

AGENDA

ADMINISTRATIVE COMMITTEE
WEDNESDAY, FEBRUARY 19, 2014
1st Floor Monarch Pass Conference Room
1290 Broadway
➔ 5:30 P.M. ←

1. Call to Order

CONSENT AGENDA

2. *Move to Adopt the Consent Agenda
- Minutes of December 18, 2013
(Attachment A)
 - A resolution authorizing the Executive Director to negotiate and execute a contract with the Colorado Department of Transportation and local operating agencies to purchase traffic signal system equipment
(Attachment B) Greg MacKinnon, Transportation Operations Program Manager,
Transportation Planning & Operations

ACTION ITEMS

3. *Move to Select Distinguished Service Award Recipients
(Attachment C) Jennifer Schaufele, Executive Director
Every two years DRCOG staff presents a list of individuals who have contributed substantially to DRCOG programs, committees, or to regionalism for consideration by the Administrative Committee to receive Distinguished Service Awards, which are presented at the Awards Event.
4. *Move to select Recipient of the John V. Christensen Memorial Award
(Attachment D and Enclosure for Members) Jennifer Schaufele, Executive Director
The John V. Christensen Memorial Award has been presented since 1973 to the person, or persons, most exemplifying the tradition of John V. Christensen in promoting and working for good, strong, representative local government and regionalism in solving mutual problems.

***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

5. Report of the Chair
6. Report of the Executive Director
7. Other Matters by Members
8. **Next Meeting – March 19, 2014**
9. Adjournment

MINUTES
ADMINISTRATIVE COMMITTEE
Wednesday, December 18, 2013

Present:

Jack Hilbert, Chair	Douglas County
Eva Henry	Adams County
Bill Holen	Arapahoe County
Bob Roth	Aurora
Sue Horn	Bennett
Elise Jones	Boulder County
Doug Tisdale	Cherry Hills Village
Chris Nevitt	Denver
Ron Rakowsky	Greenwood Village
Jackie Millet	Lone Tree
Val Vigil	Thornton

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

Chair Jack Hilbert called the meeting to order at 5:35 p.m. with a quorum present.

Motion to Adopt the Consent Agenda

Doug Tisdale **moved, seconded** by Bill Holen, to adopt the consent agenda. The motion **passed unanimously**. Items on the consent agenda included:

- Minutes of November 20, 2013
- Resolution No. 34, 2013 authorizing the Executive Director to negotiate and execute a contract with RTD for support of vanpool services offered by DRCOG's Regional TDM Program in the amount of \$700,000.
- Resolution No. 35, 2013 authorizing the Executive Director to continue to contract with RTD for the Guaranteed Ride Home service.
- Resolution No. 36, 2013 appointing the accounting services manager and the contracts and budget manager as attorneys-in-fact to represent the Denver Regional Council of Governments before the Internal Revenue Service in tax matters and to authorize certain actions in connection therewith for tax years 2013-16.
- Resolution No. 37, 2013 authorizing the Executive Director to negotiate and execute a contract with Michael Douglas Ferrell, LLC for 2014 professional lobbying services.

Report of the Chair

Jack Hilbert reported the Board Officers met today and appointed Jackie Millet to serve the remainder of the one-year term of Secretary to replace Rachel Zenzinger, who resigned her Officer's seat to accept a nomination to the Colorado Senate. He further reported the Officers appointed Elise Jones to serve the remainder of the one-year term of Treasurer, to replace Jackie Millet. The Nominating Committee appointed in November will provide their recommendation to the Board at the January 2014 meeting, with election of Officers occurring at the February meeting. Commissioner Hilbert also reported the group working on bylaws will provide a report in early 2014.

Report of the Executive Director

The Executive Director reported that the date of the 2014 Board Workshop is February 21/22, 2014, and will likely be held in Colorado Spring. Additional information will be provided in January.

Other Matters by Members

No other matters were discussed.

The meeting adjourned at 5:42 p.m.

