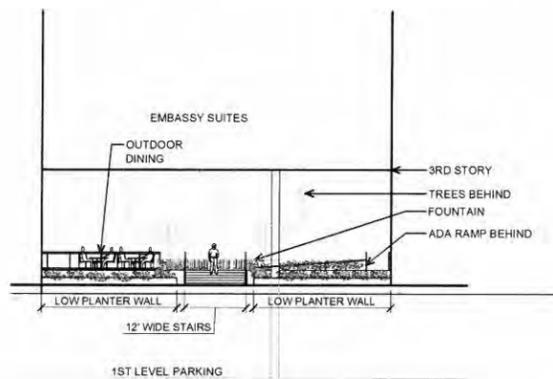
**8 SECTION: NORTH ENTRY DRIVE**  
L3.0 SCALE: 1/16" = 1'-0"



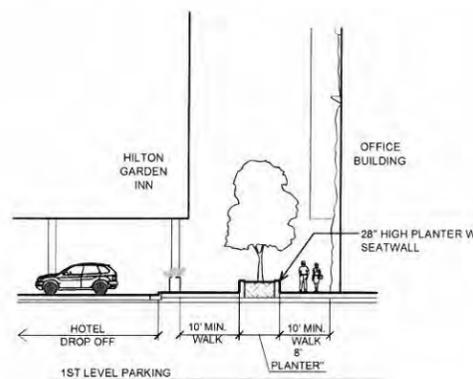
**5 SECTION: 27TH PLACE**  
L3.0 SCALE: 1/16" = 1'-0"



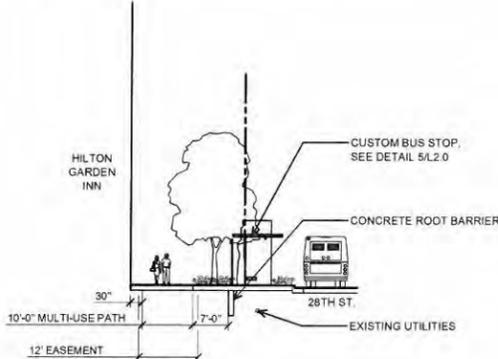
**3 SECTION: PASEO**  
L3.0 SCALE: 1/16" = 1'-0"



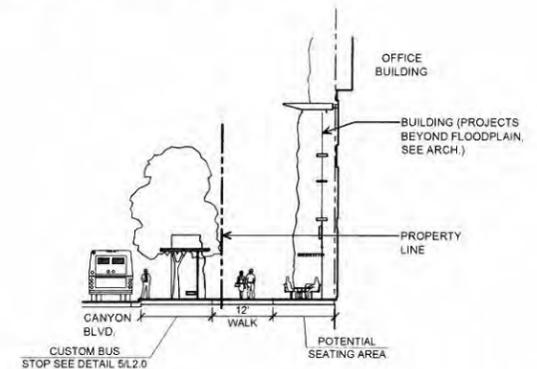
**10 SECTION: EMBASSY COURTYARD**  
L3.0 SCALE: 1/16" = 1'-0"



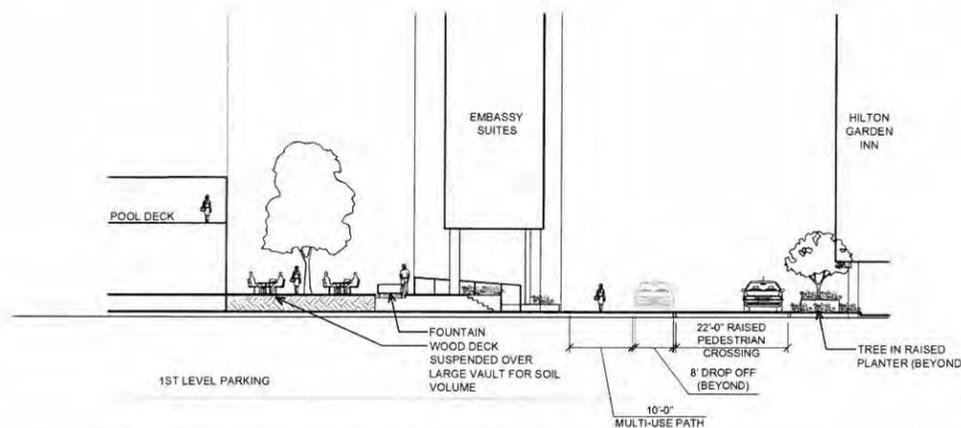
**7 SECTION: HGI COURTYARD**  
L3.0 SCALE: 1/16" = 1'-0"



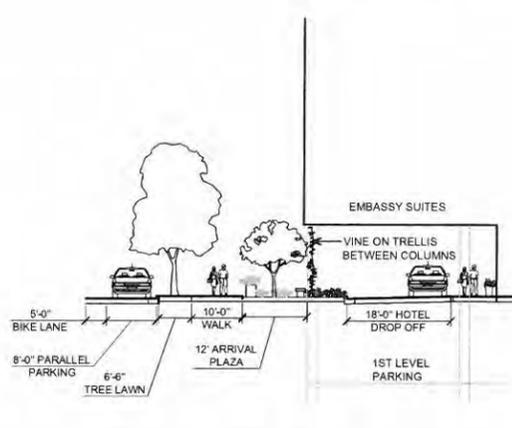
**4 SECTION: 28TH ST BUS SHELTER**  
L3.0 SCALE: 1/16" = 1'-0"



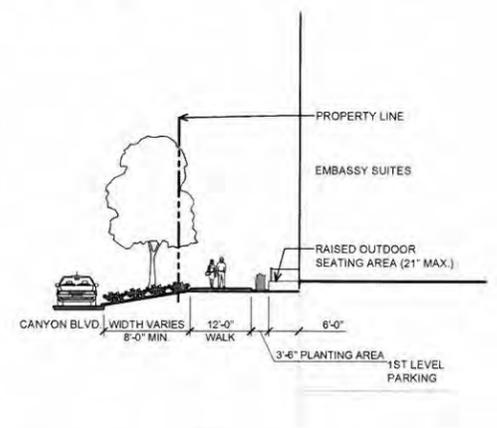
**2 SECTION: CANYON BUS SHELTER**  
L3.0 SCALE: 1/16" = 1'-0"



**9 SECTION: EMBASSY COURTYARD VIEW NORTH**  
L3.0 SCALE: 1/16" = 1'-0"



**6 SECTION: HOTEL DROP-OFF, 26TH ST**  
L3.0 SCALE: 1/16" = 1'-0"



**1 SECTION CANYON BLVD**  
L3.0 SCALE: 1/16" = 1'-0"

**28TH AND CANYON HOTEL AND OFFICE REDEVELOPMENT, BOULDER, CO**

BISON HOLDINGS I, LLC  
**NAI** Shames Makovsky  
Division of First Interstate Securities, Inc.



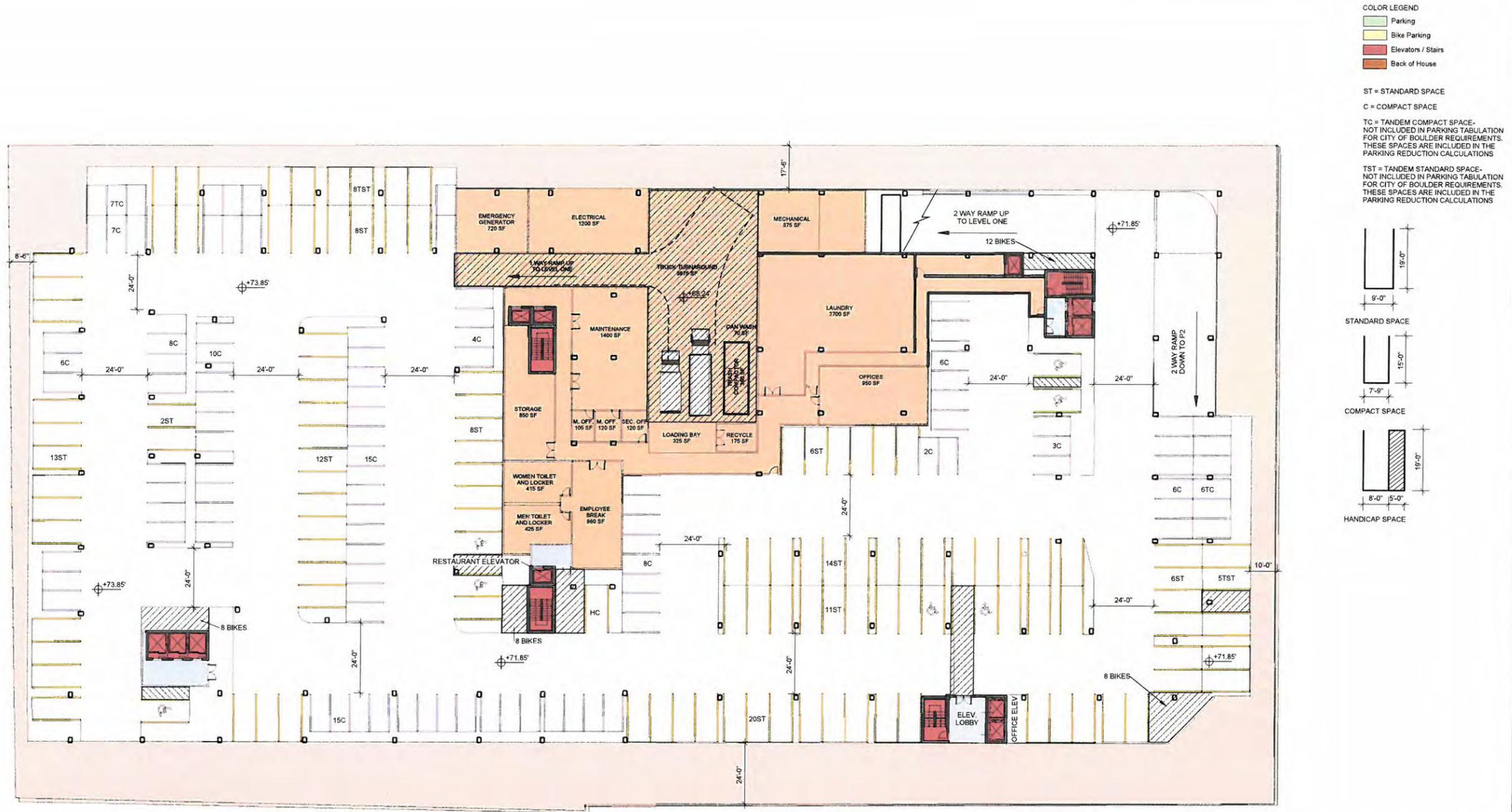
**LANDSCAPE SECTIONS**  
Call Up

REVISIONS	
MS/YY	REMARKS
1	12/02/2013 SITE REVIEW SUBMITTAL
2	01/21/2014 SITE REVIEW RE-SUBMITTAL
3	02/18/2014 SITE REVIEW RE-SUBMITTAL
4	
5	

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Denver, Colorado 80202  
www.jgjohnson.com  
Fax 303.892.7059  
Studio 303.892.7056

L 3.0





**PARKING COUNT**

	STANDARD	COMPACT	ACCESSIBLE	TOTAL
P1 LEVEL	100	90	8	198
P2 LEVEL	125	87	8	220
<b>TOTAL</b>	<b>225</b>	<b>177</b>	<b>16</b>	<b>418</b>

**28TH AND CANYON HOTEL AND OFFICE REDEVELOPMENT, BOULDER, CO**

BISON HOLDINGS I, LLC  
**Shames Makovsky**  
CONSULTANTS OF RECORD



**SCOTT, COV & ASSOCIATES, INC.**

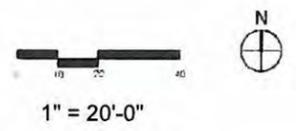
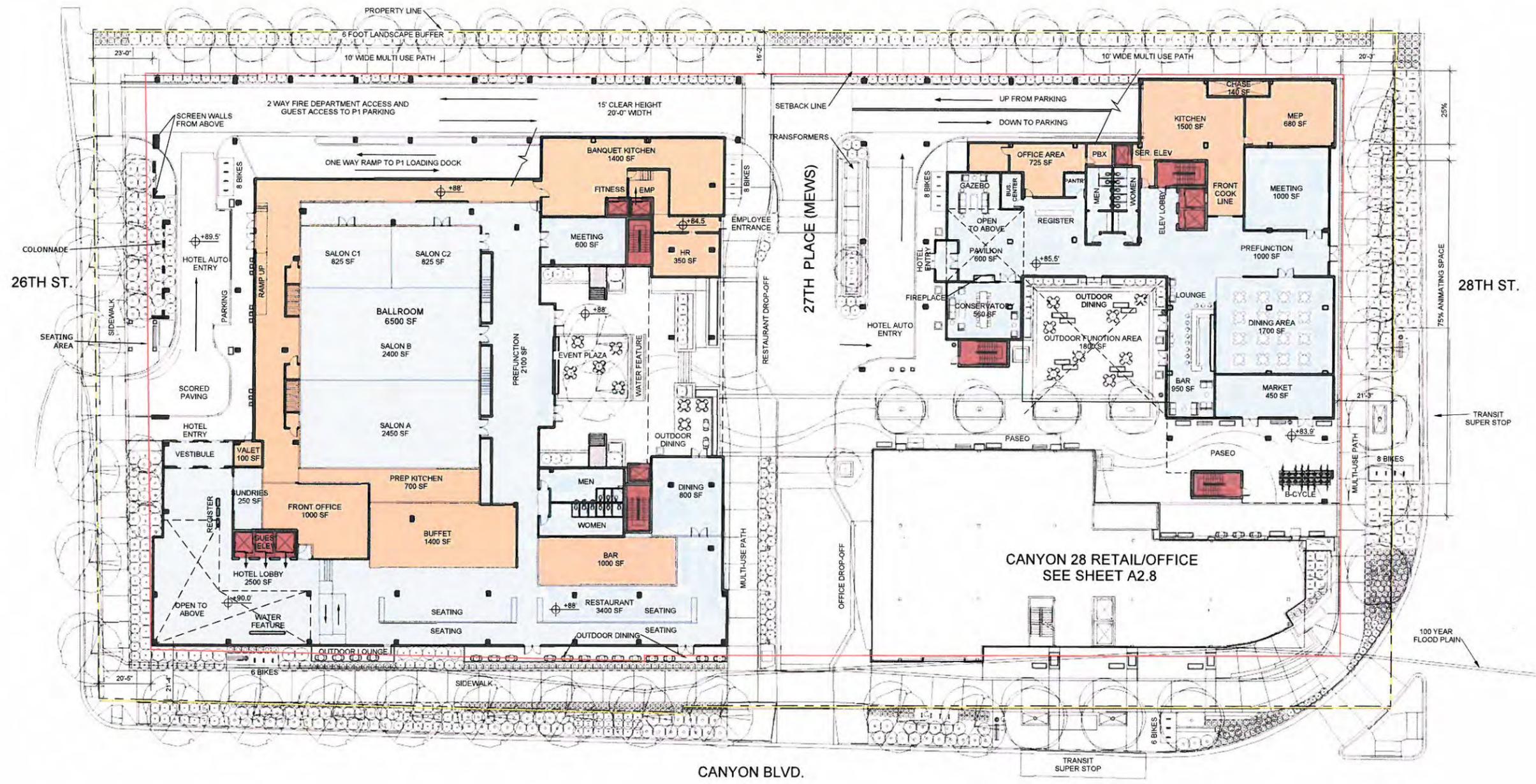
**P1 LEVEL GARAGE PLAN**  
 Call Up

REVISIONS	
MM/DD/YY	REMARKS
1	12/02/2013 SITE REVIEW SUBMITTAL
2	1/21/2014 SITE REVIEW RESUBMITTAL
3	2/18/2014 SITE REVIEW RESUBMITTAL
4	
5	

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1600 Wynkoop St., Suite 100  
 Denver, Colorado 80202  
 www.jgjohnson.com  
 Fax: 303.492.7059  
 Studio: 303.492.7063

- COLOR LEGEND**
- Elevators / Stairs
  - Lobby / Public Spaces
  - Back of House
- SITE KEY**
- Overhead Line
  - Property Line
  - Setback Line



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**Shames Makovsky**  
Transparency • Integrity • Quality • Innovation



## FIRST LEVEL SITE PLAN

Call Up

REVISIONS

MM/DD/YY	REMARKS
12/02/2013	SITE REVIEW SUBMITTAL
01/21/2014	SITE REVIEW RESUBMITTAL
02/18/2014	SITE REVIEW RESUBMITTAL

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 Denver, Colorado 80202  
 www.jgjohnson.com  
 Fax: 303.892.7055  
 Photo: 303.892.7062

- COLOR LEGEND**
- Elevators / Stairs
  - West Hotel Queen Suite, East Hotel Queen
  - West Hotel King Suite, East Hotel King
  - West Hotel Single King
  - Public Space, Circulation
  - East Hotel Suite
- SITE KEY**
- Overhead Line
  - Property Line
  - Setback Line



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## SECOND LEVEL PLAN

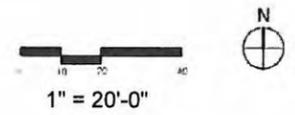
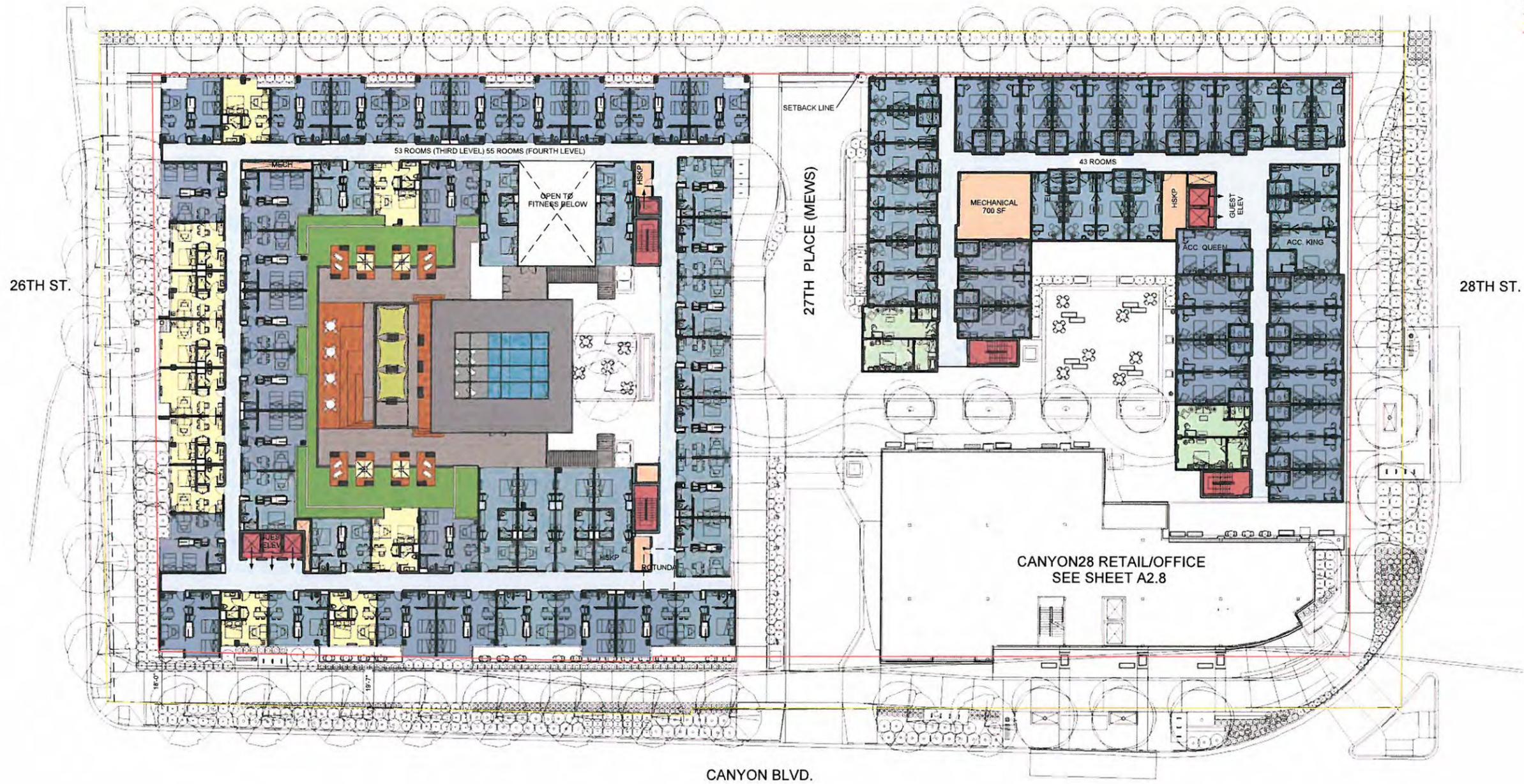
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REVISIONS		
NO.	DATE	REMARKS
1	12/02/2013	SITE REVIEW SUBMITTAL
2	1/21/2014	SITE REVIEW RESUBMITTAL
3	02/18/2014	SITE REVIEW RESUBMITTAL
4		
5		

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 1600 Wynkoop St., Suite 100  
 Denver, Colorado 80202  
 www.jgjohnson.com  
 Fax: 303.892.7658  
 Phone: 303.892.7657

2.3

- COLOR LEGEND**
- Elevators / Stairs
  - West Hotel Queen Suite, East Hotel Queen
  - West Hotel King Suite, East Hotel King
  - West Hotel Single King
  - Public Space, Circulation
  - East Hotel Suite
- SITE KEY**
- Overhead Line
  - Property Line
  - Setback Line



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## THIRD LEVEL PLAN

Call Up

REVISIONS	
MM/DD/YY	REMARKS
12/02/2013	SITE REVIEW SUBMITTAL
1/21/2014	SITE REVIEW RESUBMITTAL
02/18/2014	SITE REVIEW RESUBMITTAL

**J.G. JOHNSON ARCHITECTS**  
HOSPITALITY & HOUSING DESIGN

1600 Wynkoop St., Suite 100  
 Denver, Colorado 80202  
 www.jgah.com  
 Fax: 303.892.7859  
 Studio: 303.892.7052

- COLOR LEGEND**
- Elevators / Stairs
  - West Hotel Queen Suite, East Hotel Queen
  - West Hotel King Suite, East Hotel King
  - West Hotel Single King
  - Public Space, Circulation
  - East Hotel Suite
- SITE KEY**
- Overhead Line
  - Property Line
  - Setback Line



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Architectural Firm



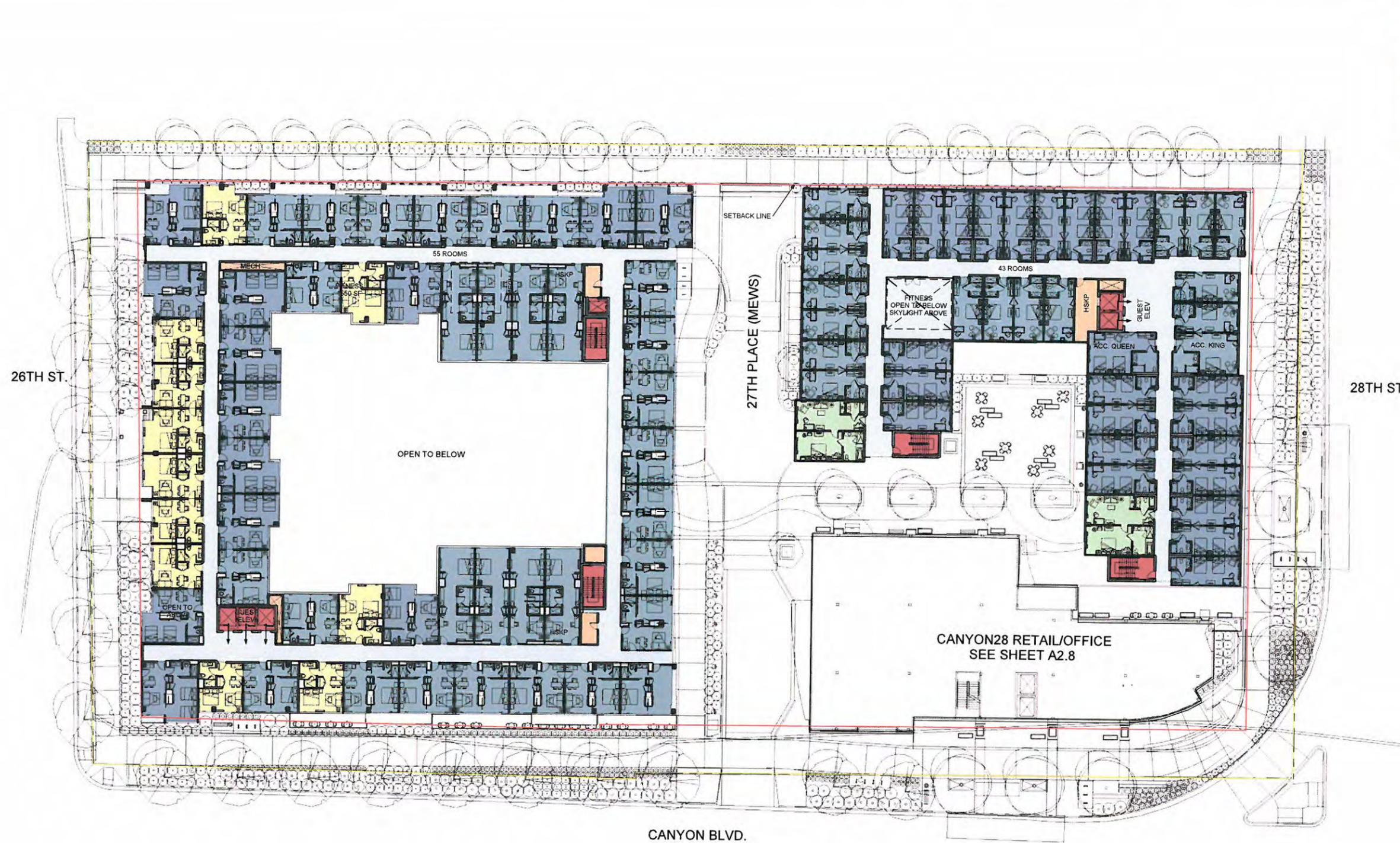
## FOURTH LEVEL PLAN

Call Up

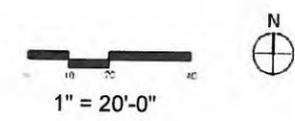
REVISIONS	
MM/DD/YY	REMARKS
12/02/2013	SITE REVIEW SUBMITTAL
1/21/2014	SITE REVIEW RESUBMITTAL
02/18/2014	SITE REVIEW RESUBMITTAL

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 Fax: 303.492.7059  
 Studio: 303.492.7063



- COLOR LEGEND**
- Elevators / Stairs
  - West Hotel Queen Suite, East Hotel Queen
  - West Hotel King Suite, East Hotel King
  - West Hotel Single King
  - Public Space, Circulation
  - East Hotel Suite
- SITE KEY**
- Overhead Line
  - Property Line
  - Setback Line



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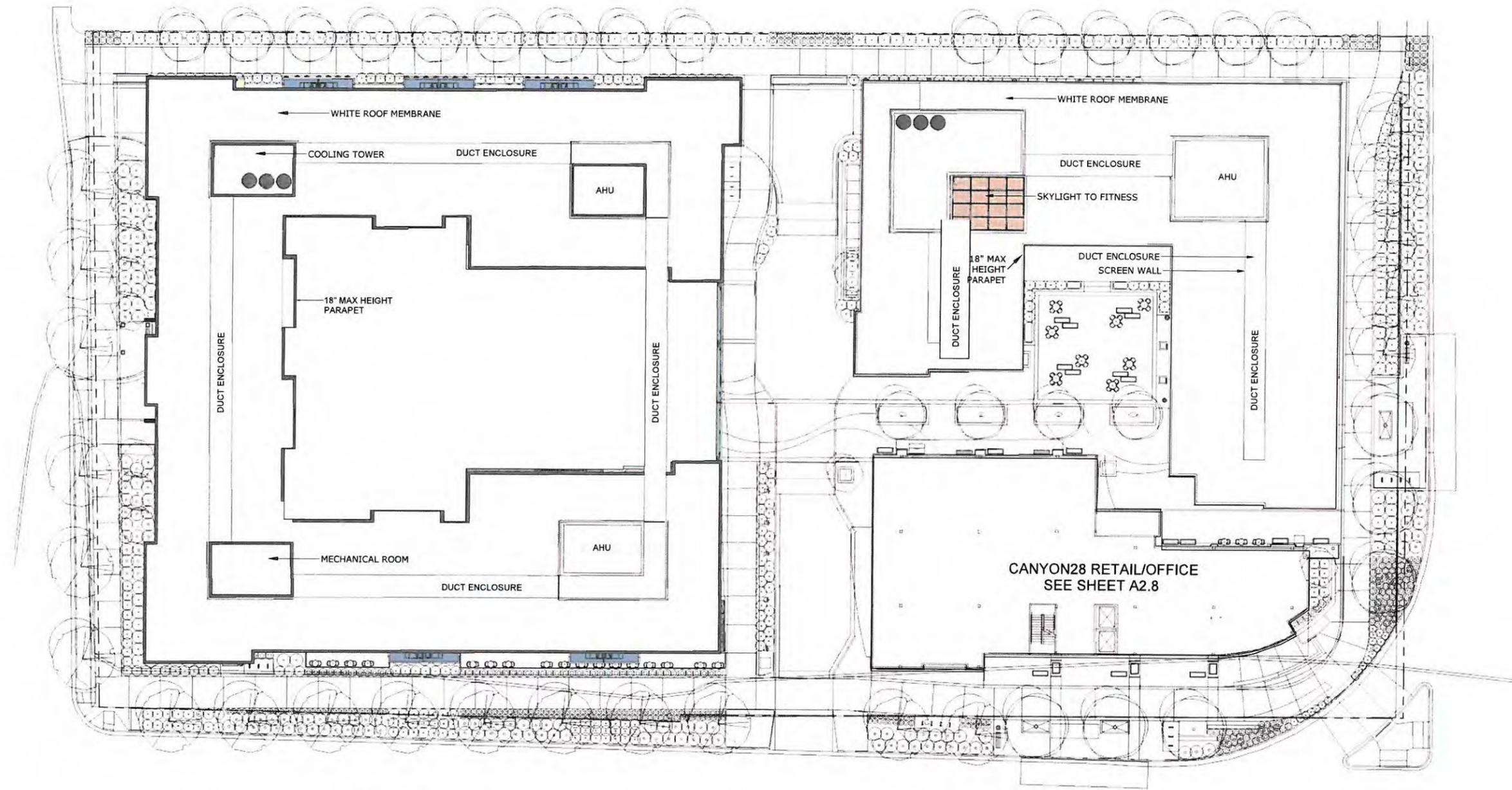


## FIFTH LEVEL PLAN

REVISIONS		
NO.	DATE	REMARKS
1	12/02/2013	SITE REVIEW SUBMITTAL
2	1/21/2014	SITE REVIEW RESUBMITTAL
3	02/18/2014	SITE REVIEW RESUBMITTAL
4		
5		

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22% ROOF COVERAGE

19% ROOF COVERAGE



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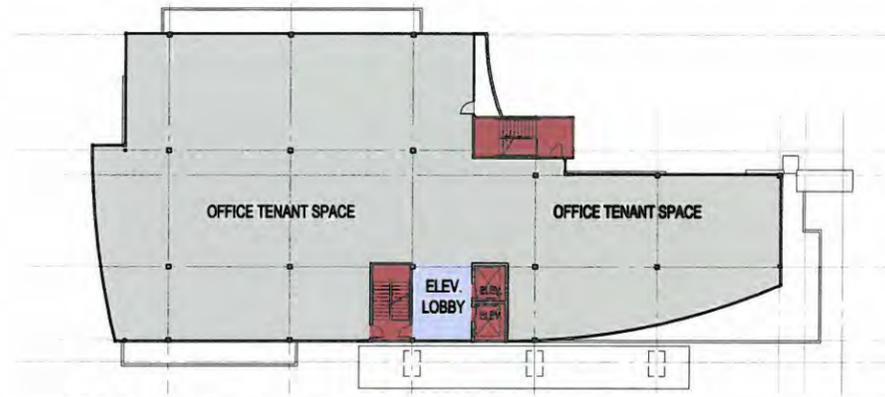
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REVISIONS	
MM/DD/YY	REMARKS
12/02/2013	SITE REVIEW SUBMITTAL
1/21/2014	SITE REVIEW RESUBMITTAL
02/18/2014	SITE REVIEW RESUBMITTAL

**JG JOHNSON ARCHITECTS**  
HOSPITALITY & HOUSING DESIGN

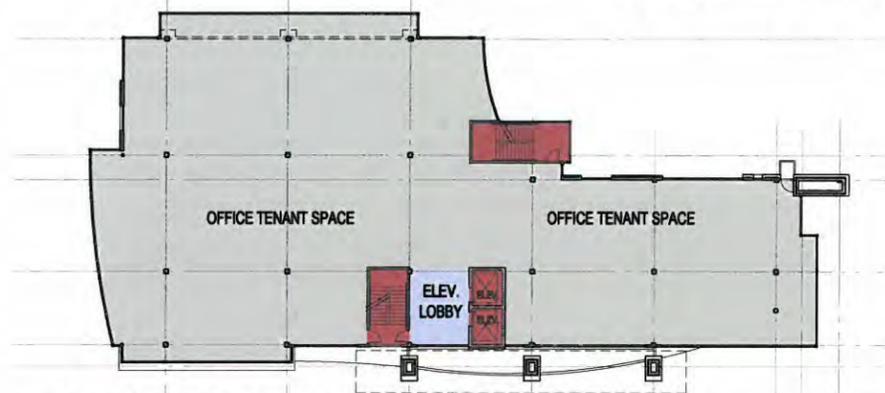
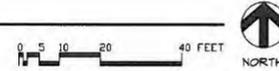
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Tel: 303.892.7559  
Fax: 303.892.7559

