

**DRAFT Boulder City Council Retreat
January 12, 22, and 23, 2016**

January 12, 2016 – Study Session / Council Chambers

- 6:00 pm A Window on the Current Work Plan**
The Directors of the Planning and Human Services Departments will provide Council with an overview of their respective work plans for 2016.
- 8:00 pm Letters from Boards and Commissions**
Each member of Council will provide a brief summary of the highlights of the letters submitted to Council by their two assigned Boards and Commissions. Council members will have 2 minutes for each of their 2 summaries. Council members will select their respective Boards and Commissions to summarize at the January 5 Council meeting.
- 8:35 pm Committee Assignments**
Using as a reference the results of the online survey question in which Council members identified their first, second, and third choices for Committee assignments, Council will make committee assignments for 2016.
- 9:00 pm Adjourn**

January 22, 2016 – Retreat Day 1 / Museum of Boulder Events Center - 2205 Broadway

- 4:00 pm Getting to Know Each Other**
Each Council member, the City Manager, the City Attorney, and the Municipal Judge will have up to 6 minutes to share their responses to two of the questions below. Each person will answer one “personal” question and one “professional” question.
- *Personal Question Options*
 - Describe one formative event in your life.
 - Tell us about a person who has strongly influenced you.
 - *Professional Question Options*
 - What motivated you to serve the City?
 - What most excites you about serving the City?
- 5:00 pm Improving Public Participation**
Council members will work in small groups to discuss challenges and opportunities related to improving public participation in Council deliberations and decisions. Each group will report the outcomes of their discussion with the rest of the group.

- 6:00 pm** **Break to Get Dinner**
- 6:30 pm** **Discussion/Agreements about Improvements to Public Participation**
Council will discuss the outcomes of their small group discussions on public participation, identify common themes, and determine whether/how to change the current approach for the future.
- 8:00 pm** **Council Procedures, Expectations, and Leadership (Community-facing)**
Council will review and discuss current and proposed approaches to:
- Capturing and communicating the Council calendar
 - Communicating more broadly with the community
- 9:00 pm** **Adjourn**

January 23, 2016 – Retreat Day 2 / Museum of Boulder Events Center - 2205 Broadway

- 8:00 am** **Breakfast**
- 8:30 am** **Staff and Council Work Plans for 2016**
Using as a reference the responses to the online survey about items they would like to add, leave on, and remove from the work plan, Council will discuss what changes can/should be made to the staff work plan for 2016. Council will also discuss how the staff work plan can be mapped onto the Council work plan to ensure that staff and Council work plans align. To the extent possible, this conversation will include developing and tracking a Council “time budget” to help manage Council meeting time going forward.
- 12:00 pm** **Lunch**
- 12:45 pm** **Developing Criteria for Future Additions or Changes to the Work Plan**
Council members will propose and discuss criteria that can be used in the future as a screening tool for whether or not an emerging issue should be added to the staff and Council work plans.
- 2:00 pm** **Council Procedures, Expectations, and Leadership (Internally facing)**
- Council travel opportunities and expectations
 - Allocation of workload among Council members
 - Leadership structure
 - Master plan liaisons
- 3:45 pm** **Summary of Retreat Outcomes and Next Steps**
- 4:00 pm** **Adjourn**

**CITY OF BOULDER LIST OF
BOARDS AND COMMISSIONS 2016**

Arts Commission	
Description	The Arts Commission consists of five members appointed by City Council, each to a five-year term. The Commission promotes and encourages programs in the performing, visual and literary arts.
Meeting Time	Third Wednesday of the month, 5:30 PM
Meeting Location	Main Boulder Public Library, 1001 Arapahoe
Website	www.boulderarts.org/bac

Beverages Licensing Authority	
Description	The Beverages Licensing Authority (BLA) consists of five members appointed by City Council, each to a five-year term. The Authority hears and rules upon applications for licenses for the sale of fermented malt beverages and liquor. The Authority can suspend or revoke such licenses for cause.
Meeting Time	3 PM
Meeting Location	Council Chambers, 1777 Broadway
Website	http://www.bouldercolorado.gov/clerk/liquor