Jack Hilbert, Chair
Administrative Committee
Denver Regional Council of Governments

ATTEST:

Jennifer Schaufele, Executive Director

ATTACH B

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 #
February 19, 2014	Consent	2

SUBJECT

This action concerns the Traffic Signal System Improvement Program (TSSIP) contingency funds.

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends authorizing the Executive Director to negotiate and execute a contract with both CDOT and select local operating agencies to purchase traffic signal system equipment with fiscal year 2014 TSSIP contingency funds.

ACTION BY OTHERS

N/A

SUMMARY

The current Traffic Signal System Improvement Program (TSSIP), updated and adopted by DRCOG in September 2013, guides implementation of cost-effective improvements to traffic signal systems. The TSSIP is programmed in the adopted *2012-2017 Transportation Improvement Program (TIP)*.

Each year the TSSIP includes funding for contingencies and miscellaneous equipment purchase. The purpose of this funding is to first ensure that capital improvements are fully funded. After any contingencies are satisfied, the remaining funding is available to purchase needed traffic signal equipment. Final cost estimates for the capital improvement projects are complete and about \$750,000 remains for “miscellaneous” equipment purchases in fiscal year 2014.

On November 26, 2013, the DRCOG Transportation Operations Program solicited requests for traffic signal system equipment purchase applications. Ten operating agencies forwarded projects for consideration by the deadline, totaling about \$1.2 million. Staff reviewed the project applications according to the selection eligibility criteria (attached).

Staff recommends the following awards. A detailed description is attached (Table A).

Arvada	approx. \$ 203,000
Castle Rock	approx. \$ 63,000
Denver	approx. \$ 80,000
Englewood	approx. \$ 129,000
Lakewood	approx. \$ 19,000
Littleton	approx. \$ 125,000
Louisville	approx. \$ 18,500
Thornton	approx. \$ 12,800

The recommendations total only about \$650,000 of the available funds, the remaining funds will be held for use as TSSIP contingency funds in fiscal year 2015.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Motion to adopt a resolution authorizing the Executive Director to negotiate and execute a contract with the Colorado Department of Transportation and local operating agencies to purchase traffic signal system equipment.

ATTACHMENTS

- Draft resolution
- Selection Criteria and Factors
- Table A—Description of projects

ADDITIONAL INFORMATION

If you need additional information, please contact Greg MacKinnon at 303-480-5633 or gmackinnon@drcog.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS

STATE OF COLORADO

ADMINISTRATIVE COMMITTEE

RESOLUTION NO. _____, 2014

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE CONTRACTS WITH THE STATE OF COLORADO DEPARTMENT OF TRANSPORTATION AND WITH OPERATING AGENCIES TO PURCHASE TRAFFIC SIGNAL SYSTEM EQUIPMENT.

WHEREAS, the Denver Regional Council of Governments conducts a traffic operations program to assist operating agencies in improving the efficiency of traffic signals; and

WHEREAS, the provision of such services and technical assistance leads to the efficient operation of traffic signals which assists in relieving congestion, conserving energy, and reducing air pollution; and

WHEREAS, after pursuing programmed Traffic Signal System Improvement Program projects, approximately \$750,000 in committed Congestion Mitigation/Air Quality funds remains available for miscellaneous equipment purchases; and

WHEREAS, the immediate acquisition of new equipment or equipment upgrades has been identified as desirable for several traffic signal operating agencies in the Denver region; and

WHEREAS, ten operating agencies submitted requests amounting to about \$1.2 million which were evaluated against a common set of criteria; and

WHEREAS, the aforementioned federal funds have been identified and programmed in the adopted *2012-2017 Transportation Improvement Program*.

NOW, THEREFORE, BE IT RESOLVED that the Administrative Committee authorizes the Executive Director to negotiate and execute a contract with the Colorado Department of Transportation for purchase of traffic signal system equipment for operating agencies, recognizing that no match is required, but that such funds may be subject to indirect costs incurred by the State for approximately 3 percent to be reimbursed by recipients to DRCOG as necessary on a pro-rata basis.