**2.7**



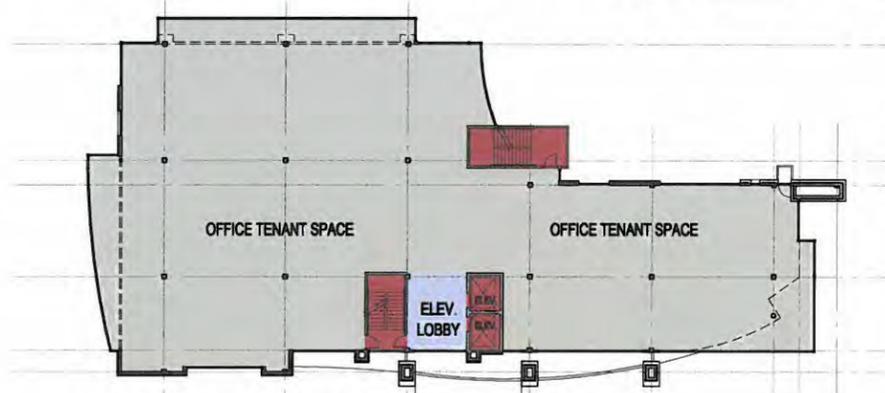
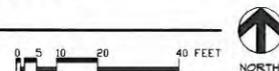
**5 FLOOR PLAN - FOURTH LEVEL**  
A2.7 1" = 20'-0"

10,080 GSF +/-



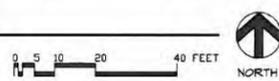
**4 FLOOR PLAN - THIRD LEVEL**  
A2.7 1" = 20'-0"

11,250 GSF +/-

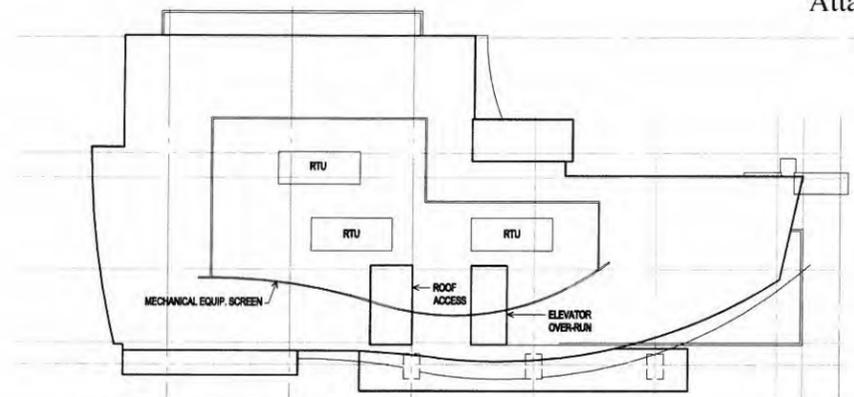


**3 FLOOR PLAN - SECOND LEVEL**  
A2.7 1" = 20'-0"

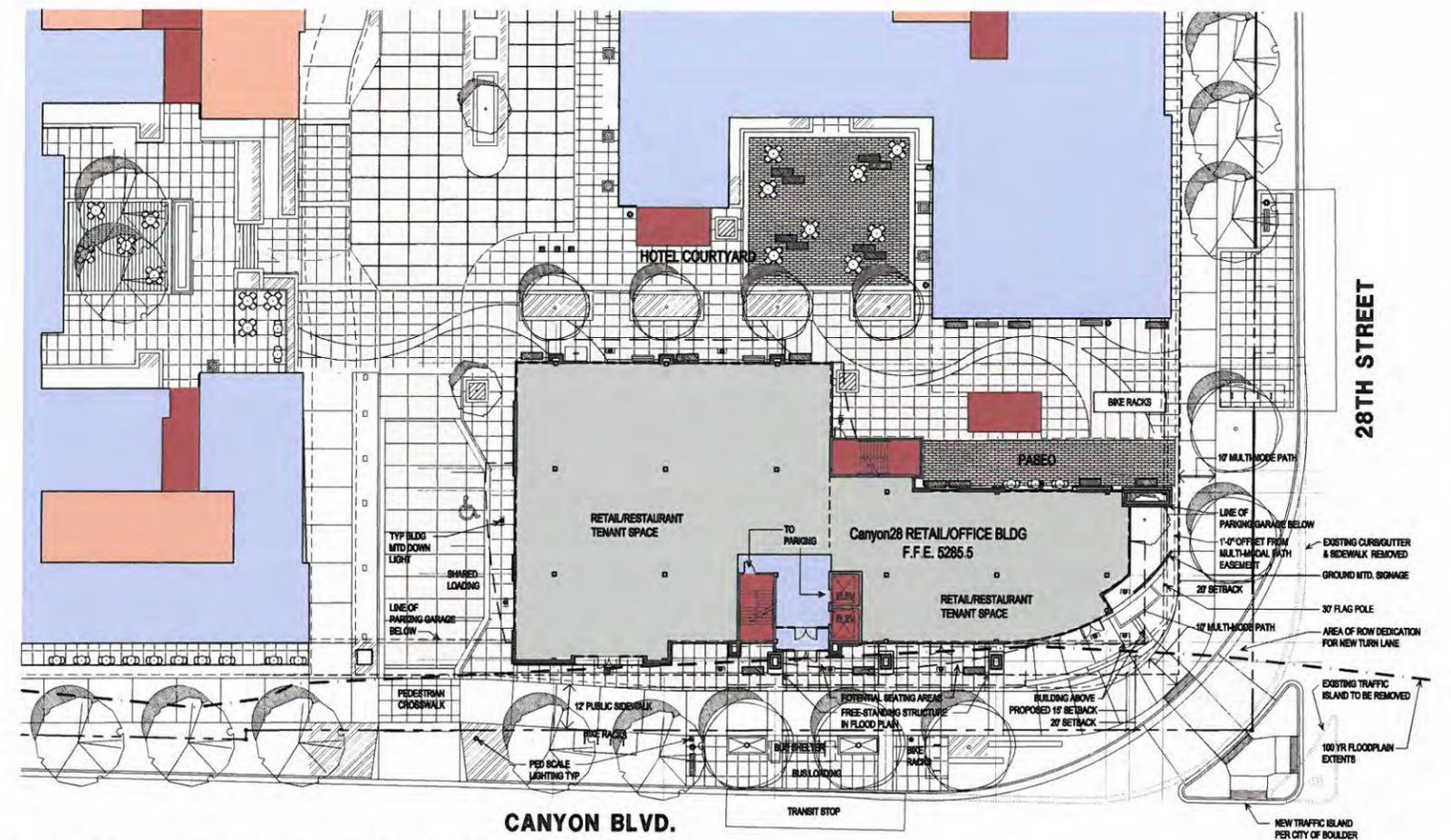
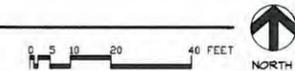
11,250 GSF +/-



- COLOR LEGEND**
- LOBBY / PUBLIC SPACE
  - BACK OF HOUSE / SERVICE
  - VERTICAL CIRCULATION
  - RETAIL / RESTAURANT / OFFICE



**2 ROOF PLAN**  
A2.7 1" = 20'-0"



**1 SITE PLAN & FLOOR PLAN - MAIN LEVEL**  
A2.7 1" = 20'-0" (INCL. SITE LIGHTING)

10,310 GSF +/-



**REQUESTED VARIANCES FOR CANYON28 SITE:**

- 1.) HEIGHT REVIEW FOR 55' MAXIMUM HEIGHT BUILDING.
- 2.) 15' SETBACK PROPOSED IN LIEU OF 20' SETBACK ON CANYON BLVD. - DUE TO THE CONSTRAINED SITE, PORTIONS OF THE SOUTH WALL EXTEND INTO SETBACK, PRIMARILY THE LARGE STONE PILASTERS & FREE STANDING COLONADE W/SUN CONTROL ELEMENTS AND ROOF OVERHANGS WHICH PROJECT INTO 15'-0" SETBACK A MAX. DISTANCE OF 3'-0".

SEE COMBINED SHEETS A2.0 & A2.1 FOR PARKING LEVEL PLANS

- SITE LIGHTING LEGEND**
- CEILING MTD
  - PED. SCALE POLE MTD
  - WALL MTD
  - BOLLARD

NOTE - EXISTING PROPERTY LINES BETWEEN CANYON28 (FORMER EAD'S) SITE & GOLDEN BUFF REDEVELOPMENT SITE SHALL BE ELIMINATED BY REPLAT OF BOTH PROPERTIES.

PROJECT NUMBER: 1258.10

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**CANYON 28** RETAIL OFFICE  
28TH AND CANYON, BOULDER, COLORADO



**LJD ENTERPRISES, INC.**  
2595 CANYON BLVD.  
SUITE 230  
BOULDER, CO 80302  
303.449.0510



**HARTRONF ASSOCIATES, PC**  
ARCHITECTURE + PLANNING  
950 SPRUCE STREET, SUITE 1A  
LOUISVILLE, CO 80027  
303.673.9304



**GROW STUDIO LLC**  
154 SOUTH 35TH STREET  
BOULDER, CO 80305  
303.963.5452

**SCOTT COX & ASSOCIATES, INC.**  
1530 55TH STREET  
BOULDER, CO 80303  
303.444.3051

**REVISIONS**

MM/DD/YY	REMARKS
12/02/2013	SITE REVIEW SUBMITTAL
01/21/2014	SITE REVIEW RESUBMITTAL
02/18/2014	SITE REVIEW RESUBMITTAL

**A2.8**

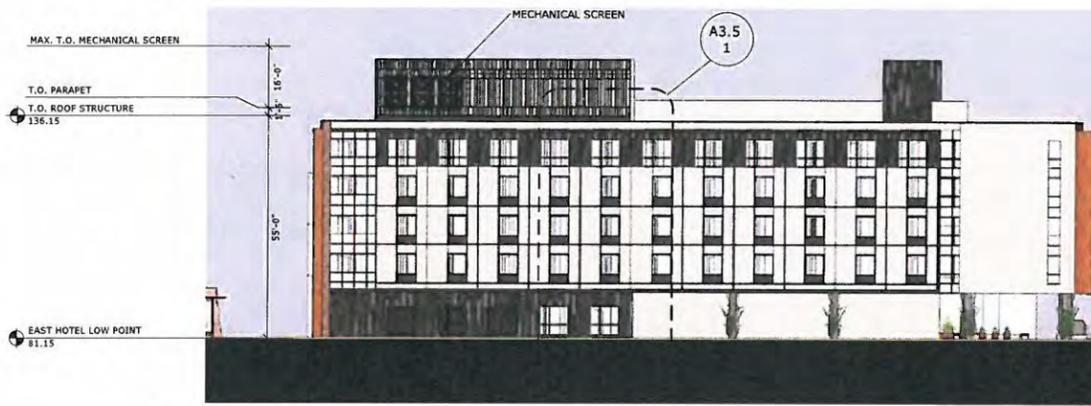
SITE PLAN, FLOOR PLANS, & ROOF PLAN  
1A Page 30



**D EAST HOTEL - 28TH STREET**  
SCALE: 1" = 1'-0"



**C EAST HOTEL - 27TH ST. (ENTRY)**  
SCALE: 1" = 1'-0"



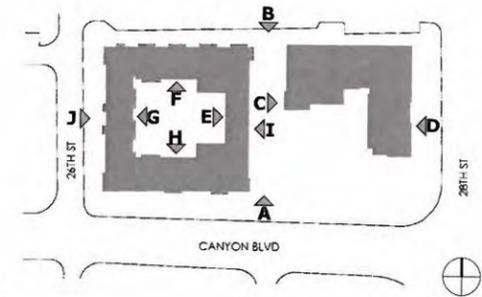
**B OVERALL NORTH ELEVATION**  
SCALE: 1" = 1'-0"



**A OVERALL SOUTH ELEVATION**  
SCALE: 1" = 20'

WEST HOTEL 39% TRANSPARENCY AT FIRST LEVEL

EAST HOTEL 58% TRANSPARENCY AT FIRST LEVEL



**NOTE: Building Height Calculations**  
Building height is distance of highest point of building above lowest existing grade within 25' of lowest corner of the building.  
For the East Hotel, this elevation is 5281.15' and the building is <55'-0" above this elevation at its highest point. The building is five stories.  
For the West Hotel, this elevation is 5283.71' and the building is <55'-0" above this elevation at its highest point. The building is five stories.

# 28TH AND CANYON HOTEL AND OFFICE REDEVELOPMENT, BOULDER, CO

BISON HOLDINGS I, LLC  
**NAI Shames Makovsky**  
Premier Real Estate Solutions



## BUILDING ELEVATIONS

REVISIONS	
MM/DD/YY	REMARKS
12/02/2013	SITE REVIEW SUBMITTAL
1/21/2014	SITE REVIEW RESUBMITTAL
2/18/2014	SITE REVIEW RESUBMITTAL

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**J** WEST HOTEL - 26TH STREET (ENTRY)  
SCALE: 1" = 20'

WEST HOTEL 39% TRANSPARENCY AT FIRST LEVEL



**I** WEST HOTEL - 27TH ST.  
SCALE: 1" = 20'

WEST HOTEL 39% TRANSPARENCY AT FIRST LEVEL



**H** NORTH COURTYARD ELEVATION  
SCALE: 1" = 20'



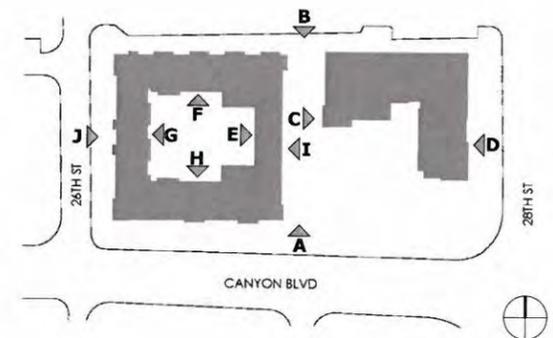
**G** EAST COURTYARD ELEVATION  
SCALE: 1" = 20'



**F** SOUTH COURTYARD ELEVATION  
SCALE: 1" = 20'



**E** WEST COURTYARD ELEVATION  
SCALE: 1" = 20'



**NOTE: Building Height Calculations**  
Building height is distance of highest point of building above lowest existing grade within 25' of lowest corner of the building.  
For the East Hotel, this elevation is 5281.15' and the building is <55'-0" above this elevation at its highest point. The building is five stories.  
For the West Hotel, this elevation is 5283.71' and the building is <55'-0" above this elevation at its highest point. The building is five stories.

# 28TH AND CANYON HOTEL AND OFFICE REDEVELOPMENT, BOULDER, CO

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**Shames Makovsky**  
Architectural Firm

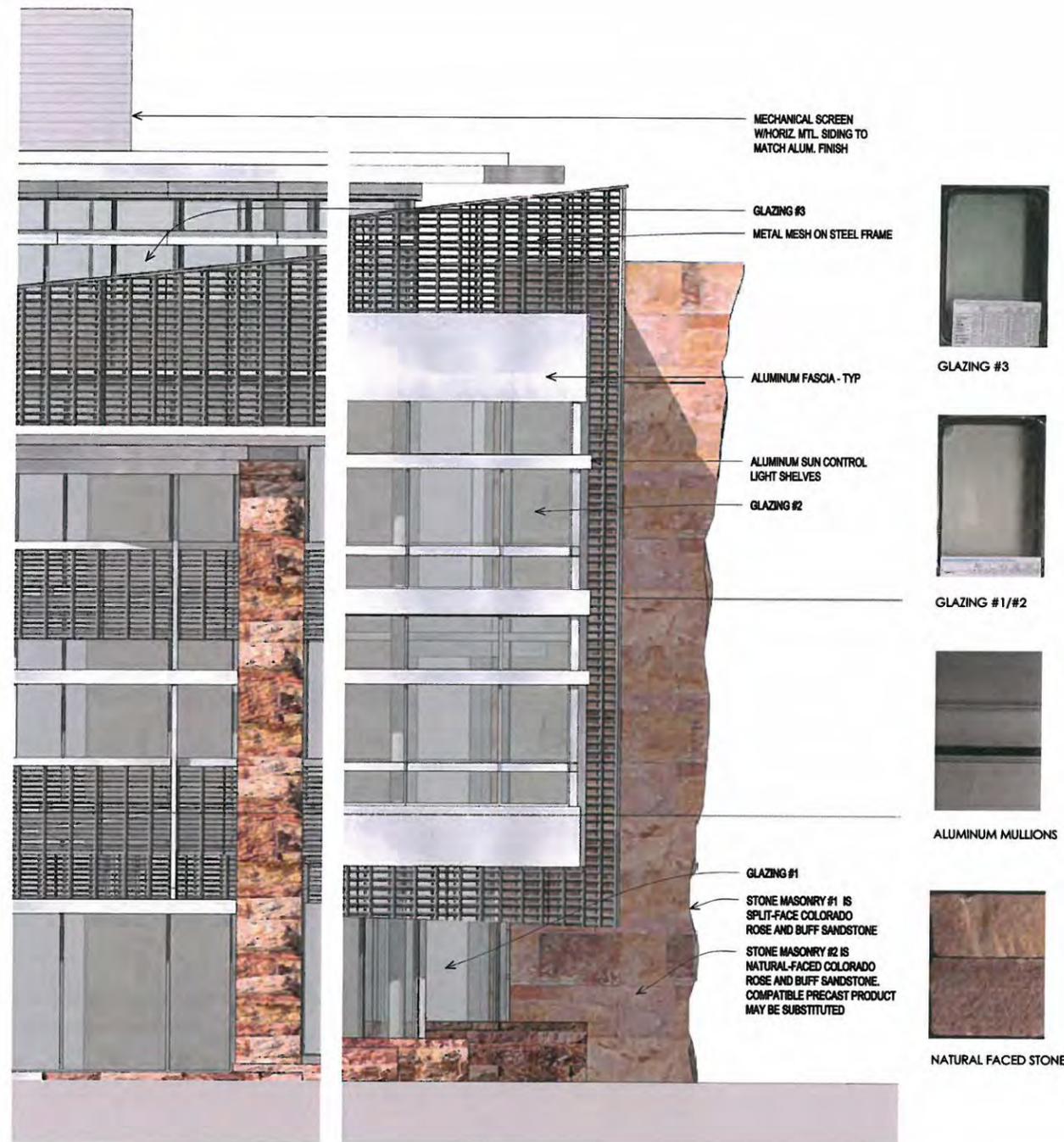


**SCOTT, COX & ASSOCIATES, INC.**

## BUILDING ELEVATIONS

REVISIONS	
MM/DD/YY	REMARKS
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**5 ELEVATION DETAIL - WEST**  
A3.2 1/4" = 1'-0"



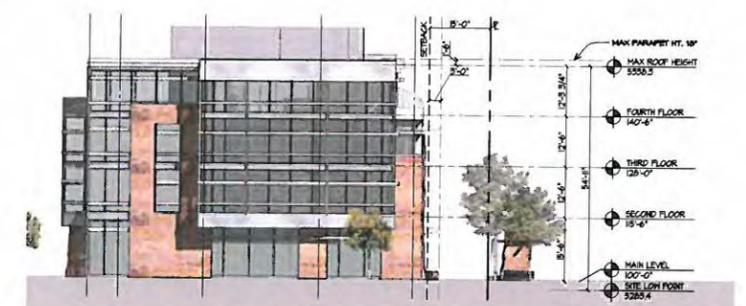
**4 NORTH ELEVATION - COURTYARD**  
A3.2 1" = 20'-0"

**BUILDING HEIGHT CALCULATION:**  
DISTANCE OF HIGHEST POINT OF BLDG ABOVE LOWEST EXISTING GRADE WITHIN 25' OF LOWEST CORNER OF BLDG

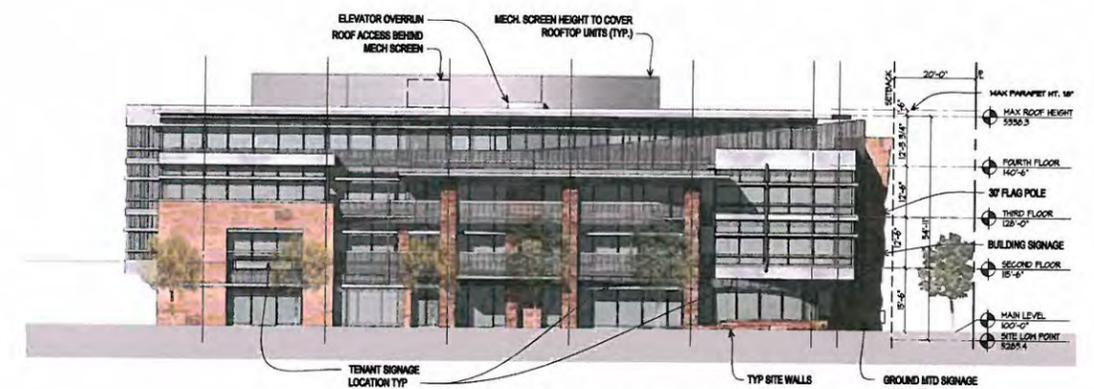
FOR THE Canyon28 BLDG, LOW POINT IS 5283.4, AND BLDG IS 54'-11" ABOVE THIS AT ITS HIGHEST POINT. THE BUILDING IS FOUR (4) STORIES.



**3 EAST ELEVATION - 28TH ST**  
A3.2 1" = 20'-0"



**2 WEST ELEVATION**  
A3.2 1" = 20'-0"



**1 SOUTH ELEVATION - CANYON BLVD**  
A3.2 1" = 20'-0"

PROJECT NUMBER: 1258.10

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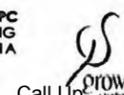
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28TH AND CANYON, BOULDER, COLORADO



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303.449.0510



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BOULDER, CO 80305  
303.963.5452

**SCOTT COX & ASSOCIATES, INC.**  
1530 55TH STREET  
BOULDER, CO 80303  
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REVISIONS

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1	12/09/2013	SITE REVIEW SUBMITTAL
2	01/31/2014	SITE REVIEW RESUBMITTAL
3	02/18/2014	SITE REVIEW RESUBMITTAL
4		
5		

A3.2

ELEVATIONS AND ELEVATION DETAILS  
Page 33



**A**  
**1** WEST HOTEL - SOUTH ELEV.  
SCALE: 1/4" = 1'-0"

**A**  
**2** WEST HOTEL - NORTH ELEV.  
SCALE: 1/4" = 1'-0"

LABELS INDICATE TYPICAL MATERIALS

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Transforming Real Estate Through Creative Solutions



**ELEVATION DETAILS**  
Call Up

REVISIONS	
MM/DD/YY	REMARKS
12/02/2013	SITE REVIEW SUBMITTAL
1/21/2014	SITE REVIEW RESUBMITTAL
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Fax: 303.850.7058  
1A Page 34



**A** WEST HOTEL - ENTRY ELEV.  
1 SCALE: 1/4" = 1'-0"

**A** EAST HOTEL - 28TH ST. DETAIL  
2 SCALE: 1/4" = 1'-0"

LABELS INDICATE TYPICAL MATERIALS

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**ELEVATION DETAILS**

REVISIONS		
NO.	DATE	REMARKS
1	12/02/2013	SITE REVIEW SUBMITTAL
2	1/21/2014	SITE REVIEW RESUBMITTAL
3	2/18/2014	SITE REVIEW RESUBMITTAL
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5		

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Fax: 303.892.7069



**A**  
1 EAST HOTEL - NORTH ELEV.  
SCALE: 1/4" = 1'-0"

**A**  
2 EAST HOTEL - SOUTH ELEV.  
SCALE: 1/4" = 1'-0"

LABELS INDICATE TYPICAL MATERIALS

28TH AND CANYON HOTEL AND OFFICE REDEVELOPMENT, BOULDER, CO

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**ELEVATION DETAILS**  
Call Up

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MM/DD/YY	REMARKS
12/02/2013	SITE REVIEW SUBMITTAL
1/21/2014	SITE REVIEW RESUBMITTAL
2/18/2014	SITE REVIEW RESUBMITTAL
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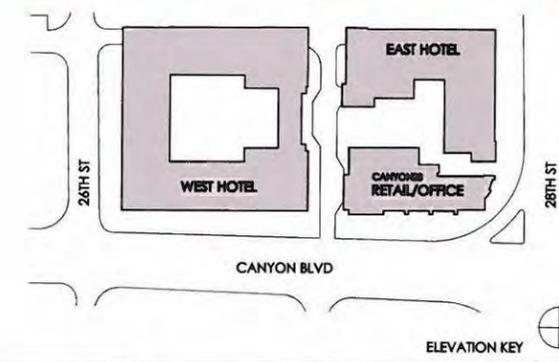
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3.5

A



**AERIAL** 1 **AERIAL CONTEXT VIEW - FROM SOUTHEAST**  
A5.0 NTS



ELEVATION KEY **AERIAL**

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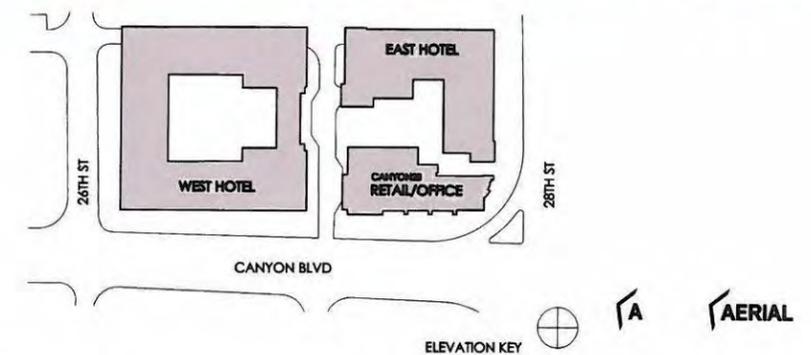
REVISIONS

NO.	DATE	REVISIONS
1	12/02/2013	SITE REVIEW SUBMITTAL
2	01/21/2014	SITE REVIEW RESUBMITTAL
3	02/18/2014	SITE REVIEW RESUBMITTAL
4		
5		

**A5.0**  
AERIAL CONTEXT VIEW



1A **1** **SOUTHEAST PERSPECTIVE - 28TH AND CANYON INTERSECTION**  
 A5.1 NTS



PROJECT NUMBER: 1258.10

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02/18/2014	SITE REVIEW RESUBMITTAL

**A5.1**  
 SOUTHEAST  
 PERSPECTIVE VIEW



C - VIEW FROM CANYON BLVD.



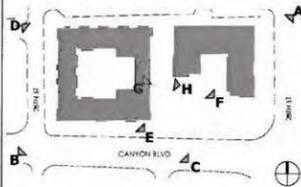
B - VIEW FROM 26TH STREET AND CANYON BLVD.



D - VIEW LOOKING NORTHEAST FROM CANYON BLVD.



A - VIEW FROM 28TH STREET



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Architects & Planners



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2/18/2014	SITE REVIEW RESUBMITTAL

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G - EAST HOTEL ENTRANCE



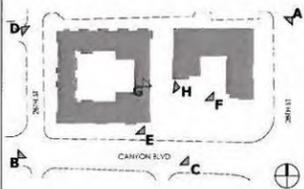
F - PASEO



H - 27TH PLACE (MEWS)



E - WEST HOTEL ALONG CANYON BLVD.



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WOOD SOFFIT



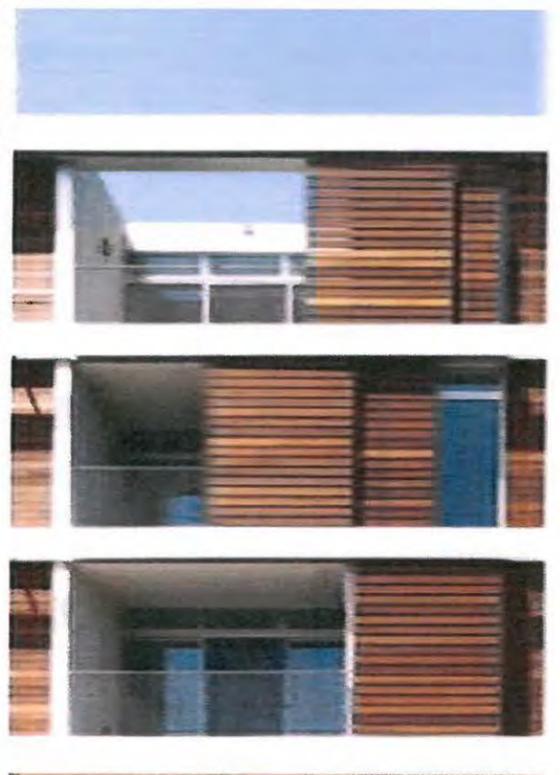
PROTECTED ENTRANCES



METAL PANELS



STEEL BAR GUARDRAILS



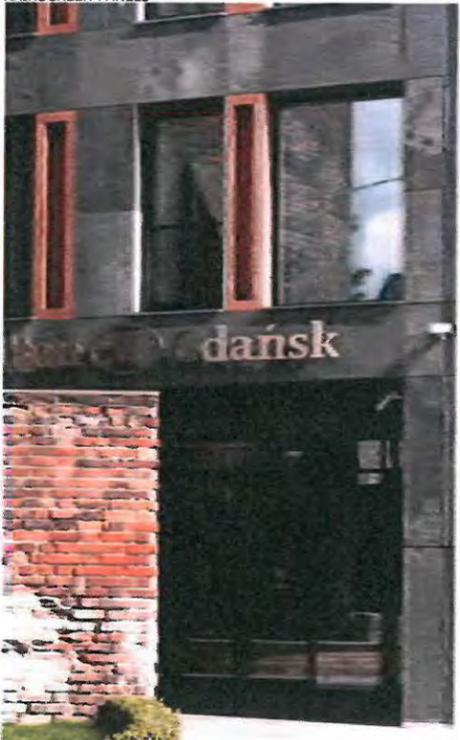
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ACCOYA WOOD ACCENTS

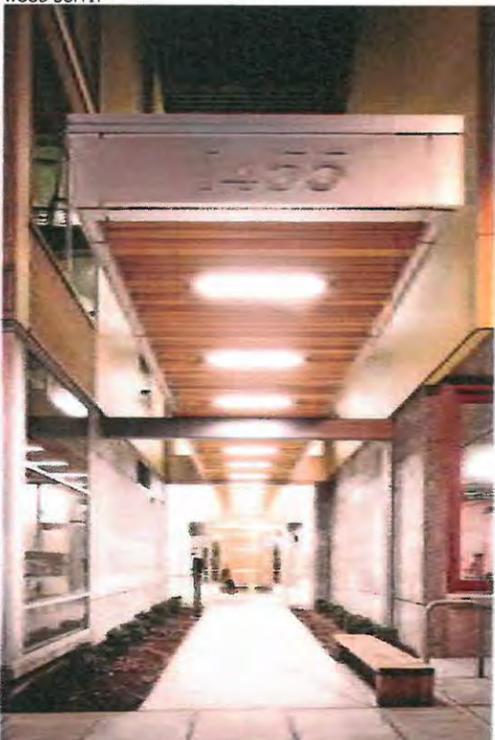


LANDSCAPED COURTYARD

RAINSCREEN PANELS



WOOD SOFFIT



SANDSTONE MASONRY

STOREFRONT AT GROUND LEVEL



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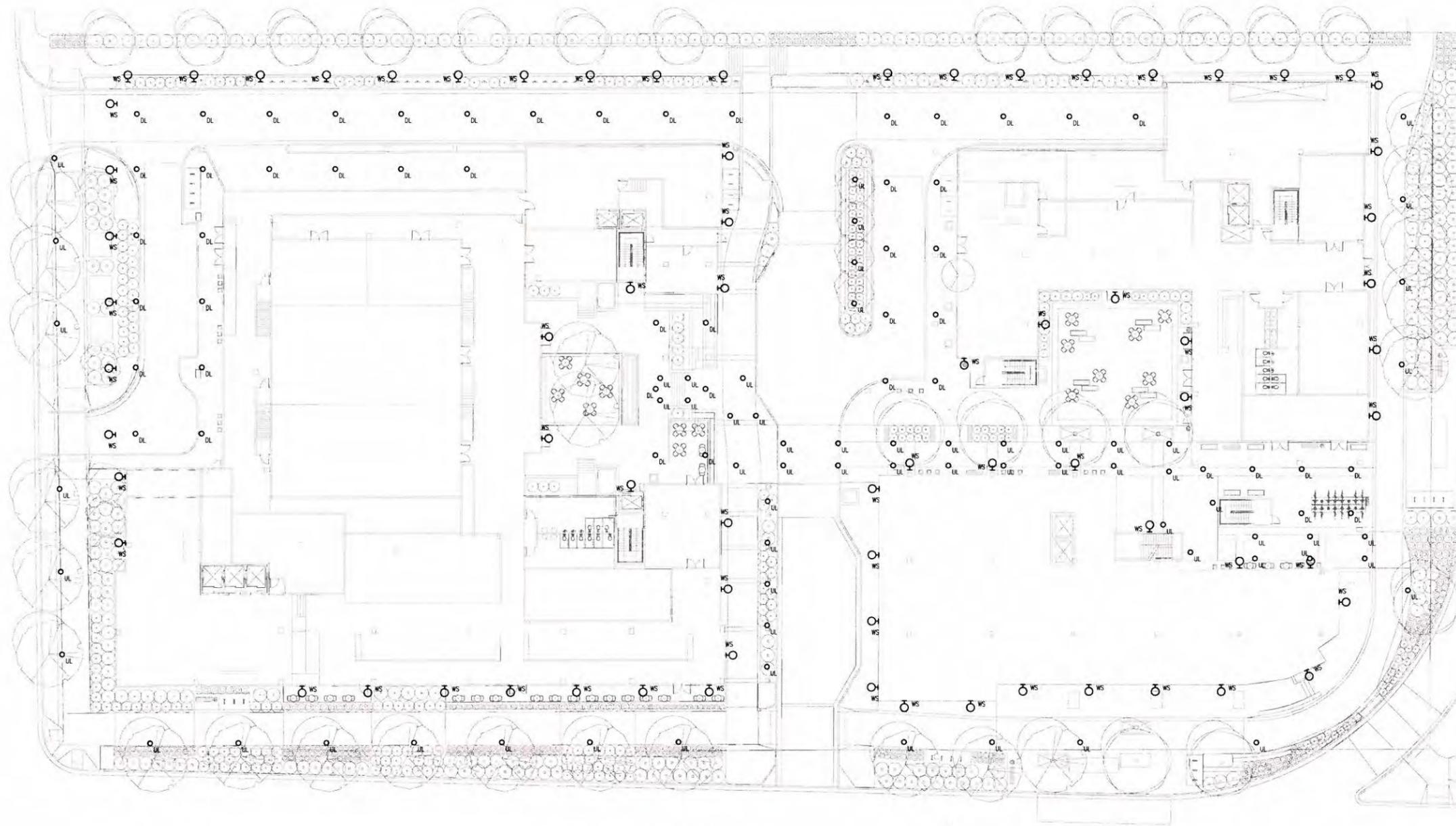
**HOTEL MATERIAL IMAGES**  
 Call Up

