



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

AGENDA

BOARD OF DIRECTORS
WEDNESDAY, APRIL 20, 2016
6:30 p.m. – 8:50 p.m.
1290 Broadway
First Floor Independence Pass Conference Room

- 1. 6:30 Call to Order
- 2. Pledge of Allegiance
- 3. Roll Call and Introduction of New Members and Alternates
- 4. *Move to Approve Agenda
- 5. 6:35 Report of the Chair
 - Report on Regional Transportation Committee

STRATEGIC INFORMATIONAL BRIEFING

- 6. 6:40 <u>Presentation on ROADX</u> (Attachment A) Peter Kozinski, Colorado Department of Transportation
- 7. 6:55 Report of the Executive Director (Attachment B)
- 8. 7:05 Public Comment

Up to 45 minutes is allocated at this time for public comment and each speaker will be limited to 3 minutes. If there are additional requests from the public to address the Board, time will be allocated at the end of the meeting to complete public comment. The chair requests that there be no public comment on issues for which a prior public hearing has been held before this Board. Consent and action items will begin immediately after the last speaker

*Motion Requested

TIMES LISTED WITH EACH AGENDA ITEM ARE APPROXIMATE IT IS REQUESTED THAT ALL CELL PHONES BE SILENCED DURING THE BOARD OF DIRECTORS MEETING. THANK YOU

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.



CONSENT AGENDA

- 9. 7:25 *Move to Approve Consent Agenda
 - Minutes of March 16, 2016 (Attachment C)

ACTION AGENDA

- 10. 7:30 *Discussion of Nominating Committee recommendations for appointments to the Finance and Budget and Performance and Engagement Committees

 (Attachment D) Nominating Committee members
- 11. 7:40 *Discussion of development of meeting date/time for Performance & Engagement Committee
 - (Attachment E) Jennifer Schaufele, Executive Director
- 12. 7:50 *Discussion of guidelines for remote participation in Board Work Sessions (Attachment F) Jennifer Schaufele, Executive Director
- 13. 8:00 *Discussion of project selection process for the Traffic Signal System Improvement
 Program (TSSIP) and Regional Intelligent Transportation System (ITS) Deployment
 Program Miscellaneous Equipment call for projects
 (Attachment G) Greg MacKinnon, Traffic Operations Program Manager,
 Transportation Planning & Operations
- 14. 8:10 *Discussion of State Legislative Issues
 - A. <u>Bills on Which Positions Have Previously Been Taken</u>
 (Attachment H) Presentation by Rich Mauro, Senior Legislative Analyst
 Rich Mauro will respond to questions and current status, if requested. These bills require no
 additional action by the Board unless individual bills are pulled from the package for reconsideration
 of the Board-adopted position. To change the Board's position on specific legislative bills
 requires affirmative action by 2/3 of those present and voting.
 - B. New Bills for Consideration and Action
 (Attachment I) Presentation by Rich Mauro, Senior Legislative Analyst (if necessary)

Rich Mauro will present a recommended position on any new bills based on the Board's legislative policies. If a bill requires additional discussion it may be pulled from the package and action will be taken separately. **Positions on specific legislative bills require affirmative action by 2/3 of those present and voting**.

INFORMATIONAL BRIEFINGS

15. 8:25 Revisions to Committee Guidelines
(Attachment J) Jennifer Schaufele, Executive Director

*Motion Requested

INFORMATIONAL BRIEFINGS (cont.)

16. 8:35 Committee Reports

The Chair requests these reports be brief, reflect decisions made and information germane to the business of DRCOG

- A. Report on State Transportation Advisory Committee Elise Jones
- B. Report from Metro Mayors Caucus Herb Atchison
- C. Report from Metro Area County Commissioners- Don Rosier
- D. Report from Advisory Committee on Aging Jayla Sanchez-Warren
- E. Report from Regional Air Quality Council Shakti
- F. Report on E-470 Authority Ron Rakowsky
- G. Report on FasTracks Bill Van Meter

INFORMATIONAL ITEMS

- 17. <u>DRAFT Summary of March 16, 2016 Administrative Committee Meeting</u> (Attachment K)
- 18. Relevant clippings and other communications of interest (Attachment L)

Included in this section of the agenda packet are news clippings which specifically mention DRCOG. Also included are selected communications that have been received about DRCOG staff members.

ADMINISTRATIVE ITEMS

- 19. **Next Meeting May 18, 2016**
- 20. Other Matters by Members
- 21. 8:50 Adjournment

SPECIAL DATES TO NOTE

Metro Vision Awards Banquet

April 27, 2016

For additional information please contact Connie Garcia at 303-480-6701 or cgarcia@drcog.org

CALENDAR OF FUTURE MEETINGS

April 2	016	
15	Advisory Committee on Aging	Noon – 3 p.m.
19	Regional Transportation Committee	8:30 a.m.
20	Administrative Committee	6:00 p.m.
	Board of Directors	6:30 p.m.
25	Transportation Advisory Committee	1:30 p.m.
May 20	16	
4	Board Work Session	4:00 p.m.
17	Regional Transportation Committee	8:30 a.m.
18	Finance and Budget Committee	5:30 p.m.
	Board of Directors	6:30
TBD	Performance and Engagement Committee	
20	Advisory Committee on Aging	Noon – 3 p.m.
23	Transportation Advisory Committee	1:30 p.m.
June 2	016	
1	Board Work Session	4:00 p.m.
14	Regional Transportation Committee	8:30 a.m.
15	Finance and Budget Committee	5:30 p.m.
	Board of Directors	6:30 p.m.
TBD	Performance and Engagement Committee	
17	Advisory Committee on Aging	Noon – 3 p.m.
27	Transportation Advisory Committee	1:30 p.m.