BE IT FURTHER RESOLVED that the Executive Director is authorized to execute contracts with the following operating agencies for the equipment described:

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE CONTRACTS WITH THE STATE OF COLORADO DEPARTMENT OF TRANSPORTATION AND WITH OPERATING AGENCIES TO PURCHASE TRAFFIC SIGNAL SYSTEM EQUIPMENT.

Resolution No. _____, 2014

Page 2

Jurisdiction	Equipment Purchase
Arvada	Upgraded signal cabinets and controllers with uninterruptable power supplies
Castle Rock	Uninterruptible power supplies
Denver	Upgraded signal cabinets and controllers with upgraded communications equipment and uninterruptible power supplies
Englewood	Upgraded signal control system
Lakewood	Upgraded signal controllers
Littleton	Upgraded signal control system
Louisville	Upgraded signal cabinet with uninterruptable power supply
Thornton	Upgraded signal controllers

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

Jack Hilbert, Chair
Administrative Committee
Denver Regional Council of Governments

ATTEST:

Jennifer Schaufele, Executive Director

Selection Criteria and Factors

- Whether intersection is a “key” signal
 - On RTP roadway per the 2035 RTP or in the downtown core as per current TSSIP Update (September 2013)
 - On federal-aid roadways that exceed volume thresholds (25,000 vpd for 4-lane roadways and 15,000 vpd for 2-lane roadways)

- Ability to document benefits in the short-term through corridor retiming
 - Benefits unlikely if retimed since 2010
 - Benefits unlikely if signal spacing \geq 1/2 mile

- Priority of need criteria
 - First priority: purchases to assure proper operation of existing systems.
 - Second priority: extend the reach of system control to new locations on Principal Arterials and above.
 - Third priority: purchases to acquire uninterruptible power supplies.
 - Fourth priority: extend the reach of system control to other federal-aid roadways exceeding volume thresholds.
 - Fifth priority: purchases to upgrade beyond base level signal control and provide improved communications.
 - Sixth priority: improvements that enhance/upgrade efficiency of existing systems.

Table A
2014 Miscellaneous Equipment Purchase

Jurisdiction	Location	Qty	Cost	Upgrade/Purchase
Arvada	Ralston Road, Simms Street to Hill Petro	10		Upgraded signal cabinet and controllers with uninterruptible power supplies
	Total:		\$202,950	
Castle Rock	Fifth Street, Wilcox Street to Woodlands Boulevard	5		Uninterruptible power supplies
	Meadows Parkway, Limelight Road to North Meadows Drive	3		Uninterruptible power supplies
	Plum Creek Parkway at Plum Creek Boulevard	1		Uninterruptible power supply
	Total:		\$63,000	
Denver	Yosemite Street, Hampden Avenue to Union Avenue	6		Upgraded signal cabinets and controllers with upgraded communications equipment and uninterruptible power supplies
	Total:		\$79,764	
Englewood	Citywide	1		Upgraded traffic signal control system
	Total:		\$129,000	
Lakewood	Ramp controllers at US 6 and Union Avenue	2		Upgraded signal controllers
	Ramp controllers at US 285 and Wadsworth Boulevard	2		Upgraded signal controllers
	Ramp controllers at US 6 and Kipling Street	2		Upgraded signal controllers
	Total:		\$19,200	
Littleton	Citywide	1		Upgraded traffic signal control system
	Total:		\$125,000	
Louisville	South Boulder Road at Cenntennial Drive/Main Street	1		Upgraded signal cabinet with an uninteruptible power supply
	Total:		\$18,429	
Thornton	144th Ave, Lincoln Street to Washington Street	3		Upgraded signal controllers
	Total:		\$12,828	
	FY14 Total:		\$650,171	

ATTACH C

**DENVER REGIONAL COUNCIL OF GOVERNMENTS
NOMINEES FOR DISTINGUISHED SERVICE AWARDS
February 19, 2014**

Nathan Mosley – Wheat Ridge

Nathan Mosley is a Management Analyst for the City of Wheat Ridge. In his position he works on a variety of special projects, including leading the city's efforts to develop an Aging Needs Assessment and Plan. The Wheat Ridge plan is a unique effort to assess current conditions for seniors and determine future possible actions to make certain older adults have the services they need to thrive. He has emerged as a leader on creating communities where older adults can successfully age in place.