REVISIONS	
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 Studio 303.892.7052

6.0



**1 SITE LIGHTING PLAN**  
 SCALE: 1" = 20'  
 0 5' 10' 20' 40' 60' 80'

LUMINAIRE SCHEDULE							
TYPE	LAMPS	DESCRIPTION	MOUNTING	LOAD, VA	VOLTS	MANUFACTURER/CATALOG NO.	NOTES
DL	TBD	DOWNLIGHT	RECESSED	TBD	120	TBD	1
UL	TBD	IN-GROUND UPLIGHT	RECESSED	TBD	120	TBD	1
WS	TBD	WALL SCONCE	SURFACE	TBD	120	TBD	1



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Drawing: I:\3801 And Canyon\11106.01 Boulder Hotel Drawings\2014\01\09\_Site Lighting\11106.01.dwg Plotted by: jason.kimmins On: Thursday, January 09, 2014 10:21 PM

# 28TH AND CANYON HOTELS REDEVELOPMENT, BOULDER, CO

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**Shames Makovsky**  
 Commercial Real Estate Services Worldwide

**PROW**

**SCOTT, COX & ASSOCIATES, INC.**

## SITE LIGHTING PLAN

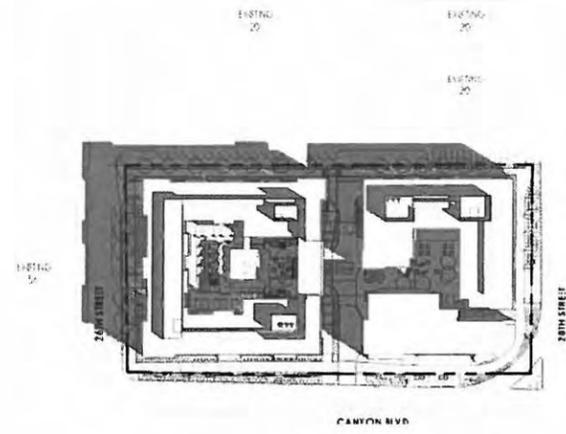
Call Up

REVISIONS		REVISIONS	
NO.	DATE	REVISIONS	REVISIONS
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2	01/21/2014	Site Review Resubmittal	
3			
4			
5			

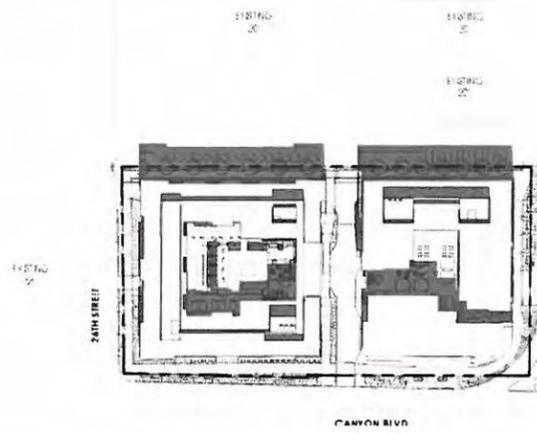
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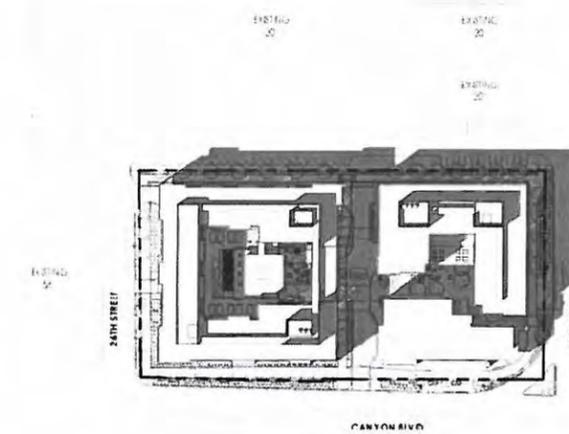
1A Page 42



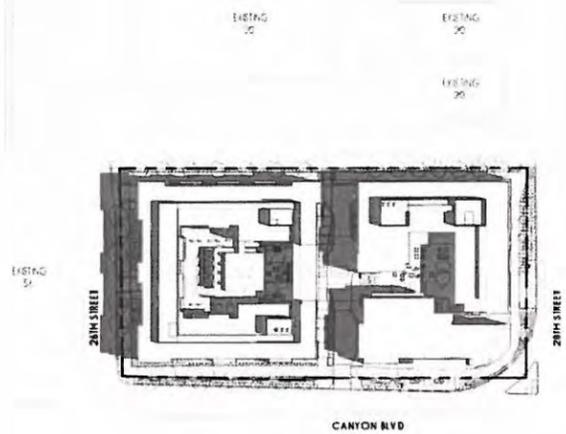
1 March 21st at 9 am  
1" = 100'-0"



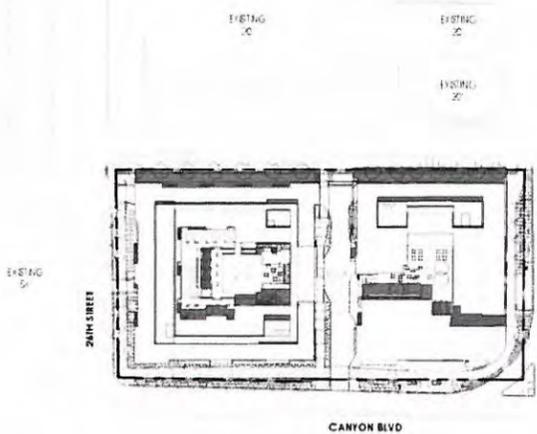
2 March 21st at 12 pm  
1" = 100'-0"



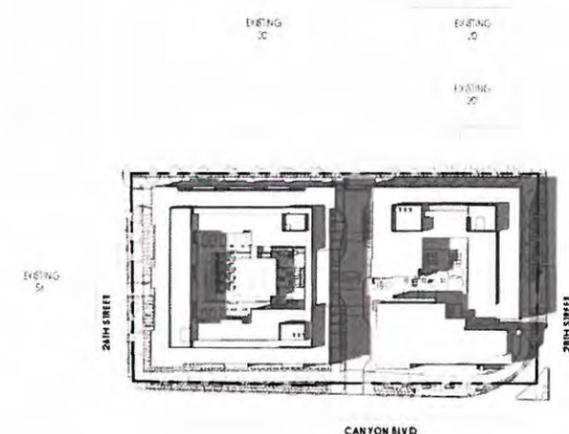
3 March 21st at 3 pm  
1" = 100'-0"



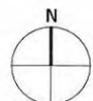
4 June 21st at 9 am  
1" = 100'-0"



5 June 21st at 12 pm  
1" = 100'-0"



6 June 21st at 3 pm  
1" = 100'-0"



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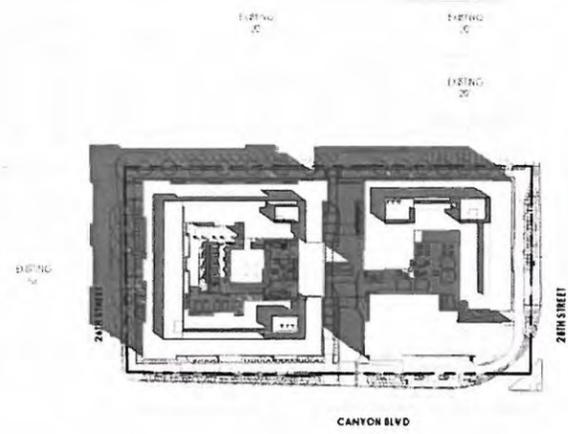
**SHADOW STUDIES**  
Call Up



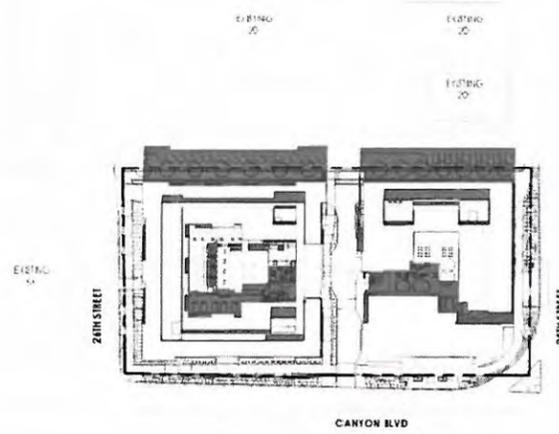
REVISIONS	
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2/18/2014	SITE REVIEW RESUBMITTAL

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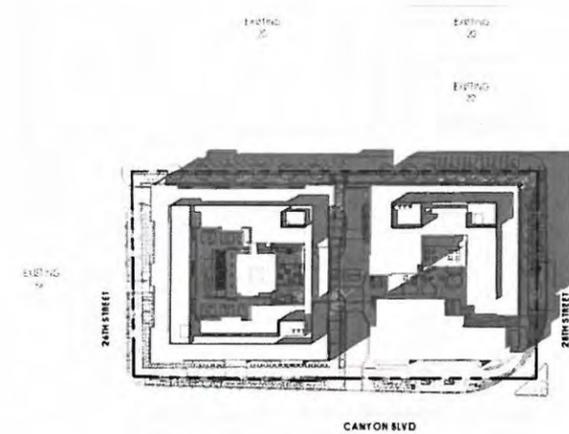
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Page 43



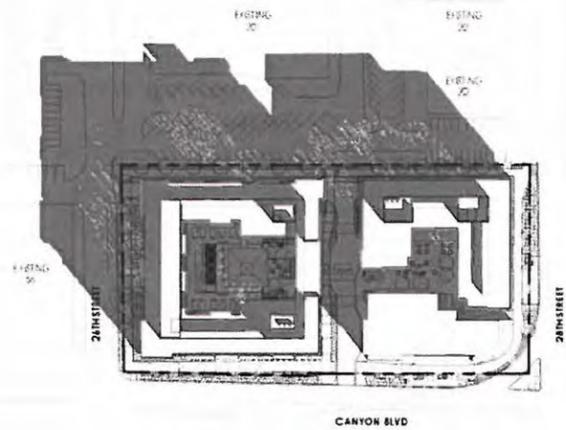
1 Sept 21st at 9 am  
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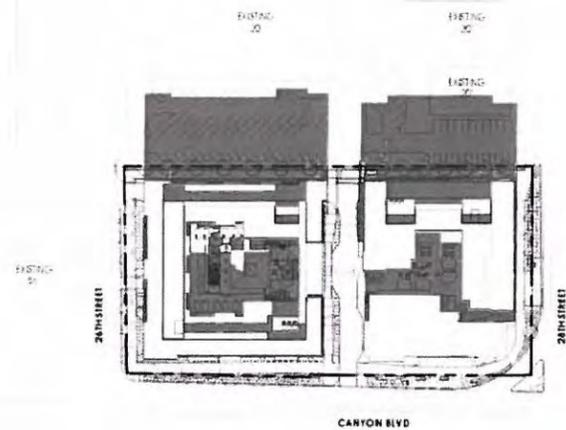
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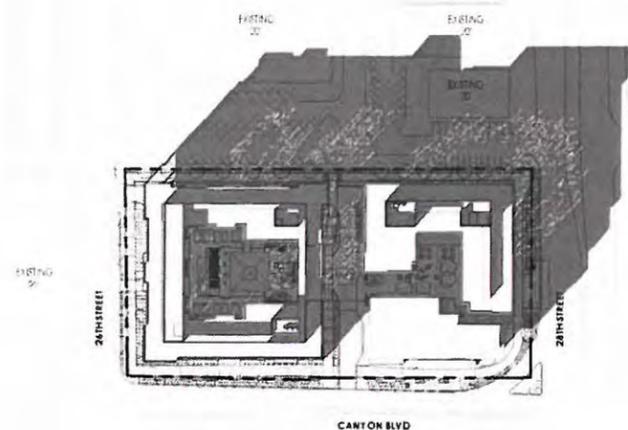
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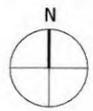
4 SITE PLAN Dec 21st at 9 am  
1" = 100'-0"



5 SITE PLAN Dec 21st at 12 pm  
1" = 100'-0"



6 SITE PLAN Dec 21st at 3 pm  
1" = 100'-0"



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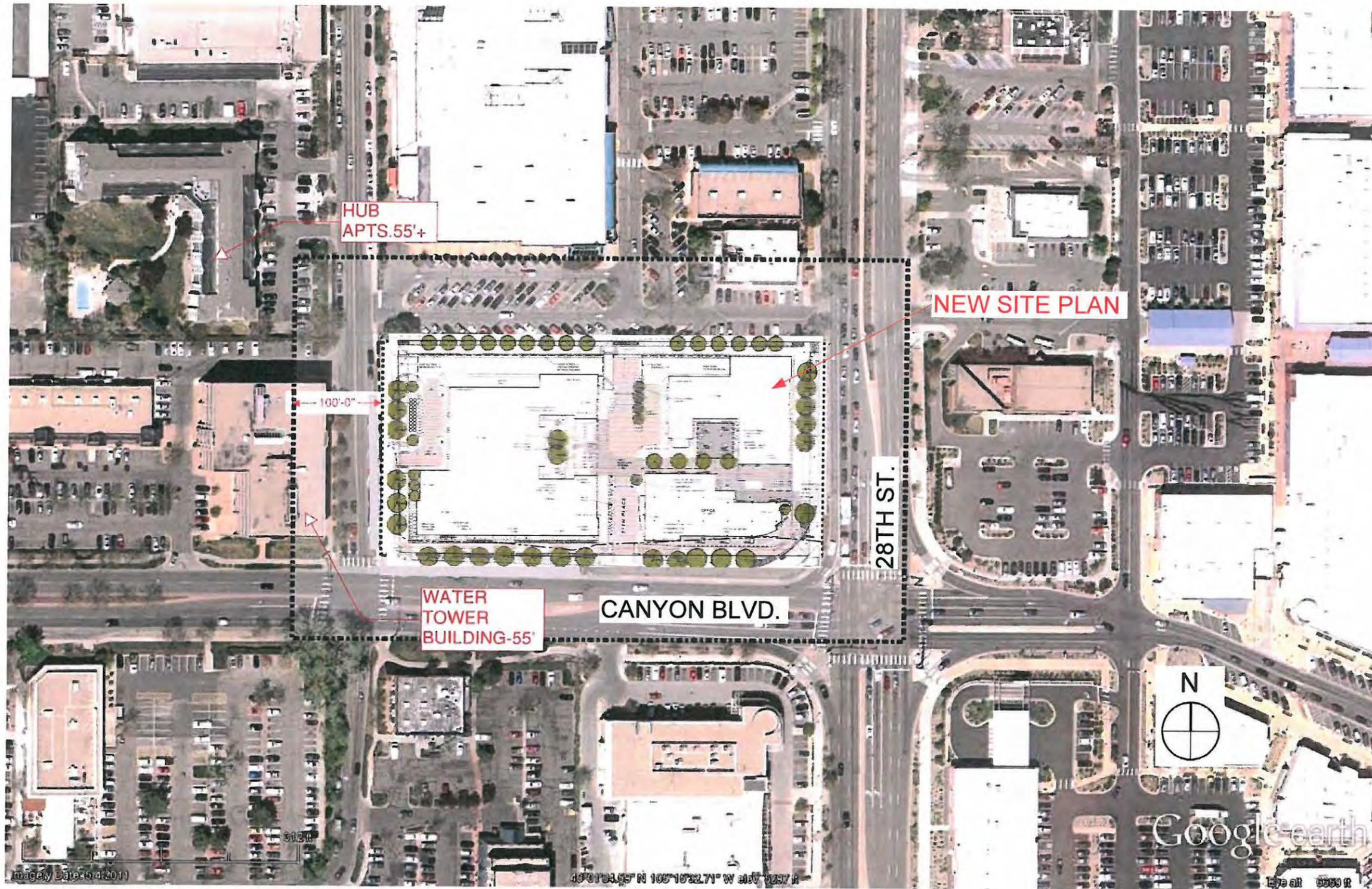


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REVISIONS	
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1/21/2014	SITE REVIEW RESUBMITTAL
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**EXISTING CONDITIONS AERIAL**

REVISIONS	
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1 12/02/2013	SITE REVIEW SUBMITTAL
2 1/21/2014	SITE REVIEW RESUBMITTAL
3 2/18/2014	SITE REVIEW RESUBMITTAL
4	
5	

**JG JOHNSON ARCHITECTS**  
HOSPITALITY & HOUSING DESIGN

1800 Wynkoop St., Suite 100  
 Denver, Colorado 80202  
 www.jgjohnson.com  
 Fax: 303.829.7055  
 Web: 303.829.7055



A - VIEW LOOKING WEST



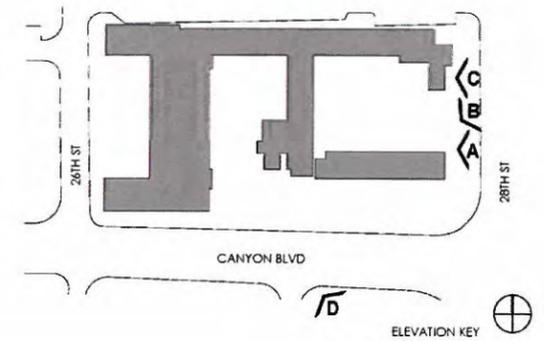
B - VIEW LOOKING SOUTHWEST



C - VIEW LOOKING WEST



D - VIEW LOOKING NORTHWEST



28TH AND CANYON HOTEL AND OFFICE REDEVELOPMENT, BOULDER, CO

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Executive and Financial Planning Services



EXISTING CONDITIONS IMAGES

REVISIONS	
MM/DD/YY	REMARKS
12/02/2013	SITE REVIEW SUBMITTAL
1/21/2014	SITE REVIEW RESUBMITTAL
2/18/2014	SITE REVIEW RESUBMITTAL

J G JOHNSON ARCHITECTS  
 HOSPITALITY & HOUSING DESIGN  
 1600 Wynkoop St., Suite 100  
 Denver, Colorado 80202  
 www.jgjohnson.com  
 Fax: 303.892.7099  
 Phone: 303.892.2999

8.3



## INFORMATION PACKET MEMORANDUM

To: Mayor Appelbaum and City Council

From: Jane S. Brautigam, City Manager  
Paul J. Fetherston, Deputy City Manager  
Matt Chasansky, Manager, Arts & Cultural Services

Date: March 26, 2014

**Subject: Information Item: Approval of Boulder Arts Commission Recommendations for  
2014 Major Arts Grants  
RESPOND BY: April 29, 2014**

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### EXECUTIVE SUMMARY

The Boulder Arts Commission (BAC), established in 1979 to provide support to local artists and art organizations, is chartered with promoting and encouraging development and public awareness of, and interest in, the visual, fine and performing arts in the city. The BAC is committed to fostering a climate in which residents value art as a civilizing force, and recognize art as a basic community need.

Each year the Boulder Arts Commission (BAC) solicits proposals for the Major Grants program. Approved grant projects must be completed by the end of the current fiscal year. Eighty percent of the grant award is given upon City Council approval. The final twenty percent are granted upon the submittal of a final report and approval by the BAC.

Recently, the BAC completed the 2014 Major Grant process, utilizing the online culture grant application tool. This year, 23 applications were received, requesting a total of \$190,922. The 2014 budget for the Major Grant program is \$103,000. The Commission is recommending the approval of 11 grants, totaling \$103,000.

## **EVALUATION CRITERIA**

### **PROJECT NARRATIVE**

- **Is of a High Overall Artistic Quality:** The project narrative indicates the ability to achieve high overall artistic quality. (weighted at 15% of score)
- **Promotes Artistic Diversity and Innovation:** The project creates art that is unique, innovative and promotes artistic diversity. (weighted at 10% of score)
- **Plans for Documentation of the Project:** Plans for documentation appear complete and appropriate for the project. (weighted at 5% of score)

### **COMMUNITY IMPACT**

- **Attracts a Substantial and Diverse Audience:** Marketing plans for the project are well defined, with a clear target audience and methods for reaching them. (weighted at 15% of score)
- **Is of Benefit to the Residents of Boulder:** The project has clear realizable plans to engage the community, sparking interaction and conversation about art. (weighted at 15% of score)

### **DEMONSTRATES A REASONABLE BUDGET**

(weighted at 5% of score)

### **ADDITIONAL MAJOR GRANT RATING CRITERIA**

- **Is Substantially Impactful to the Community:** The project has the clear capacity to engage a large, diverse section of the community, make significant, long-lasting, positive impact and increase awareness of and participation in the arts in the community. (weighted at 25% of score)
- **Demonstrates Other Pending or Secured Funding Sources:** The project budget shows funding sources other than the applicant organization and the Boulder Arts Commission that are either secured or actively being sought. (weighted at 10% of score)

## **COMMUNITY SUSTAINABILITY ASSESSMENTS AND IMPACT GOALS**

- **Economic:** Recognizing the arts' role in economic vitality, the Boulder Arts Commission continues to focus grant funding on efforts which will position the City of Boulder as a major arts center known for quality arts offerings.
- **Environmental:** Although the arts grants do not have a direct impact on the environment, the BAC funded grants in 2014 that do incorporate an environmental component and environmental awareness.
- **Social:** The arts reach all corners of the community, ranging from free tickets to events for children and parents, to art in the schools, as well as diverse programs highlighting different cultures and businesses looking for a "creative community" for their employees. Projects recommended for funding in 2013 include: international festivals, programs for youth, public art, and many free events for the community.

## 2014 BOULDER ARTS COMMISSION RECOMMENDATIONS

1. Band of Toughs: \$10,000  
Project: I Miss My MTV
2. Boulder County Arts Alliance (Fiscal Sponsor of square product theatre): \$10,000  
Project: *Slab*, adapted from the novel by Selah Saterstrom
3. Boulder County Arts Alliance (Fiscal Sponsor of Hoarded Stuff Performance): \$8,000  
Project: Failure Festival
4. Boulder County Arts Alliance (Fiscal Sponsor of Locheart Arts): \$10,000  
Project: The Boulder Tattoo Project
5. Boulder-Cuba Sister City Organization: \$10,000  
Project: Colorado-Cuba Arts and Dance Festival
6. Boulder Ensemble Theatre Company: \$10,000  
Project: *This* by Melissa James Gibson
7. Boulder Housing Partners Foundation: \$10,000  
Project: The North Boulder Gateway Artwork Project
8. Colorado MahlerFest: \$5,000  
Project: MahlerFest XXVII Symphony #6 and Ruckert Songs
9. The Dairy Center for the Arts: \$10,000  
Project: Veterans Speak
10. Greater Boulder Youth Orchestra: \$10,000  
Project: Greater, Bolder Collaborations
11. Tinhouse Experimental Dance Theatre: \$10,000  
Project: Chalk Talk

## NEXT STEPS

Please review the attached information and send any questions or comments to Matt Chasansky. (phone: 303-441-4113, email: [chasanskym@boulderlibrary.org](mailto:chasanskym@boulderlibrary.org)). Unless there are objections, the artists and organizations will be notified of the results.



## INFORMATION PACKET MEMORANDUM

To: Members of City Council

From: Jane S. Brautigam, City Manager  
Paul J. Fetherston, Deputy City Manager  
Alisa Lewis, City Clerk  
Alisa Darrow, Deputy City Clerk

Date: April 1, 2014

**Subject:** 2013 Sister City Annual Reports

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### EXECUTIVE SUMMARY

The purpose of this Information Packet item is to provide Council with the 2013 Annual reports submitted by the Sister City Committees. As you know, Boulder sister city relationships are governed by Council Resolution No. 631, which establishes affiliation criteria and requires annual reports from each organization verifying compliance with the resolution. Section 2 of Resolution 631 outlines the criteria for establishing and maintaining sister city relationships:

*The City of Boulder establishes the following criteria for sister city recognition:*

*A) In order to assure that sister city affiliations are genuinely reflective of the community and are managed by citizen organizations with resources adequate to the task, sister city affiliations shall:*

- 1) Have and maintain Section 501 (c) (3) status.*
- 2) Have and maintain a Boulder-based board of directors, with the board elected by the membership, and with no member of the board being a part of any commercial venture in the sister city.*
- 3) Establish a membership criteria, but membership may not be denied based upon race, religion, nationality, membership in a minority group, membership in a particular social group or because of the expression of unpopular political opinion.*
- 4) Have and maintain an annual budget, a work plan, and a fund-raising report.*
- 5) Annually submit a status report to the City Council by the first of March of each year which shall show compliance with items A(1), A(2), A (3), A(4) and the policies set forth in Section 1.*

6) *Make the elements required in A(3), A(4) and A(5) available to the public.*

Attached please find the 2013 annual organizational reports submitted by Boulder's seven sister city organizations. A dinner with the sister city liaisons is being scheduled after the council recess; the date has yet to be determined.

Attachment A:	Tajikistan	Boulder-Dushanbe Sister City
Attachment B:	Kenya	Boulder-Kisumu Sister City Committee
Attachment C:	Tibet	Boulder-Lhasa Sister City Project
Attachment D:	Mexico	Boulder-Mante Sister City Committee
Attachment E:	Japan	Boulder-Yamagata Friendship City Committee
Attachment F:	Cuba	Boulder-Yateras, Cuba Sister City Organization
Attachment G:	Nicaragua	Boulder/Jalapa Friendship City Project

Any comments or questions may be directed to Alisa Darrow at (303) 441-3008 or [darrowa@bouldercolorado.gov](mailto:darrowa@bouldercolorado.gov).



## **Boulder-Dushanbe Sister Cities – 2013 Annual Report**

### **Boulder-Dushanbe Sister Cities activities:**

- Boulder-Dushanbe Sister Cities supported the annual March Navruz (Persian New Year- spring equinox) celebration with the local Tajik community. There was dancing, poetry, traditional Central Asian Navruz activities and traditional foods including plov, the national dish of Tajikistan. This year it was held in Highlands Park, because the plaza north of the Teahouse was scheduled for demolition by EXCEL Energy.

Mirkholik Makhmudov, a young Tajik professional, spent a month in the Boulder area as a participant in the State Department Empower Access Program in March. The focus was on inclusion models for people with disabilities. He visited special education classes at Eisenhower Elementary School, worked with the city of Boulder Expand Program, special education programs and the gay-straight alliance at Angevine Middle School, and the Association for Community Living group in Longmont that advocates for rights and protections for people with disabilities.

This State Department Program sponsored a reciprocal visit for four Boulder participants who worked with Mirkholik. They visited programs in Tajikistan that work with people with disabilities. Cory Lasher and Colleen Fitzgerald with the city of Boulder Expand Program, Michelle Ryan from Boulder Valley Schools and Ann Brexa from Community Hospital.

Peter and Sophia Stoller visited Tajikistan in July and met with the new director of the Friendship Center. We are pleased to report that the Center is being used as a language school teaching mostly English, German, Chinese and Russian. They met with Dilovar Khamarov, Dushanbe city's international director for sister city relations to discuss exchange ideas and sister city concerns. Stollers also met with the director of Dushanbe City TV to discuss their interests in program exchanges with Boulder City TV. They hosted a BBQ at the Friendship Center for former exchange visitors to Boulder as well as for Embassy and American Council staffs. US Ambassador Susan M. Elliott attended.

While in Dushanbe Stollers helped with arrangements for artisan, Haydar Mirakhmatov's trip to Boulder to restore art work on the Teahouse.

Haydar worked five and a half months restoring damaged artwork on the teahouse façade, interior tables and stools and repairing damaged carved plaster. He will return in June 2014 to finish the work.

Archival records of Boulder-Dushanbe Sister Cities dating to the early 1980's were donated to the Boulder Carnegie Library. This will expand their historical records of the Boulder-Dushanbe Sister City relationship, and the creation of the Boulder-Dushanbe Teahouse.

BDSC hosted a six member Open World delegation October 5-12, 2013 from Tajikistan. The Open World Foundation's program is funded by the United States Congress. The theme of the visit was Accountable Governance and Service Learning and Volunteerism. Delegates enjoyed Boulder home stays. They had workshops and meetings with Boulder professionals in their fields.

- We continue to maintain Our Web site (boulder-dushanbe.org) and Facebook page.
- We added more to the Boulder History Museum's Dushanbe Sister City Trunk used in their educational outreach programs with local schools.
- We continued to make inquiries with the city of Boulder facilities department regarding an educational sign in front of the Teahouse about how the Teahouse came to Boulder, the reciprocal gift, and the sister city relationship. We understand there will be new signage to be included with renovation of the downtown area.
- We are still pursuing land-mark status for the Teahouse through Vern Seiroe and the Land Mark board.
- A newsletter for our membership and supporters was sent out.
- A presentation at the Annual meeting was made by the reciprocal delegation to Tajikistan about people with disabilities in Tajikistan.
- BDSC continues to participate in Sister City Alliance meetings.

*The following sections of this report are required by City Council Resolution No. 631*

**A(1): IRS Status**

BDSC has maintained its 501(c)(3) status as a private, non-profit corporation.

**A(2): Board of Directors**

The BDSC Board of Directors, none of whom is a part of any commercial venture in Dushanbe, is elected by the membership each year at the BDSC Annual Meeting in November. Members of the Board during 2013 included:

Peter Stoller, President  
Miriam Allen, Secretary  
Aldona Siczek, Phd, Mba, Treasurer  
Leto Quarles, M.D.  
Adam Perou Hemans  
Susan Osborne  
Emily Rockcastle  
Lydia Dixon  
Dean Chapla  
Michelle Ryan  
Joe Stepanek  
Sophia Stoller

Ron West, ex officio

**A(3): Membership Criteria**

Membership in the BDSC is not denied on the basis of race, religion, nationality, membership in a minority group, sexual preference, membership in any particular social group, or because of the expression of unpopular political opinion. Specifically, the BDSC by-laws provide that active members “shall include any individuals who are interested in the purpose and objectives of the corporation and who have paid current dues.”

Aldona Siczek was treasurer in 2013.

**Financial Reports:**

The financial report to the Colorado Secretary of State is due in May, the 2013 profit and loss statement, and the 2013 balance statements are attached.

A(4)a: Annual Budget

BDSC annually adopts a budget for its account. The 2013 budget is attached, the 2014 budget will be the same.

Submitted by:  
Peter Stoller  
Boulder-Dushanbe President for 2014  
March 25, 2014

# Boulder Kisumu Sister City

## 2013 ANNUAL REPORT

Boulder Kisumu Sister City is an all-volunteer, non-political 501(c)(3), charitable organization.

Membership is open to all regardless of race, religion, nationality and political beliefs.

## CITY OF BOULDER RESOLUTION 631 COMPLIANCE

Boulder Kisumu Sister City maintains compliance with all provisions of Resolution 631:

- 501(c)(3) Status IRS Status

Boulder Kisumu Sister City has maintained a 501(c)(3) status, as a private, non-profit corporation.

- Membership Requirements

Membership in Boulder Kisumu Sister City is not denied based upon race, religion, nationality, membership in a minority group, membership in a particular social group, or because of the expression of unpopular political opinion.