ATTACH A

To: Chair and Members of the Board of Directors

From: Jennifer Schaufele, Executive Director

303-480-6701 or jschaufele@drcog.org

Meeting Date	!	Agenda Category	Agenda Item #		
April 20, 201	Strate	egic Informational Briefing	6		

SUBJECT

The Colorado Department of Transportation (CDOT) is developing a multi-phased program focused on Colorado becoming a leader in deploying innovative transportation technologies with the focus of addressing the state's transportation challenges and becoming one of the safest and most reliable systems in the country.

PROPOSED ACTION/RECOMMENDATIONS

N/A

ACTION BY OTHERS

N/A

SUMMARY

Colorado faces several monumental challenges in order to make achievements in travel. RoadX is CDOT's bold commitment to be a national leader in using innovative technology to improve the safety, mobility, and efficiency of the transportation system, fostering the continued economic vitality of Colorado.

The RoadX program will employ a multi-pronged DO-IT (deployment, operations, innovation, technology) approach with the objective of being the most efficient, agile, and flexible system for bringing transportation technology to market. The RoadX program will implement several efforts along the DO-IT spectrum in 2016–18.

RoadX Program Director Peter Kozinski will present an overview of the program at the April Board meeting.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

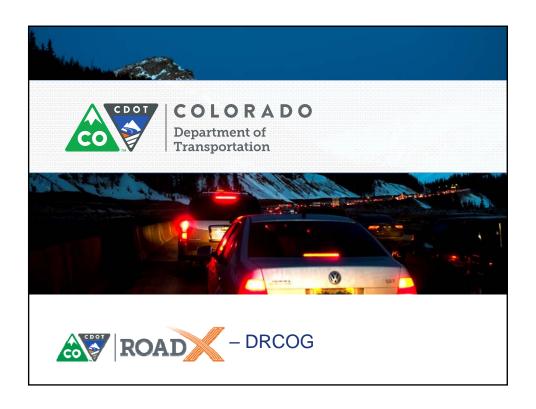
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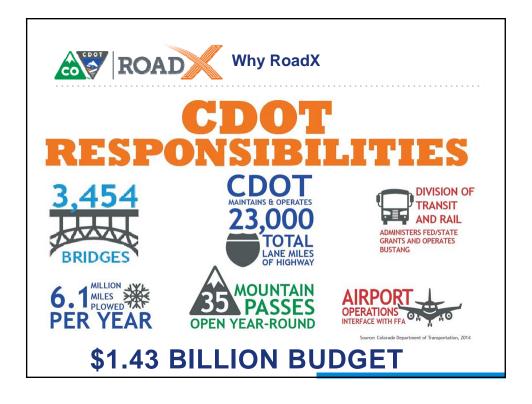
ATTACHMENT

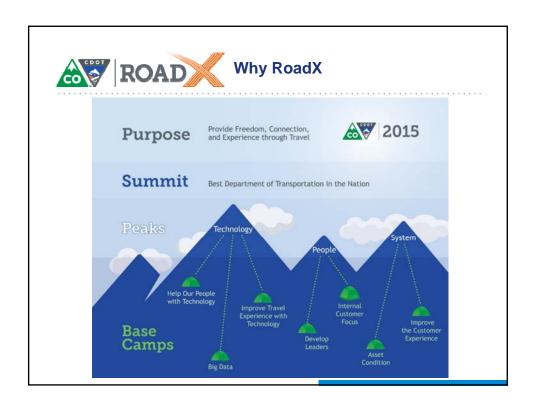
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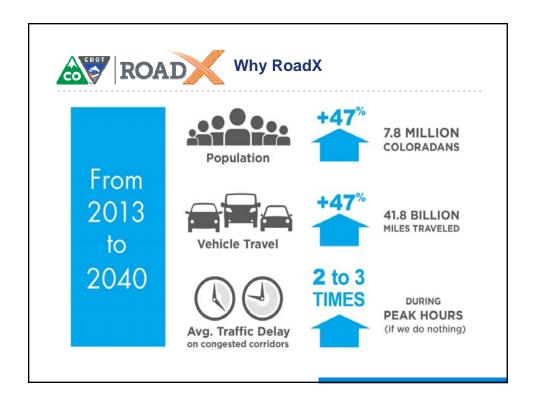
ADDITIONAL INFORMATION

If you need additional information, please contact Jennifer Schaufele, Executive Director, at 303-480-6701 or ischuafele@drcog.org; or Douglas W. Rex, Director, Transportation Planning and Operations, at drex@drcog.org or 303 480-6747.











