

Board Officers

Elise Jones, Chair
Bob Roth, Vice Chair
Herb Atchison, Secretary
Bob Fifer, Treasurer
Jackie Millet, Immediate Past Chair
Jennifer Schaufele, Executive Director

AGENDA

ADMINISTRATIVE COMMITTEE

WEDNESDAY, MARCH 16, 2016
MONARCH PASS CONFERENCE ROOM
1290 Broadway
➔5:30 PM ➔

1. Call to Order

CONSENT AGENDA

2. *Move to Adopt the Consent Agenda
 - Minutes of February 17, 2016 meeting
(Attachment A)

ACTION AGENDA

3. *Move to elect Chair and Vice Chair
(Attachment B)
In accordance with the *Articles of Association*, "The Chairman and Vice Chairman of the Administrative Committee shall be elected at the first meeting following election of Board Officers and serve until the next election of officers."
4. A resolution regarding the deposit and investment of funds of the Denver Regional Council of Governments and use of electronic signatures
(Attachment C) Roxie Ronsen, Administrative Officer

INFORMATIONAL ITEMS

5. Diversification of Funding Sources
(Attachment D) Jenny Dock, Accounting Services Manager
6. Executed Contracts Report – February 2016
(Attachment E) Jenny Dock, Accounting Services Manager

***Motion Requested**

Persons in need of auxiliary aids or services, such as interpretation services or assisted listening devices, are asked to contact DRCOG at least 48 hours in advance of the meeting by calling (303) 480-6701.



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ADMINISTRATIVE ITEMS

7. Report of the Chair
8. Report of the Executive Director
9. Other Matters by Members
10. **Next Meeting – April 20, 2016**
11. Adjournment

MINUTES
ADMINISTRATIVE COMMITTEE
Wednesday, February 17, 2016

Present:

Elise Jones, Chair	Boulder County
Don Rosier	Jefferson County
Bob Fifer	Arvada
Bob Roth	Aurora
Ron Rakowsky	Greenwood Village
Shakti	Lakewood
Phil Cernanec	Littleton
Jackie Millet	Lone Tree
Ashley Stolzmann	Louisville
Herb Atchison	Westminster

Others Present: Jennifer Schaufele, Executive Director; Connie Garcia, Executive Assistant/Board Coordinator, and DRCOG staff.

Chair Elise Jones called the meeting to order at 6:00 p.m. with a quorum present.

Move to Adopt the Consent Agenda

Ron Rakowsky **moved** to adopt the consent agenda. The motion was **seconded** and **passed** unanimously.

Items on the consent agenda included:

- Minutes of January 16, 2016
- Resolution No. 4, 2016 authorizing the Executive Director to negotiate and execute contracts with the Colorado Department of Transportation (CDOT) to carry out the DRCOG Regional Transportation Demand Management (TDM) program's FY 2016 and FY 2017 activities

Move to select Distinguished Service Award Recipients

Bob Roth **moved** selection of the following to receive Distinguished Service Awards: Pat Cronenberger, citizen; Art Griffith, Douglas County; Jeff Kullman, Atkins Global; Angie Malpiedes, Northeast Transportation Connections; Kathleen Osher, Transit Alliance; Ed Peterson, Colorado Transportation Commission; Pat Steadman, Colorado State Senator; Chris White, Colorado Housing and Finance; and the Planimetric Data Group – Brian Davis (Arvada), Bill Keever (Aurora), Trish Stiles (Bennett), Jeff Caldwell (Castle Rock), Derek Stertz (Centennial), Kirk Hayer (Commerce City), Doug Genzer (Denver), Robert Stansauk (Denver Water), John Voboril (Englewood), Cindy Kamigaki (Frederick), Kevin Brown (Glendale), Kim

Soulliere (Golden), Jack Cornelius (Greenwood Village), Roger Caruso (Lafayette), Mike Demmon (Lone Tree), Kevin Corzine (Lakewood), Chris Neves (Louisville), Travis Reynolds (Northglenn), Dan Jackson (RTD), Deborah Wilson (Thornton), Annabel Montoya (Wheat Ridge). The motion was **seconded** and **passed unanimously**.