- Boulder-based Board of Directors

Darryl Brown, President

Sarah Summers, Vice President

Sally Brown, Secretary- Treasurer

Kimberly Smith, Member at Large

Barbara Paradiso, Member at Large

- Financial Reporting Carry over from 2012 \$12,139.45

## RECEIPTS

Membership Dues 2,970.49

TOTAL \$2,970.49

## DISBURSEMENTS

Boulder Rotary Kisumu Projects \$3000.00

Boulder Rotary World Community Service Projects \$3000.00

Bank Fees - 36.00

TOTAL \$6036.00

Year End TOTAL \$9,139.45

## 2013 HIGHLIGHTS

1. **Project** – February 2012 – Women's Empowerment Project with Kisumu Winam Rotary

- a. **Visits to Kisumu** – Darryl Brown, Sally Fistler, Dennis Frohlich, Cheryl Frohlich, Merry Grayson
  - b. **Results** – Met with Victoria Lyons widows group with project Leader Winnie Opar. Began a women's empowerment project for the sale of Chickens and Eggs. A large Chicken Coop was built housing over 60 chickens. Projects for the 2014 year were identified including rebuilding a school, new sanitation project in a large slum in Kisumu.
2. **Project - September 2012 - Oasis of Hope sanitation block continuation**
- a. **Visits** – Darryl Brown, Sally Fistler Jared Odhiambo, Haggai Khadiri.
  - b. **Partner** - Boulder Rotary, 5 rotary clubs in Rotary District 5450, Winam Rotary Club and the Ogra Foundation.
  - c. **Results** – Flushable toilet block at the Oasis of Hope school. Project built and plumbed with running water. Difficulty with septic field due to black cotton soil and cracking. Contractor to repair. New Septic Field created. Books purchased for the school – New books helped to increase the student to book to ration to 2:1.

## 2014 WORK PLAN

A team of Four will travel to Kisumu on February 15, 2014 to work on a school project, book purchases and identification of projects for 2015.

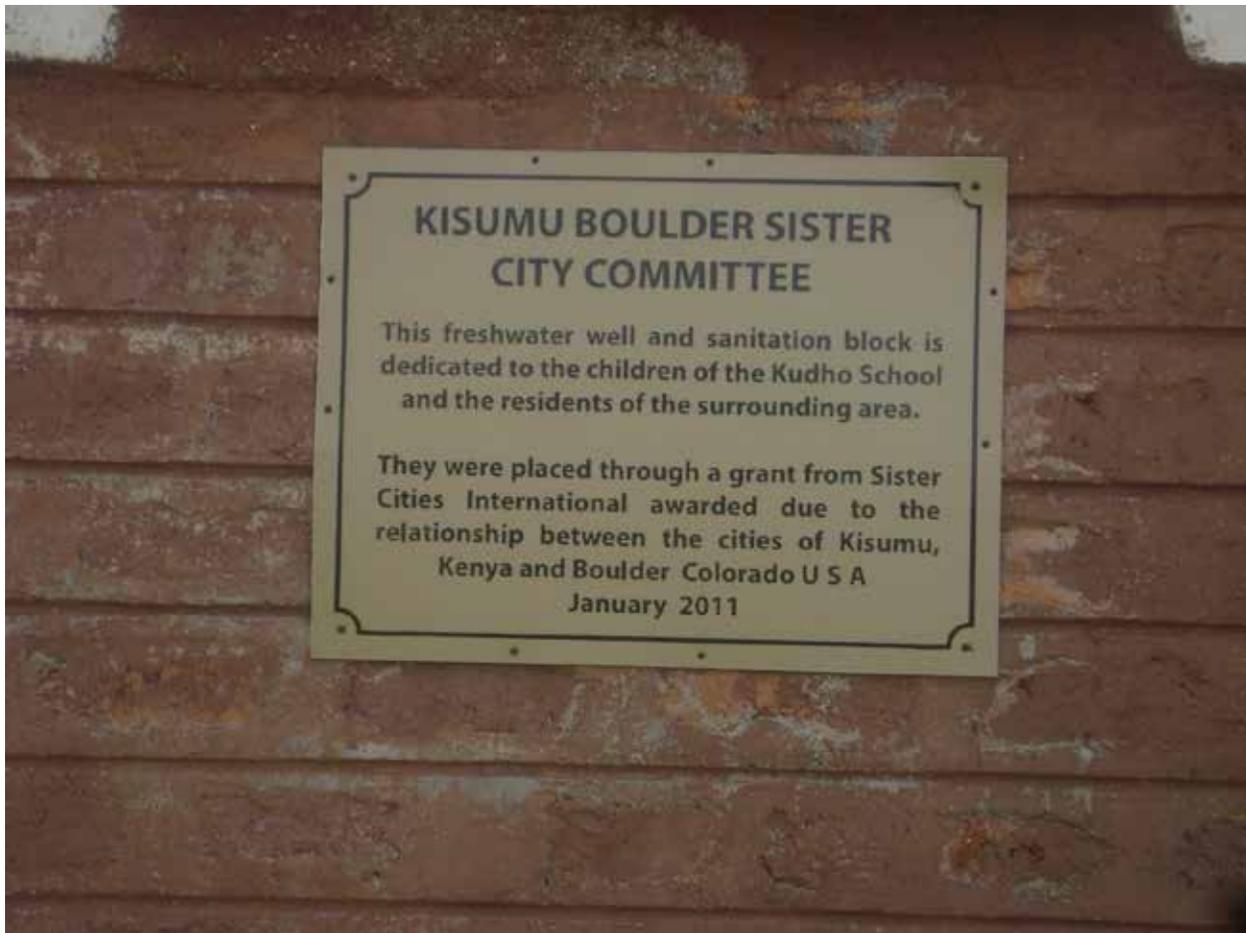
2014 MEETING DATES – see [www.boulderkisumu.org](http://www.boulderkisumu.org)

















# BOULDER-LHASA SISTER CITY PROJECT

www.boulder-tibet.org

776 Cottage Lane, Boulder, Colorado 80304-0758 U.S.A.  
303-443-9863 info@boulder-tibet.org

## ANNUAL REPORT FOR CY2013 1 March 2014

Boulder-Lhasa Sister City Project is an all-volunteer, non-political, 501(c)(3), charitable organization. Membership is open to all regardless of race, religion, nationality, and political beliefs.

### City of Boulder Resolution 631 Compliance

Boulder-Lhasa Sister City Project maintains compliance with all provisions of Resolution 631:

- 501(c)(3) Status
- Membership Requirements
- Boulder-based Board of Directors
- Financial Reporting
- Work Plan reporting

### Board of Directors

The BLSCP Board of Directors is Boulder-based, with the board elected by the membership, and with no member of the board being a part of any commercial venture in Lhasa. The current Board of Directors is:

Bill Warnock	President
Carol Delker	Vice President
Carrie Hartman	Secretary
Stanley Goldberg	Treasurer

### 2013 Highlights

#### LHUNGTSE'S BRAIN SURGERY

Lhungtse is a teen-age Tibetan girl who lives in Kham on the Tibetan Plateau (Yajiang County in western Sichuan Province of China) with her mother and brother. Because her father passed away several years ago, her mother works as a farmer to support her family of three. In 2007, Lhungtse became totally blind in both eyes and also started suffering from headaches. Her mother took her for a diagnosis to a hospital in Kangding, where the doctors told them that Lhungtse probably would not live for more than 18 months.

Diagnosis In 2010, Dr. Li Tiaoying, Sichuan Institute of Parasitic Diseases (SIPD), Chengdu, Sichuan, was in Yajiang County conducting another of her research projects on screening for a very serious preventable parasitic disease called cysticercosis. When Dr. Li's research team went to Lhungtse's home to ask for volunteers to be screened, her mother was not at home. So they did not know about Lhungtse and moved on to the next home. Later a relative learned about the screening program and carried Lhungtse to the research team. Through blood serum testing and MRIs of her brain, Lhungtse was diagnosed with a serious case of neurocysticercosis. This disease results from



**Lhungtse in 2010 in her home village with Dr. Li Tiaoying (right) and a village leader (left)**

fecal-oral contamination from human carriers of another very serious preventable parasitic disease called taeniasis. The risk factors for taeniasis include eating undercooked pork, the use of free-ranging pigs, lack of latrine facilities, lack of meat inspection, poor hygiene, and a poor economy.

The neurocysticercosis caused many cysts deep in Lhungtse's brain. The cysts caused hydrocephalus, for which there is an abnormal accumulation of cerebrospinal fluid (CSF) in the ventricles of the brain. The hydrocephalus caused increased intracranial pressure inside Lhungtse's skull. This increased intracranial pressure caused Lhungtse's headaches and damaged her optic nerves. This damage caused Lhungtse's blindness.

In 2011 and 2012, Lhungtse was taken to hospitals in Chengdu and Shanghai for further evaluations. However, her mother could not afford any treatment.

In October 2012, I attended an International Symposium on Cestode Zoonoses Control in Shanghai, China. Cestode zoonoses are tapeworm diseases that can be passed from animals, whether wild or domesticated, to humans. Dr. Li Tiaoying, SIPD, made a presentation on "Current status of taeniasis/cysticercosis in Tibetan communities of Sichuan Province, China." She described three Tibetan teen-agers with serious neurocysticercosis infection. I asked her, "Who is the girl in your photo for whom the infection caused blindness?" Dr. Li answered, "Lhungtse."

Surgery In early 2013, I asked Dr. Li many questions about the surgery that was indicated for Lhungtse. She said that she needed ventriculoperitoneal (VP) shunt brain surgery, that would drain excess cerebrospinal fluid from a ventricle in her brain and be absorbed by her abdomen. This drainage would relieve the high intracranial pressure. If she did not receive this operation, the high intracranial pressure would cause other serious health issues in addition to the blindness and headaches, such as, nausea, vomiting, loss of bladder control, seizures, coma, or even death. Dr. Li indicated that the surgery could probably be performed in Chengdu at Huaxi Hospital. Based on estimates provided by the hospital, I concluded that \$13,000 should be enough to pay for the surgery and other related costs. Lhungtse and her mother told Dr. Li that they would accept the surgery in spite of its risks.



**A disappointed Lhungtse on August 6 outside Huaxi Hospital with her mother (right) and me (left)**

Thanks to kind donations from many of you and others, BLSCP raised \$13,000 for Lhungtse's brain surgery before I departed Boulder for Chengdu on August 3. On August 6, Dr. Li and I met Lhungtse and her mother at Huaxi Hospital for a medical evaluation by the Chief of the Neurosurgery Department. We were accompanied by Tsomo, a Tibetan Village Project intern, whom BLSCP hired to provide language interpretation & translation and support. Tsomo speaks Mandarin Chinese, English, and Lhungtse's local Tibetan dialect and helped Lhungtse and her mother relax as much as possible. To our surprise, the Neurosurgery Chief told us that he believed that surgery was not indicated, based upon Lhungtse's symptoms and recent MRIs! This news disappointed Lhungtse, who then thought that she would not receive the surgery that she needed.

As soon as we were outside of the hospital, Dr. Li told us that Huaxi Hospital does not have much experience with hydrocephalus caused by neurocysticercosis. She then called her colleague Dr. Liu in Dali, Yunnan, who has considerable experience with neurocysticercosis and VP shunt surgery. He said that surgery was indicated and that we should bring Lhungtse to Dali University Hospital for surgery.

Due to my prior commitments in Chengdu and Lhasa and Dr. Liu's prior travel commitments, I arranged to take Lhungtse and her mother to Dali on August 26.

The flight from Chengdu to Dali was the first air travel for Lhungtse and her mother! Lhungtse loved pushing the baggage carts in the airports and laughed when she experienced the bump of landings and the action of the jet's brakes. We were accompanied by Delek, a Tibetan Village Project tour guide, whom BLSCP hired to provide language interpretation & translation and support. Delek speaks Mandarin Chinese, English, and Lhungtse's local Tibetan dialect and helped Lhungtse and her mother relax as much as possible.

After their thorough examination of Lhungtse and her MRIs, the neurosurgeons in Dali advised us that Lhungtse needed double VP shunt surgery (both left and right sides of the brain) and that their hospital is not equipped to perform it. They discussed this evaluation by phone with Dr. Li, who told us that she would then try to arrange an evaluation by the Neurosurgery Department at Sichuan Provincial People's Hospital (SPPH) in Chengdu. So we returned to Chengdu on August 29.



**Lhungtse on August 27 in Dali modeling my cowboy hat**



**Sichuan Provincial People's Hospital in Chengdu**

Because of Dr. Li's long-time friendship with a high-level SPPH physician, we were able to meet the SPPH neurosurgeons on August 30! After their thorough examination of Lhungtse and her MRIs, they advised us that single VP shunt surgery should be sufficient because the MRIs showed no blockage between the left and right ventricles. Over the weekend Lhungtse and her mother concluded that they wanted to proceed with this surgery, in spite of the risks, even though restoration of any of her vision appeared to be highly unlikely. The neurosurgeons at all three hospitals told us that the six years of high intracranial pressure had been too long for her damaged optic nerves to recover. During the last week of August, I witnessed two of six mini-seizures suffered by Lhungtse. Even though I was quite anxious about the risks of surgery, I knew that without the surgery, Lhungtse's long-term risks would be higher.



**Lhungtse on September 6 chatting with Delek during her recovery in SPPH**

On September 2, Lhungtse was admitted to SPPH. After she passed various physical examinations, her surgery was scheduled for September 5. During the three-hour surgery Lhungtse's mother, Delek, and I waited outside of the operating rooms with relatives and friends of other patients undergoing surgery. Our only information on Lhungtse's status was provided by updates on an electronic display on the wall. Finally Delek told me that the status indicated that we could go to Lhungtse's room. Because we had been told by the neurosurgeons

that Lhungtse would typically spend one or two days in the Intensive Care Unit (ICU) after surgery, I did not know what to expect in Lhungtse's room. To my surprise Lhungtse had just arrived in her room on a gurney (wheeled stretcher). She had tolerated the surgery so well that she did not need the ICU!

During Lhungtse's week-long recovery, Delek and I supported her and her mother by spending many hours each day in Lhungtse's hospital room.

On the day after surgery, Lhungtse was feeling good enough to be featured on a live 20-minute news interview on Sichuan Television (SCTV4)!

#### Post-Surgery Chemotherapy

Lhungtse was released from SPPH on September 13. Dr. Liao, the neurosurgeon, indicated that the surgery was successful. He cautioned us that he can not predict whether there will be any post-surgery complications. Following the surgery, Lhungtse has not suffered any of the headaches and mini-seizures like she experienced in Chengdu and Dali during August.

On September 12, Lhungtse began the first of several two-week courses of albendazole to kill the parasitic cysts in her brain. Because she experienced only minor side-effects from this chemotherapy, she was able to complete the first course as an out-patient in Chengdu. On September 17, I departed Chengdu and returned to my home in Boulder. Lhungtse and her mother returned to SPPH on October 7 for the first of three check-ups by Dr. Liao. He indicated that Lhungtse was making good progress with her recovery and that she could return to her home to continue her chemotherapy as an out-patient. Because each course of albendazole is separated by three months, she will begin her second course in December. Dr. Liao told her to return to SPPH in January 2014 and July 2014 for further check-ups.

On October 8, Lhungtse and her mother went to SIPD to see Dr. Li and show her the latest MRIs. Dr. Li's e-mail to me: "Lhungtse is now in much better condition, always smiling. More importantly, she now can feel sunshine when it is strong, and she feels that her head became smaller, compared to the past. Anyway, all of the message is good news."



**Lhungtse's new shoes!**

On October 9, Lhungtse and her mother safely returned to their home in Yajiang County by bus (typically a 10-hour trip). Before they departed Chengdu, they went shopping for some new clothes for Losar (Tibetan New Year), which will occur on March 2.



**Lhungtse on October 8 talking with Dr. Li Tiaoying at SIPD**

Bill Warnock

COLLABORATION FOR TRAINING HEALTH CARE WORKERS  
with Tibetan Village Project and Terma Foundation



Terma, TVP, and BLSCP conducted a health education training workshop for 30 community health care workers & collaborators for five days from August 8<sup>th</sup> to 12<sup>th</sup>, 2013, in Chengdu

Boulder–Lhasa Sister City Project (BLSCP), Terma Foundation, and Tibetan Village Project (TVP) collaborated on a five-day health education training workshop in Chengdu from August 8<sup>th</sup> to 12<sup>th</sup>, 2013. The purpose of the training was to train 30 community health care workers and collaborators: medical doctors, medical students, nurses, trainers, project coordinators, and support staff that are involved in addressing public health in the areas of (1) sanitation; (2) two parasitic diseases, echinococcosis and cysticercosis; (3) Mother and Child (women’s health); (4) TB (tuberculosis); and (5) HIV/AIDS. The trainees included 16 community health care workers from western Sichuan Province.

### Workshop Agenda

Date	Topic	Key Expert	Interpreter / Assistant
Thursday, August 8 <sup>th</sup>	Sanitation	Norbu	Tsering Norbu & Buchung
Friday, August 9 <sup>th</sup>	TB	Norbu	Tsering Norbu & Buchung
Saturday, August 10 <sup>th</sup>	Echinococcosis (dog) and Cysticercosis (pig)	Prof. Akira Ito	Kunchok Sherab
Sunday, August 11 <sup>th</sup>	Mother and Child (MCH)	Nyima Gyantse	Kunchok Sherab
Monday, August 12 <sup>th</sup>	HIV/AIDS	Nyima Gyantse	Kunchok Sherab



Prof. Akira Ito, BLSCP expert, demonstrating portable kits for rapid diagnosis of parasitic diseases

The intended outcome was to increase human capacity of understanding and help to alleviate suffering from all training topics. Trained health workers returned to their respective communities to (1) identify people who have these diseases and (2) organize discussion/training to teach many others about these health care issues.



Some of the trainees with their Certificate of Completion of Training Course

### What have we really accomplished?

1. **Knowledge and Skills:** Although topics such as sanitation and MCH are not new in many Tibetan areas, people often forget the importance of maintaining health education on an ongoing basis and learning about new topics such as HIV/AIDS, TB, and parasitic diseases.
2. **Build Network:** With the training workshop completed, the trainees now have a network of support among themselves and can reach out to trainers and NGO sponsors. Trainees also have received a list of places where they can purchase health care training materials.
3. **Future Collaboration:** Some of the trainees have their own health clinic, and TVP, Terma, and BLSCP have an opportunity to visit project sites in conjunction with public health awareness campaigns organized by trainees. This will open up future project collaboration in specific communities.
4. **Celebration:** Due to various sensitivities, fundraising challenges, and complexity of coordination, this kind of collaborative training is difficult to implement, as it takes extra effort. Thus, this workshop is a celebration of friendship and collaboration among three NGOs and our local partners.
5. **Trainees becoming Trainers:** All of the trainees were selected to organize follow-up health education trainings in their own communities and villages. Many of them are inspired and have made plans.



Some of the key collaborators

Fund-raising / Contributions (CY2013)

Solar Electricity Program	0.00
Parasite Medical Program	28,833.00
Namling County Schools Project	50.00
Lhasa Kungshon Language School	150.00
General Use	2,150.00
Membership Dues	<u>280.00</u>
TOTAL	\$31,463.00

2014 Work Plan

## PREVENTION OF NEUROCYSTICERCOSIS IN LHUNGTSE'S HOMETOWN

Lhungtse's relatives and neighbors are at risk of being infected with the parasitic disease called neurocysticercosis. Lhungtse was infected with this disease in 2007. BLSCP arranged brain surgery for her in 2013 as the major part of her treatment. Prevention of this disease is more efficient and less costly than treatment. We plan to collaborate with Dr. Li Tiaoying and Sichuan Centers for Disease Control and Prevention to perform intervention in Lhungtse's hometown in Yajiang County in Kham (western Sichuan Province). The local people will be screened for this very serious disease and receive education on prevention measures. The risk factors include eating undercooked pork, the use of free-ranging pigs, lack of latrine facilities, lack of meat inspection, poor hygiene, and a poor economy.

## COMMUNITY OUTREACH

BLSCP will continue to be a resource for the Boulder community, by providing outreach activities on our programs in Tibet and information regarding the geography, climate, high-altitude effects, travel accommodations, and culture of Tibet. BLSCP will maintain and update its own Web site at [www.boulder-tibet.org](http://www.boulder-tibet.org). BLSCP will continue to participate in Boulder Sister City Alliance, which is an effective, informal organization of Boulder's seven sister city organizations.

2014 Budget (estimated)

## RECEIPTS

Solar Electricity Program	0.00
Parasite Medical Program	18,500.00
Namling County Schools Project	100.00
Lhasa Kungshon Language School	100.00
General Use	500.00
Membership Dues	<u>300.00</u>
TOTAL	\$19,500.00

## DISBURSEMENTS

Solar Electricity Program	0.00
Parasite Medical Program	18,500.00
Namling County Schools Project	100.00
Lhasa Kungshon Language School	100.00
Operating Expenses	500.00
Community Outreach	<u>300.00</u>
TOTAL	\$19,500.00



## **BOULDER MANTE SISTER CITIES COMMITTEE**

P O Box 1426  
Boulder, Colorado 80306

<http://boulder-mante.org>

## **BOULDER MANTE SISTER CITIES COMMITTEE**

### **ANNUAL REPORT**

**March 1, 2014**

**Background:** The Boulder Mante Sister City relationship is an outgrowth of an annual medical mission to Ciudad Mante, Mexico developed by Boulder Community Hospital (BCH) and several outreach programs with Boulder Rotary and First Presbyterian Church in Boulder. A formal proclamation uniting the cities of Mante and Boulder in a Sister City relationship was signed in January, 2000.

**Medical Mission Suspended:** Shortly after the medical team had been in Mante in 2010, reports became available of drug related gang activity in the Mante area. Boulder Community Hospital began monitoring the situation in Mante later that spring. In the summer of 2010, David Gehant, Boulder Community Hospital CEO cancelled the 2011 mission. He called Dr. David Rodriguez and explained the need to cancel the mission because there was no way to guarantee the safety of the 100 medical personnel that comprise our team. Subsequently, the medical missions for 2012 and 2013 were also cancelled.

Elfa Rodriguez, sister of the founder of the medical campaign, Dr. David Rodriguez, reports for the citizens of Mante, that the decision to cancel the medical missions has left a huge “gap” in the community and region around Mante. In many cases, it was the only option for medical service that the poor and underserved had.



Our committee has learned that Dr. David Rodriguez has a local television program dedicated to best health practices. The program offers the opportunity for locals to call in with specific health related question.

Boulder Community Hospital has recently offered a donation of 20 cataract lenses to be sent to Mante for surgical implant for those most needy of lenses.

The painting “Gratitud” offered by the City of Mante in appreciation of past medical campaigns is to be hung in one of the new buildings of the Foothills campus of Boulder Community Hospital.

**Change of government:** As of January 1, Mante has a new Mayor, Pablo Gonzalez

The Mante committee of our Sister City relationship recently met with the new Mayor to discuss our long standing relationship. During the presentation, a copy of the Proclamation declaring our Sister City relationship was presented.

Shown on page 2 from the right, Mante Committee President Eric Diaz, Mayor Gonzalez and Mante Secretary, Catalina Cortes.



**City in a Suitcase:** The Boulder Mante committee in cooperation with the Boulder Museum of History has completed filling a trunk of items representative of Mante in particular and Mexico in general. This has been loaned out on several occasions to Boulder Valley classrooms.

Our Mante counterparts have requested Boulder’s help in assembling a suitcase of items which would represent the community of Boulder to classrooms in Mante.

**Plans for 2014:** Dr. David Rodriguez will be visiting Boulder from March 11-18. There will be an informal meeting with him during his visit to discuss safety concerns and additional collaboration for medical exchanges using telemedicine.

We also hope for a potential visit by Mayor Gonzalez to Boulder during the year and look toward a visit by the Boulder committee to Mante in the fall.

It is our understanding that the Mante Rotary club has been reactivated. It is hoped that the Boulder and Mante Rotary clubs (Sister Club) can reacquaint themselves and consider new collaborations.

**Administration:** In conformance with the requirements of City of Boulder resolution 631, the following information is provided:

A(1) Copy of Dept. of Treasury letter stating determination of status of organization under section 501(c)(3) is available for inspection, upon request.

A(2) List of Board members:

Norris Hermsmeyer, President	Jean Bedell, Vice-President
Pam Hyink, Secretary	Rich Lopez, Treasurer
Chan Mortimer	Celeste Landry
Jesper Frant	Sharon Trompeter
Elfa Rodriguez	Jeannie DeMarinis
Andrew Fiscus	Andrew Moschetti
Gary Kahn	

City Council Liaison: Tim Plass (2013)

City Council Liaison: We welcome Mary Young as Council liaison for 2014-15

The Board normally meets monthly on the third Tuesday of the month, with location TBD.

Board Members in Mante:

Erick Diaz, Chairman  
 Catalina Cortez, Secretary  
 Consuelo Lopez, Treasurer  
 Erik Betancourt  
 Nancy Charles  
 Ma del la Luz Velazquez  
 Blanca Yanez  
 Jorge Bolado

A(3) By-laws of the Boulder Mante Sister City Committee state that membership is open to anyone with an interest in the work of the committee and membership shall not be denied to anyone based on race, religion, nationality, membership in a minority group, membership in a particular social group or because of expression of unpopular political opinions.

A(4) Financial report:

Starting balance Jan. 1, 2013	\$ 7,213.54
Ending balance Dec. 31, 2013	\$ 7213.54

## 2013 Annual Report: Boulder-Yamagata City Friendship Committee

The Boulder-Yamagata City Friendship Committee is an all-volunteer, non-political 501(c)(3), charitable organization. Membership is open to all regardless of race, religion, nationality and political beliefs. Boulder-Yamagata City Friendship Committee maintains compliance with all provisions of Resolution 631.

### 2013 Highlights

#### 8th annual Sakura Project Day

On April 27th, the group of citizen volunteers (with expertise provided by the staff of Boulder Forestry Service Department) planted 30 more new Somei Yoshino Sakura cherry trees in the Harlow Platts Community Park.

#### Flood Relief Fund

In October citizens of Yamagata were quick to respond after the September flooding in Boulder and surrounding communities. City of Yamagata, Yamagata/Boulder Friendship Association and Yamagata North Rotary Club joined their fund and sent over \$12,000 to aid victims of flooding.

#### 2nd Nurse Practitioner Exchange Project

Elizabeth Broch, Nurse Practitioner at Boulder Valley Women's Health Center and Kia Harrold, Family Nurse Practitioner were sponsored through the funds received from Kaiser Permanente Sister City Project Grant. They traveled to Yamagata City in October for 5 days.

Their program while in Yamagata included site visits, lectures, and learning opportunities:

- Gave a lecture on nurse practitioners educational system and integration of nurse practitioners into health care delivery in the US to over 80 doctors nurses and university medical school teachers.
- Saiseikan Yamagata Municipal Hospital – Toured and listened to several presentations by Dr. Hirakawa and senior nurses.
- Yamagata Nursing home (public)
- Yamagata University Hospital tour by senior head nurse
- Yamagata screening center & mobile health clinics (big vans)
- Private practice – women's clinic in Ishinomaki where the 2011 earthquake hit the hardest.
- Met with director of hospital demolished by tsunami
- Visited temporary housing complex and health care center erected for survivors

## 2014 Work Plan

### May 2014

#### Yamagata-Boulder Friendship City celebrate 20-year anniversary

Boulder and Yamagata, Japan established their sister city relationship in 1994. To commemorate the 20th anniversary, a delegation from Yamagata is planning to visit Boulder in May 2014.

20-40 people are coming from Yamagata including the Yamagata city mayor, Yamagata city assembly person(s), Yamagata city staff, Members from Yamagata-Boulder Friendship Association and Citizens of Yamagata.

Friday, May 9th

- Sightseeing in Denver/Boulder
- Arrive Boulder, Courtesy call to the Mayor of Boulder
- Welcome party hosted by Boulder-Yamagata Friendship City Committee

Saturday, May 10th

- 20th anniversary event (commemorative ceremony, planting of cherry trees)
- Home-visit & cultural exchange

Sunday, May 11

- Reciprocal luncheon hosted by the Yamagata delegation
- Delegation leaves Colorado

### 2014 Meeting Dates

No regular meeting dates are planned. The BYFC members meet as needed.

### 2013 BYFC Financial Report

Cash Balance December 31, 2012	\$10,406.86
2013 Expenses:	
Secretary of State	\$10.00
Bank charge	\$10.00
Nurse Practitioners Exchange Expenses	\$5,000.00
Airfare Denver-Narita	
Travel Insurance	
JR Pass in Japan	
Gifts to Yamagata	\$130.86
Total Cash Balance December 31, 2013	\$5,256.00

For more information:

Yoko Tamaki Brandt at 303-447-3117(voice mail only) or e-mail at [tamakibrandt@earthlink.net](mailto:tamakibrandt@earthlink.net)

## Boulder-Cuba Sister City Organization 2013 Annual Report

The Boulder-Cuba Sister City Organization is an all-volunteer non-political 501(c) (3) charitable organization. Membership is open to all regardless of race, religion, nationality, political beliefs.

### **City of Boulder Resolution 631 Compliance**

Boulder-Cuba Sister City Organization maintains compliance with all provisions of Resolution 631 regarding: (1) 501(c)3 status; (2) board of directors; (3) membership; (4) financial responsibility.

Documents are available for public inspection by contacting Kathleen Hennessey 2835 LaGrange Circle, Boulder, CO 80305.

Highlights of the year 2013 include:

**Organizing and implementing two trips to Cuba, including visits to our sister municipality of Yateras.** We were fortunate to secure a two-year license from the Office of Foreign Assets Control of the Department of the Treasury to organize non-academic educational/people to people exchanges to Cuba. In January, 16 participants visited Havana and eastern Cuba focusing on Arts and the Environment, and in May, 15 participants took part in a trip focusing on Cuban art, dance and music, environmental issues, and Cuban cuisine. On those trips we took school and medical supplies to our sister municipality. The trip we had planned for November of 2013 was postponed to January 2014 because there was a long delay in obtaining our license from the U.S. Treasury Department.

**Other highlights of 2013 include:** At our early 2013 public meeting there was an election of officers where Kate Hennessey was elected Vice President and Spense Havlick was elected President of BOCUSCO. We look forward to having George Kerakehian, Deputy Mayor of the City of Boulder as our city council liaison. Plans began to bring a Cuban modern dance troupe and an artist/art historian to Boulder in 2014. We did sponsor a public presentation on "Polishing Diamonds in Cuba" where Judith Kreith documented a riveting account how her parents escaped the Holocaust by bringing diamond polishing skills to Cuba at the Boulder Meadows branch library in August. It was a full house with standing room only; we continue to gather educational and cultural materials for the Cuba trunk as a part of the Boulder History Museum "City in a Trunk" project. We also brought a Cuban artist and an art historian from our sister city area in eastern Cuba. They made several presentations including a full evening presentation of art at Frasier Manor.

### **Work Plans for 2014 :**

**Public meeting** and election of officers, February 26, 2014.

A major fundraising effort will be launched in early 2014 to raise monies to bring a modern dance troupe, musicians, and art specialists from eastern Cuba to Boulder in October 2014. Grant applications are pending and sponsorships have been secured to help support this cultural exchange. One of our BOCUSCO members is exploring the possibility of micro credit financing to help rural farmers bring their organic produce to urban markets. Another member, Kate Hennessey is nearing completion of a publication on Cuban ornithology and birds of the Caribbean, plus a new volume about life of los campesinos, the rural farmers of Cuba. The several acclaimed works that Kate has edited or authored enrich readers both in Boulder and Cuba because of the dual translations.

Several public meetings are planned to highlight 2013 and 2014 delegation trips to Cuba and to bring expert speakers on Cuban affairs to the Boulder community. A potential January 2015 Cuban trip itinerary and recruitment is also part of the 2014 work plan.

### **2014 meeting dates:**

**The first business meeting of the BOCUSCO** Board of Directors will be February 26, 2014 at the George Reynolds branch library, 6:30-8:30 pm. Other public meetings will be noticed on our Boulder Cuban sister city organization website: [www.bouldercuba.org](http://www.bouldercuba.org)

On October 12-30 we hope to schedule at least three public meetings where a well known Cuban dance troupe (Danza Libre) will give programs and also workshops and lessons with a focus on Afro-Cuban music and dance. In tandem with this effort we plan to bring a well-known Cuban artist and art historian from our sister city region with presentations called Sabanas Blancas where simple white bedsheets are colorfully painted and hung on balconies or clothes lines (in Cuba in absence of art galleries).

Photos of 2013 trip highlights and Cuban artists in Boulder are available upon request.

#### Attachment A

Our officers for 2013-2014 are Spense Havlick , president, Kate Hennessey, vice president , Gerra and Bradford Lewis, co-secretary, and Val Havlick ,treasurer. Board members include Chuck Howe, Tom Kuntsman, Kathy Apodaca, Pat Comer, Karen Weaver, Jennifer MacDonald and Joan O'Connell.

The fundraising effort in 2013 consisted of a modest cost-savings from our May 2013 delegation to Cuba. The \$42000 total trip cost including fees paid to the Cuba Tourist agency Maruzul , tips to the bus drivers, the guides and docents at special destinations such as museums, historic sites, the Stone Zoo, and national park. The residual after all the trip bills were paid resulted in \$6150. From that amount our insurance, website , publicity and membership recruitment is paid. Our annual dues for students and seniors is \$15, and for non seniors it is \$ 20. Partial scholarship funding is available for Cuba trips.