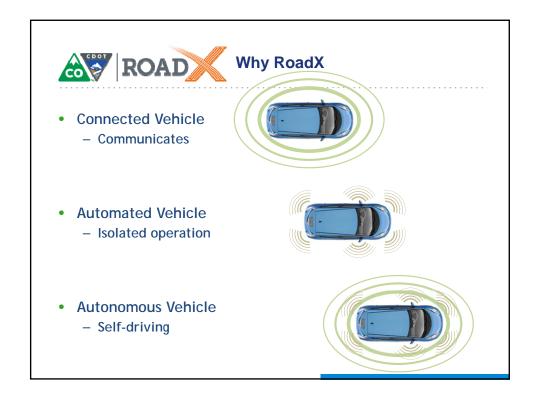


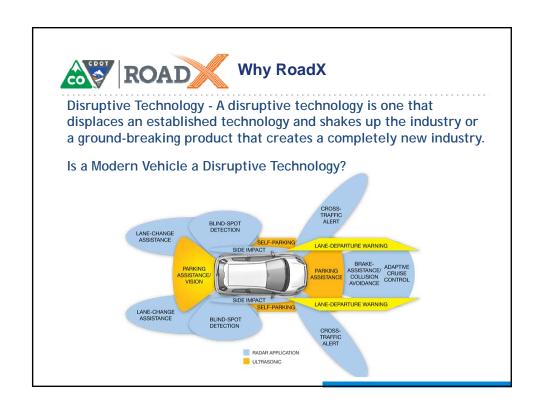


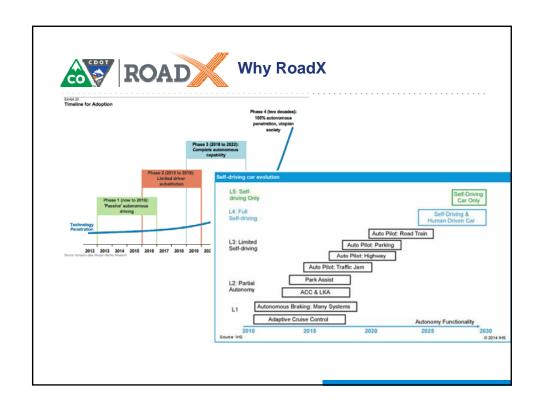
"USDOT predicts that nearly 80% of unimpaired accidents could be <u>reduced or eliminated</u> with full implementation of Connected Vehicle technology..."

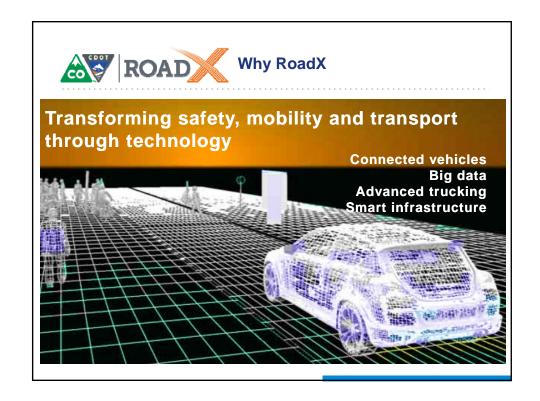
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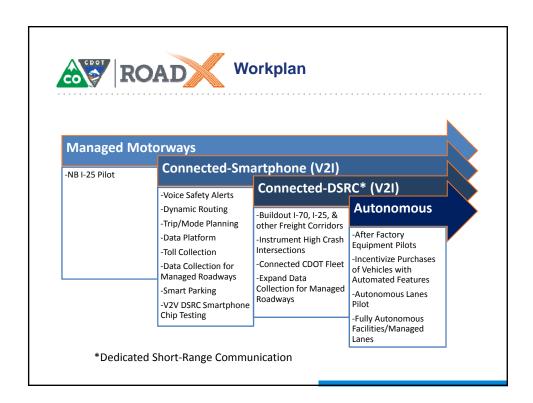








- RoadX VISION: Crash-free, Injury-free, Delay-free and Technologically-transformed travel in Colorado.
- RoadX MISSION: Team with public and industry partners to make Colorado one of the most technologically advanced transportation systems in the nation, and a leader in safety and reliability.
- Colorado is Open For Business Colorado invites partners to join us in accelerating the adoption and deployment of technological solutions...





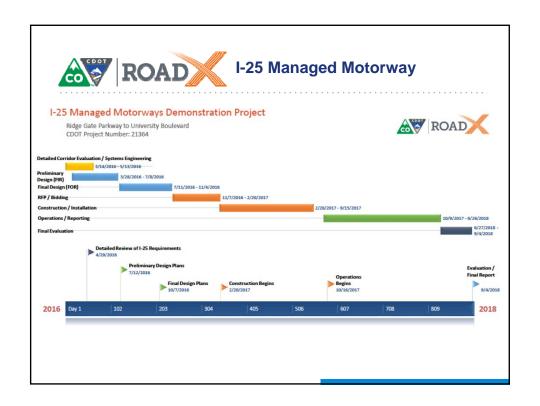
I-25 Managed Motorway

- Baseline traffic analysis
 - I-25 mainline and intersecting arterials
- Systems engineering
 - Adapt existing system to coordinated ramp metering
- Design and installation
 - New required traffic detection on mainline and ramps
- Conduct trial
 - Six months dedicated operations
 - Evaluation and refinement of system
- Assessment of performance
 - Determine success of trial, continuation, and replication desires



I-25 Managed Motorway

- Managed Motorways based upon Coordinated Ramp Metering
 - Predictive and adaptive algorithms
 - ALINEA: cluster control
 - HERO: predictive algorithm
 - Requires robust traffic detection devices not currently found in corridor
 - Makes use of existing ramp metering systems and controllers

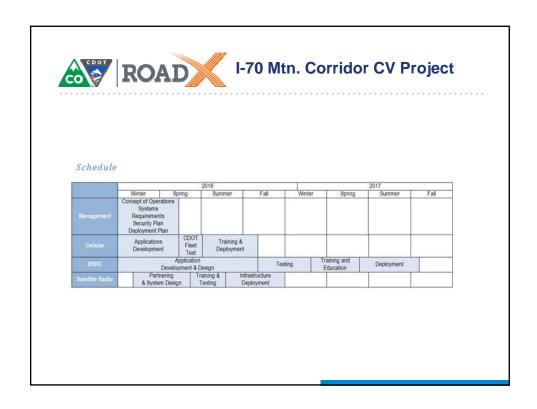




I-70 Mtn. Corridor CV Project

- A pilot project to enhance safety, mobility, and reliability
- A deployment of both cellular and DSRC communications platforms
- A platform for V2I and V2X communications; sets foundation for V2V
- Targets weather- and mobility-related CV applications
- Scalable architecture for larger deployments
- · Open system to allow third party application development

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ATTACH B



Executive Director Monthly Report

March 2016

EXECUTIVE OFFICE SCORECARD/EXECUTIVE DIRECTOR MONTHLY REPORT OVERVIEW

INTRODUCTION SECTION

The Executive Director's Monthly Report is in the process of being integrated into an Executive Office scorecard and designed using the Balanced Scorecard framework. This step will better align the monthly information into a similar format for reporting to DRCOG's Board of Directors in the future including DRCOG's division scorecard reports.