Board of Zoning Adjustment	
Description	The Board of Zoning Adjustment consists of five members appointed by City Council, each to five-year terms. Board members must be qualified by experience and training to act upon matters related to building construction. The Board may modify the application of specific zoning requirements and hears appeals to decisions made by the Zoning Administrator. The Board hears appeals from developers, architects and builders whose building permit applications have been denied.
Meeting Time	Second Thursday of the month, 5 PM
Meeting Location	Council Chambers, 1777 Broadway
Website	http://www.ci.boulder.co.us/planning/Bozaba/bozababoard.html

Boulder Design Advisory Board	
Description	The Downtown Design Advisory Board consists of five members appointed by the City Council, at least three of whom are design professionals. Up to two members may be from the community-at-large. The Board was established to administer the voluntary guidelines of the Urban Design Plan.
Meeting Time	Second Wednesday of the month, 4 PM
Meeting Location	Lobby of the Municipal Building, 1777 Broadway
Website	http://www3.ci.boulder.co.us/planning/DDABboard/ddabboard.html

Boulder Junction Access District - Parking Commission	
Description	The Boulder Junction Access District – Parking Commission consists of five members appointed by the City Council, each to five-year terms. Three appointees must either own real property or represent owners of real property in the Boulder Junction district and are not required to be city electors; two appointees shall be city electors whether residing inside or outside the district boundaries. The Commission will make decisions or provide recommendations to the board of directors in furthering the purpose of the Boulder Junction Access District – Parking Commission under section 2-3-22 of the BRC, including providing parking related services and improvements for the District.
Meeting Time	Third Thursday of the month, 4-6 PM
Meeting Location	1777 West Conference Room, 1777 Broadway

Boulder Junction Access District - Travel Demand Management (TDM) Commission	
Meeting Time	Third Thursday of the month, 4-6 PM
Meeting Location	1777 West Conference Room, 1777 Broadway

Boulder Urban Renewal Authority	
Description	The Boulder Urban Renewal Authority (BURA) consists of five members who serve five year terms. By Colorado State Statute, members of the Authority are appointed by the Mayor and approved by the City Council. BURA is responsible for encouraging the redevelopment of property within City Council-established redevelopment districts. BURA members also provide input regarding redevelopment issues and programs to the City Manager. BURA meets as warranted, rather than on a regular, monthly basis. Any applicant owning property within the 9th and Canyon and/or the Boulder Valley Regional Center redevelopment districts must fully disclose the extent of holdings.
Meeting Time	As Required by Work Program
Meeting Location	Location varies
Website	www.bouldercolorado.gov

Colorado Chautauqua Association	
Description	The Board is the governing body of a not-for-profit organization. Two of the Board members are appointed by the City Council, each to three-year terms. The Board was established by Colorado state statute.
Meeting Time	Generally held every six weeks at 6 PM per an annually established schedule posted on BHP website (www.chautauqua.com) in the Boulder Housing Partners offices.
Meeting Location	Chautauqua Community House
Website	http://www.chautauqua.com/

Downtown Management Commission	
Description	The Downtown Management Commission consists of five members appointed by the City Council, each to five-year terms. Three appointees must either own real property or represent owners of real property in the Downtown Boulder area. Two appointees are citizens from the community-at-large. The Commission has the combined responsibilities of the previous Central Area General Improvement District Board and the Downtown Mall Commission. See section 8-4-10 of B.R.C.
Meeting Time	First Monday of the month, 5:30 PM
Meeting Location	Council Chambers, 1777 Broadway
Website	http://www.ci.boulder.co.us/cmo/boards/rosters/dmc.html

Environmental Advisory Board	
Description	The Environmental Advisory Board (EAB) consists of five members appointed by City Council, each to a five-year term. The Board advises City Council and staff on issues including solid waste disposal, recycling, pollution prevention, energy, green building, integrated pest management and air quality. The Board provides advice to other city boards and City Council concerning the effects on the physical environment of any proposed master plan or revision.
Meeting Time	First Wednesday of the month, 6-8 PM
Meeting Location	1777 West Conference Room, 1777 Broadway
Website	https://bouldercolorado.gov/boards-commissions/environmental-advisory-board