All of our presentations, programs and lectures in 2013 were free and open to the public.

#### Attachment B

As mentioned earlier our 2014 work plans include an effort to bring Cuban art,dance and music to Boulder. Arrangements are being made to bring an artist and an art historian from eastern Cuba and to enlist several dancers and musicians to perform Afro-Cuban music and dance. The performance venues have been secured and fund raising efforts will be launched in early 2014. Plans are underway to carry out a January 2015 trip to our sister city area in Guantanamo Province. Our U.S Treasury license is current and several individuals from Boulder have shown initial interest.

Respectfully submitted,

Spense Havlick February 20, 2014



## 2013 ANNUAL REPORT

The (Boulder Jalapa Friendship City Projects) is an all-volunteer, non-political 501(c)(3), charitable organization. Membership is open to all regardless of race, religion, nationality and political beliefs.

### CITY OF BOULDER RESOLUTION 631 COMPLIANCE

((Boulder Jalapa Friendship City Projects)) maintains compliance with all provisions of Resolution 631:

- 501(c)(3) Status, Tax ID number is 52-1328597
- Membership Requirements
- Boulder-based Board of Directors
- Financial Reporting
- Work Plan reporting

### 2013 HIGHLIGHTS

**Friendship City Projects** successfully completing the Pasmata Water Project in 2013. The village of Pasmata in the Jalapa Valley of Northern Nicaragua had an outdated water system that had been damaged by previous hurricanes. FCP, working with Second Mile Water, ([www.secondmilewater.org](http://www.secondmilewater.org)) built a new dam and holding tank, plus laid pipe to most of the houses in the village.

### FUPROSOMUNIC

Plus FCP started working with Solar Women of Nicaragua (registered as FUPROSOMUNIC in Nicaragua) Solar Women of Nicaragua is a non-profit organization in Nicaragua which provides training in the construction, care and use of solar cookers. During the construction workshops, Nicaraguan women learn the carpentry skills needed to build the cookers and they also participate in workshops on other issues such as nutrition, environmental education, child care and gender.

### Project FE: Fostering Education

Project FE provides scholarships, mentorship and community service opportunities to youth in the Jalapa Valley. We currently support the education of rural students by connecting them to sponsors in the United States and fostering a support network to build confidence, community engagement and leadership skills.

### 2014 WORK PLAN

Friendship City Projects is proud to initiate another potable water project in the Jalapa Valley. This time we are embarking on an extensive expansion of the water system for the village of El



Boulder-Jalapa

friendship city projects

working in solidarity since 1984

Trapiche, a rural community of over 1,000 people. Second Mile Water will be sponsoring the first stage of this project a renovation of the current water system, now more than twenty years old and in need of repair. FCP will be fundraising through thje year for Phase Two, with construction to begin in late Summer 2014.

#### **2014 MEETING DATES**

Monthly Board meeting occur in Boulder, For more information please log onto <http://boulderjalapa.org>

**Attachments A – Resolution 631 Requirements: 501(c)(3) Certificate of Good Standing, Membership Requirements, Board of Directors, Financial & Fundraising Report**  
**Attachment B – 2013 Work Plan**



INFORMATION PACKET  
MEMORANDUM

To: Members of City Council

From: Jane S. Brautigam, City Manager  
Paul J. Fetherston, Deputy City Manager  
David Driskell, Executive Director Community Planning and Sustainability  
Molly Winter, Director, Downtown and University Hill Management Division and  
Parking Services

Date: April 1, 2014

**Subject: Boulder Convention and Visitors Bureau 2013 Year End Report**

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Please find attached the 2013 Boulder Convention and Visitors Bureau Year-End Report for your review.

If you have any questions, please contact Molly Winter, [winterm@bouldercolorado.gov](mailto:winterm@bouldercolorado.gov), or Mary Ann Mahoney, Executive Director of the Boulder Convention and Visitors Bureau, [maryann@bouldercvb.com](mailto:maryann@bouldercvb.com).

Thank you.

**ATTACHMENTS:**

Attachment A: Boulder Convention and Visitors Bureau 2013 Year-End Report



February 28, 2014

To: Mayor Matt Appelbaum  
Boulder City Council members  
City Manager, Jane Brautigam  
City Liaison, Molly Winter

From: Mary Ann Mahoney, Executive Director Boulder Convention and Visitors Bureau

RE: Boulder Convention and Visitors Bureau 2013 Year-End Report

Once again it is our pleasure to submit the Boulder Convention and Visitors Bureau (CVB) Year End Report. The CVB team reviews and measures our programs to determine their effectiveness. Because most of the programs are measureable, we are able to review the success of our efforts and compare them to national trends.

Highlights of current programs:

Group Sales Department:

- Booked 13,596 rooms in group meetings and sports groups. We discovered that large sports groups, compared to meetings groups, require more staff time to pull together all the elements and hotels to completely service the groups' needs.
- Instituted MeetingsMax, a hotel booking system for sporting groups. The MeetingsMax system is designed for communities such as Boulder that host multiple teams and individuals in multiple hotels for the same event throughout the city. The consumer can look at all of the host hotels to check availability and room rates. Because the CVB is now involved in multiple city-wide events, it was necessary to invest in this booking engine software.

Conference and Visitor Services Department:

- BookDirect is a booking engine for individual leisure travelers. It has components for hotels, restaurants and attractions. The BookDirect hotel booking engine generated 30,027 hotel referrals with estimated revenue of \$413,130.
- The BookDirect restaurant and attractions components launched in 2013. There are over 50 restaurants included. As these are new components for BookDirect, measurements are being formulated.
- Unique website visits are down however the combined mobile and web user visits are up significantly (379,236 and 92,159 respectively). Mobile devices include smart phones, iPads and other tablets. iPad users account for 80% of mobile site users.

Communications Department:

- A process for digital advertising was developed that includes new corresponding website content. This content, known as a landing page, gives the reader specific information related to the digital ad. An added benefit of the landing page is that it provides new search engine optimization content.
- High Definition aerial video and photos were shot for the CVB video library and promotional video.
- Developed a strategy for partner newsletters to ensure relevant content that will ultimately lead to a strong open rate.

In September, following the flood, the CVB Board and staff developed an aggressive messaging plan. The CVB realigned funds to support this effort. From September 16 through December 31, efforts focused on crisis management, marketing, social media, and media outreach as it related to visitors and potential visitors. It spanned international, national, regional, and local audiences.

Crisis Management – The Boulder CVB offered Boulder hotels, restaurants, attractions, etc, suggestions for visitor messaging. The CVB website was updated often, and included information on roads, leaf peeping, OSMP trails, Eldora Mountain Resort, etc. Additionally, the Colorado Tourism Office (CTO) was invaluable as crisis management experts and communicated with each of its national and international offices.

Marketing – Four campaigns were implemented, two of which were purchased. 1) Targeted digital ads were purchased which highlighted shopping and dining. The ads were targeted to reach affluent Front Range residents. The results of this campaign were excellent – the click-thru-rates were five times better than expected. 2) Digital ads were purchased in four top national travel e-newsletters and also highlighted shopping and dining. These results were fair. 3) Print, digital, and billboard ads were generously given to us (and other Front Range cities) by Visit Denver to promote holiday-season shopping. 4) A full page ad ran in the *Daily Camera* and *Longmont Times Call* encouraging residents to support local shops, restaurants, etc.

Social Media and Public Relations – Social media channels were invaluable for distributing news and photographs. In addition, the CVB sent out enewsletters to 58,000 subscribers. The open rates were above average. The meetings sales team hosted luncheons for meeting planners in Chicago and Washington DC and gave a flood recovery update.

Media Outreach – The communications team secured \$21,000 worth of local, regional, and national coverage from Sept 29-Oct 26.

**2013 Year End**

	<b>Average Hotel Occupancy</b>		<b>Average Room Rate</b>	
Denver (includes Boulder and Hwy 36)	70.8%	up 4%	\$115.09	up 2.9 %
Highway 36 Corridor	70.8%	up 3.25%	\$111.89	up 2%
*Boulder	69.9%	up 2%	\$128.74	up 3.5%
Colorado non resorts (through Nov.)	70.5%	up 3.1%	\$113.05	up 3.1%
US comp set (through Nov.)	68.2%	up 3.7%	\$111.84	up 4.8%
Overall U.S. (through Dec.)	50.5%	up 2.8%	\$112.38	up 3.6%

\*This includes the St Julien Hotel occupancy but not its average room rate. Source: Rocky Mountain Lodging Report and Smith Travel Research STR articles.

The CVB continues to keep Boulder residents, tourism partners and visitors top of mind in every program we produce. As always, if you have any questions or suggestions regarding the programs for the Boulder Convention and Visitors Bureau, please feel free to contact [MaryAnn.Mahoney@BoulderCVB.com](mailto:MaryAnn.Mahoney@BoulderCVB.com), or 303-442-2911.

**BOULDER CONVENTION AND VISITORS BUREAU  
PERFORMANCE INDICATORS**
**Reporting Period: 2013 Year End**

	Fourth Quarter	Increase / Decrease over Same Quarter Previous Year	2013 Year to Date
<b>Meetings and Conferences</b>			
Tradeshows attended / Personal contacts	3 / 139	0% / 11%	13 / 571
Prospecting Communications	585	-20%	2,882
Site Visits	3	50%	13
Request for Proposals generated / Groups booked	39 / 19	-34% / -5%	222 / 76
Meeting web page Unique Visitors	1,842	6%	7,724
Meeting emails distributed / Open rate	1 / 26%	0% / 73%	4 / 32%
Group Room Nights booked	2,666	-17%	10,791
<b>Sports and Events</b>			
Prospecting communications	46	NA	147
Request for Proposals generated / Groups booked	6 / 2	NA	11
Group Room nights booked	973	56%	2,805

<b>Leisure Visitor Services</b>	Fourth Quarter	Increase/Decrease	2013 YTD
Number of responses mailed to inquiries	2,106	20%	17,070
Number of responses to phone / email inquiries	805	-17%	6,607
Number of unique website users sessions	76,863	2%	379,236
Web page view visits:	245,257	-10%	1,409,612
Average time: minutes on bouldercoloradousa.com	0:02:35	-22%	0:03:35
CVB Mobile Site Unique Visits	24,583	253%	92,159
CVB Mobile Site Unique Visits	24,583	253%	92,159

\*Website numbers have decreased due to the significant increase in traffic to the various mobile/tablet sites

<b>City Tax Collections</b>	Through Dec 2013	Change over 2012
Accommodation tax collection figures	\$ 5,444,655	up 7.85%
Hotel / Motel Association Occupancy	69.9%	up 2.0%
Restaurant tax collection figures	\$ 606,964	down 7.87%
Downtown Boulder tax collection figures	\$ 10,116,386	down .5%
Twenty Ninth Street tax collection figures	\$ 8,105,236	up 4.97%

**Cultural Arts support:**

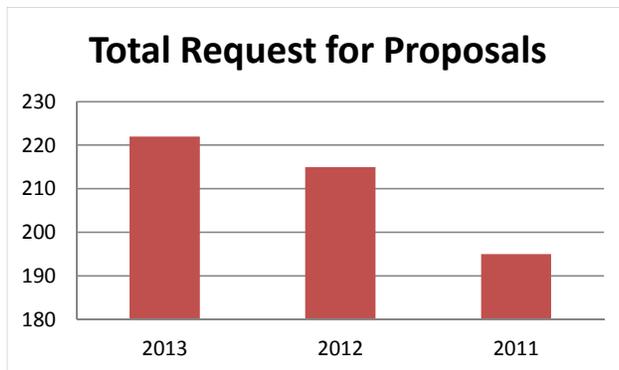
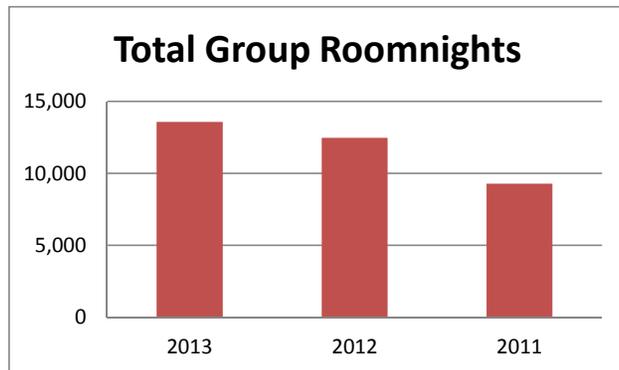
Participated in the Boulder Arts Week steering committee to launch in March 2014

ArtScape art guide for the Denver Metro region with a large Boulder presence with more editorial about Boulder's visual arts scene with 50,000 guides distributed

On Boulder's destination page on TripAdvisor 25 featured events with 2,031 consumer click throughs

**Executive Summary  
Group Sales Department**

<b>Year-end Measurements</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>
Total Group Room Nights Booked	13,596	12,485	9,305
Estimated Group Revenue Generated	\$6,573,938	\$6,245,512	\$4,542,533
Estimated Tax Revenue Generated	\$296,742	\$279,834	\$202,904
Total Request for Proposals	233	223	195
Total Booked Groups	76	81	64
Total Lost Groups	84	103	105
Number of Tradeshows Attended	13	14	7
Telemarketing/Communication to Group Prospects	2,882	2,117	1,876
Site Visits	13	7	7
Meeting Web Page Visits	7,724	7,214	5,416
Meeting E-Newsletter Subscribers	7,294	5,903	5,024
Meeting E-Newsletter Open Rate	32%	15%	16%



**2013 Year-end Group Sales Highlights**

**Total Group Sales Department room nights** for meetings, conferences, sports and events were the highest we have recorded to date at 13,596.

Staff nearly doubled the number of **Site Visits** with qualified meeting and sports event planners coming to Boulder to experience the city for future events.

**Unique Visitors** to our group specific web pages were up 7%.

**Prospecting and communication** efforts to potential customers increased by 36%.

**Conversion rate** from RFP to a definite booking is currently 33%.

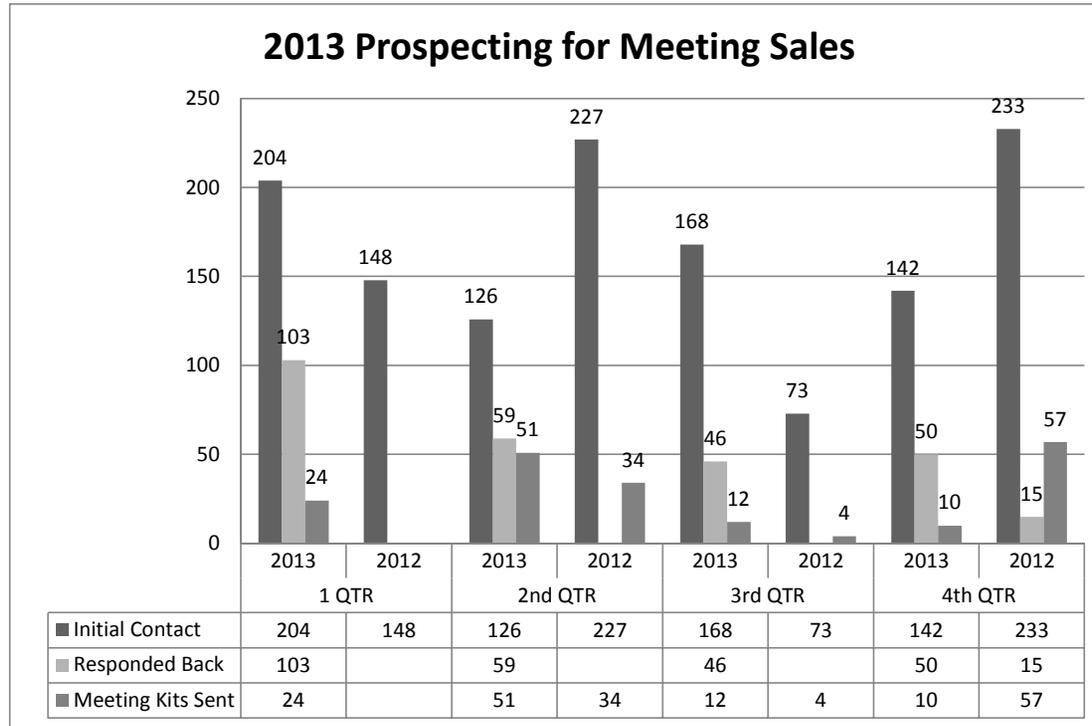
Staff produced two successful **Sales Missions** in Chicago and Washington DC, both top feeder markets.

Boulder hosted two Australian Rules Football (AFL) teams during our **value season** bringing over 120 people and utilizing multiple hotels and CU facilities.

Staff formed strong relationships with **Boulder Parks and Recreation, Boulder Valley School District and the University of Colorado** to review and collaborate on potential events for Boulder.

Sports and Events staff supported multiple **value season events** including: High West Oyster Fest, The Burgundy Wine Festival and the upcoming 2014 Boulder Arts Week.

**Executive Summary  
Group Sales Department**



\*In 2012, the sales department had not yet started tracking responses back from prospecting or meeting kits sent

\*\*In 2013, staff time was reallocated, which resulted in lower sales prospecting numbers.

\*\*\*The last quarter of 2013, the sales department functioned with one less full-time sales manager.

## Executive Summary

### Visitor Conference Services

The Visitor Services department is responsible for stocking materials and maintaining kiosks at Davidson Mesa, Gateway Park Fun Center, Pearl Street Mall and the Downtown Boulder Visitor Center. The CVB mails specific Boulder information to leads generated by listings in magazines and specific websites. Daily updates are made to the CVB website to include a calendar of events and a complete database of visitor information. In addition, the CVB offers our tourism partners the opportunity to participate in familiarization tours and packaging forums.

Mid-Year Measurements:	2013	2012	2011
Downtown Boulder Visitor Center Traffic	12,112	13,797	13,612
Website Unique Visits	379,236	406,182	364,923
Website Page Views	1,409,612	1,613,445	1,791,517
Website Average Page Views per Visit	3.07 pages	3.26 pages	4.14 pages
Website Average Time per Visit	0:03:35	0:03:12	0:04:03
Mobile Site Unique Visits	92,159	14,309	10,121
Mobile Site Page Views	360,543	79,681	59,707
Information Requests (Website)	6,607*	7,937	7,337
Information Requests (Leads)	17,070*	18,890	12,815
Total Conferences Serviced	28	34	37
Brochures Provided to Conferences	6,675	9,072	5,396

\*Mailed visitor guides have decreased due to the large number of combined visits from our website and mobile site. Visitors are able to find the information they need more quickly through website and mobile searches.

#### Visitor & Conference Services Highlights

Main+Mobile site visits have increased 12% over 2012. Mobile site visits alone are up 544% over 2012. The large increase indicates that visitors are using multi-device platforms (iPad, tablet, smart phone) to search for information.

In April, the CVB hosted the Boulder Packaging Forum. The forum brings together tourism partners to collaborate and create destination packages for visitors.

The CVB and the Boulder Hotel & Motel Association (BHMA) hosted the annual Boulder Familiarization Tour for new front-line and guest-services employees in June. This provides new employees a first-hand experience to share with visitors.

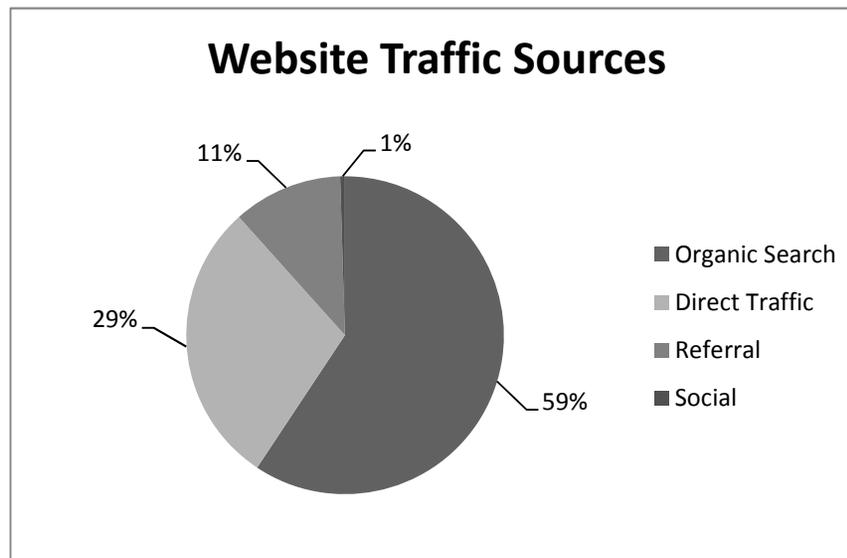
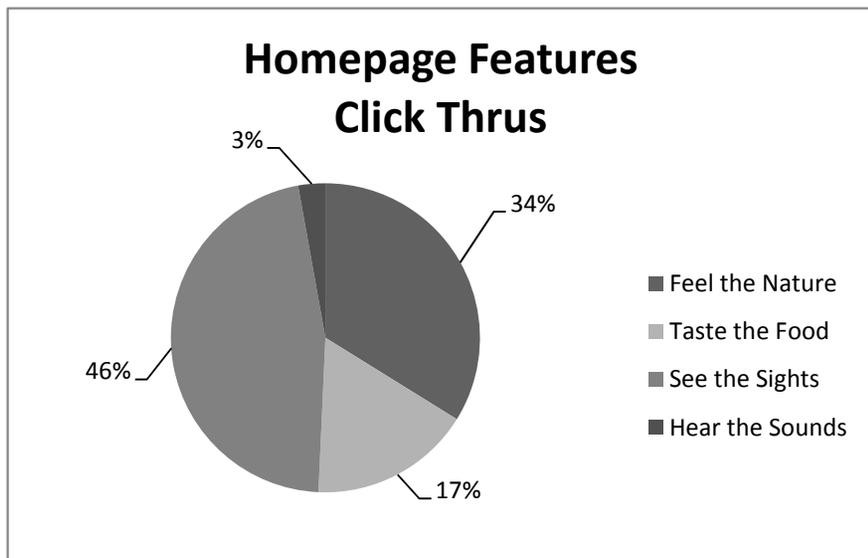
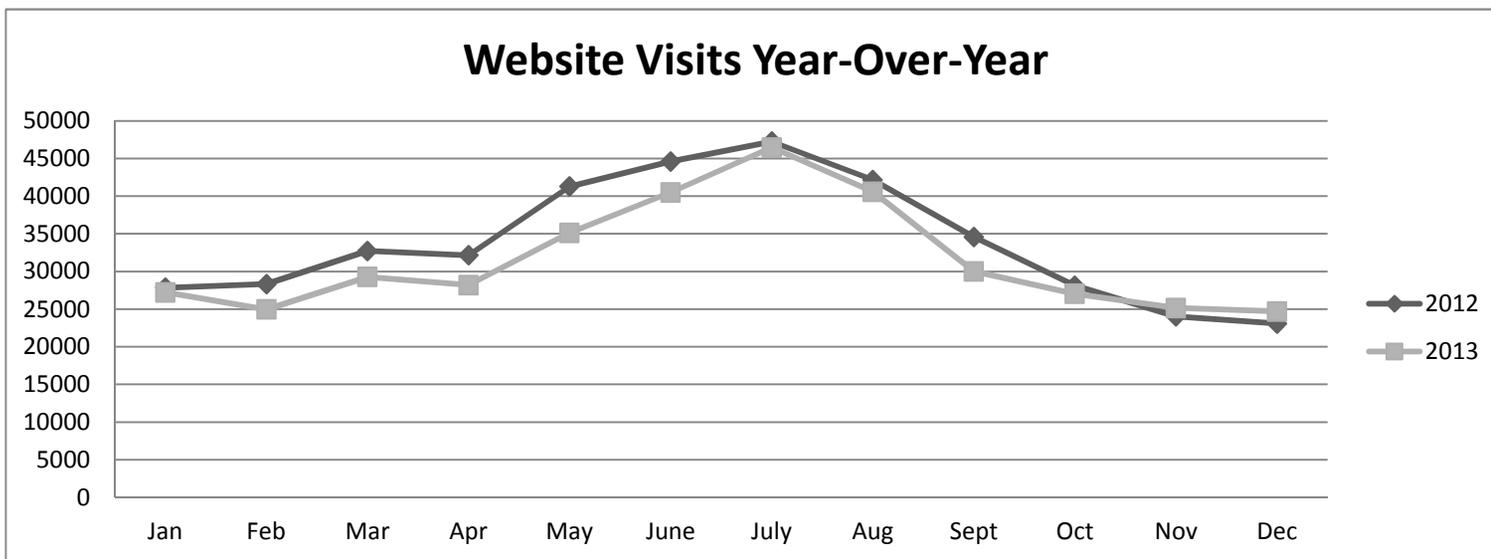
The CVB provided the Buff Lunch Bus for parents during CU Family Weekend in October.

The CVB partners with Eldora Mountain Resort each year to promote the Boulder Ski Escape package. This year 16 hotels are participating. The package is successful in promoting Boulder as a winter destination.

In January, Conference Services created a new welcome email for meeting planners arranging conferences in Boulder. Moving forward, the CVB will create welcome flyers for attendees and programs to encourage extended stays.

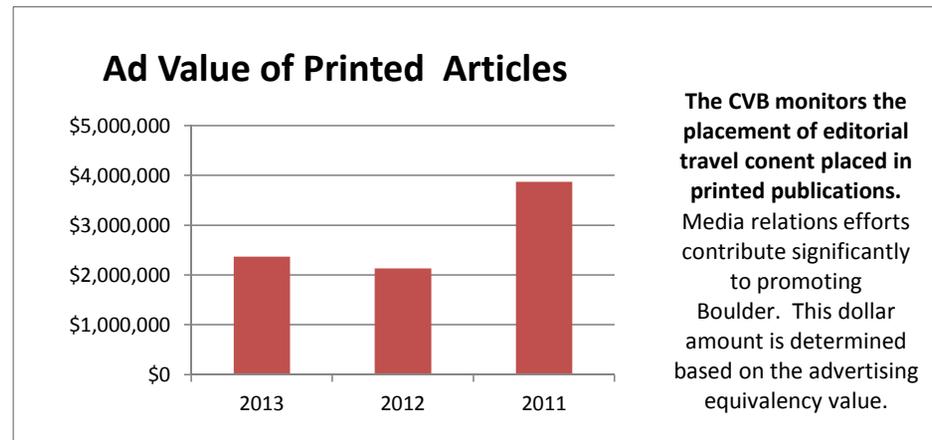
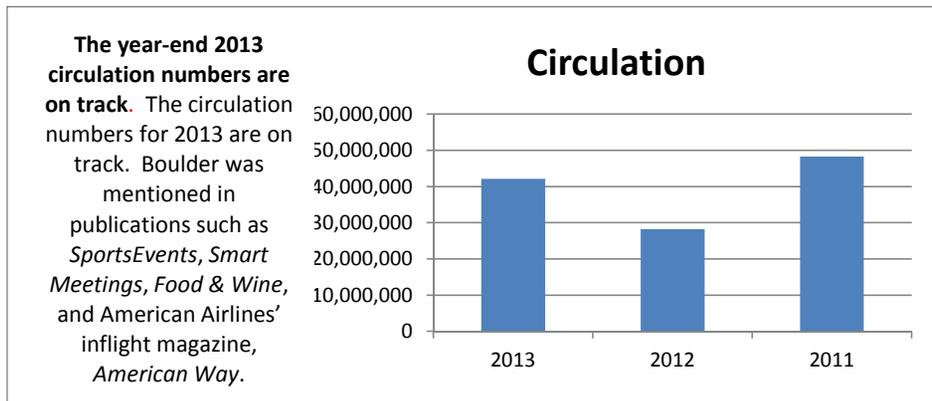
# Executive Summary

## Visitor Conference Services



## Executive Summary Communications

Year-End Measurements:	2013	2012	2011
Number of Published Articles	121	140	138
Ad Value	\$2,369,177	\$2,136,471	\$3,874,683
Circulation	42,178,596	28,247,213	48,305,456
Press Visits - In Boulder	29	31	28
Press Visits - Outside of Boulder	12	13	14
Photography Requests	34	47	45
Newsletter Subscribers	36,826	42,779	36,965
Newsletter Open Rate - Average (Tourism Industry Avg=18.2%)	23.7%	21.6%	19.6%
Newsletter Open Rate - New Subscriptions	31.4%	37.6%	31.2%
Newsletter Open Rate - Old Subscriptions	15.5%	37.6%	13.9%



### Mid-Year Communication Highlights

The CVB's email communications process was streamlined. All contacts are now in one platform that is fully integrated with the CRM. Contact lists were cleaned up plus all design, content and deployment is done in-house.

The CVB's social media numbers continue to grow. The number of Facebook fans is up 27%, the number of Twitter followers increased 63.6% and Pinterest has grown 95.4% over the past year.

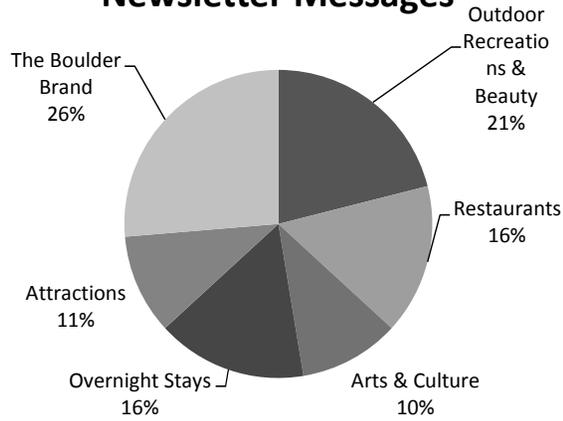
The southern California magazine, *Westways*, featured a travel article on Boulder. This was the direct result of a Boulder CVB hosted media trip. The circulation of the magazine is nearly 4,000,000 and the ad equivalency is over \$100,000.

Flood recovery messaging for the September flood included four marketing campaigns, crisis management, social media, public relations and media outreach which ran from October-February.

The official Boulder visitors guide brochure was completely revamped with new photography and new wording.

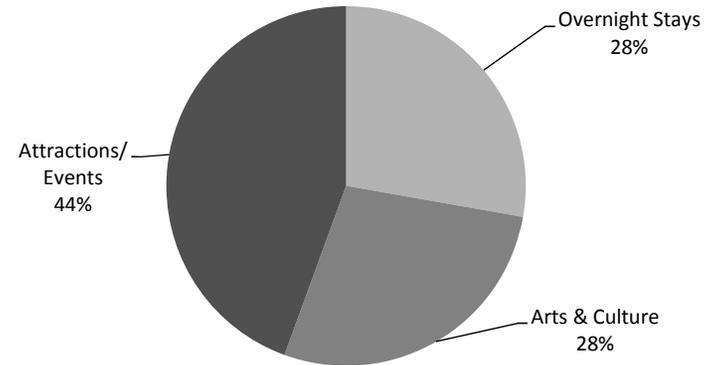
A marketing program process, for both leisure and meetings markets, was developed that includes landing pages, tracking codes, and timelines. More than 25 ads and 10 landing pages were created.

### Newsletter Messages



The articles in the CVB email communications are classified into categories that represent Boulder's tourism messages. The CVB strives to have well balanced content that is representative of Boulder.

### Community Relations Assistance



The CVB provides photos and marketing help to tourism partners in town and to incoming conferences to help promote Boulder to their visitors or attendees.

2012 Year-End Social Media Measurements:	2012	2012	2011
Facebook Fans:	4,316	3,400	2,510
Twitter Followers	4,297	2,626	995
Pinterest Followers	637	326	N/A
YouTube Views	3,590	6,437	13,913
Boulder Video	2,456	4,188	8,710
Boulder Ski Escape/Eldora Podcast	698	1,839	4,427
Meeting Properties Podcast	131	165	159

**BOULDER CONVENTION AND VISITORS BUREAU**  
**Mission and Program of Work**  
**2013 Year End Report**

The mission of the Boulder Convention and Visitors Bureau (CVB) is to advocate and provide leadership to develop and promote the natural environment, art/culture, historic, and visitor potential for the express purpose of aiding the Boulder economy.

**GROUP SALES DEPARTMENT**

The Group Sales Department continues to follow a strategic sales and marketing plan based on in-house data and market research. Within the meetings and conference market, staff targets specific geographic areas with the most potential for Boulder. The CVB has put into place a strategy to research and attract new sporting events and special events, specifically in our value seasons. There is very promising growth with these new efforts to drive additional revenues for our tourism partners and the City of Boulder.

**Booking Report and Economic Impact:** The CVB develops relationships with meeting planners to educate them on the value of bringing meetings to Boulder. The CVB tracks the results of Request for Proposals (RFPs) provided by meeting planners, which in turn are sent directly to our Boulder lodging partners.

	<b>2013</b>	<b>2012</b>	<b>2011</b>
<b>Year-End RFP Results: Meetings</b>			
<b>Total Room Nights Booked:</b>	10,791	11,861	9,305
<b>Total Estimated Economic Impact:</b>	\$5,217,664	\$5,665,288	\$4,542,533
<b>Total Estimated Tax: Combined Accommodations, Restaurant and Retail Revenues</b>	\$235,521	\$253,643	\$202,904
<b>Total Request for Proposals:</b>	222	215	195
<b>Total Booked:</b>	76	81	64
<b>Total Lost:</b>	84	103	105
<b>Total Pending:</b>	77	71	55
<b>Year-End RFP Results: Sports and Events</b>			
<b>Total Room Nights Booked:</b>	2,805	624	N/A
<b>Request for Proposals:</b>	11	8	N/A
<b>Total Estimated Economic Impact:</b>	\$1,356,274	\$298,047	N/A
<b>Total Estimated Tax: Combined Accommodations, Restaurant and Retail Revenues</b>	\$61,221	\$13,344	N/A

**Trade Shows:** The CVB regularly promotes Boulder as a vibrant meeting and event destination at regional and national industry trade shows. In 2013 we exhibited in Washington DC, California, Las Vegas, Chicago, Texas, Kentucky and multiple Colorado locations. The CVB focused on more appointment-based shows where we could spend more time talking with planners that have the potential to meet in Boulder.