The report is still 'under construction' but is at a stage to begin combining the Executive Director's narrative report into a scorecard format which includes developing performance measures for key areas of focus and for the scorecard in general. Color scoring is for illustration only since few measures are currently populated with data. Work is underway to collect or to begin collecting data for measures in the scorecard. Once new measures are designed, there is a lag time between designing them and data collection.

SCORING OF SCORECARD COMPONENTS

Scoring for measure values and other scorecard components are reported in various units i.e., percentages, currency or actual values. Performance measures have different *frequencies* at which data are collected such as, monthly, quarterly, yearly, etc.

TERMS USED IN THIS REPORT

Balanced Scorecard - BSC (scorecard) – a strategic framework for translating broad, long-term organizational goals into a set of strategic operational objectives, measures and initiatives that can be managed by organizational leadership and staff.

Composite Measure— a set of measures that roll up into a single score.

Overview – a high-level summary score for strategic objectives or composite measures.

Performance Measure – various types of measures (leading, lagging) developed for objectives. Types of performance measures used in most scorecards include: input, process, output, and outcome. Measures in scorecards can be 'scored' or 'unscored' which determines whether or not a measure affects the overall scorecard.

Performance Measure Overview – a report on a specific performance measure from the top organizational level scorecard or a department scorecard. Scoring for performance measures is reported in actual values and with a QuickScore rating for 'scored' measures.

QuickScore - a Balanced Scorecard software application that contains the structural components and data for a scorecard, used as an organizational information tool to improve reporting and decision-making. (http://www.spiderstrategies.com/)

Strategic Initiative Overview – an overview report of a program, project or an activity that is designed to improve, introduce or sustain a specific scorecard component. Initiatives can be budgeted activities or activities completed by staff requiring the use of no budget dollars.

Strategy Map - a visual representation of the cause and effect linkages between strategic objectives contained in your strategy. There should be a balance between the number of objectives in each of the four Balanced Scorecard perspectives of your strategy map.

Strategic Objective – a high level, operational 'continuous improvement activity' that is one of the primary components of a balanced scorecard. Strategic objectives are placed on a strategy map for visualization of an organization or division strategy.

REVIEWING PERFORMANCE DATA IN THE REPORT

The data in this report are a point-in-time snapshot of results to date. The thresholds (targets) we have established for certain measures that are scored using a traffic light scheme (red, yellow, green) often indicate a variation from the mean/average and not necessarily good or bad performance, just a signal to investigate. Graphs that are showing a deviation from the mean/average are based on using time series data and taking an average of that data over time periods ranging from 3-7 years for the goal target and establishing some factor, plus or minus from that goal, to represent the red flag target.

This method was used to establish a baseline and context for our measure data as an initial step to visually track performance on a more frequent basis before legitimate thresholds could be developed. Not every measure in the scorecard can be included in this report. The intent is to provide a reasonable and accurate representation of performance while keeping the report educational and informative for our Board of Directors and other stakeholders.

EXPLANATION OF REPORT FORMAT

Overview Section

Description: NEW/EXPANDED PRODUCTS, SERVICES, AND INNOVATION

Outcome #1: Create new and expanded partnerships, funding and other support to stretch our resources further and improve service delivery.

Initiative #1: Build business acumen of AAA



The **overview section** of each page provides key information about the objective, measure, etc. that's being reported. As noted below, this section also contains the speedometer for scored components.

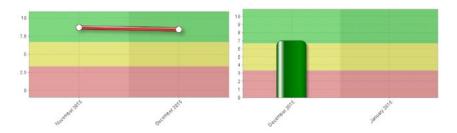
Speedometers



Score:

Speedometers provide a quick, visual look at a component's current performance with a numeric score for measures or objectives below. Measure scores are actual values and objectives are scored by QuickScore (Balanced Scorecard software) from 0-10 based on the performance of all measures associated with that objective. QuickScore provides the 0-10 scoring for all components in the scorecard where scored measures are present.

• Bar Charts/ Line Graphs



Bar Chart/Line graph is a graph divided into increments of measure that visually illustrate data using colored bars or a line. Graphs report single data points or time series depending on data availability. The background of performance measure graphs will include color scoring when thresholds have been established. Most graphs show the red, yellow, green scoring for the background with green on top or red on top depending on whether or not higher values are good.

• Data Tables (Score below for Dec 2015 is the QuickScore rating of 0-10 referenced above)

Series	Scorecard Object	Organization	Dec	Jan 2016
Color			2015	
	Improve and Expand Service	Executive Office	7	
	Delivery	Scorecard		

Data Tables provide information on objectives and measures. The first data table above shows an objective, the scorecard it's in, and the 'score' assigned from 0-10. This example shows an objective level score.

DATA USED IN CALCULATIONS - DRCOG SCORECARD >> EXECUTIVE OFFICE SCORECARD

Name	Туре	Weight	Actual Value
Opposed Bills	Performance Measure	50%	
Stakeholder	Performance Measure	0%	
Engagements			
Supported Bill Success	Performance Measure	50%	
Rate			

Data Used in Calculations –is an informational table that shows the combination of scored or unscored measures associated with an objective. Weighting and actual values are shown in the table when data is available. The title at the top shows the primary organizational scorecard (DRCOG) and the associated scorecard (Executive Office).

Notes

Notes are at the end of sections in the scorecard report and include background information for specific objectives and measures. *Notes in italics are for the current reporting period*.

Executive Director Monthly Report – March 2016

ADVANCE BOARD GOALS & PRIORITIES - MARCH 2016

Description: Outcome #1: Improve and Expand Service Delivery - Create new and expanded partnerships, funding and other support to stretch our resources further and improve service delivery.