Nathan was a key contributor and local staff resource during the pilot phase of DRCOG's Boomer Bond project. His support for the Boomer Bond project extended beyond the leadership he displayed during the city's effort to assess the community's readiness for a rapidly growing older adult population. Nathan's professional background is not in human services, but he has demonstrated his commitment to understanding the needs of older residents in Wheat Ridge. He has also assisted other communities considering completing cross-departmental, multi-jurisdictional assessments using DRCOG's assessment tool.

In addition to the great work Nathan has done with the Boomer Bond project, he has truly championed DRCOG's Network of Care website as a comprehensive resource for older adults in the community. Through Nathan's support and partnership, we recently recorded a short demonstration video for older adults in Jefferson County to learn how to use the Network of Care website to stay engaged in their community and find volunteer opportunities and activities happening in their neighborhood. This YouTube video will be posted on the Wheat Ridge website as well as several other websites in Jefferson County area to help increase older adult community engagement.

In many ways Nathan has emerged as an ambassador in DRCOG's efforts to help people live independently as long as possible in their own homes and communities.

Bob Wilson - Citizen

Bob Wilson is a retired engineer and active community leader in the Denver region. Mr. Wilson joined the Metro Vision Citizens Advisory Committee (CAC) in March 2013 and has been an invaluable member. He is also integrally involved in DRCOG's Sustainable Communities Initiative (SCI) corridor implementation activities. He participates in Gold Corridor Stakeholder Committee meetings and attended the Gold Corridor Public Forum. Mr. Wilson also successfully completed the Transit Alliance Gold Corridor Citizens' Academy in October 2013; his individual action plan includes research on transit-oriented development in industrial areas and how to apply best practices to several stations along the Gold Line.

Mr. Wilson has taken the initiative to arrange DRCOG staff presentations on the SCI Gold Corridor work and Metro Vision 2040 as well as keypad polling at both the Arvada Kiwanis and Rotary Clubs. These efforts resulted in reaching more than 100 additional participants that had not been involved in the regional planning process. He has been diligent in helping DRCOG extend stakeholder engagement efforts to his networks, including assistance with recruitment for and promotion of the Gold Corridor Citizens' Academy at the Arvada Harvest Festival. In addition to his work with DRCOG and the Kiwanis and Rotary clubs, Mr. Wilson is also an active member of Arvada's Gold Line Advisory Committee.

Bob Watkins - City of Aurora

Bob Watkins is the Director of Planning and Development Services for the City of Aurora. He has been heavily involved in two of DRCOG's key projects – the Sustainable Communities Initiative and the Metro Vision 2040 update. Metro Vision 2040 is exploring housing on a regional level for the first time and Mr. Watkins has been an excellent resource for both feedback and outreach activities. He is an active member of the Metro Vision Planning Advisory Committee (MVPAC) as well as the MVPAC Equity Subcommittee, exploring ways to make life better for people of all ages, incomes and abilities. In October 2013, he presented to the Metro Vision 2040 Transit Alliance Citizens' Academy addressing housing in Aurora and its impact on the regional level. Mr. Watkins served as a panelist at the fall 2013 SCI Consortium Meeting: *Planning for Change*. In December 2013, he also participated as a panelist in the Metro Vision Idea Exchange: *Transforming the Community Fabric*.