Move to select recipient of the John V. Christensen Memorial Award

A recipient was selected to receive the John V. Christensen Memorial Award. The recipient will be honored at the DRCOG Awards event in April 2016.

Executed Contracts Report - There were no contracts to report for January 2016.

Report of the Chair

No report was provided.

Report of the Executive Director

No report was provided.

Other Matters by Members

No other matters were discussed.

Next Meeting

The next meeting is scheduled for March 16, 2016.

The meeting adjourned at 6:24 p.m.

Elise Jones, Chair
Administrative Committee
Denver Regional Council of Governments

ATTEST:

Jennifer Schaufele, Executive Director

ATTACH B

**DENVER REGIONAL COUNCIL OF GOVERNMENTS
ADMINISTRATIVE COMMITTEE
March 2016**

Eva Henry (P)
Commissioner
Adams County

Don Rosier (P)
Commissioner
Jefferson County

Bill Holen (P)
Commissioner
Arapahoe County

Shakti (P)
Council Member
Lakewood

Bob Fifer (O)
Council Member
Arvada

Jackie Millet (O)
Mayor Pro Tem
Lone Tree

Bob Roth (O)
Council Member
Aurora

Ashley Stolzmann (A)
Council Member
Louisville

Elise Jones (O)
Commissioner
Boulder County

Colleen Whitlow (A)
Trustee
Mead

George Teal (A)
Council Member
Castle Rock

Adam Matkowsky (P)
Council Member
Thornton

Robin Kniech (P)
Council Member
City & County of Denver

Herb Atchison (O)
Mayor
Westminster

Crissy Fanganello (P)
Mayor's Representative
City & County of Denver

P = Permanent
O = Officer
A = Appoint

Roger Partridge (P)
Commissioner
Douglas County

Saoirse Charis-Graves (A)
Council Member
Golden

Ron Rakowsky (A)
Mayor
Greenwood Village

ATTACH C

To: Chair and Members of the Administrative Committee

From: Jennifer Schaufele, Executive Director
303-480-6701 or jschaufele@drcog.org

Meeting Date	Agenda Category	Agenda Item #
March 16, 2016	Consent	4

SUBJECT

Deposit and Investment of Funds of the Denver Regional Council of Governments and Use of Electronic Signatures.

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends adoption of a resolution regarding deposit and investment of funds and use of electronic signatures as proposed.

ACTION BY OTHERS

N/A

SUMMARY

The Administrative Committee is authorized to establish policies regarding the deposit and investment of funds of the Denver Regional Council of Governments.

When the chair of the Administrative Committee or other signatories change, the deposit and investment authority of DRCOG must be amended. The election of new officers now necessitates such an amendment.

The resolution authorizes the Executive Director to establish policies regarding the deposit and investment of funds of the Denver Regional Council of Governments and amends the deposit and investment authority for new electronic signatures.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to adopt a resolution regarding the deposit and investment of funds of the Denver Regional Council of Governments and use of electronic signatures.

ATTACHMENT

Draft resolution

ADDITIONAL INFORMATION

If you need additional information, please contact Jennifer Schaufele, Executive Director, at 303-480-6701 or jschaufele@drcog.org, or Roxie Ronsen, Administrative Officer, at 303-480-6709 or rronsens@drcog.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS

STATE OF COLORADO

ADMINISTRATIVE COMMITTEE

RESOLUTION NO. _____, 2016

A RESOLUTION REGARDING THE DEPOSIT AND INVESTMENT OF FUNDS OF
THE DENVER REGIONAL COUNCIL OF GOVERNMENTS

WHEREAS, the Administrative Committee is authorized to establish policies regarding the deposit and investment of funds of the Denver Regional Council of Governments; and

WHEREAS, the deposit and investment authority of DRCOG must be amended when the Chairman of the Administrative Committee or other signatories change;

NOW, THEREFORE, BE IT RESOLVED, by the Administrative Committee of the Denver Regional Council of Governments:

1. Whenever, in the opinion of its Administrative Officer, DRCOG has funds on hand not then needed in the conduct of its affairs, such funds may be invested in any of the securities authorized in Sections 24-75-601 through 24-75-603 and in Part 7 of Article 75 of Title 24, C.R.S., as from time to time amended. The Administrative Officer of DRCOG is hereby authorized to direct the investment of DRCOG funds in such securities and the sale thereof, and to execute on behalf of DRCOG such documents as may be necessary to make such investments and sales. Any such investments may be made only upon receipt of an approval form from DRCOG, signed by its Administrative Officer, Roxie Ronsen, with signature as appears below:



2. The Administrative Officer may use the services of brokers or dealers in making the investments and sales of securities authorized by paragraph 1 of this resolution and may execute on behalf of DRCOG such agreements with the brokers or dealers as may be necessary to do so. Any such agreement shall conform to the requirements of this resolution.
3. Investments purchased by DRCOG shall be held in DRCOG's name and shall be retained in the custody of the authorized agent(s) of DRCOG.
4. Funds of DRCOG shall be deposited in the U.S. Bank except that funds of DRCOG may be deposited, for purposes of investment only, in any state bank or state-chartered savings and loan association, in any national bank having its principal office in this state, and in any federally chartered savings and loan association having its principal office in this state, which bank or savings and loan

A RESOLUTION REGARDING THE DEPOSIT AND INVESTMENT OF FUNDS OF
THE DENVER REGIONAL COUNCIL OF GOVERNMENTS

Resolution No. _____, 2016

Page 2

association is approved by the Administrative Officer and is an "eligible public depository" pursuant to 11-10.5-101-109, et seq., C.R.S., as from time to time amended. The entire deposit in the U.S. Bank and in any such approved bank or savings and loan association shall be insured by the Federal Deposit Insurance Corporation or Federal Savings and Loan Insurance Corporation, or shall be secured by eligible collateral having a market value, at all times, equal to at least 102 percent of the aggregate of the deposit not so insured. For the purposes of this resolution, with respect to banks, "eligible collateral" and "market value" shall have the meaning set out in Article 10.5 of Title 11, C.R.S., as from time to time amended.

5. The U.S. Bank and all banks and savings and loan associations that are approved pursuant to paragraph 4 of this resolution, are hereby authorized and directed, until otherwise directed in writing, to honor as genuine and authorized instruments of DRCOG any and all checks, drafts or other orders for the payment of money in the name of DRCOG and signed with the facsimile signatures below:
6. From time to time, DRCOG may orally request U.S. Bank to transfer funds to other banks for credit to persons or corporations designated by DRCOG. A written Wire Transfer Agreement will be executed by the Administrative Officer with U.S. Bank, providing for telephone requests for the transmission of funds belonging to DRCOG upon the terms and conditions set forth in said agreement.
7. A copy of this resolution shall be provided to the U.S. Bank and to all banks and savings and loan associations that are approved pursuant to paragraph 4 of this resolution and approved brokers or dealers. By thereafter accepting or retaining funds of DRCOG, the U.S. Bank, and said banks and savings and loan associations agree to the terms of this resolution, acknowledge that the funds of DRCOG are insured or secured as required by paragraph 4 of this resolution, and agree upon request to furnish DRCOG a statement, signed under oath by an officer, certifying to DRCOG that its funds are insured or secured in the manner herein specified.
8. DRCOG employees and officials involved in the investment process shall refrain from personal business activity that could create an appearance of impropriety, that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial investment decisions. DRCOG employees and officials involved in the investment process shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any large personal financial/investment positions that could be related to the performance of the investment portfolio. Such employees

A RESOLUTION REGARDING THE DEPOSIT AND INVESTMENT OF FUNDS OF
THE DENVER REGIONAL COUNCIL OF GOVERNMENTS

Resolution No. _____, 2016

Page 3

and officials shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of DRCOG.

RESOLVED, PASSED AND ADOPTED this _____ day of _____, 2014
at Denver, Colorado.