<b>Year-End Trade Show Results: Meetings</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>
<b>Number of Trade Shows:</b>	13	14	7
<b>Contacts made at Shows:</b>	571	536	354
<b>Year-End Trade Show Results: Sports and Events</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>
<b>Number of Trade Shows:</b>	2	0	N/A

**Prospecting Communications / Lead Generation:** Phone calls, emails, LinkedIn communication and e-marketing efforts focus on reaching specific and qualified meeting, sports and event planners to generate quality Request for Proposals for Boulder. Our Group Sales Coordinator position has allowed us to increase these efforts in 2013.

<b>Year-End Prospecting Results: Meetings</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>
<b>Prospecting Communication Efforts:</b>	2,882	2,117	1,876
<b>Year-End Prospecting Results: Sports and Events</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>
<b>Prospecting Communication Efforts:</b>	147	N/A	N/A

**Individual Meeting Planner Familiarization Trips:** These sites allow planners to experience Boulder first-hand and learn how their program might work in one or more of our Boulder properties. We find they often fall in love with Boulder and it helps us secure definite room nights.

<b>Year-End Site Visit Results</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>
<b>Planner Visits: Meetings, Sports, Events</b>	13	7	7

### VISITOR & CONFERENCE SERVICES

**Visitor Information Centers:** The CVB is responsible for stocking materials and maintaining kiosks at Davidson Mesa, Boulder Chamber Center, Gateway Fun Park, Pearl Street Mall and the Downtown Boulder Visitor Center. Downtown Boulder, Inc. manages and staffs the Visitor Center and is the only location that tracks visitor numbers. In March, the kiosk at Davidson Mesa had to be torn down due to major damage from a car accident. The CVB worked with an architect and contractor to rebuild and is working with CDOT on the new Scenic Overlook in late 2014.

<b>Downtown Boulder Visitor Center Traffic</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>
<b>Total:</b>	12,112	13,797	13,612

#### **Web and Mobile sites:**

Search Engine Optimization (SEO) campaigns continue to deliver strong results for our website. The CVB staff worked weekly with our vendor to develop our key-word search strategy.

**Mobile Site:** Total main + mobile traffic increased 24% over December 2012. Mobile site traffic alone has increased 125%. The CVB launched our new multi-device (iPad, tablet and smart phone) mobile site in December 2012. Additions to our mobile site include an enhanced design with calendar integration, coupon integration, weather feed, photo tour, news feed, Google maps, itinerary builder, and social media links.

These enhancements will provide users an interactive database of visitor information. In December 2013, mobile site traffic increased 125% over December 2012.

<b>Year-End Website &amp; Mobile Measurements</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>
<b>Requests for Information – Mailed:</b>	6,607	7,937	7,337
<b>Web Unique Visits:</b>	379,236*	406,182	364,924
<b>Web Page views:</b>	1,409,612*	1,613,445	1,791,417
<b>Web Average Page views per Visit:</b>	3.07 pages	3.26 pages	4.14 pages
<b>Web Average Time per Visit:</b>	3 min 35 sec	3 min 12 sec	4 min 03 sec
<b>Mobile Site Unique Visits:</b>	92,159	14,309	10,121
<b>Mobile Site Page views:</b>	360,543	79,681	59,707
<b>Mobile Site Average Page views per Visit:</b>	3.29 pages	4.29 pages	5.01 pages
<b>Mobile Site Average Time per Visit:</b>	2 min 3 sec	2 min 40 sec	3 min 2 sec

\*The decrease in unique visits and page views is due to the new website being easier to navigate so information is found more quickly and the increase in traffic to our mobile site.

The CVB launched *BookDirect*, a hotel room booking engine, on our website in May 2012 with 14 hotels participating. In 2013 the hotel room booking engine includes 25 hotels plus the option to purchase tickets for events and book restaurant reservations which offers a convenient option for visitors.

<b>Year-End Web Hotel Booking Engine</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>
<b><i>BookDirect</i> Hotel Referrals:</b>	30,027	29,876	N/A
<b><i>BookDirect</i> Reservations Estimate:</b>	1,561	1,577	N/A
<b><i>BookDirect</i> Room Nights Estimate:</b>	3,903	3,943	N/A
<b><i>BookDirect</i> Net Estimated Hotel Impact:</b>	\$413,130	*\$421,517	N/A

\**BookDirect* launched in May 2012

**Collateral Material Development:** The CVB produces maps, itineraries, directional and other printed information. These materials are sent to potential visitors, given to hotels and utilized for special events and conventions to entice them to stay longer. These printed materials are distributed to encourage visitors to extend their stays. The reprint of the Front Range Brewery Map and Front Range Wine Trails Map is part of a matching grant through the Colorado Tourism Office and distributed throughout the region and at the State Welcome Centers.

**Conference Service:**

**Brochure Requests/Conferences:** The CVB provides brochures to groups staying in the Boulder area. The following list is a sample of some of the organizations requesting brochures. The CVB staff offers professional tour-guides to staff information tables at conferences that provide suggestions for restaurants, great shopping and activities to fit their free time. The CVB monitors these requests to ensure the use is to increase visibility to visit Boulder. The CVB offered Visitor Information Tables onsite as part of our Conference Services program has helped us reduce the number of brochures wasted.

<b>Year-End Conference Services</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>
<b>Groups Serviced:</b>	28	34	37
<b>Number of Attendees:</b>	2,587	3,195	1,850

Year-End Brochure Distribution Results	2013	2012	2011
University of Colorado:	5,035	6,498	3,525
Federal Labs:	1,490	1,430	915
Corporations:	3,500	4,428	2,060
Welcome and Visitor Centers (AAA):	39,075	25,495	21,537
Weddings, Reunions and Leisure:	1,625	5,943	8,570
Misc. organizations:	12,480	16,691	18,491
<b>Total Brochures</b>	<b>63,205</b>	<b>60,485</b>	<b>55,098</b>

**Visitor Services:**

**Visitor Information Leads:** The CVB mails specific Boulder information to leads generated by listings in magazines with reader service cards and specific websites. The CVB also included a flyer promoting our *vacation packages* created by our hotels and cultural partners.

Year-End Visitor Information Requests	2013	2012	2011
Travel Guides Free: 24/7:	9,026	7,805	5,386
Colorado Vacation Guide:	1,527	1,493	1,920

**Regional Efforts:** Boulder is one of the nine cities representing the Front Range Region (FRR) that receives a matching grant from the Colorado Tourism Office. The goal of this cooperative group is to attract and maintain visitors to our area in Colorado.

Year-End FRR Information Requests	2013	2012	2011
FRR Visitor Information Requests:	6,517	9,592	5,509
Welcome Leads, Colorado.com:	16,601	11,713	6,829

**Community Familiarization Tour:** The CVB and the Boulder Hotel & Motel Association (BHMA) hosted the annual three-hour Boulder Familiarization Tour for new front-line and guest-services employees in June. The CVB continues its partnership with Banjo Billy Bus Tours who provides transportation. The attendance ranges between 15-25 people. This provides new employees a first-hand experience to share with visitors.

**Welcome Center Efforts:** Each year the CVB hosts one of the Colorado Welcome Center’s staff overnight in one of our hotels. This year, the Ft. Collins Welcome Center planned a visit in September. Due to the flood situation, the group decided to cancel the tour and reschedule for a later date.

**CU Family Weekend:** The CVB provided the Buff Lunch Bus for parents during CU Family Weekend in October. The CVB will meet with the CU Parent Relations office to evaluate the on-going relevance and value. Attendance ranges between 50-90 each year.

**COMMUNICATIONS**

The Communications department integrates marketing, social media and media relations to monitor and shape Boulder’s brand and reputation thereby achieving the CVB’s economic objectives.

**Marketing:** Advertising for both the leisure and meetings segments were deployed this year. The marketing program was integrated with print, online, social and email, and was developed in concert with dedicated content on the CVB’s website.

## MEETINGS AUDIENCE

<b>PUBLICATION:</b>	<b>Recipients</b>	<b>Click Thru Rate</b>
<b>Colorado Meetings + Events</b>		
Web Ads- monthly	10,000	0.08%
Print Ads – 3 per year	16,000	
Enewsletter Ads - monthly	5,372	0.81%
<b>Mountain Meetings</b>		
Print Ads – 2 per year	50,000	N/A
Enewsletter Ads- 4 per year	25,002	0.19%
<b>PUBLICATION (cont):</b>	<b>Recipients</b>	<b>Click Thru Rate</b>
<b>Plan Your Meetings</b>		
Weekly Web Ads – 4 months year	*	.006%
<b>MPI</b>		
Colorado Supplement - Print Ad	100,000	N/A
Enewsletter Ads	*	*
<b>Collaborate</b>		
Print Ad	8,288	N/A
<b>CVENT</b>		
Enewsletter - August	*	*
<b>Successful Meetings</b>		
Web Ad - June	*	*
Colorado Supplement - Print Ad	50,015	N/A
<b>Connect</b>		
Print Ad	8,500	N/A
<b>VisitDenver Group Destination Guide</b>		
Print Ad	25,000	N/A

\*Information from publishers is difficult to obtain. The CVB's goal is to have complete information in 2014. In early 2014, there is already a noticeable difference in the way publishers report measurements.

Additional Outlet:

- B Cycle sponsorship – B Cycle basket plates

## LEISURE AUDIENCE

<b>PUBLICATION:</b>	<b>Impressions</b>	<b>Recipients</b>	<b>Clicks</b>	<b>Click Thru Rate</b>	<b>Industry Average</b>
<b>Colorado Official State Vacation Guide (CTO)</b>					
Print Ads – 3 pages	N/A	550,000	N/A	N/A	N/A
<b>ALIVE (CTO)</b>					
Print Ad– Summer	N/A	50,000	N/A	N/A	N/A
Print Ad - Winter	N/A	50,000	N/A	N/A	N/A
<b>TripAdvisor</b>					
Web Ads – Jan-Feb	1,135,186	N/A	1667	.15%	.10%
<b>Food Traveler</b>					
Print Ad	N/A	100,000	N/A	N/A	N/A
<b>Colorado.com</b>					
Web Ads	*	8,288	*	.007%	*
Formatted Ads – April-Dec	221,007	*	548	.25%	.10%

<b>PUBLICATION: (cont)</b>	<b>Impressions</b>	<b>Recipients</b>	<b>Clicks</b>	<b>Click Thru Rate</b>	<b>Industry Average</b>
Enewsletter Ads - Nov	*	N/A	197	*	*
<b>Mile High Holidays</b>					
Printed newspaper ads	N/A	670,000	N/A	N/A	N/A
<b>Top Travel Newsletters (co-op with Colorado Tourism Office)</b>					
Enewsletter Ads	1,900,000	*	1,400	3.6%	2-5%
<b>Google Ad Network (flood recovery)</b>					
Web Ads – Nov -Dec	2,658,249	N/A	12,993	.049%	.07%
<b>ArtScape</b>					
Print Ad	N/A	50,000	N/A	N/A	N/A
<b>Radio Kansas (NPR station)</b>					
sponsorship	N/A	1,000,000	N/A	N/A	N/A

\*Information from publishers is difficult to obtain. The CVB's goal is to have complete information in 2014. In early 2014, there is already a noticeable difference in the way publishers report measurements.

**Landing Pages:** Without a landing page, an ad is just an ad. Landing pages give visitors information very specific to the ad just seen. The pages are also a good way to measure the ad's effectiveness based on how many people entered the CVB's website from the ad. In 2013, more landing pages were created than ever before. Landing pages also create fresh content on the website and increase search engine optimization.

<b>Year-End Landing Page Performance</b>	<b>Entrances to site</b>
Vacation Checklist	1,037
7 Ways to Sip and Savor	514
Winter Wonderland	53*
Bring Your Conference Home - CU	18
Bring Your Conference Home – B-Cycle	53
Boulder's Foodie Checklist	18,296
Shopping	7,346
Boulder is Back to Beautiful (flood recovery)	89
30 Reasons to Love Boulder	1,599
Explore More Boulder	292*
Small Meetings	99

\* The entrance numbers for the landing pages that correspond with the B-Cycle basket campaigns may have additional entrances to the page that were not generated by the campaign.

**Revamped Visitor Brochure** – The visitor brochure was completely revamped with new photography and copy. Conceptually the brochure changed, too, and included inspirational itineraries rather than attraction listings. This advanced the aspirational goals of the brochure and integrated it with specifics found on the CVB's website.

**Tourism Ambassador Video** – Working in partnership with the city of Boulder, a 2 ½ minute video was created to offer city employees, and other local hospitality employees, a customer service message. The video suggested ideas for visitor activities but emphasized the value of the viewer's authentic, and enthusiastic, suggestions. The city's Channel 8 was commissioned to film the majority of the footage. Approximately 50 videos and accompanying Facilitator Guides were distributed to city and hospitality supervisors in May and June.

**Boulder Partner E-Newsletter:** An E-Newsletter was sent to local tourism businesses. It aims to let partners know how their businesses can be served by the CVB, offers educational articles, and information about upcoming special events.

<b>Year-End Partner Newsletter Subscribers</b>	<b>2013</b>
<b>Subscribers:</b>	446
<b>Open Rate-Average (Tourism Industry Average = 19.1%)</b>	40%

**Agritourism Program Launched:** Agritourism (tourism with an agricultural component) is a hot topic in visitor experiences for meeting planners, travel writers and leisure travelers. Because of Boulder’s farm-to-table strength, a nationally recognized farmers’ market, and its surrounding agricultural land, Boulder is one of Colorado’s top destinations for agritourism. Working with the Colorado Tourism Office, the Boulder CVB has developed an inventory, survey and landing page and will ultimately create a map-based brochure.

**Social Network Channels:** The CVB has seen continued growth in its social media numbers. In addition to growing each channel’s audience, the CVB also strives to post content that spurs conversation and inspires travelers to take action to visit Boulder. We continue to work with the Colorado Tourism Office by providing Boulder specific content to be used across their social media platforms.

<b>Year-End Social Media Measurements</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>
<b>Facebook Fans:</b>	4,316	3,400	2,510
<b>Twitter Followers:</b>	4,297	2,626	995
<b>Pinterest Followers</b>	637	326	N/A
<b>YouTube Views:</b>	3,590	6,437	13,913
<b>Boulder Video:</b>	2,456	4,188	8,710
<b>Biking in Boulder Podcast:</b>	82	245	617
<b>Boulder Ski Escape/Eldora Podcast:</b>	698	1,839	4,427
<b>Meeting Properties Podcast:</b>	131	165	159

\*The CVB is not actively promoting existing video content. The new Boulder video was released in early 2014.

**Electronic Communications:** The CVB fully transitioned to a new email marketing platform in 2013. Previously we were managing different lists across several different email marketing providers. With the consolidation into one platform we were able to clean up our lists and remove outdated and inactive subscribers. So while our number of subscribers has decreased, we are more confident in the quality of contacts in our database. All aspects of the email marketing campaigns are now being handled in-house. The open rate among our new subscribers is more in line with the numbers we saw in 2011. 2012 saw an abnormally high open rate which we attributed to the launch of the Colorado Tourism Office’s ad campaign.

<b>Year-End Electronic Newsletter Subscribers</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>
<b>Boulder Newsletter Subscribers:</b>	36,826	42,779	36,956
<b>Open Rate-Avg (Tourism Industry Avg = 19.1%)</b>	23.7%	21.67%	19.6%
<b>Open Rate – Old Subscriptions:</b>	15.54%	13.7%	13.9%
<b>Open Rate – New Subscriptions:</b>	31.37%	37.59%	31.2%

Year-End Colorado.com Welcome Leads	2013	2012	2011
<b>Total Leads:</b>	16,601	11,713	6,829

**Media Relations:** The Boulder CVB’s media relations efforts focus on reaching out to the media as well as responding to media requests. This includes story ideas, interview suggestions, background information, fact checking and photography. This year, the Boulder CVB increased its photography inventory. During 2013, the CVB hosted 29 writers, the majority of whom were international writers.

Year End Media Relations	2013	2012	2011
<b>Photography Requests:</b>	34	47	45
<b>Published Article Results</b>	121	140	138
<b>Published Article Circulation:</b>	42,178,596	28,247,213	48,305,456
<b>Published Article Ad Value:</b>	\$2,369,177	\$2,136,471	\$3,849,683
<b>Unsolicited Pitches “Cold Calls”:</b>	5	10	n/a
<b>Press Visits in Boulder:</b>	29	31	29
<b>Press Visits Outside of Boulder:</b>	12	13	14

**Online Travel Articles:** Printed publications are relevant because they are where travelers go for inspiration. The web is where travelers go for specifics. Travelers comb the web looking for specifics to make their trips a reality. In 2013, the Boulder CVB worked with writers for 10best.com, a division of USA TODAY’s travel media group, to build out the Boulder section. The site reaches 40 million travelers each year. Additionally, the CVB assisted with articles too, such as Fodor’s “Best Weekend Trips from Denver” and Bicycling.com’s “City Guide to Boulder.”

**Media-Community Relations:** The CVB has solid relationships with local tourism partners and assists with their media efforts. We offer expertise on media relations and marketing strategies as well as connections to travel writers. During the year, we assisted seven hotels and conferences with photographs and media lists. Additionally, assistance was given to seven events, such as the High West Oyster Fest, Cyclo-Cross Nationals, and USA Track & Field Cross Country Nationals.

**Television and Radio:** NPR’s nationally syndicated show, *Morning Edition*, aired a story on Boulder’s Banjo Billy Bus Tours in June. This story aired soon after Banjo Billy was included on Denver’s 9News round-up of the state’s top tourism ambassadors. Also in June, *CBS News* ran a two-minute story about Evelyn Stevens, a road bicyclist, living and training in Boulder for the 2016 Olympics.

### INTERNATIONAL PROGRAMS

**Media Relations:** The Boulder CVB hosted ten groups of international travel writers during 2013, five of which were from Japan. Japan continues to be a strong international market for Boulder due to the city’s leadership in environmentalism and its passion for outdoor recreation.

**Brand USA:** The ability to participate in this international opportunity was made possible through the Colorado Tourism Office’s contribution to buy down the cost of the program. The CVB chose to produce all content in Japanese to correlate with other Japanese market efforts. The program includes a Boulder video with a voice-over in Japanese, a full length feature article written in Japanese and 20 still images to be used for any CVB purpose. The final product of Brand USA will roll out in 2014.

## COMMUNITY/CULTURAL RELATIONS

### Community:

**Bolder Boulder:** The CVB provides professional staff at the visitor information table to distribute maps, give directions, restaurant recommendations, etc. to the participants of the Bolder Boulder. The information table is setup during the *Bolder Boulder Sports Expo* on the Pearl Street Mall.

**Ralphie’s Independence Day Blast, July 4<sup>th</sup>:** The CVB continues to participate in the working group along with the presenting sponsor, Wright Kingdom, producing sponsor CU Athletics and the support sponsor City of Boulder.

**Boulder Ski Escape:** The Boulder Ski Escape package is a cooperative marketing program with Eldora Mountain Resort. The program’s objective is to increase tourism, room nights and lift ticket sales during the winter months.

**Radio Kansas:** Boulder’s winter Ski Escape Package is promoted to Kansas radio listeners. Approximately 50 radio spots are aired in November and December that promote two trip giveaways to experience skiing at Eldora and other Boulder winter activities. Over 1 million listeners throughout Kansas hear the spots on *Radio Kansas*.

<b>Year-End Ski Escape Results</b>	<b>2013/2014</b>	<b>2012/2013</b>	<b>2011/2012</b>
<b>Ski Tickets Redeemed:</b>	743 (YTD)	1,887* Full Season	2,675 Full Season
<b>Estimated hotel rooms sold:</b>	In progress	943	1,265
<b>Hotels Participating:</b>	16	19	19
<b>Estimated Revenue to Hotels, Restaurants and Retail spending:</b>	In progress	\$271,584	\$364,294

\*The national message about lack of snow through-out the country affected the ski and overnight package program.

**Film Commission:** Having the Boulder County Film Commission (BCFC) office in the CVB offices integrates tourism and film and gives production companies a streamlined application process plus a broader view of Boulder. Economic benefits are generated for restaurants, hotels, retailers, government agencies, and residents through the film commission’s success in assisting magazine, film and video companies with the production of commercials, documentaries and television programming.

<b>Year-End Film Project Results</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>
<b>Total Number of Film Inquiries:</b>	79	93	95

### Cultural Programs and Marketing:

**Boulder International Film Festival:** This event continues to be one of Boulder’s premier winter events. Each year the festival grows and this year the festival’s attendance increased by 10% to 21,000 attendees. The CVB supports the festival through promoting overnight hotel and shopping packages with radio spots. To strategically increase the audience and room nights during the festival, the Digital Media (DiMe) Symposium was created four years ago. The symposium adds an educational component and extends the festival by half a day. At this year’s DiMe, a group of national and local digital media visionaries, made up of filmmakers, video game creators, digital technologists and animators shared their expertise with a statewide audience.

**ArtScope:** Boulder’s visual arts will be significantly more represented in this publication. In past years, the Boulder CVB has matched the community’s advertising dollars. This year, the CVB increased its advertising spend significantly to ensure more coverage – editorial and advertising – on Boulder’s visual arts scene. The annual, full color, free-guide is distributed along the Front Range to approximately 50,000 art aficionados. It features art district profiles, maps, an art locator index, artist directory, calendar of events, web sites and hundreds of full-color images.

**Boulder Center for Performing Arts:** The CVB participated in reviewing the criteria in the call submission for the feasibility consultants, as well as reviewing the submissions. The CVB hosted the selected consultant overnight, as the BCPA Board and invited guests previewed the study’s feasibility study outline and time line.

**TripAdvisor Sponsored Page:** 2013 was the first full year that the CVB has had a destination sponsored page on TripAdvisor. Having direct access to change and update content on this page allows us to highlight the visitor experience in Boulder through events, photos and videos. We are able to track the performance of the content on the page as well as monitor traffic to our website. Event clicks see the most traffic on the page, these rotating events highlight the cultural community in Boulder. 5.49% of visitors to the TripAdvisor page click through to the CVB’s website.

<b>TripAdvisor Sponsorship Page Analytics</b> Average Click Rate: .10%	Page Views	Photo Views	Event Clicks	Average CTR to CVB website
<b>2012 (June - December)</b>	22,695	374	449	2.96%
<b>2013 (Full Year)</b>	55,552	2,290	2,031	5.49%

**Boulder Arts Week:** The CVB participated in the steering committee that explored the first Boulder Arts Week. This week can help with the residents’ desire of creating Boulder as an arts town. This is the first time the resident arts organizations, the galleries, museums, and individual artists have come together to collaborate and co-create cultural performances. The awareness of all of the cultural arts organizations presenting a variety of offerings will entice Boulder residents and visitors to explore more cultural events through out the year. The first Boulder Arts Week will be presented March 29-April 5, 2014.

**SUPPLEMENTAL FUNDS PROGRAMS**

The CVB has applied for Supplemental Funds in 2012 and 2013. These funds were available due to the over performance of the two taxes related to the CVB funding, Accommodations Tax and the Food Service Tax.

**Touch Screen Kiosk, \$15,000:** This project was launched in 2012 and expenses are being spent in 2013. The Kiosk should be operational by early January 2014. It will be located on 11<sup>th</sup> and Pearl Street, on the mall. The actual cost is \$23,000. Complete.

**Update video, high definition video footage and Pro Challenge 30 sec. spot \$45,000:** This project started in January and footage was being gathered during the spring of 2013 through the winter of 2014. The USA Pro Challenge Boulder 30 second commercial was produced with in-kind services by Sterling Rice. To align with the message of the 30 second spot, CVB spent \$15,000 through social media to try reach and engage people who live outside Boulder to excite them to visit year-round. The balance, \$30,000 will go entirely to the video project which is underway. The video and 30 second spot will wrap up in early February, 2014. Complete.

**Off Season Incentive Fund Account, \$28,116:** The CVB has set aside these funds as well as 2012 budgeted incentive carryover funds to build a substantial fund. This account will assist the CVB to buy down expenses for events such as USA Cyclo Cross Nationals, USA Cross Country Nationals and High West Oyster Fest.

**Boulder Ambassador Video Part 1, \$16,000:** The CVB and the City of Boulder worked in conjunction to plan, shoot and edit the ambassador video. In addition to the city partnership the CVB also reached out to other prominent organizations in the community to confirm messaging was on target. Boulder ambassador wallet cards were distributed with the training video, listing top sights and attractions in Boulder and brief guidelines for interacting with visitors and spreading good will. The city's Channel 8 was commissioned to film the majority of the footage. Approximately 50 videos and accompanying Facilitator Guides were distributed to city and hospitality supervisors in May and June. Complete.

**Boulder Ambassador Video Part 2, \$15,000:** This will be looked at after an evaluation of Part 1 is complete.

**Helicopter High Definition Video and Photography, \$12,000:** This planning of this project began in June 2013 and is complete. This footage is requested by television shows, website editors, and film makers when they need generic beauty shots of Boulder to augment their story. In June, an aerial videographer was contracted to film Boulder and provide aerial footage. The filming of the Boulder ambassador video also provided the CVB a great opportunity to accrue more b-roll footage of top Boulder attractions. Complete.

**Electronic Touch Screen, additional locations, \$55,911:** These kiosks will be put on hold until the first kiosk is running and evaluated.

**Design Portable Visitor Center, \$13,000:** This project will be looked at later in 2013 or early 2014.

**Digital e-blast in partnership with Co Tourism Office, \$12,000:** Programs will be designated to run to promote the off season, November – April. Complete.

**Conclusion:** The CVB has ramped up the Group Sales and Marketing and Sales efforts, some of which will take time to see the return on investment. The online marketing on both the Group and Leisure markets now have the beginning of baseline numbers to start testing messages and content to explore what the consumer is doing after seeing the messages.

As the CVB has learned from the Colorado Tourism Office, print guides and brochures are not going away. Quite often, the CVB needs to take the lead in printing niche brochures to inspire the visitors to explore more of what Boulder has to offer, in which extends their stay or gives them a reason to come back to Boulder.



January 23, 2014

December 2013

Financial Variance Report

Revenue: The City of Boulder was received on time including the Supplemental Funds check.

1. Salaries and Benefits: The year to date Salaries and benefits are under budget by \$46,800, as the Consultant fees and Contract Labor and Professional Fees were budgeted under Salaries. These fees are now listed under Administrative Expenses: Contract Labor/Professional Services/Temporary Help (\$35,448). Over all under budget \$11,352. There is one position budgeted and not hired until August.  
The Payroll taxes are running high due to the FICA taxes went up in January.

Administrative Expense:

2. Staff Professional \$11,962. This line item remains under budget.
3. Office Expenses: This is running over budget due increased printing of CVB branded envelopes for increased mailings.
4. Computer, Software: Due to a computer under warranty and replaced the motherboard, and labor to install. This line item will remain over budget.
5. Auto Expense: This is running under budget due to a reclassification of the auto allowance to Benefits.
6. Subscription and Dues: This line item will run over budget, as it was under budgeted due to the Boulder Economic Council membership and other dues increased because the increased budget puts us in a higher membership category. We will manage the overall expenses. Over budget, \$5,500.
7. Postage: This line item may align by year-end.
1. Contract Labor/Professional Services/Temporary Help: These expenses were budgeted under Salaries/Hourly. This item will run over budget for the remainder of the year.
8. Advertising: This will remain run slightly over budget due to job postings.
9. Occupancy/ Equipment Rental: This is for color copies and was budgeted to Office Expense and to various programs. We will manage the Administrative expenses to accommodate.

Jan-May: Program Expenses:

Meetings Function:

1. Lead Generation: This is running \$1,224 over budget. Meetings Online/Print ads may have been coded into this area as well. This line item is running \$5,371. under budget. These two line items will be combined in the 2014 budget.
2. Tradeshows: This line item will be under budget.
3. Sales Mission: This line item ran slightly over budget due to additional travel expenses for the Chicago Sales Mission.
4. Meeting Fam: This line item is over budget due to more planners having come for site visits to secure their meeting. This is more planners than we have had in the last few years. We will manage within the program area to accommodate.
5. Destination Planning Guides: This is running under budget as sections are being developed.

6. Meetings New Programs: The CVB added a hotel booking component (Meetings Max) for multiple hotels for city wide group business.
7. Meeting Website development: This ran slightly over budget.
8. Incentive Sports: Funds are being committed as some funds will be paid in January, for December business.
9. Incentive Meetings: Funds are being committed so this line item may carry over into 2014. In the revised Nov Financials, there is an additional expense.
10. Print/Online: Online and print ads contracts see
11. Print/Online: Online and print ads contracts see #11: Lead Generation notes.

Visitor Services:

12. Conference Services: Program is being developed and expenses will be under budget.
13. Information Center: This line item is under budget by \$24,033 due to the destroyed Kiosk on Davidson Mesa. These expenses will be managed closely. The Insurance Check (\$22,000 credited to line item) was received. This will not be built until late 2014 or early 2015.
14. Collateral Material: The branded collateral materials are gradually being developed and placed in the work flow chart. This line item should balance including #27 Brochures. These two line items will be combined in the 2014 budget.
15. Merchandise: Items will be purchased in the fall to give to meeting planners and other VIP's. There were items backordered and will not arrive until 2014.
16. Welcome Centers: This line time will be under budget due to the Fort Collins Colorado State Welcome Center needed to cancel their trip due to the impact of the flood on their volunteers.
17. Internet/website: A complete analysis will be done to ensure all programs are implemented. This line item will run over budget. Due to the good cash position, the concern of negative economic impact of the flood, and some contracts coming in under budget the CVB Board direct staff to contract an agency to develop messaging for digital ads to a regional audience. Also, #20 Hotel/Restaurant booking engine contracts came in under budget by \$6,200.
18. Regional Efforts: This line item ran slightly under budget and awaiting a check from Colorado Tourism Office.
19. Visitor Research: Some detailed Smith Travel Reports were added. The INPLAN component is being added with RRC data conversion for specific spending and estimated tourism Economic Impact.
20. Hotel/Restaurant/Attraction booking: Due to the late launch of OpenTable, this invoice will come later in the year. This line item may run slightly over budget as one expense came in January and renewal will come in Dec.

PR & Media:

21. Public Relations: This ran under budget, as we are no longer using the clipping service as it is not reliable to catch the needed articles.
22. Press Trips: This is running under budget
23. Brochures: This line item ran over budget and combined with the #20 Collateral Materials, will balance out.
24. Photography/Video: This is a timing issue on purchasing photography...

International:

25. Tour Operator Fam and International Assistance: These items ran over budget due to the itinerary requested by the Japanese Colorado Tourism Office.

Community/Cultural function:

26. Community – Sports/Event support: There may have been an expense for the Indie Softball Tournament sponsorship and program ad that was committed to (\$5,500).
27. Supplemental Funds: Touch Screen Kiosk deposit and Ambassador Video expenses are on the line item. These were from the 2012 Supplemental Fund savings. Two projects from the 2013 Supplemental Fund project list have been complete: The Ambassador Video and the High Definition Aerial and Photo shoot. In Nov, the Promo video project was started and will be complete in Feb 2104.