Kelli Fritts, Associate State Director for Advocacy, AARP Colorado

Kelli Fritts has contributed substantially to the success of DRCOG's Aging programs and her tireless advocacy has improved the lives of older adults in the Denver region and throughout Colorado. Ms. Fritts has been the driving force for several years now to ensure AARP Colorado lists increasing funding for services for older adults (especially through the Older Coloradans Fund) as AARP Colorado's number one state legislative priority. DRCOG typically receives over forty percent of those funds.

AARP Colorado's infrastructure of volunteers and a statewide network, not to mention their immediate credibility on aging issues has been invaluable to the success of our funding increase efforts. Kelli's experiences with legislative advocacy and strategic skill have been an invaluable compliment to DRCOG's efforts to increase the state's investment in AAA services. She has been a trusted advisor and collaborator on many other issues of concern to DRCOG's AAA and seniors in the region, including legislation on affordable healthcare, prescription drugs, and utilities.

Paul J. Ryan

The region lost a skilled and committed regionalist when Paul Ryan passed away unexpectedly in April 2013.

Mr. Ryan served as Denver Mayor Hancock's Director of Regional Affairs. In that capacity he represented the Mayor at DRCOG and the Metro Mayors Caucus. It was a role that seemed to come naturally to him and it was obvious he loved his job. He cultivated friendships with elected officials and staff members throughout the region; Paul's willingness to listen to others and understand their concerns made him an effective and trusted player in the Denver region. While many people shy away from the messy work of getting people with different agendas to compromise, it was, in his words, "a blast."

Paul's skills working with others and solving difficult problems were honed through his volunteer and professional work. In fact, his active roles as a Board member and President of the West Washington Park Neighborhood Association (WWPNA) probably prepared him best for the challenges of municipal and regional problem-solving. He had this to say of that experience in an interview for the WWPNA newsletter: "It gave me a quick study in how neighborhoods, developers, city staff and elected officials could figure things out together." He later worked as a communications consultant working on difficult development projects. Paul seemed energized by contentious and controversial projects and approached them with a positive, can-do attitude.

Mayor Hancock had many kind words to say about Paul in expressing his feelings regarding his passing but this one from the Denver Business Journal deeply resonates: "My dear friend Paul carried the warmest disposition and the most infectious optimism of any person I have known. While his passing reminds us of the delicate nature of life, it is certain that his genuine spirit will stay with all of us and serve as a shining beacon of the grace we all seek."

Paul Ryan's passing was a big loss to the Denver region and to all of us who felt we were his "best friend."

George Gerstle, Transportation Director, Boulder County

George Gerstle has been involved with DRCOG transportation planning efforts for more than 20 years, first when working with the Colorado Department of Transportation, and most recently with Boulder County. He served as the Chair of DRCOG's Transportation Advisory Committee from January 2012 through December 2013. George facilitated many critical meetings associated with the 2012-2017 Transportation Improvement Program, amendments to the 2035 Metro Vision Regional Transportation Plan, and the start of 2040 Metro Vision planning efforts. The meetings most typically resulted in very well negotiated recommendations being made.

The terrible floods and wildfires that recently impacted Boulder County's residents and businesses required much of George's time and service. Amidst those 24/7 weeks, he was still able to participate frequently and effectively on regional transportation planning efforts conducted by DRCOG, RTD, and other agencies.

We thank George very much for his time and commitment given to improving transportation services for the people of Boulder County and the entire DRCOG region.

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 #
February 19, 2014	Action	4

SUBJECT

This action is related to selection of a recipient for the John V. Christensen Memorial Award.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends selection of a recipient to receive the John V. Christensen Memorial Award at the DRCOG Award Dinner in April 2014.

ACTION BY OTHERS

N/A

SUMMARY

DRCOG created the John V. Christensen Memorial Award in 1972 to be presented to the person, or persons, most exemplifying the tradition of John V. Christensen in promoting and working for good, strong, representative local government and regionalism in solving mutual problems.

DRCOG staff and members of the DRCOG Administrative Committee **are not eligible** to receive the award.