Chair
Administrative Committee
Denver Regional Council of Governments

ATTEST:

Jennifer Schaufele, Executive Director

ATTACH D

To: Chair and Members of the Administrative Committee

From: Jennifer Schaufele, Executive Director
303-480-6701 or jschaufele@drcog.org

Meeting Date	Agenda Category	Agenda Item #
March 16, 2016	Informational	5

SUBJECT

Staff wishes to inform the Administrative Committee of its intent to evaluate fee for service opportunities in areas such as AAA case management, transportation planning, modeling, and economic forecasting; and engage in such opportunities when both economically feasible and in alignment with DRCOG's operational mission.

PROPOSED ACTION/RECOMMENDATIONS

N/A

ACTION BY OTHERS

In September 2015, staff presented operational objectives to the Board and received approval to explore new and enhanced activities to diversity funding sources.

SUMMARY

In late 2013, I described plans for "sharpening DRCOG's organizational strategy." This included aligning DRCOG activities with the budget, researching peer best practices for the purpose of refining existing initiatives, designing new programs, pursuing viable revenue streams, and measuring and reporting performance.

In September 2015, I shared with the Board a number of partnerships and innovative ideas that staff is exploring to bring in new streams of revenue to support DRCOG's operational mission and help assure the organization remains fiscally strong. These opportunities allow DRCOG's sought after and skilled workforce, equipped with tools and planning technology unique to DRCOG, to meet various needs of member jurisdictions while generating alternative forms of income to grow a financially healthier and more sustainable long range business strategy for the agency.

To determine a fair yet competitive pricing structure, staff reached out to three MPO's engaged in fee for service work: San Diego Association of Governments (SANDAG), Boston Region Metropolitan Planning Organization, and Chicago Metropolitan Agency for Planning (CMAP). These agencies all offer an array of services and fee structures to both member governments and community partners; many times in response to a need identified within the region that the MPO is best positioned to address. These MPO's generate income by charging fees for services they provide outside of their regular duties/obligations and use revenue overages to assist with match requirements, transportation planning enhancements, and other agency needs.

Upon review of our grant contracts by legal counsel as well as our independent auditor, DRCOG is well positioned to charge for services to include but not limited to traffic impact analysis, land use scenario planning, travel modeling, economic forecasting, AAA case management, cost benefit analysis, mapping and visualization.

Doing so meets a growing need on the part of member jurisdictions and community partners in our region for such services at an affordable cost. Providing these services also benefits DRCOG fiscally and operationally; fiscally by diversifying funding streams and generating additional income that can be applied to various agency needs, including the need to meet grant match requirements, and operationally by sharpening the skills of staff and refining the tools that they use.

As staff begins to monitor the impact and cost of providing such services, staff recommends directly charging loaded pay rates and the current indirect rate, for any time spent on the project as well as an additional 15% fee to offset the cost of using DRCOG tools and equipment, administrative processing, and any other unique costs that may result from engaging in the project. These funds would be tracked separately from all other streams of revenue coming into the agency. Although it is not DRCOG's intent to compete with the private sector, this fee structure is in most instances less than the market rate currently charged in the marketplace. It is the intention of staff to eventually offer a flat fee rate structure for standard services once a menu of such services can be established.

Further, staff proposes that any income received through the delivery of these services be applied to the general fund to assist with match obligations and start up costs for new and innovative programs that are economically feasible and in alignment with DRCOG's operational mission.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

N/A

ATTACHMENT

N/A

ADDITIONAL INFORMATION

If you need additional information, please contact Jennifer Schaufele, Executive Director, at 303-480-6701 or jschuafele@drcog.org, or Jenny Dock, Accounting Services Manager, at 303-480-6707 or jdock@drcog.org.

ATTACHE

Contracts Executed Between \$50,000 and \$75,000

Monthly Report: February 2016

Administrative Committee Meeting Date: March 16, 2016



	Project Name	Vendor Name	Service Provided	Amount (\$)	Date Executed	Budget Line Item Impacted	Division Director - Name & Contact Information
1	Executive Office	Michael Douglas Ferrell, LLC	Lobbyist Services	\$75,000.00	2/5/2016	Other Contractual	Jennifer Schaufele - (303) 480-6701
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Contact Jenny Dock, Contracts & Budget Manager, with additional questions at (303) 480-6756 or at jdock@drcog.org.