2013 Savings Account and Commitments:

Reserves:	\$ 40,000
2012-13 Supplemental Fund, Restricted:	\$118,661
<b>Total:</b>	<b>\$158,661</b>

**Anticipated 2013 invoices, will be paid in 2014:** \$ 27,861

CU – St Kilda’s

Miles CTO listings

Digital Display Device touch screen

Flood messaging - Karsh

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## Convention & Visitors Bureau Balance Sheet by Class As of December 31, 2013

**ASSETS**

**Current Assets**

Checking/Savings

10030 · CVB Checking Wells Fargo (1895)	\$ 215,283.99
10130 · CVB Savings Wells Fargo (6762)	195,657.03

Total Checking/Savings	410,941.02
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Total Current Assets	410,941.02
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**Fixed Assets**

18000 · Fixed Assets

18200 · Furniture, Fixtures, Computers	61,424.57
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Total 18000 · Fixed Assets	61,424.57
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18900 · Less-Accum. Depr.	(42,182.00)
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Total Fixed Assets	19,242.57
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TOTAL ASSETS	<b>430,183.59</b>
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**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Credit Cards**

22060 · CVB Wells Fargo - Andrew (5229)	264.81
22070 · CVB - AmEx (71003)	2,767.70
22080 · CVB Wells Fargo -Erik (8955)	0.00
22090 · CVB Wells Fargo -Margee (8948)	1,276.59
22100 · CVB Wells Fargo -Adrienne (5211)	59.85
22110 · CVB Wells Fargo - Margee (2905)	(890.05)
22120 · CVB Wells Fargo - Kim (5203)	177.71
22140 · CVB Wells Fargo -MaryAnn (5195)	52.49

Total Credit Cards	3,709.10
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**Other Current Liabilities**

22400 · CVB Due To/(From)	
22410 · BCC	15,332.83
Total 22400 · CVB Due To/(From)	15,332.83

**23000 · Payroll Liabilities**

23070 · Accrued Vacation	15,034.00
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Total 23000 · Payroll Liabilities	15,034.00
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**Convention & Visitors Bureau**  
**Balance Sheet by Class**  
As of December 31, 2013

	30,366.83
<b>Total Other Current Liabilities</b>	
<b>Total Current Liabilities</b>	34,075.93
<b>Total Liabilities</b>	34,075.93
 <b>Equity</b>	
<b>30000 · Unrestricted Net Assets</b>	244,638.81
<b>Net Income</b>	151,468.85
<b>Total Equity</b>	396,107.66
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 430,183.59</b>

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**Convention & Visitors Bureau**  
**Profit & Loss**  
January through December 2013

	December				December YTD				
	Actual	Budget	\$ Over Budget	% of Budget	Actual	Budget	\$ Over Budget	% of Budget	Annual Budget
<b>Income</b>									
42000 · Government Grant Revenue	\$ -	\$ -	\$ -	0.0%	\$ 1,512,912.80	\$ 1,389,000.00	\$ 123,912.80	108.92%	\$ 1,389,000.00
43000 · Other Revenue									
43300 · Misc. Revenue	0.00	0.00	0.00	0.0%	600.00	3,000.00	(2,400.00)	20.0%	3,000.00
43500 · Merchandise	45.43	0.00	45.43	100.0%	1,057.66	1,500.00	(442.34)	70.51%	1,500.00
43800 · Interest	4.99	0.00	4.99	100.0%	107.07	5,000.00	(4,892.93)	2.14%	5,000.00
<b>Total 43000 · Other Revenue</b>	<b>50.42</b>	<b>0.00</b>	<b>50.42</b>	<b>100.0%</b>	<b>1,764.73</b>	<b>9,500.00</b>	<b>(7,735.27)</b>	<b>18.58%</b>	<b>9,500.00</b>
<b>Total Income</b>	<b>50.42</b>	<b>0.00</b>	<b>50.42</b>	<b>100.0%</b>	<b>1,514,677.53</b>	<b>1,398,500.00</b>	<b>116,177.53</b>	<b>108.31%</b>	<b>1,398,500.00</b>
<b>Gross Profit</b>	<b>50.42</b>	<b>0.00</b>	<b>50.42</b>	<b>100.0%</b>	<b>1,514,677.53</b>	<b>1,398,500.00</b>	<b>116,177.53</b>	<b>108.31%</b>	<b>1,398,500.00</b>
<b>Expense</b>									
60000 · Program Expense	105,057.18	73,805.00	31,252.18	142.34%	527,811.28	605,600.00	(77,788.72)	87.16%	605,600.00
61000 · Personnel									
61050 · Salaries	33,294.44	37,982.00	(4,687.56)	87.66%	433,637.90	494,250.00	(60,612.10)	87.74%	494,250.00
61200 · Payroll Taxes & Benefits	9,198.61	7,196.00	2,002.61	127.83%	102,116.65	88,305.00	13,811.65	115.64%	88,305.00
<b>Total 61000 · Personnel</b>	<b>42,493.05</b>	<b>45,178.00</b>	<b>(2,684.95)</b>	<b>94.06%</b>	<b>535,754.55</b>	<b>582,555.00</b>	<b>(46,800.45)</b>	<b>91.97%</b>	<b>582,555.00</b>
62000 · Administration									
62005 · Staff Professional Dev	3,180.81	0.00	3,180.81	100.0%	30,513.69	41,400.00	(10,886.31)	73.71%	41,400.00
62010 · Office Expense	1,154.17	800.00	354.17	144.27%	15,713.82	12,000.00	3,713.82	130.95%	12,000.00
62040 · Computer, Software & IT	1,839.41	1,570.00	269.41	117.16%	36,098.34	27,400.00	8,698.34	131.75%	27,400.00
62080 · Auto Expenses	40.25	400.00	(359.75)	10.06%	2,303.92	5,000.00	(2,696.08)	46.08%	5,000.00
62090 · Bank & Credit Card Fees	13.00	0.00	13.00	100.0%	140.00	0.00	140.00	100.0%	0.00
62200 · Subscriptions & Dues	600.00	4,000.00	(3,400.00)	15.0%	15,508.06	10,000.00	5,508.06	155.08%	10,000.00
62300 · Utilities									
62310 · Telephone & Internet	531.13	368.00	163.13	144.33%	5,691.35	4,416.00	1,275.35	128.88%	4,416.00
62320 · Water & Electricity	84.30	175.00	(90.70)	48.17%	916.60	2,100.00	(1,183.40)	43.65%	2,100.00
<b>Total 62300 · Utilities</b>	<b>615.43</b>	<b>543.00</b>	<b>72.43</b>	<b>113.34%</b>	<b>6,607.95</b>	<b>6,516.00</b>	<b>91.95</b>	<b>101.41%</b>	<b>6,516.00</b>
62350 · Professional Services	0.00	0.00	0.00	0.0%	1,574.25	500.00	1,074.25	314.85%	500.00
62400 · Printing	0.00	0.00	0.00	0.0%	2,500.00	0.00	2,500.00	100.0%	0.00
62440 · Postage & Delivery	1,972.72	1,200.00	772.72	164.39%	33,578.04	32,000.00	1,578.04	104.93%	32,000.00
62450 · Contract Labor	1,257.75	0.00	1,257.75	100.0%	30,119.90	0.00	30,119.90	100.0%	0.00
62460 · Meetings	1,117.18	2,500.00	(1,382.82)	44.69%	7,352.99	9,000.00	(1,647.01)	81.7%	9,000.00
62480 · Temp Help	0.00	0.00	0.00	0.0%	0.00	3,500.00	(3,500.00)	0.0%	3,500.00

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**Convention & Visitors Bureau**  
**Profit & Loss**  
January through December 2013

	December				December YTD				
	Actual	Budget	\$ Over Budget	% of Budget	Actual	Budget	\$ Over Budget	% of Budget	Annual Budget
62500 · Travel	0.00	0.00	0.00	0.0%	(17.01)	0.00	(17.01)	100.0%	0.00
62630 · Overhead Allocation	0.00	0.00	0.00	0.0%	1,194.00	1,000.00	194.00	119.4%	1,000.00
62630 · Overhead Allocation	8,125.00	8,333.00	(208.00)	97.5%	97,500.00	99,996.00	(2,496.00)	97.5%	99,996.00
<b>Total 62000 · Administration</b>	<b>19,915.72</b>	<b>19,346.00</b>	<b>569.72</b>	<b>102.95%</b>	<b>280,687.95</b>	<b>248,312.00</b>	<b>32,375.95</b>	<b>113.04%</b>	<b>248,312.00</b>
<b>63000 · Occupancy</b>									
63050 · Building Maintenance & Services	60.00	0.00	60.00	100.0%	240.00	0.00	240.00	100.0%	0.00
63100 · Equipment Rental & Lease	0.00	0.00	0.00	0.0%	4,421.10	0.00	4,421.10	100.0%	0.00
63200 · Office Lease	1,184.50	1,184.00	0.50	100.04%	14,293.80	14,214.00	79.80	100.56%	14,214.00
<b>Total 63000 · Occupancy</b>	<b>1,244.50</b>	<b>1,184.00</b>	<b>60.50</b>	<b>105.11%</b>	<b>18,954.90</b>	<b>14,214.00</b>	<b>4,740.90</b>	<b>133.35%</b>	<b>14,214.00</b>
<b>Total Expense</b>	<b>168,710.45</b>	<b>139,513.00</b>	<b>29,197.45</b>	<b>120.93%</b>	<b>1,363,208.68</b>	<b>1,450,681.00</b>	<b>(87,472.32)</b>	<b>93.97%</b>	<b>1,450,681.00</b>
<b>Net Income</b>	<b>\$ (168,660.03)</b>	<b>\$ (139,513.00)</b>	<b>\$ (29,147.03)</b>	<b>120.89%</b>	<b>\$ 151,468.85</b>	<b>\$ (52,181.00)</b>	<b>\$ 203,649.85</b>	<b>(290.28%)</b>	<b>\$ (52,181.00)</b>

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**Convention & Visitors Bureau**  
**Program Expenses**  
January through December 2013

	December				December YTD				Annual Budget
	Actual	Budget	\$ Over Budget	% of Budget	Actual	Budget	\$ Over Budget	% of Budget	
<b>3 CVB Convention &amp; Visitors Bur</b>									
<b>1-Meetings Market Function</b>									
CVB 3101 Lead Gen	\$ -	\$ 1,000.00	\$ (1,000.00)	0.0%	\$ 38,224.86	\$ 37,000.00	\$ 1,224.86	103.31%	\$ 37,000.00
CVB 3103 Tradeshow	2,121.54	0.00	2,121.54	100.0%	48,001.22	51,500.00	(3,498.78)	93.21%	51,500.00
CVB 3106 Ind Meeting Plan Fam	879.19	0.00	879.19	100.0%	6,091.20	4,500.00	1,591.20	135.36%	4,500.00
CVB 3107 Sales Missions	2,540.42	7,000.00	(4,459.58)	36.29%	14,901.34	14,000.00	901.34	106.44%	14,000.00
CVB 3108 Dest Plan/SportsGuide	767.00	0.00	767.00	100.0%	2,338.25	8,000.00	(5,661.75)	29.23%	8,000.00
CVB 3113 Mtgs New Prog/Other	780.00	0.00	780.00	100.0%	5,780.00	500.00	5,280.00	1,156.0%	500.00
CVB 3114 Website	390.00	0.00	390.00	100.0%	10,560.00	10,000.00	560.00	105.6%	10,000.00
CVB 3117 Incentive-Sports	0.00	3,750.00	(3,750.00)	0.0%	17,444.08	45,000.00	(27,555.92)	38.77%	45,000.00
CVB 3118 Incentive - Meetings	0.00	0.00	0.00	0.0%	5,153.92	10,000.00	(4,846.08)	51.54%	10,000.00
CVB 3119 Mtgs Online Ads	237.25	0.00	237.25	100.0%	20,629.00	26,000.00	(5,371.00)	79.34%	26,000.00
<b>Total 1-Meetings Market Function</b>	<b>7,715.40</b>	<b>11,750.00</b>	<b>(4,034.60)</b>	<b>65.66%</b>	<b>169,123.87</b>	<b>206,500.00</b>	<b>(37,376.13)</b>	<b>81.9%</b>	<b>206,500.00</b>
<b>2-Visitor Services Function</b>									
CVB 3105 Conference Services	0.00	0.00	0.00	0.0%	103.00	5,500.00	(5,397.00)	1.87%	5,500.00
CVB 3201 Information Centers	1,647.45	1,700.00	(52.55)	96.91%	(2,885.92)	21,650.00	(24,535.92)	(13.33%)	21,650.00
CVB 3202 Collateral Materials	0.00	0.00	0.00	0.0%	17,866.91	26,000.00	(8,133.09)	68.72%	26,000.00
CVB 3203 Merchandise	390.04	0.00	390.04	100.0%	5,577.61	8,000.00	(2,422.39)	69.72%	8,000.00
CVB 3205 Welcome Centers	0.00	1,000.00	(1,000.00)	0.0%	0.00	5,000.00	(5,000.00)	0.0%	5,000.00
CVB 3206 Internet / Web	38,659.05	14,125.00	24,534.05	273.69%	125,528.72	113,600.00	11,928.72	110.5%	113,600.00
CVB 3207 Community Fam Trip	908.30	0.00	908.30	100.0%	3,291.31	1,500.00	1,791.31	219.42%	1,500.00
CVB 3208 Regional Efforts	(6,771.56)	0.00	(6,771.56)	100.0%	3,297.58	3,000.00	297.58	109.92%	3,000.00
CVB 3210 Visitor Research	4,125.00	0.00	4,125.00	100.0%	20,367.00	20,000.00	367.00	101.84%	20,000.00
CVB 3212 Hotels/Restaurants	15,950.00	10,000.00	5,950.00	159.5%	15,950.00	22,150.00	(6,200.00)	72.01%	22,150.00
<b>Total 2-Visitor Services Function</b>	<b>54,908.28</b>	<b>26,825.00</b>	<b>28,083.28</b>	<b>204.69%</b>	<b>189,096.21</b>	<b>226,400.00</b>	<b>(37,303.79)</b>	<b>83.52%</b>	<b>226,400.00</b>
<b>3-PR &amp; Media Relations</b>									
CVB 3301 Public Relations	0.00	1,080.00	(1,080.00)	0.0%	10,712.93	14,800.00	(4,087.07)	72.39%	14,800.00
CVB 3303 Media Kits	0.00	0.00	0.00	0.0%	0.00	50.00	(50.00)	0.0%	50.00
CVB 3304 Press Trips	823.04	0.00	823.04	100.0%	8,641.40	13,000.00	(4,358.60)	66.47%	13,000.00
CVB 3307 Brochures	0.00	0.00	0.00	0.0%	25,683.56	21,000.00	4,683.56	122.3%	21,000.00
CVB 3308 Adv - CO Vac Guide	22,406.00	26,950.00	(4,544.00)	83.14%	24,245.50	26,950.00	(2,704.50)	89.97%	26,950.00
CVB 3309 Photography/Video	8,198.00	0.00	8,198.00	100.0%	9,540.50	12,000.00	(2,459.50)	79.5%	12,000.00
CVB 3314 Film Commission	3,230.96	1,000.00	2,230.96	323.1%	275.68	1,000.00	(724.32)	27.57%	1,000.00
<b>Total 3-PR &amp; Media Relations</b>	<b>34,658.00</b>	<b>29,030.00</b>	<b>5,628.00</b>	<b>119.39%</b>	<b>79,099.57</b>	<b>88,800.00</b>	<b>(9,700.43)</b>	<b>89.08%</b>	<b>88,800.00</b>

8:09 AM  
01/24/14  
Cash Basis

**Convention & Visitors Bureau**  
**Program Expenses**  
January through December 2013

	December				December YTD				Annual Budget
	Actual	Budget	\$ Over Budget	% of Budget	Actual	Budget	\$ Over Budget	% of Budget	
<b>4-International &amp; New Markets</b>									
CVB 3401 International Assist.	0.00	0.00	0.00	0.0%	2,090.02	2,000.00	90.02	104.5%	2,000.00
CVB 3406 Tour OP Fam Trip	0.00	0.00	0.00	0.0%	2,797.71	1,500.00	1,297.71	186.51%	1,500.00
<b>Total 4-International &amp; New Markets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>4,887.73</b>	<b>3,500.00</b>	<b>1,387.73</b>	<b>139.65%</b>	<b>3,500.00</b>
<b>5-Comm. Cultural Marketing</b>									
CVB 3501 Community Spo	856.00	0.00	856.00	100.0%	8,448.04	15,600.00	(7,151.96)	54.15%	15,600.00
CVB 3502 Cultural Programming	3,918.25	3,200.00	718.25	122.45%	12,577.23	16,200.00	(3,622.77)	77.64%	16,200.00
CVB 3506 Packaging Forum	0.00	0.00	0.00	0.0%	923.59	600.00	323.59	153.93%	600.00
CVB 3508 Supplemental Prog	3,399.25	3,000.00	399.25	113.31%	64,053.04	33,000.00	31,053.04	194.1%	33,000.00
CVB 3509 Conference Ctr Study	(398.00)	0.00	(398.00)	100.0%	(398.00)	0.00	(398.00)	100.0%	0.00
CVB 3511 Kiosk	0.00	0.00	0.00	0.0%	0.00	15,000.00	(15,000.00)	0.0%	15,000.00
<b>Total 5-Comm. Cultural Marketing</b>	<b>7,775.50</b>	<b>6,200.00</b>	<b>1,575.50</b>	<b>125.41%</b>	<b>85,603.90</b>	<b>80,400.00</b>	<b>5,203.90</b>	<b>106.47%</b>	<b>80,400.00</b>
<b>Total 3 CVB Convention &amp; Visitors Bur</b>	<b>105,057.18</b>	<b>73,805.00</b>	<b>31,252.18</b>	<b>142.34%</b>	<b>527,811.28</b>	<b>605,600.00</b>	<b>(77,788.72)</b>	<b>87.16%</b>	<b>605,600.00</b>
<b>TOTAL</b>	<b>\$ 105,057.18</b>	<b>\$ 73,805.00</b>	<b>\$ 31,252.18</b>	<b>142.34%</b>	<b>\$ 527,811.28</b>	<b>\$ 605,600.00</b>	<b>\$ (77,788.72)</b>	<b>87.16%</b>	<b>\$ 605,600.00</b>

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

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

**DATE OF MEETING:** December 4, 2013

**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.

**City Council Member Present:** Tim Plass

**Staff Members Present:** Jonathan Koehn, Val Matheson, Juliet Bonnell

**1. CALL TO ORDER**

The Environmental Advisory Board temporary Chair **M. Abbott** declared a quorum and the meeting was called to order at 6:06 p.m.

**2. APPROVAL OF MINUTES**

On a motion by **M. Lommele** seconded by **M. Abbott**, the Environmental Advisory Board approved (5-0) the October 2, 2013 meeting minutes.

**3. PUBLIC PARTICIPATION**

**Randy Moorman** of Eco-Cycle presented Eco-Cycle's Cooling the Climate through Boulder Business Recycling Campaign and asked for the EAB's support in recommending to the City Council that they include in their January retreat consideration of a mandatory commercial recycling ordinance.

**Brenda Lee** spoke on behalf of Boulder Bear Coalition regarding the issue of securing trash from black bears. She felt that change to the city's current approach is necessary for the safety of both bears and residents. She suggested that the city take more action and enforcement measures in order to address this issue.

**4. DISCUSSION ITEMS**

A. Ongoing coordination of City Boards and Commissions: Council Member Tim Plass

**T. Plass** informed the board that a Boards and Commissions Committee has been created with the main objectives of enhancing B&C recruitment, the selection process and the support of B&Cs, enhancing the functioning of B&Cs, and ensuring that B&C members are fulfilled and have a positive experience. The B&C committee interviewed staff members and board chairs to gather baseline information to evaluate B&C recruitment, orientation, on-going training, staff support and the experience of board members. This information is included in the B&C report that was in the EAB's 12.4.2013 packet. Based on this report, the following recommendations were made:

1. Clarify the actions and roles of board and staff members.
2. Utilize Channel 8 and social media to assist with recruitment efforts.
3. Consider holding on-site community meetings with appropriate outreach instead of holding all meetings in Council Chambers.
4. Alter B&C applications so that they include questions that address emotional intelligence (e.g. questions about working in groups instead of just subject matter questions).
5. As part of orientation, provide a board member 101 training that provides information about how the city works and perhaps also offer a panel with long-time board members sharing lessons learned.
6. Provide on-going training for board members.
7. Establish best practices across B&Cs including annual retreats, agenda meetings, meeting debriefs, special training for board chairs, specialized training for quasi-judicial boards, etc.
8. Create a staff support group for B&Cs to improve coordination between different boards
9. Create parity between boards regarding resources, money for training, meals, etc.

He asked for feedback from EAB on how to improve board and commission functioning.

**S. Morgan** suggested increasing interaction between boards and boards and council. He would like to receive more feedback from both council and the community about the recommendations the EAB is making. He suggested that by ensuring serving on B&Cs is a good experience, it may be possible to recruit out-going board members from one board to other boards.

**L. Read** liked the idea of sharing best practices and felt that parity between boards is important. She suggested that emotional intelligence could be determined a bit during the B&C interview (perhaps by asking scenario-based questions). She suggested sharing the B&C video made by Channel 8 with a broader audience and tapping into social media more.

**T. Hillman** liked the idea of holding meetings in different locations within the community. He also expressed support for board chair training.

**M. Lommele** suggested doing board member profiles in the paper and/or having B&C members write letters to the editor about their positive experiences. She would like to see a more focused, better defined 2014 work plan. She felt subject matter expertise should be a priority over emotional intelligence as a criterion for board members. She felt there was value in having joint board meetings and suggested having more of them.

**M. Abbott** felt that the B&C video should be advertised in other ways besides through Channel 8. She suggested using social media.

**B. Analysis and Options to secure trash and curbside compost from black bears: Urban Wildlife Coordinator Val Matheson**

**V. Matheson** presented background information to the board on the Black Bear and Mountain Lion Component of the Urban Wildlife Management Plan which was adopted by council in 2011 and identifies an adaptive management approach to reducing the accessibility of trash to bears in Boulder. The approach included returning to council in 2014 with feedback on the approaches that have been implemented over the years and additional options on how to secure trash from bears.

She noted that this became a council priority due to four bears being killed over the past year. **V. Matheson** proposed three options to the EAB to secure trash and curbside compost and asked for the board's feedback on location options, storage requirements and enforcement options. Based on results from public meetings, a public survey, and EAB feedback, staff will formulate recommendations on these options to present to council in January 2014.

First, she discussed location options of where it is important to include in an ordinance to effect change in the way trash is being secured and managed. These options included the following locations: (a) a broad bear activity west of Broadway that includes 12,436 homes and 1,001 businesses (b) a high bear activity area where the majority of bear activity has occurred over the past 5 years that includes 6,906 homes and 433 businesses or (c) alleys, where the method of trash storage experiences the most disturbances by bears and includes 6,496 homes and 594 businesses.

Next, she discussed the two storage requirement options for securing trash which included: (a) a requirement for securing trash in enclosures or bear-resistant containers until 5 a.m. on collection day, or (b) requiring trash and compost stored in or near alleys to be secured in bear-resistant containers. The upfront cost of enclosures is high, but in the long run is very cost-effective. Bear-resistant containers cost residents more than regular trash containers as does pick-up service for bear-resistant containers.

Finally, the three enforcement options she proposed included: (a) adding an administrative service of summonses which allows a trash violation to be directed to a landlord even if direct contact cannot be made, (b) increasing fine amounts from \$100 to \$250 for first offense and (c) offering a summons fine alternative of obtaining a bear resistant container.

**V. Matheson** asked for feedback from the board on the three option components to reduce the accessibility of trash and food waste to bears and whether the EAB would like to see staff explore any other options.

**S. Morgan** noted that trash in his neighborhood is always knocked over, but that he's never seen a compost container knocked over. He felt that any storage requirement changes should cost less than \$10/month more than current storage and service costs. He warned against only addressing this problem in one location and that this would simply shift the problem to other locations. He mentioned that enforcement by the city is somewhat lacking and suggested using Western for enforcement purposes by having them charge extra for strewn trash.

**L. Read** felt that the problem locations where trash has been strewn by bears (not areas where bears have just been sighted) are the ones that should be focused on. She mentioned the need to take into consideration the different needs of the various populations affected by changes in requirements made and potentially using different approaches/requirements for different populations and areas. She suggested looking into the possibility of building trash enclosures for interested residents and she liked the idea of offering a summons fine alternative of obtaining a bear resistant container.

**T. Hillman** agreed that building communal trash enclosures for interested residents should be pursued where allowed by code. He also liked the idea of allowing residents to purchase/subscribe for bear resistant containers instead of paying the fine associated with a trash ordinance summons.

**M. Lommele** supported all of the options and noted that action is necessary. She felt that this is a problem that needs to be addressed immediately.

**S. Morgan** suggested that in high density areas on the hill, redevelopment projects should be required to include communal trash enclosures.

**M. Abbott** agreed that actions taken should be considered and appropriate to the various populations that are being served. She'd like for the expectations between landlords and tenants to be clear. She suggested that the city receive more clarity from Western about costs as soon as possible and prior to taking options out to the public. She also liked the idea of bear resistant containers instead of a fine or fee.

## **5. PUBLIC HEARING ITEMS**

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

#### **A. EAB input to Council retreat**

**J. Koehn** informed the board that the council is approaching their retreat differently this year. This year council is asking for input from the board about what the top priorities are for the EAB within council's work plan and how the board can help advance the council's goals. Council is also asking if the board would like to see any other items that aren't on the work plan addressed. The board's response to council is due to CMO by January 3, 2014. Staff will provide the board with a template for them to fill out and reach consensus on their priorities.

**M. Abbott** offered to compile board members' comments. She also suggested that board members go to council study sessions to stay tuned in to council's pulse to then inform the EAB's list for next year.

**S. Morgan** suggested trying to keep their goals more narrowly focused and actionable.

The board discussed that they would like to work more collaboratively with other boards to bring an environmental lens to other issues such as affordable housing. EAB would like to apply their filter to non-environmental issues to ensure that the environmental perspective is covered in all issues.

By December 15 the board will provide their comments to **M. Abbott** to compile. **M. Abbott** will compile their comments by December 20 and the board will provide feedback on the compiled document to reach a consensus on the document that will be sent to council.

The board scheduled their retreat for the first Wed in February.

**L. Read** suggested doing a brief re-introduction of each of the board members at the EAB retreat.

**J. Koehn** announced that the city received a Rockefeller Grant as one of thirty three resilient cities.



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

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

**DATE OF MEETING:** February 5, 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, Morgan Lommele, Stephen Morgan, and Larissa Read

**Staff Members Present:** Jonathan Koehn, Brett KenCairn, David Driskell, and Juliet Bonnell

**Facilitator:** Heather Bergman

**1. Welcome and Introductions**

**2. Review Meeting Objectives/Desired Outcomes**

- Debrief accomplishments of 2013
- Board goals and focus areas for 2014

**3. Debrief of 2013**

**A. Key accomplishments for 2013**

**B. What worked? What was successful?**

Elements in 2013 that were effective and successful (meeting format, public engagement, etc)

Staff noted that EAB was integral in the rebranding of Climate Action into Climate Commitment and that they created important new direction and goals for this commitment. It was also pointed out that the board's focused and specific interest in Climate Commitment helped staff narrow their focus and zero in on specific issues.

The board appreciated that they got to see the completion of the Climate Action Plan and felt that it was really helpful to set small, specific, measurable goals that they were able to accomplish and feel good about. The board was excited that the City Manager indicated that EAB would be asked for feedback on a 14<sup>th</sup> St. parking garage. It felt good that the feedback and opinions of the EAB were valued and solicited on important topics such as this.

Despite lots of changes and transition during 2013, EAB still managed to accomplish a lot. It was noted that Market Innovations is an important project and although it has been delayed, it has not been forgotten and is now moving forward.

Staff observed that there have been unanticipated interruptions and postponements of projects from the flood and other unexpected circumstances in 2013 and appreciated the board's persistence in helping move both Climate Commitment and Market Innovations forward.

**C. *What didn't work? What did we learn?* Lessons from 2013 to be more successful in 2014.**

The board expressed a desire to be better informed about how their feedback on issues is being used. The board discussed the need to proactively check in with staff to gather information about how their input is informing memos and presentations to council. It was suggested that board members who are passionate about certain projects become "point persons" and follow up on those projects and track their progress as those items are heard by other boards and council.

The board also discussed the fact that individual board members do not always agree on issues and questioned staff about the usefulness of feedback that includes divergent opinions versus when consensus is reached by the board.

The facilitator noted that the value of the group is an important thing to define and that there is great value in building upon an individual's thoughts and building group consensus.

Staff indicated that the style of board minutes can be altered to better show how EAB's comments will be reflected in council correspondence. Staff will provide the board with details on exactly what is being requested of the board and how the board's input will be used. Moving forward, direction on the type of feedback being requested for each agenda item will be provided to the board in each meeting agenda and packet.

The board agreed that they are aiming for cohesiveness in their comments, not necessarily requiring consensus. The board and staff acknowledged that a certain degree of board agreement and consensus of opinion provides more power to the board's recommendations to staff and council.

The facilitator noted that it's important for staff to clarify their expectations of the board and follow up with the board to close the loop and ensure that the board knows how their feedback is being used and how their feedback could be more useful.

It was acknowledged that it's important to set goals for the year, but it's also important to understand that as the year progresses, goals may vary and that the board needs to remain flexible.

Staff noted that since City Council created their vision and prioritized their areas of focus and then worked with city departments to prioritize staff's work plan items, the EAB is better informed this year about council's goals and staff's work plan prior to setting the board's goals so that these items can be better aligned and supported.

The facilitator noted that the challenge is balancing the overwhelming size of issues with the need to move progressively toward goals.

The board discussed what their role should be in engaging with community members and gathering feedback on key issues from members of the public. The board felt that they could play a more active role in collecting feedback from the community in less traditional ways such as seeking out random feedback from people at grocery stores or on the street instead of in the usual venues of public meetings. Board members were interested in gathering and bringing public comment to the board to inform their conversation and recommendations. It was suggested that staff could note on upcoming board agendas which topics it would be helpful to have additional

board-gathered public feedback on.

However, staff mentioned that most items have already gone through some level of public process prior to being heard by the EAB and that public engagement may not be the best use of board members' time and energy. EAB will be informed of staff level public engagement that has taken place through information provided in EAB memos and packets. Some agenda items may be heard by the board first and then taken out to the public for comment in which case staff will indicate this on the board's agenda.

The board provided the following operational suggestions/requests to contribute to their success in 2014:

- Appointment of a chair and vice-chair
- Vice-chair assistance in keeping track of key themes, agreements, key points of divergence in the group's perspective, and/or agenda items that need to be followed up on, depending on the meeting
- Adding "old business" as a topic to the agenda as an opportunity to check in on and receive brief updates on items that were heard by the board and have continued moving forward
- Selection of one or two board members as "point person(s)" to track key topics and bring updates back to the board on their progress
- Facilitation/meeting management training for board members to improve their meeting format and flow.

#### **4. Operation Issues for Board Discussion**

- Boards and Commissions coordination, review of board bylaws, meeting format, succession planning, etc

#### **B&C coordination:**

Staff clarified that the objective of enhanced board and commission coordination is to better inform EAB and help them provide more well-rounded and integrated feedback and recommendations.

The board discussed B&C coordination and noted that there are several different approaches that can assist with coordination and be used in conjunction with each other. Board members can:

- become "board buddies" with members of other boards,
- attend other boards' meetings when there are relevant discussions
- monitor other boards and council's calendar in order to stay abreast of the progress of topics that interest them.

It was noted that board members' time and energies need to be considered when choosing the best ways to remain engaged.

The board agreed that establishing formal “board buddies” is not necessary, but individuals should feel free to develop relationships with other members of other boards and commissions. Additionally, board members may track items of interest to the EAB that are under discussion by other boards and commissions and, when necessary, bring them to the attention of the rest of the EAB.

### **Bylaws:**

The board agreed that it would be helpful to have a chair and vice-chair. **M. Abbott** agreed to serve as board chair and **S. Morgan** agreed to serve as board vice-chair of EAB until April 2015. The chair and vice-chair are held by the most senior members of EAB, respectively. The chair will be responsible for meeting with any new members appointed to the EAB by council and orienting them to the board, the issues, and the overall process. The vice-chair will be responsible for summarizing key points of each meeting and coordinating with the board secretary to ensure that these key points are incorporated at the beginning of each meeting’s minutes.

### **Meeting format:**

The board agreed to revise their meeting agendas and format to include:

- “old business/updates”
- clarification on what type of feedback staff is requesting of board
- details about how the board’s feedback will be used

The board agreed to try discussing old business at the beginning of one meeting, then discussing it at the end of the next meeting to determine which point in the agenda it makes more sense to discuss this item moving forward. It was also suggested that some portions of old business could be discussed at the beginning of the meeting if they are pertinent to and will help inform items on that night’s agenda, but that a strict time limit be set on the update.

Staff will provide direction on what type of feedback they are looking for from the board as well as whether feedback has already been gathered or board members should gather feedback for each item on their agenda. Staff will work with the chair during the agenda meeting to finalize the agenda.

The vice-chair will provide a summary of key points from each meeting to the board secretary. These key points will be added to the beginning of the minutes for their respective meeting and board members will have the opportunity to edit and/or approve the minutes including the key points at subsequent meetings.

The board discussed and agreed that each board member should become a point person for certain topics they’re especially passionate about. Board members agreed to track their chosen topic and report back to the board on it as they see fit.

If board members have specific questions on items on their agenda, they may request additional information from staff to increase their understanding.

## **5. Debrief of 2014 City Council priorities and staff work plan**

**D. Driskell** provided the board with an update on 2014 City Council priorities and the staff work plan. The topics that will benefit most from EAB comment are Climate Commitment, Municipalization, energy efficiency including SmartRegs and commercial energy efficiency strategy, solar strategy, implemented new energy code, Market Innovation, Zero Waste Master Plan update including discussion of construction and demolition waste, commercial composting/recycling, multi-family unit composting/recycling, every-other-week trash pick-up, Bears and Trash, Integrated Pest Management including the Emerald Ash Borer, the Civic Area as a model of sustainability practices and an ecodistrict, Resiliency, and Transportation issues.

## **6. Discuss 2014 Board Priorities in relation to Council Priorities and the 2014 Work Plan**

- How does the board want to integrate with and support city work efforts in 2014?
- Which project or issue areas should be the board's highest priorities?

The board discussed the city's work efforts and which should become their priorities based on environmental relevance, whether the item would be heard by any other city board(s), and if it was a topic of particular interest to individual board members who would become the "point person" for that topic.