Nominees whose names have been submitted for consideration the previous two years are eligible.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to select a recipient to receive the John V. Christensen Memorial Award.

ATTACHMENTS

Attachment: Criteria for selection
Previous award recipients

Enclosure: Current and previous two-years nominees

ADDITIONAL INFORMATION

If you need additional information, please contact Jennifer Schaufele, Executive Director, at 303-480-6701 or jschaufele@drcog.org or Connie Garcia, Executive Assistant/Board Coordinator, at 303-480-6701 or cgarcia@drcog.org.

CRITERIA FOR SELECTION

JOHN V. CHRISTENSEN MEMORIAL AWARD

In October 1972, the Denver Regional Council of Governments created the *John V. Christensen Memorial Award* to be presented to the person, or persons, most exemplifying the tradition of John V. Christensen in promoting and working for good, strong, representative local government and regionalism in solving mutual problems.

Eligible Are:

- ✓ Any elected official or private individual, excluding DRCOG staff members and DRCOG Administrative Committee members.
- ✓ Residents of Adams, Arapahoe, Boulder, Clear Creek, Douglas, Gilpin, Jefferson, or Weld counties, the City & County of Broomfield and the City & County of Denver.
- ✓ Individuals making substantial contributions to the Philosophy of Regionalism, either during the past year or over a longer period of time.
- ✓ Nominees whose names have been submitted for consideration the previous two years.

The Nominee(s) must have demonstrated dedication to regionalism by:

- ✓ Promotion of coordination and cooperation among citizens and local elected officials in a continuing effort to solve regional problems.
- ✓ Recognizing that jurisdictional boundaries are not barriers to the solution of such problems.
- ✓ Providing leadership to, or support for, the concept that strong local government representation is the basis for regional accomplishment.

Nomination Process:

- ✓ Nominations must include a description of the achievement, accompanied by an explanation of the nominee's (nominees') philosophy of regionalism. The narrative should be in sufficient detail to assist the Administrative Committee in its selection.
- ✓ Nominations must be mailed to the DRCOG Administrative Committee at 1290 Broadway, Suite 700, Denver, 80203-5606 by February 3, 2014 for judging by the Administrative Committee at its February meeting.
- ✓ If the Administrative Committee determines that no nominee fully meets established criteria, no award will be made.
- ✓ Announcement of the winner and presentation of the award will be made at the DRCOG Awards Dinner.

If you have any questions concerning the nomination process, or the criteria for selection, please contact Connie Garcia, DRCOG staff, 480-6701 or cgarcia@drcog.org.

John V. Christensen Memorial Award Recipients

At the awards event, the recipient of DRCOG's highest accolade, the John V. Christensen Award, is announced and recognized. Previous recipients include the following regionalists.

2012 Kathy Novak	1997 Peter Kenney	1984 William Thornton
2010 Lorraine Anderson	1996 Robert L. Tonsing	1983 Milton E. Senti
2008 John Parr	1995 Linda Morton	1982 Robert F. Clement
2007 Federico Peña	1994 Elsie A. Lacy	1981 Norman A. Smith
2006 Norma Anderson	1993 Neva Windbigler	1980 Jack L. Trezise
2005 Mary Blue	1992 John C. Buechner	1979 James L. Ogilvie
2004 Joe Rice	1991 William H. "Bill" Miller	1978 Don DeDecker
2003 Pat Pascoe	1990 Thomas R. Eggert	1977 Ben Bezoff
2002 Polly Page	1989 T.J. "Ted" Hackworth	1976 John P. Murphy
2001 Thomas J. Burns	1988 Paul Powers	1975 Irving S. Hook
2000 Margaret Carpenter	1987 George M. Wallace	1974 Guy R. Sanders
1999 Leona Stoecker	1986 Jon Colt	1973 Hilbert B. Meyer
1998 D.L. "Don" Parsons	1985 Vesta H. Miller	