Initiative #2: Improve/expand service delivery to member governments through partnerships and innovative funding.

Initiative #3: Expand outreach in support of DRCOG's mission and vision.

This objective supports DRCOG's Board of Directors established priorities for the organization, including Metro Vision outcomes, and recognizes the Executive Director's role in furthering those priorities.



Notes

Made a presentation to the Denver City Council's Finance and Services Committee at the request of Councilwoman Robin Kniech which included a primer on DRCOG and the Metro Vision plan.

The following organizations represent new DRAPP partners this cycle: Littleton, Superior, Urban Drainage, E470 Highway Authority and Fort Lupton.

Met twice and reached agreement with reps from KEZW for DRCOG to sponsor 12 months of shows focused on issues impacting the region's seniors. The \$24,000 sponsorship will be paid with federal aging funds.

Negotiated agreement with N4A (National Association of Area Agencies on Aging) to provide time for DRCOG staff and lobbyist to present information to their Board of Directors in April related to developing a wide ranging national coalition to eliminate the iniquities of the Older Americans Act.

DRCOG is working with partners in the region at all levels of government to improve quality and access to data while reducing the overhead to produce it. Additionally, we're looking into innovative ways to procure information - such as crowd-sourcing and consortium purchases (e.g. aerial photography). Our collaborative data efforts so far have led to federal grant awards, reduced costs for local government, and entrepreneurship in our communities.

DEVELOP STRATEGIC COMPETENCIES - MARCH 2015

Related Items

Name	Organization	Туре	
Business Acumen Initiative - AAA	Executive Office Scorecard	Strategic Initiative	

Notes

The Executive Director attended classes to maintain Certified Senior Advisor status.

The Business Acumen initiative noted above in the Related Items section represents another effort to broaden DRCOG staff education and knowledge and supports a strategic objective for the Area Agency on Aging. It was completed in December 2015.

IMPROVE LEGISLATION – MARCH 2016

This objective focuses on improving existing legislation that is outdated or detrimental to residents of the DRCOG region. It includes changes to transportation and the Older American's Act, Air Quality standards legislation in addition to others that may be adversely affecting the region or the state as a whole.

Yearly measures for this objective have been designed and data collection is underway. Measure data for the objective will be included in future reporting.



Notes

Met with reps from Colorado Contractors Association (CCA) to discuss their polling and anticipated action for putting an item on the November 2016 ballot; attended MPACT64 to discuss potential support and/or requests from CCA in their initiative.

There are indications there is a deal between the House and the Senate to allow a construction defects bill and three affordable housing bills to be introduced. The construction defects bill would require that before a construction defect claim is filed on behalf of an HOA, the HOA's executive board must give 60 days' advance notice to all unit owners, together with a disclosure of the projected costs, duration, and financial impact of the construction defect claim, and must obtain the written consent of the owners of units to which at least a majority of the votes in the association are allocated.

The affordable housing bills are reinstatement of the low income housing tax credit; transfer of \$20 million (estimate) of Unclaimed Property funds for affordable housing assistance, and assisting with savings accounts for down payments.

Summary of key Bills:

HB 1027 – Support – Criminal Depositions At-Risk Adults – passed both houses and sent to the governor

HB 1187 – Support – Sales Tax Exemption Food in Retirement Communities - passed both houses and sent to the governor

SB 078 – Staff Discretion to Oppose – Assisted Living Administrator Competency – postponed indefinitely Senate Health & Human Services

REPORTING, COMMUNICATIONS, AND OUTREACH - BOARD OF DIRECTORS/COMMITTEE COMMUNICATION - MARCH 2016

Performance Measure Info

Description: TIMELINESS OF MEETING MATERIALS - This measure reports the percentage of Board Member/Committee scheduled communications that are sent 1 week in advance of meetings in order to adhere to Board member needs.

Outcome #1: Meeting attendees receive agenda materials for regularly scheduled meetings a week in advance to prepare for discussions and actions.

Initiative #1: Mail all meeting materials 1 week in advance to the Board and MVIC beginning September 1, 2015; mail all meeting materials 1 week in advance to RTC, ACA, Structure/Governance Group beginning October 1, 2015.



Actual Value: 100% Red Flag: 90%

Goal: 98%



Series Color	Scorecard Object	Oct	Nov	Dec	Jan	Feb2	Mar
		2015	2015	2015	2016	2016	2016
	Board of Directors/Committee Communication		99%	100%	100%	100%	100%

Notes

All agendas and related materials were mailed at least 1 week prior to the meeting date.

REPORTING, COMMUNICATIONS, AND OUTREACH - BOARD DIRECTOR ONE-ON-ONES - MARCH 2016

Performance Measure Info

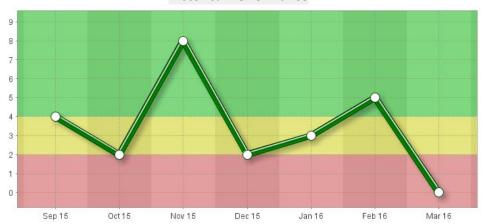
Description: Initiative #1: Meet w/10 Board members by December 18 (won't be meeting 1:1 with officers; already meeting with them twice monthly); meet w/75% (42) Board members by July 31, 2016.

This measure reports the number of one on one Board member meeting conducted by the Executive Director and/or key staff and is associated with associated with Outcome #1, Good relationships with Board Directors/Alternates. Member outreach is key to continuing successful relationships with Board members while providing a forum to discuss challenges and opportunities.

This Period's
Performance

Actual Value: 0
Red Flag: 2
Goal: 4

Historical Performance



Series Color	Scorecard Object	Sep	Oct	Nov	Dec	Jan	Feb	Mar
		2015	2015	2015	2015	2016	2016	2016
	Board Director One-on-Ones	4	2	8	2	3	5	0

Notes

Planned 18 hours in March for meetings with members but identified Board Directors were not available.