The board determined that their major focus areas for 2014 are:

- Municipalization/Energy Future – public engagement, understanding, de-politicizing, local energy generation
- Climate Commitment
- Housing/climate impacts
- Multi-modal transportation
- Integrated pest management (IPM) - Emerald Ash Borer
- Environmental Flood Impacts
- Creating more integration between boards re: environmental impacts
- Commercial/business recycling/waste reduction
- Local food

The following board members volunteered to be the "point person" for the following topics:

IPM and Emerald Ash Borer: **L. Read** and **M. Lommele**

Local Food: **L. Read** and **M. Abbott**

Waste reduction: **M. Abbott**

Climate Commitment and housing: **T. Hillman** and **S. Morgan**

Local Generation: **T. Hillman**

Public engagement around Energy Future issues: **M. Lommele**

**M. Lommele** has a board buddy on TAB. They agreed they would keep each other informed about their respective board's business. **M. Lommele** will also work with her TAB buddy to ensure that transportation issues are looked at through an environmental lens.

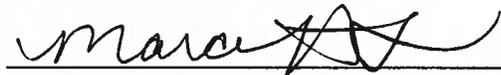
## **7. Review draft 2014 board calendar**

Identify key priority areas for the Board.

**8. Next Steps/Action Items**

- Staff will follow up with other board liaisons to determine what B&C coordination approaches other boards are considering in order for EAB to best correspond.
- Staff will schedule a mid-year goal check-in.
- Staff will schedule a time for the Communications Team to meet with EAB to provide them with details about staff's outreach and communications plans for agenda items of interest to the EAB.
- Staff will add "lessons learned from the bag ordinance" under old business on the April 2 EAB agenda to inform approaches for the ZWMP.
- Staff will follow up with the board to gather specific topics the board would like to learn about and then coordinate with **D. Gehr** to create and schedule a facilitation/meeting management training for the board.
- Staff will send Feb 11 City Council Study Session results to EAB
- EAB "point person(s)" will write up what they hope to accomplish each quarter for their topic(s) of interest (this will be informed by the Feb 11 CC SS results)
- Staff will work with the chair to provide the board with better direction on what type of feedback they need and whether public outreach from the board is requested on each EAB agenda item.
- The board will add old business to the beginning of the next meeting agenda and at the end of the subsequent meeting agenda.
- The vice-chair will provide a summary of key points from each meeting to the board secretary which the board secretary will incorporate into the beginning of subsequent meeting minutes.

Approved:



Chair

3/19/14

Date

**City of Boulder**  
**BOARDS AND COMMISSIONS MEETING SUMMARY FORM**

<b>NAME OF BOARD/COMMISSION:</b> Human Relations Commission
<b>DATE OF MEETING:</b> March 17, 2014
<b>NAME/TELEPHONE OF PERSON PREPARING SUMMARY:</b> Robin Pennington (303) 441-1912
<b>NAMES OF MEMBERS, STAFF AND INVITED GUESTS PRESENT:</b> <b>Commissioners–</b> Jonathan Dings, Amy Zuckerman, Emilia Pollauf, Shirly White <b>Staff –</b> Karen Rahn, Carmen Atilano, Kim Pearson, Robin Pennington <b>Commissioners absent -</b> Peter Osnes
<b>WHAT TYPE OF MEETING (CIRCLE ONE) [REGULAR] [SPECIAL] [QUASI-JUDICIAL]</b>
<b>AGENDA ITEM 1 - CALL TO ORDER –</b> The Feb. 24, 2014 HRC meeting was called to order at 6:02 p.m. by <b>J. Dings</b> .
<b>AGENDA ITEM 2 – AGENDA ADJUSTMENTS –</b> None.
<b>AGENDA ITEM 3 – APPROVAL OF MINUTES –</b> <b>S. White moved</b> to accept the Feb. 24, 2014 minutes. <b>E. Pollauf seconded</b> the motion. <b>Motion carries 4-0.</b>
<b>AGENDA ITEM 4 – COMMUNITY PARTICIPATION (non-agenda action items) –</b> None.
<b>AGENDA ITEM 5 – ACTION ITEMS</b> <b>A. 2014 Community Impact Fund Reports</b> <ol style="list-style-type: none"> <li>1. <b>BMoCA – Healing After the Flood: A Public Art Project – A. Zuckerman moved</b> to accept the report. <b>E. Pollauf seconded</b> the motion. <b>Motion carries 4-0.</b></li> <li>2. <b>Dental Aid – Community BBQ/Free Dental Screenings –</b> The event will occur on Aug. 2, 2014. <b>J. Dings</b> requested that the final report be scheduled for September or October.</li> </ol> <b>B. 2014 Community Impact Fund Application</b> <ol style="list-style-type: none"> <li>1. <b>BMoCA-Dia del Niño – J. Dings moved</b> to fund the Request for Proposal in the amount of \$1,000. <b>S. White seconded</b> the motion. <b>Motion carries 3-1.</b></li> </ol>
<b>AGENDA ITEM 6 – DISCUSSION/INFORMATIONAL ITEMS</b> <b>A. 2014 HRC Work Plan</b> <ol style="list-style-type: none"> <li>1. <b>Legislative Update: March 5 City Council Meeting –</b> Commission was provided an update on Council’s support for HB14-1124.</li> <li>2. <b>Subcommittee to Review MEI Report – A. Zuckerman and E. Pollauf</b> expressed interest in meeting with staff and community members to review the report.</li> <li>3. <b>Celebration of Immigrant Heritage RFP –</b> Commissioners discussed the grant cap amount and if the deadline to apply should be moved to June 13 to allow RFP reviews at the June 16 HRC meeting.</li> <li>4. <b>Quarterly Service Day –</b> Commissioners selected April 5 as the first Quarterly Service Day to take place at the homeless shelter. Staff will confirm arrangements.</li> <li>5. <b>Revisiting Living Wage Policy –</b> Staff provided Commissioners with background memos. Commissioners tabled discussion of this item until the April meeting.</li> <li>6. <b>MLK Planning Meeting – A. Zuckerman and E. Pollauf</b> expressed interest in attending the planning meeting which will include city, CU and BVSD staff.</li> </ol> <b>B. Appreciation Gathering for Jonathan Dings:</b> The appreciation gathering will occur on April 23, 2014 at the Gondolier Italian Eatery in Boulder. <b>C. Event Reports –</b> None. <b>D. Follow Up Tasks –</b> Submit February approved minutes, schedule Dental Aid report, enter into contractual agreement with BMoCA for Dia del Niño, schedule MEI subcommittee review meeting, revise and distribute CoIH RPF, make arrangements for April 5 Quarterly Service Day, provide additional living wage analysis at April HRC meeting, plan MLK Planning Meeting, contact Family Learning Center about

presenting their CIF report at the April meeting.

**AGENDA ITEM 8 – Adjournment – S. White moved** to adjourn the March 17, 2014 meeting. **E. Pollauf seconded** the motion. **Motion carries 4-0.** The meeting was adjourned at 7:22 p.m.

**TIME AND LOCATION OF ANY FUTURE MEETINGS, COMMITTEES OR SPECIAL HEARINGS:** The next regular meeting of the HRC will be April , 21 2014 at 6:00 p.m. in City Council Chambers, 1777 Broadway St.

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

<b>Name of Board/ Commission:</b> Library Commission
<b>Date of Meeting:</b> February 5, 2014 at the Main Library
<b>Contact Information Preparing Summary:</b> Leanne Slater, 303-441-3106
<b>Commission Members Present:</b> Anne Sawyer, Celeste Landry, Donna O'Brien, Anna Lull, Paul Sutter <b>Commission Members Absent:</b> None
<p><b>Library Staff Present:</b>  Maureen Rait, Executive Director of Public Works and Interim Director of Library &amp; Arts  Jennifer Miles, Deputy Library Director  Leanne Slater, Administrative Specialist II  Matt Chasansky, Arts and Cultural Services Manager  Aimee Schumm, eServices Manager</p> <p><b>City Staff Present:</b>  Paul Fetherston, Deputy City Manager  Sandra Llanes, Assistant City Attorney III  Jennifer Bray, Communication Specialist III  Joe Castro, Facilities &amp; Fleet Manager  Glenn Magee, Facilities Design and Construction Manager</p> <p><b>Public Present:</b>  None</p>
<b>Type of Meeting:</b> Regular
<ul style="list-style-type: none"> <li>• <b>Agenda Item 1: Call to Order and Approval of Agenda</b> [6:01p.m., Audio 0:00 sec]  The meeting was called to order at 6:01 p.m. and the agenda item "Part I of the Update on library director search" was moved to Agenda Item 3. [Later in the meeting] agenda item 6C, "Review unattended children policy," was moved before the agenda item "DRAFT Policy for sponsorship of programs and events."</li> </ul>
<b>Agenda Item 2: Public Participation</b> None.
<p><b>Agenda Item 3: Update on library director search, Part I</b> [6:02 p.m., Audio 1 min]  Fetherston addressed the Library Commission and stated that the new Library &amp; Arts Director, David Farnan, would start work on March 17, 2014. Fetherston said that he, Farnan, and the city manager were all very excited about Farnan's selection as library and arts director for Boulder.  Fetherston thanked the Library Commission for participating in the search process, especially O'Brien and Sutter for serving on one of the interview panels. And, he thanked Rait for her service as the interim director, and the library's leadership team. Sawyer also thanked Rait and Miles for their work during the transition period.</p>
<p><b>Agenda Item 4: Consent Agenda</b></p> <p><b>3A.: Approval of Jan. 8, 2014 meeting minutes</b> [6:16 p.m., Audio 7 min ]</p> <p>Motion to approve the Jan. 8 meeting minutes as amended, presented by Sutter and seconded by Lull.  Vote: 5-0, motion passes.</p>
<p><b>Agenda Item 4: Commission Priority Discussion and Input</b></p> <p><b>4A.: Main Library Renovation Project Update</b> [6:18 p.m., Audio 9 min]</p> <p>Magee presented the information listed below and stated how pleased he was with the contractor, Interlock. All contracts are now executed and the building permit was picked up on Feb. 5, 2014.</p>

- Project Timeline
- Design Advisory Group meeting summary

A question was asked about whether there is other work being done other than carpeting and rewiring in library administration; the response was no. More information on the café RFP can be found in the January packet at: [http://boulderlibrary.org/pdfs/commission/2014/packet/JanLCPacket\\_Combined.pdf](http://boulderlibrary.org/pdfs/commission/2014/packet/JanLCPacket_Combined.pdf)

- Furniture contract award- Staff brought a sample of a task chair that the furniture vendor presented as an alternate and it was accepted by studiotrope. There will be more information about the furniture at the March meeting.
- Project kick-off event- Thursday, Feb. 20 at 11 a.m. - Bray shared the taglines and themes under consideration for the entrance banners informing the public about the renovation, and commissioners were asked for input. A final tagline was selected slightly later in the meeting (see below at 6:48 p.m. time). A commissioner asked if it was possible to have library-related quotes on the confetti for the kickoff event, and the answer was that the rented confetti cannons come with (biodegradable/compostable) confetti pre-loaded, which cannot be custom printed.
- Public art selection timeline  
Chasansky indicated that all of the finalist artists toured the main library on Feb. 3, 2014 and met with the Design Advisory Group (DAG.) Questions posed to staff by the artists included interest in the types of people that use the library, and what the role is of the library given the rise of contemporary technology. The selection panel will be reviewing the proposals and more information about this will be shared at the March meeting. [Please note: this review will now happen at the end of March to allow the artists ample time to work on their proposals.]

**[Later in the meeting] Commission discussion, questions, and comments about the renovation tagline included: [6:48 p.m., 57 min]**

- Include the word ‘library’ in the banner tagline
- Commission was in favor of adjusting one of the taglines, and the final selection is ‘Reinventing the place to be’

**5, Agenda Item 5: Matters from the Commission**

**5A: Library Commission update (from memo) [6:29 p.m., Audio 28 min]**

There were no questions asked about the items listed below.

- **Commission emails**
- **More patron issues-** This will be discussed under Agenda Item 6C.
- **West pedestrian entrance for Boulder Meadows [mobile home park]**

**Agenda Item 6: Matters from the Department [6:30 p.m., 28 min]**

**6A.: Update on Operations- eServices [6:31 p.m., Audio 29min]**

Schumm offered a presentation on operations in eServices.  
(For more information, please see the presentation at:  
<http://www.boulderlibrary.org/pdfs/commission/2014/handouts/14FebHandouts.pdf>)

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

- Are there plans to implement a policy in place in order to keep technology sustainable? In regard to funding, the city’s mobile devices are on a three year replacement period, so it may look similar to that policy.
- What happens to the obsolete devices? Usually they are recycled.

**6B. : Update on Community Cultural Plan RFQ/RFP [7:03 p.m., Audio 1:02 hrs]**

Chasansky presented information on the Community Cultural Plan RFQ/RFP and stated that there will be a group

assembled in late March to select a finalist to research, draft, and shepherd toward adoption of the Cultural Plan.

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

- Since the RFQ/RFP references the Office of Arts and Cultural Services which is Chasansky's office located within the Library and Arts Dept, "Library and Arts" should be included in the first mention of the office to make clear who is managing the work. However, the management of the Cultural Plan should be differentiated from the scope of the work which is citywide. We should also keep in mind the idea that, as the arts grow, the office may need to be distinguished from the public library.
- Request to continue to be updated on the scope of this plan to ensure that both the library and arts are supported by the plan. There may be a joint meeting between the library and arts commissions in May.

(For more information, please see the February packet at <http://www.boulderlibrary.org/pdfs/commission/2014/packet/FeblCCCompletePacket.pdf>)

**6C: Library policy review**

**[7:10 p.m., Audio 1:09 hr]**

**1) Library Rules of Conduct additions for Library Commission review**

Sandra Llanes, assistant city attorney III, was present at the meeting in order to answer questions about the proposed changes.

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

- The proposed addition to the rules which states that a person may not, "leave bags and other personal items unattended in or **outside or near any facility**" seems vague. This was done to put people on notice but to avoid making the rule unenforceable. Sandra was asked how public schools draft rules of this nature.
- Not interested in excluding the stuff that people carry on bikes. May want to be more specific about what we are excluding. Suggestion to list the exceptions only.
- A suggestion was made that, similar to bike racks, we have a rack or bin somewhere outside of the library, where individuals can leave their large bags or packs at their own risk. This could be away from entrances and hopefully placed to be less visible and not present a security risk.
- In response to a suggestion about public lockers downtown, it was noted that after the Sept. 11 terrorist attacks, there are no public lockers available in the area.

**2) Review unattended children policy (see also Library Commission update memo section 2 A)**

A patron contacted Sawyer and Miles regarding her unattended child in the children's library. A discussion began regarding the enforcement of this policy. For more background information, please go to the February packet at: <http://www.boulderlibrary.org/pdfs/commission/2014/packet/FeblCCCompletePacket.pdf>.

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

- What was it about the child's behavior that was of concern to staff? The incident is not clearly recalled by anyone on youth services staff, however, it appears that staff acted inappropriately in addressing a child in the children's library who was not distressed or in danger, but was reading alone. An apology was given to the family both verbally and in writing. Additionally, Mary Jane Holland, children's and teen services manager, will develop training for all of the youth services staff regarding the appropriate enforcement of this policy, as well as standard talking points for handling similar situations in a professional manner. An emphasis will be placed on the preference to not approach children who are not distressed or unsafe and are behaving appropriately.
- Would the current policy also apply to teens? Or do we need to adopt one regarding teenagers? This policy may not apply to teens as much and, although there is not a formal policy for this, an age limit is enforced in the space. A specific policy for teens could include anti-bullying. BTAB could consider this idea.

- It would be beneficial for the branch libraries to be able to use these policies as well.

### 3) DRAFT Policy for sponsorship of programs and events

Chasansky presented the draft policy for sponsorship of programs and events and provided the opportunity for the Library Commission to provide input. The intention behind the draft policy is to help communicate the ideas which the decisions are based upon. The commission offered some revisions to the draft included here at:

<http://www.boulderlibrary.org/pdfs/commission/2014/packet/FebLCCCompletePacket.pdf>). The draft policy will be revised and staff will begin working on the venue sponsorship agreements (VSA), which will be different for each venue.

### 4) Canyon Theater rental policy for events that charge admission (see also Library Commission update memo section 2 B)

Please see the handout for this item posted at

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

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

- 5) In favor of prioritizing free/library events over rentals.
- 6) Idea to offer a small percentage of free tickets to patrons, on a first come, first served basis on the day of a rental event. Could be part of the 'serendipitous experience' of being available in the library. How would the free tickets impact those renting the theater, and how would this be managed by staff?
- 7) Request to continue to be updated on the percentages of free vs. rental events.
- 8) Clarification that renting rooms/facilities vs. charging patrons are two different things.
- 9) Reiteration of the library's mission of '...free access to ideas, information, cultural experiences and educational opportunities.'

### 6D: Update on new library director [and his transition to the organization]

[8:28 p.m., Audio 2:16 hrs]

Ideas for welcoming the new library and arts director to Boulder and the city organization will be an agenda item at the March meeting. In the meantime, the Library Commission has been asked to think about opportunities for the Library Commission to help the new director feel welcome, to get to know Boulder, and to transition smoothly into our community.

### 6E: Library update (from memo)

[ 8:30 p.m., Audio 2:19 hrs]

#### 1) Summary of Library and Arts topics discussed at Jan. 2014 Council retreat-

A study session between the Library and Arts Department with City Council will be a great opportunity, especially for the new director, to present information regarding programs, services, projects, and a department overview. Also, council-initiated feedback will be gathered on components of the Community Cultural Plan, such as the purpose, scope, guiding principles, public processes and timeline. Having a joint study session between the library and arts commissions prior to this study session with council would be beneficial.

(For more information, please go to the February packet at

<http://www.boulderlibrary.org/pdfs/commission/2014/packet/FebLCCCompletePacket.pdf>).

#### 2) NoBo Corner Library update-

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

- Will there be a bike rack installed at the NoBo Corner Library? Yes; Public Works and the library will share the cost for this.
- Statement about how many public comments there were about concerns regarding the homeless population. Discussion about the potential effects of this concern on the library and its perception.
- Will there be an exterior 24-hour materials return? Yes. Will it be collected every day? Unknown.
- Since the library will be closed on Thursday and Friday, a suggestion was made to keep the library open

later on Wednesdays instead of Tuesdays.

**3) Update on Library Program Priorities and Long-Range Planning: 2007 Master Plan review-**

This item will be revisited in April or later, after the new director is on board and up to speed..

**4) Update on Library Foundation program funding requests spring round-**

There will be more information about the grants at the March meeting and more about this summer's programming at the April meeting.

**5) Follow up from January meeting: Success measures for the new electronic music and movie resource-**

There was no discussion about this item.

**6) Update on George Reynolds Branch Library fireplace-**

There was no discussion about this item.

**Other:**

- 7) Will we discuss the meeting room policy next month? The draft policy may not be available at that time, but there can be a discussion about the meeting rooms in March.

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

**[8:56p.m., Audio 2:45 hrs]**

- Main Library Renovation Project
  - Graphics Review
  - Furniture Selection and Placement
  - Update on Café Vendor
  - Meeting Rooms (reservations and technology)
- Foundation Grant Awards Update
- Update on City Council Work Plan
- Review Public Art Finalists (tentative)
- Ideas for Supporting New Director Transition
- Update on the NoBo Corner Library Opening

**Agenda Item 8: Adjournment**

**[8:56 p.m., Audio 2:45 hrs]**

There being no further business to come before the board at this time, the meeting was adjourned at 8:56 p.m.

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

The next Library Commission meeting will be held at 6 p.m. on Wed., March 5, 2014, at the Carnegie Branch Library, 1125 Pine St.

APPROVED BY:

ATTESTED:

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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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>

Please note: Commissioner Sawyer approved these minutes on March 19, 2014; and Leanne Slater attested to this approval on March 19, 2014.



CITY OF BOULDER  
Boards and Commissions Minutes

NAME OF COMMISSION: Open Space Board of Trustees				
DATE OF MEETING: March 12, 2014				
NAME/EXTENSION OF PERSON PREPARING SUMMARY: Leah Case x2025				
NAMES OF MEMBERS, STAFF AND INVITED GUESTS PRESENT:				
MEMBERS: Allyn Feinberg, Tom Isaacson, Shelley Dunbar, Frances Hartogh, Molly Davis				
STAFF: Jim Reeder	Dean Paschall	Dave Kuntz	John D'Amico	Steve Armstead
Mike Orosel	Dave Sutherland	Leah Case	Michele Gonzales	Alyssa Frideres
GUESTS: Bob Eiche, City of Boulder, Chief Financial Officer				
TYPE OF MEETING:	<u>REGULAR</u>	CONTINUATION	SPECIAL	
SUMMATION: Tom Isaacson read the proclamation recognizing Allyn Feinberg for her contribution to Open Space and Mountain Parks. A copy of this proclamation is saved at S:OSMP\admin\OSBT\Templates & Proclamations.				
<b>AGENDA ITEM 1- Approval of the Minutes</b> Tom Isaacson moved to approve the minutes from Feb. 19, 2014. Frances Hartogh seconded. This motion passed unanimously; Shelley Dunbar abstained as she was not present during this meeting.				
<b>AGENDA ITEM 2- Public Participation</b> Mike Barrow, Lafayette, expressed his thanks to Allyn Feinberg for her time on the Board. He also praised the department for making appropriate decisions on when to close trails for mud.				
<b>AGENDA ITEM 3- Director's Updates</b> Jim Reeder reminded the Board that Voice and Sight has gone to council for its first reading.  Dave Sutherland gave the Board an update on the staff collaboration with the Boulder Philharmonic for nature programs.  Dean Paschall gave the Board an update on the new city smoking ban.				

Jim Reeder said the Xcel project along Shanahan is underway and going well. He said OSMP is putting in a culvert at the Sanitas Valley Trail; he hopes this work will be done by the end of the week. Jim said following Eric Stone's resignation, Dave Kuntz will be filling in.

**AGENDA ITEM 4- Matters from the Board**

Tom Isaacson asked if people respected the muddy trail closures in the southern part of the system. Jim Reeder said to his knowledge people were in compliance.

Shelley Dunbar asked if staff will be responding to the couple interested in purchasing the old farm house. Jim Reeder said Julie Johnson will send the Board her response to the couple.

**AGENDA ITEM 5 – Consideration of a motion to approve the use of negotiated method of sale for the upcoming Open Space bond issue.\***

Bob Eichen, City of Boulder, Chief Financial Officer, gave a presentation on amending the Charter of the City to allow for negotiated bond sales if approved by the City Council. This presentation is saved in S:OSMP\Admin\OSBT\Minutes\Minutes 2014\March.

This item spurred one motion:

**Shelley Dunbar moved the Open Space Board of Trustees approve and recommend that the City Council authorize the City Manager to use the negotiated method for issuing Open Space bonds in 2014. Tom Isaacson seconded. This motion passed unanimously.**

**AGENDA ITEM 6 – Consideration of a motion to approve the disposal of Open Space and Mountain Parks land described as a permanent easement on approximately 4,500 square feet (0.103 acres) for \$6,750 to the City and County of Denver acting by and through its Board of Water Commissioners for a siphon drain on Lindsay Open Space at Siphon #4 of the Denver Water canal pipeline. This is a disposal of open space land under City Charter Section 177.\***

John D'Amico, Property Agent, gave a presentation on a potential disposal encompassing approximately 0.103 acres located at the intersection of Doudy Draw and the Denver Water canal on Lindsay Open Space (Section 31, Township 1S, Range 70W). This presentation is saved in S:OSMP\admin\OSBT\Minutes\Minutes 2014\March.

This item spurred one motion:

**Tom Isaacson moves the Open Space Board of Trustees approve and recommend that City Council approve the disposal of Open Space and Mountain Parks land described as a permanent easement on approximately 4,500 square feet (0.103 acres) for \$6,750 to the City and County of Denver acting by and through its Board of Water Commissioners for a siphon drain on Lindsay Open Space at Siphon #4 of the Denver Water canal pipeline. This is a disposal of Open Space land under City Charter Section 177. Molly Davis seconded. This motion passed unanimously.**

ADJOURNMENT: The meeting adjourned at 7:24 p.m.

ATTACH BRIEF DETAILS OF ANY PUBLIC COMMENTS:

None.

**TIME AND LOCATION OF ANY FUTURE MEETINGS, COMMITTEES OR SPECIAL HEARINGS:**  
The next OSBT meeting will be at 1777 Broadway April 9, 2014 at 6:00 p.m.

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

<b>Name of Board / Commission:</b> Water Resources Advisory Board	
<b>Date of Meeting:</b> 16 December 2013	
<b>Contact Information of Person Preparing Minutes:</b> Laurel Olsen-Horen 303.441.3203	
<b>Board Members Present:</b> Chuck Howe, Dan Johnson , Vicki Scharnhorst, Mark Squillace, Ed Clancy <b>Board Members Absent:</b>	
<b>Staff Present:</b> Jeff Arthur, Director of Public Works for Utilities Bob Harberg, Principal Engineer – Utilities Bret Linenfelser, Water Quality and Environmental Services Manager Annie Noble, Flood and Greenways Engineering Coordinator Katie Knapp, Engineering Project Manager Ken Baird, Financial Manager Laurel Olsen-Horen, Board Secretary	
<b>Meeting Type:</b> Regular	
<b>Agenda Item 1 – Call to Order</b>	<b>[7:05 p.m.]</b>
<b>Agenda Item 2 – Approval of the 18 November Meeting Minutes:</b> <span style="float: right;"><b>[7:05 p.m.]</b></span> <b>Motion to approve the 18 November meeting minutes as amended: Squillace; Seconded by: Clancy</b> <b>Motion Passes; 4:0 – board member Johnson abstained</b>	
<b>Agenda Item 3 – Public Participation and Comment</b>	<b>[7:11 p.m.]</b>
<b>Public Comment:</b> <b>Scott Hoffenberg:</b> Mr. Hoffenberg gave a power point presentation (with a focus on the current engineering of the creek bed) which began with photos of culverts starting with Flagstaff Road and following downstream of Gregory Creek from there. Many of the trash racks on the culverts are what caused such catastrophic flooding in homes along the creek. <b>Justin Hoffenberg:</b> Mr. Hoffenberg continued the power point presentation showing the difference in sizing of the culverts (from Flagstaff Road to Boulder Creek) shown in the previous public comment. Along the upper and lower sections of Gregory Creek, the culverts are rather small whereas the culverts in the middle section are much larger and since flows increase as water moves downstream it doesn't make sense to have small culverts near the lower end of the creek. The angle of the trash racks on some of the culverts is too steep (and not angled to current flood mitigation standards of 3:1) which added to the buildup of debris during the flood event. Also the trash racks are to have clear opening at least three-times the culvert opening area, which the ones on Gregory creek do not. In the 2010 LOMR, were the affects of sediment transmission considered during the revision? The answer was no as sediment was not consider to be an issue for Gregory Creek due to the steepness and speed of the creek. However, the sediment was a huge issue along the creek. <b>Roger Koenig:</b> Mr. Koenig continued the power point presentation given by the above presenters with a focus on the big picture of flood hazard in the State of Colorado and how it affects Gregory Canyon Creek. Mr. Koenig provided a copy of the Flood Hazard Mitigation Plan for Colorado which summarizes CO's vulnerability to flooding and outlines strategies to manage and reduce the impact of flood hazards. Boulder has a continuing history of flooding. Mr. Koenig read some statistics from the Flood Hazard Mitigation document. Gregory Creek is known to have engineering problems. WRAB has a responsibility of advocating to City Council embrace the two-step plan of action (provided in the presentation) as a priority. First to maintain and repair and second, fund bottom up flood mitigation for Gregory Creek. <b>Ed von Bleichert:</b> Mr. von Bleichert continued the power point presentation given by the above presenters. The neighborhood is aware of the on-going recovery efforts the city is facing. Mr. von Bleichert discussed the financial aspect in regards to the funding issues faced by the city for use on recovery. There are five funding sources within Utilities, three of which are enterprise funds; water, wastewater and stromwater and flood management. Neighbors would like to know more about how the fees could be used to raise some money needed to work on mitigation. Some next steps for how the Gregory Creek neighbors can be of use to the city and assist in the process. Gregory Creek is primarily a CIP issue, but are there other sources of funding available? The neighbors have been working together to collect information and would like for WRAB to work with the community to demonstrate that need. When can we see significant funding in the CIP for Gregory Creek? <b>Stewart Machle:</b> Thank you for removing the stump from the creek. The neighbors would like to find	

ways to work with the city. Mr. Machle's major concern surrounds erosion issues which impact safety, and something needs to be done prior to spring run-off. The residents are being tasked with paying for and repairing damaged structures as part of the recovery, but are being told they must do any mitigation to the city's standards; that seems unfair. One safety concern is the rock wall near Mr. Machle's property is falling down. There is a large erosion patch occurring on private property, but working with the city to build to city standards is a difficult process.

**Helen El Mallakh:** Ms. El Mallakh provided a power point presentation on what went wrong on Willowbrook Road. The culvert failed so catastrophically and by doing so, there was no water in the creek due to water flows being diverted to properties rather than the creek bed. The Gregory Canyon Gulch is not taken into consideration for mitigation. If there is a large spring runoff and no maintenance done to this gulch, more water is going to adversely affect the neighborhood.

The board asked staff to answer some of the questions presented during public comment.

General Staff Response:

Council is prioritizing maintaining the drainage ways prior to spring run-off. The actual restoration of some of the areas in the city will take longer. The city is currently working on a bid to get sediment removed from the drainage ways. The city's focus will be on city owned and maintained land. Private property owners impacted with a drainage way running thru their property would need to apply for a floodplain and wetland permit.

Community dialogue in response to staff:

The neighbors would like to know specifically, what is the responsibility of the residents vs. what is the city's responsibility. The neighbors are planning to convene after the new year and will be discussing the issue of granting easements to the city.

**Agenda Item 4 – Public hearing and WRAB Consideration of a Recommendation to City Council  
Regarding the 2014 City Council Work Plan and Goals [8:14 p.m.]**

Jeff Arthur presented the item to the board.

**Executive Summary from the Packet Materials:**

City Council has requested that each city board and commission respond to three questions related to 2014 work program and goals. Responses will be considered during the annual City Council retreat scheduled for January 12-13, 2014. The questions were forwarded to WRAB members with a request to provide input for inclusion in the December agenda materials. Responses are included as Attachment A and are intended to allow for more efficient discussion and consensus building around a recommended motion.

**Public Comment:**

None

**WRAB Discussion Included:**

- Develop a brochure or outreach tool to provide people basic information on how to deal with flood recovery (i.e. permitting process, public vs. private responsibilities)
- What is the city doing with the vast amount of information collected at the open houses and from various forms of communication with community members? Staff response: The data collected will help us calibrate floodplain modeling and mapping.
- How will the modelers use the information gathered around sediment? Staff response: The city has never done debris-flow modeling. The modeling is probability based analysis and what the probability of deviation for water flow is.
- Board members amended the provided draft document as part of their discussion.

**Motion: Made by: Squillace; Seconded by: Clancy: Motion to approve the draft document as amended.**

**Vote: 5:0**

**Agenda Item 5 – Matters**

**[9:22 p.m.]**

**From the Board:**

Board member Howe brought up the below matter(s):

- The annual Natural Hazards conference in June will have a preliminary session on lessons learned from the Boulder flood.
- Foundation for Water Education has a sequence of pamphlets for everything from conservation to water law.

Board member Scharnhorst brought up the below matter(s):

- City of Boulder was featured in the American Water Works Association Opflow magazine and it speaks to the resiliency of our water system and how we had only 10 of the city's 28,600 metered customers loose water during the flood. Kudos to staff!

Board member Johnson brought up the below matter(s):

- The city finally has appeased the FERC in testing a gate up at Barker.

**From Staff:**

[9:26 p.m.]

- Impacts of cost escalation are becoming apparent and trends may be clearer as more of the recovery occurs throughout the state.
- Sump pumps are continuing to run due to an elevated ground water table. The city may be more flexible in allowing for residents to resolve any icing issues caused by pumping.

**Agenda Item 6 – Discussion on Future Schedule**

[9:31 p.m.]

Jeff Arthur presented the item to the board.

**Executive Summary from the Packet Materials:**

As part of the Nov. 18, 2013 WRAB packet, staff provided a memorandum outlining flood impacts, capital improvement plan considerations, policy issues, and financial considerations for each of the three utilities enterprises (Attachment A) to help guide a discussion of future schedule. This memorandum is intended to provide additional information regarding upcoming items that are expected to require WRAB consideration in 2014. Staff is seeking input on the potential items and any additional items that may warrant consideration next year.

**WRAB Discussion Included:**

- What is the likely turnout from the public for the CIP discussions? Staff response: There is an assumption the 2015 CIP discussion will involve more public interaction due to individuals wishing to bring up flood recovery issues.
- WRAB meetings at various water treatment plants would help to better understand the items on the CIP.
- Meetings in the neighborhoods to bring in more public input.
- Board members shared topics which carry priority weight for items to discuss in the CIP.

**Agenda Item 9 – Adjournment**

[9:53 p.m.]

There being no further business to come before the Board at this time, by motion regularly adopted, the meeting was adjourned at 9:53 p.m.

**Motion to adjourn by: Squillace; Seconded by: Scharnhorst**

**Motion Passes 5:0**

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

The next WRAB meeting will be Monday, 27 January 2014 due to the Martin Luther King Jr. Holiday at 7:00 p.m., in the West Conference Room, 1<sup>st</sup> floor of the municipal building, 1777 Broadway unless directed by staff or the board.

APPROVED BY:

C. Howe  
Board Chair

2/24/14  
Date

ATTESTED BY:

[Signature]  
Board Secretary

24 Feb. 14  
Date

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