Housing Authority	
Description	The Boulder Housing Authority consists of nine members, one of whom is a City Council Member and one of whom is elected by residents directly assisted by HUD. All members are appointed by the Mayor and serve for five years. The Authority was established by Colorado State Statute. The Authority develops, acquires, subsidizes and manages affordable housing units for families and elderly persons and provides resident support services.
Meeting Time	Second Monday of the month, 2:30 PM
Meeting Location	Boulder Housing Partners Office
Website	www.Boulderhousing.org

Human Relations Commission	
Description	The Human Relations Commission (HRC) consists of five members appointed by City Council, each to five-year terms. Appointees, as much as possible, represent diverse segments of the City, based upon race, gender, sexual orientation, religion, social and economic background. The Commission offers advice and consultation to the City Council regarding community relations and civil rights. The HRC is charged with the responsibility of improving community social conditions, helping alleviate social problems, fostering positive relations among all cultural and social segments of Boulder, and assisting in the protection of human rights. The Commission serves as a quasi-judicial board involving discrimination complaints.
Meeting Time	Third Monday of the month, 6 PM
Meeting Location	City Council Chambers, 1777 Broadway
Website	http://www.bouldercolorado.gov/index.php?option=com_content&view=article&id=1379&Itemid=464

Landmarks Board	
Description	The Landmarks Board consists of five members appointed by City Council, each to five-year terms; two members are architecture, historic preservation or urban planning professionals and three members may be chosen without specific requirements for qualifications. The Board considers applications and makes recommendations to City Council for Landmark and Historic District designations. The Board reviews proposed exterior physical changes to landmark structures and structures within the landmark districts to ensure compliance with the Landmarks Alteration Certificate criteria. The Board reviews applications for demolition of structures older than 50 years outside of historic districts.
Meeting Time	First Wednesday of the month, 6 PM
Meeting Location	City Council Chambers, 1777 Broadway
Website	http://www.ci.boulder.co.us/buildingservices/historicpres/lpab.html

Library Commission	
Description	The Library Commission consists of five members appointed by City Council, each to five-year terms. The Commission was established in the City Charter in 1917 to provide consultation and make recommendations to Library staff and Council on the management of Boulder's public libraries and information services.
Meeting Time	First Wednesday of the month, 6 PM
Meeting Location	Usually in the Main Boulder Public Library; meetings are held in the branch libraries once per year

Open Space Board of Trustees	
Description	The Open Space Board of Trustees consists of five members appointed by City Council, each to five-year terms. The Board makes recommendations to City Council and staff on the acquisition and management of open space.
Meeting Time	Second and fourth (as needed) Wednesday of the month, 6 PM *Occasional weekend or evening field tours.
Meeting Location	City Council Chambers, 1777 Broadway
Website	www3.ci.boulder.co.us/openspace/about/osbt.htm

Parks and Recreation Advisory Board	
Description	The Parks and Recreation Advisory Board consists of seven members appointed by City Council, each to five-year terms. The Board offers advice and consultation to City Council and City departments on the acquisition, construction and maintenance of urban parks. The Board coordinates policy on the development and use of recreational facilities. The Board approves expenditures from the Permanent Park and Recreation Fund.
Meeting Time	Fourth Monday of the month, 6 PM
Meeting Location	City Council Chambers, 1777 Broadway

Planning Board	
Description	The Planning Board consists of seven members appointed by City Council, each to a five-year term. The Board studies long-range planning matters, including the Boulder Valley Comprehensive Plan, and makes recommendations to City Council. The Board serves as an advisory board to City Council on applications for annexation and rezoning. The Board reviews and approves certain site and use review applications. The Board appoints one of its members to attend the Landmarks Preservation Advisory Board meetings as a non-voting advisor.
Meeting Time	Generally the first, third and fourth Thursday of the month, 6 PM
Meeting Location	City Council Chambers, 1777 Broadway
Website	www.ci.boulder.co.us/planning/planningboard/planningboard.html