REPORTING, COMMUNICATIONS, AND OUTREACH - NEW BOARD DIRECTOR/ALTERNATE ON-BOARDING - MARCH 2016

Notes

Hired Cohn and Associates to make on-boarding/capacity building plan operational. Full plan anticipated to be operational June 1, 2016 at a cost of \$50,000 (paid via General Fund). Cohn is currently under contract for the marketing and advertising associated with the Way To Go program.

EMPLOYEE SATISFACTION - DECEMBER 2015

Performance Measure Info

Description: This measure reports the score on the Satisfaction scale/section of the DRCOG Employee Engagement and Satisfaction survey.

The score under the speedometer above is from the last employee survey in December of 2015. The survey is conducted twice per year and is sent to ½ the employee population each round. The target set for this score is 3.2 (out of a possible 4).



Red Flag: 2.7

Goal: 3.2

Historical Performance



Series Color	Scorecard Object	Jun 2013	Dec 2013	Jun 2014	Dec 2014	Jun 2015	Dec 2015
	Employee Satisfaction		3.36	3.38	3.6	3.4	3.5

Notes

March 2016: Hosted general staff meeting to recognize new staff members, celebrate employee anniversaries, review latest employee satisfaction survey results; update staff on Board committee changes, and discuss a new internal process for project approvals.

MINUTES BOARD OF DIRECTORS WEDNESDAY, MARCH 16, 2016

Members/Alternates Present

Elise Jones, Chair Boulder County
Bill Holen Arapahoe County

David Beacom City & County of Broomfield

Tim Mauck Clear Creek County
Robin Kniech City & County of Denver
Anthony Graves (Alternate) City & County of Denver

Douglas County Roger Partridge Don Rosier **Jefferson County Bob Fifer** City of Arvada **Bob Roth** City of Aurora Larry Vittum Town of Bennett **Aaron Brockett** City of Boulder Anne Justen Town of Bow Mar Lvnn Baca City of Brighton Town of Castle Rock George Teal

Carrie Penaloza (Alternate) Town of Castle Ro

Alex Brown (Alternate)

Richard Champion (Alternate)

Rick Teter

Steve Conklin

Joe Jefferson

City of Cherry Hills Village

Town of Columbine Valley

City of Commerce City

City of Edgewater

City of Englewood

John Hamlin (Alternate) City of Federal Heights Lynnette Kelsey Town of Georgetown

Saoirse Charis-Graves City of Golden

Ron Rakowsky

Mike Hillman

City of Greenwood Village
City of Idaho Springs

Dana Gutwein (Alternate)

Phil Cernanec

Jackie Millet

Joan Peck

City of Lakewood

City of Littleton

City of Lone Tree

City of Longmont

Joan Peck
Ashley Stolzmann
City of Longmont
City of Louisville
Town of Lyons
Colleen Whitlow
Town of Mead
John Diak
Town of Parker
Sally Daigle
City of Sheridan
Town of Superior

Adam Matkowsky

Herb Atchison

Joyce Jay

City of Thornton

City of Westminster

City of Wheat Ridge

Debra Perkins-Smith Colorado Department of Transportation

Bill Van Meter Regional Transportation District

Others Present: Jennifer Schaufele, Executive Director, Connie Garcia, Executive Assistant/Board Coordinator, DRCOG; Mac Callison, Aurora; Maria D'Andrea, Commerce City; David Weaver, Joe Fowler, Douglas County; Kent Moorman, Thornton; Brian Allem, DRMAC; Tim Kirby, Danny Herrmann, CDOT; Jennifer Cassell, George Dibble, Ed Bowditch Tomlinson & Associates; and DRCOG staff.

Chair Elise Jones called the meeting to order at 6:30 p.m. Roll was called and a quorum was present.

Chair Jones noted the passing of Board Director Tom Hayden, Clear Creek County, and asked for a moment of silence. Commissioner Tim Mauck, Clear Creek County, provided comment to the members.

New members and alternates in attendance were recognized: Larry Vittum, new member from Bennett; John Hamlin, alternate, Federal Heights; and Carrie Penaloza, alternate, Centennial.

Chair Jones thanked Immediate Past Chair Millet for her service.

It was noted that this will be Director O'Brien's last meeting.

Move to Approve Agenda

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

Report of the Chair

- Chair Elise Jones reported the Regional Transportation Committee approved amendments to the 2040 Fiscally Constrained Regional Transportation Plan and the 2016-2021 Transportation Improvement Program. The committee received a presentation on the TIP White Paper and the federal certification review.
- Chair Jones reported the Structure and Governance group held its final meeting.
- Chair Elise Jones and Commissioner Roger Partridge, Douglas County, will represent DRCOG on the State Transportation Advisory Committee as member and alternate, respectively, for the coming year. Commissioner Partridge was selected to serve via ballot vote.
- Directors Ron Rakowsky and Bob Roth will represent DRCOG on the E-470 Authority as member and alternate, respectively, for the coming year.

Report of the Executive Director

Jerry Stigall directed member's attention to the included Executive Director report. Ms.
 Schaufele reported progress made on various benchmarks. She noted that in the future progress will be shown for the entire agency.

Public comment

No public comment was received.

Move to approve consent agenda

Herb Atchison **moved** to approve the consent agenda. The motion was **seconded** and **passed** unanimously. Items on the consent agenda include:

Minutes of February 17, 2016

<u>Discussion of 2015 Cycle 2 amendments to the 2040 Fiscally Constrained Regional Transportation Plan, along with the 2015 Cycle 2 Amendments to the Denver Southern Subarea 8-hour Ozone Conformity Determination and the 2015 Cycle 2 Amendments to the CO and PM10 Conformity Determination, concurrently</u>

Jacob Riger, DRCOG staff, provided an overview of the proposed amendments.