Transportation Advisory Board	
Description	The Transportation Advisory Board consists of five members appointed by City Council, each to five year terms. The Board advises City Council, Planning Board and City staff on transportation issues; reviews transportation environmental assessments and plans for capital improvements; reviews, monitors and recommends changes to the Transportation Master Plan. The Board works with neighborhood groups, residents and City staff on traffic mitigation issues.
Meeting Time	Second and fourth (as needed) Monday of the month, 6:00 PM
Meeting Location	City Council Chambers, 1777 Broadway
Website	http://www.ci.boulder.co.us/publicworks/depts/transportation/boards_groups/tab/tab.html

University Hill Commercial Area Management Commission	
Description	The University Hill Commercial Area Management Commission consists of five members appointed by City Council, each to five-year terms. Three appointees must own real or personal property in the district or be a designated representative of a person who owns real or personal property in the district; the other two appointments are for citizens-at-large. UHCAMC makes recommendations to City Council and City departments regarding parking issues and land acquisition for parking needs in the district.
Meeting Time	Third Wednesday of the month, 4-6 PM
Meeting Location	City Council Chamber, 1777 Broadway

Water Resources Advisory Board	
Description	The Water Resources Advisory Board consists of five members appointed by City Council, each to five year terms. The Board reviews Capital Improvement Programs, the Community and Environmental Assessment Process and utilities master plans and advises City Council, Planning Board and staff. Additionally, the Board may provide recommendations concerning policy issues on operating programs.
Meeting Time	Third Monday of the month, 7 PM
Meeting Location	Municipal Services Center, 5050 East Pearl Street
Website	http://www.ci.boulder.co.us/publicworks/depts/utilities/wrab/wrab.html

November 2015 - December 2016 Proposed City Council Meeting Dates

Date (Tuesday)	Regular Meeting or Study Session	Potential Conflicts
November 17	10 AM Meeting	
November 17	6:30 PM Regular Mtg.	
November 19	Special Meeting	
November 24		No Meeting – Thanksgiving Week
December 1	Regular Meeting	
December 8		
December 15	Regular Meeting	
December 22		No Meeting – Week of Christmas
December 29		No Meeting – Week of New Year
January 5	Regular Meeting	
January 12	Study Session	
January 19	Regular Meeting	Day after Martin Luther King Day
January 22	Retreat	
January 23	Retreat	
January 26	Study Session	
February 2	Regular Meeting	
February 9	Study Session	
February 16	Regular Meeting	Day after Presidents Day
February 23	Study Session	
March 1	Regular Meeting	
March 3 (Thurs)	Special Meeting	Board and Commission Interviews
March 8	Study Session	Board and Commission Interviews
March 10 (Thurs)	Special Meeting	Board and Commission Interviews
March 15	Regular Meeting	
March 22		No Meeting - CU Spring Break
March 29	Study Session	
April 5	Regular Meeting	
April 12	Study Session	
April 19	Regular Meeting	
April 26		No Meeting - Council Travel Week (Portland)
May 3	Regular Meeting	
May 10	Study Session	
May 17	Regular Meeting	
May 24	Study Session	
May 31	Study Session	Day after Memorial Day
June 7	Regular Meeting	
June 14	Study Session	
June 21	Regular Meeting	Council Recess June 22-July 11
June 28		No Meeting - Council Recess June 22-July 11
July 5		No Meeting - Council Recess June 22-July 11
July 12	Study Session	
July 19	Regular Meeting	
July 26	Study Session	
August 2	Regular Meeting	
August 9	Study Session	
August 16	Regular Meeting	
August 23	Study Session	

August 30	Study Session	
September 6	Regular Meeting	Day after Labor Day
September 13	Study Session	
September 20	Regular Meeting	
September 27	Study Session	
October 4	Regular Meeting	
October 13 (Thurs)	Study Session	IF NEEDED - Reschedule from October 11 (Yom Kippur)
October 18	Regular Meeting	
October 25	Study Session	
November 1	Regular Meeting	
November 8	Study Session	Election Day
November 15	Regular Meeting	
November 22		No Meeting - Week of Thanksgiving
November 29	Study Session	
December 6	Regular Meeting	
December 13	Study Session	
December 20		No Meeting - Week of Christmas
December 27		No Meeting - Week of New Year