Phil Cernanec **moved** to approve the 2015 Cycle 2 amendments to the 2040 Fiscally Constrained Regional Transportation Plan, along with the 2015 Cycle 2 Amendments to the Denver Southern Subarea 8-hour Ozone Conformity Determination and the 2015 Cycle 2 Amendments to the CO and PM10 Conformity Determination, concurrently. The motion was **seconded** and **passed** unanimously.

<u>Discussion of amendments to the 2016-2021 Transportation Improvement Program</u> Todd Cottrell, DRCOG staff, provided an overview of the proposed amendments.

Bill Holen **moved** to adopt a resolution amending the *2016-2021 Transportation Improvement Program*. The motion was **seconded**. There was discussion.

Director Rakowsky noted two of the projects are in Greenwood Village, with groundbreaking scheduled for next month.

Director Rosier and others expressed concern with the third proposed amendment, the RoadX Pool.

Director Rakowsky **moved** to sever the third proposed amendment, the RoadX Pool, for further discussion. The motion to sever was **seconded** and **passed** unanimously.

The motion to adopt the first two proposed amendments on the list (TIP ID #2012-043 and #2012-087) **passed** unanimously.

Members discussed the third proposed amendment, the RoadX pool. Staff noted that the funds for this project are CDOT dollars. The project must be amended into the TIP so CDOT can expend the funds. Members asked for additional information on the RoadX project at a future Board meeting. A suggestion was made that project funds should be more clearly identified in the future.

Don Rosier **moved** to approve the proposed amendment to the *2016-2021 Transportation Improvement Program* for new project RoadX Pool. The motion was **seconded** and **passed** unanimously.

Discussion of Denver Regional Mobility and Accessibility Council

Jacob Riger provided information on staff's due diligence about a possible integration of the Denver Regional Mobility and Accessibility Council (DRMAC) into DRCOG. Based on the findings of the due diligence, staff determined integrating DRMAC into DRCOG is financially and operationally feasible, and there are no financial or legal barriers to the integration. Staff recommends approving the integration of DRMAC into DRCOG.

Phil Cernanec **moved** adopt a resolution approving the integration of DRMAC into DRCOG. The motion was **seconded**. There was discussion.

Members asked about possible downsides to the integration. Staff noted there will be some uncertainty, but given the overlap of both organizations staff feels it will be a good fit.

A question was asked if DRMAC staff will be integrated into DRCOG. Mr. Riger noted DRMAC currently has a staff of two, and the possibility of their integration into DRCOG is being explored. A member asked if there will be any cost savings realized. Staff noted it is anticipated that cost savings will be achieved through program level efficiencies, as there is duplication of services between the two programs. There is also revenue that will come to DRCOG through the merger. A question was asked about how success will be evaluated and reported to the Board. Mr. Riger noted that measures and targets will be developed for this project through the organizational development process and reported to the Board. Mr. Stigall pointed out a scorecard for the DRMAC program has been developed.

After discussion the motion **passed** unanimously.

Discussion of participation in the Urban Sustainability Accelerator Program

Doug Rex provided information on a scope of work for DRCOG's participation in the Urban Sustainability Accelerator Program. Members discussed DRCOG's possible participation in the program at length. Concerns were expressed with many aspects of the proposed program. Support for participation was also expressed.

Robin Kniech **moved** to approve DRCOG's participation in the Urban Sustainability Accelerator Program contingent on participation by a minimum of two peer MPOs. The motion was **seconded**. There was discussion.

Members continued to discuss participation in the program.

After discussion, the motion **failed** with 17 in favor and 18 opposed.

Discussion of state legislative issues

Rich Mauro provided a status update on bills previously acted on, and discussed bills introduced since the last meeting.

SB 16-123 – the bill is calendared for the morning of March 17. Jennifer Cassell reported the senate sponsors have been in discussion with CDOT regarding HOV users not having to have a transponder, and reimbursing those who have already purchased one. The bill sponsors don't think that goes far enough. Herb Atchison noted the US-36 Coalition members met with legislators on the bill. If this bill were to pass it would have consequences for the US-36 managed lane, and on all future managed lanes.

New bills:

Staff recommends a position of monitor for each of the new bills.

Herb Atchison **moved** to monitor HB 16-1304, SB 16-1313, SB 16-1334 and HB 16-1340. The motion was **seconded**. There was discussion.

Roger Partridge **moved** to sever SB 16-1313 from the other bills. The motion to sever was **seconded** and **passed** unanimously.

The motion to monitor HB 16-1304, SB 16-1334 and HB 16-1340 **passed** unanimously.

Herb Atchison **moved** to oppose SB 16-1313. The motion was **seconded** and **passed** unanimously.

HB 16-1008 was signed into law last week by the Governor.

Rich Mauro noted the March revenue forecasts are out; some cuts to programs may have to be made because of the TABOR spending cap.

Changes to the Nominating Committee

Herb Atchison noted the Structure/Governance group unanimously recommended the proposed changes to the Nominating Committee. The committee makeup recommended is as follows: Immediate Past Chair, one member from the City and County of Denver; and one member appointed from the Finance and Budget Committee, Performance and Engagement Committee and the Board of Directors, and one member appointed by the Chair. Members were asked for their support.

Ashley Stolzmann **moved** to approve the Nominating Committee changes as recommended by the Structure/Governance group. The motion was **seconded** and **passed** unanimously.

Discussion of amendments to the Articles of Association

Bob Fifer noted the proposed amendments to the *Articles of Association* are presented for member's consideration to encompass the new committee structure. Two additional

amendments to the Articles were noted; in Article X.D.1 – clarified to include service for at least one year as an alternate member on the Board of Directors. Article X.D.2.a.5 – clarified to read <u>Ten</u> other member representatives to the Board not previously included..." and Article X.D.2.b "...the Nominating Committee shall select and nominate <u>an additional</u> member representative..."

Bill Holen **moved** to adopt a resolution amending the *Articles of Association*. The motion was **seconded** and **passed** unanimously.

Select members to the Nominating Committee

Chair Jones noted the Nominating Committee being formed this evening will serve until November of this year, when a new Nominating Committee will be seated. The purpose of this Nominating Committee is to recommend appointments to the Finance and Budget and Performance and Engagement Committees. This Nominating Committee will consist of Jackie Millet, Immediate Past Chair, and Robin Kniech, representing Denver. Four additional nominees will be selected to serve.

The following individuals were nominated to serve on the Nominating Committee:
Ron Rakowsky
George Teal
Bill Holen
John Diak
Colleen Whitlow
Ashley Stolzmann

Members were asked to select via ballot four of the six individuals to serve on the Nominating Committee.

After the ballots were counted the Nominating Committee members are as follows: Jackie Millet, Lone Tree; Robin Kniech, Denver; Ron Rakowsky, Greenwood Village; John Diak, Parker; Colleen Whitlow, Mead; and Ashley Stolzmann, Louisville.

Solicitation of Interest to serve on new committees

Sign-up sheets were distributed. Members were asked to express interest in serving on one of the new committees.

Presentation on staff research regarding Alternative Fuels Programs

Steve Cook, DRCOG staff, provided information to members on the progress of Alternative Fuels programs currently in process. The programs are administered by the Regional Air Quality Council (Charge Ahead Colorado) and the Colorado Energy Office (Alternative Fuels Program). Electric transit vehicles will be eligible for funding in the next round. The combined programs provide significant and well-rounded funding for both vehicles and station infrastructure. Members were encouraged to apply for purchase of fleet vehicles and to work with private entities to apply for infrastructure funding.

Committee Reports

State Transportation Advisory Committee – Elise Jones reported the TIGER grant funding availability notice has gone out. Colorado Contractors are exploring a sales tax initiative. The State Transportation Improvement Program is due for an update.

Metro Mayors Caucus – Herb Atchison reported the next meeting is in two weeks. **Metro Area County Commissioners** – Don Rosier reported the MACC met with Colorado Contractors and received a presentation on recent polling related to a sales tax ballot initiative for transportation. They received a presentation by Don Hunt on the Mobility Choice Blueprint process.

Advisory Committee on Aging – Jayla Sanchez-Warren reported the ACA received a presentation from the Talking Books library, and a presentation from Gary Sobel who has developed an exercise program for Parkinson's patients. The group received a presentation from Matthew Helfant, DRCOG staff, and discussed difficulties associated with transit.

Regional Air Quality Council – Jennifer Schaufele reported the RAQC received presentations from the various subcommittees on development of the new State Implementation Plan.

E-470 Authority – Ron Rakowsky reported Josh Martin, Parker, is the new chair of the E-470 Authority.

Report on FasTracks – Bill Van Meter noted the FasTracks Monitoring committee took actions at their meeting to send to the full Board. He reported the A-Line opening date is scheduled for April 22.

Next meeting - April 20, 2016

Other matters by members

No other matters were discussed.

Adjournment

The meeting adjourned at 9:41 p.m.

	Elise Jones, Chair Board of Directors
	Denver Regional Council of Governments
ATTEST:	
Jennifer Schaufele, Executive Director	

To: Chair and Members of the Board of Directors

From: Members of the Nominating Committee

Meeting Date	Agenda Category	Agenda Item #
April 20, 2016	Action	10

SUBJECT

This item is related to the Nominating Committee's recommendations for appointment of members to the Finance and Budget and Performance and Engagement committees.

PROPOSED ACTION/RECOMMENDATIONS

Appoint members to the Finance and Budget and Performance and Engagement committees as recommended by the Nominating Committee.

ACTION BY OTHERS

N/A

SUMMARY

The Nominating Committee – comprised of Robin Kniech, Denver; Ron Rakowsky, Greenwood Village; Ashley Stolzmann, Louisville; Colleen Whitlow, Mead; Jackie Millet, Lone Tree; and John Diak, Parker; met to consider appointments for the new Finance and Budget and Performance and Engagement committees. The Nominating Committee recommends members be appointed to one or two year terms, as noted below, in order to initially create staggered terms. The candidates proposed below are recommended unanimously by the Nominating Committee members:

Finance and Budget Committee

Bob Fifer, Arvada	1 year
Jackie Millet, Lone Tree	1 year
Ashley Stolzmann, Louisville	1 year
Connie Sullivan, Lyons	1 year
John Diak, Parker	1 year
Bill Holen, Arapahoe County	2 years
Elise Jones, Boulder County	2 years
Crissy Fanganello, Denver	2 years
Roger Partridge, Douglas County	2 years
Don Rosier, Jefferson County	2 years

Performance and Engagement Committee

Bob Roth, Aurora	1 year
Rick Teter, Commerce City	1 year
Saoirse Charis-Graves, Golden	1 year
Phil Cernanec, Littleton	1 year
Colleen Whitlow, Mead	1 year
Herb Atchison, Westminster	1 year
Eva Henry, Adams County	2 years

Nominating Committee Report January 20, 2016 Page 2

George Teal, Castle Rock 2 years
Robin Kniech, Denver 2 years
Ron Rakowsky, Greenwood Village 2 years
Shakti, Lakewood 2 years
Adam Matkowsky, Thornton 2 years

The Nominating Committee members recommend the Board consider additional nominations from the floor to increase the number of participants on the committees.

Following the first effort to implement the recent changes made to the committee structure, members of the Nominating Committee felt there were some inconsistencies in how the Articles of Association changes were drafted, potentially creating unintended consequences. They also recommend the Board revisit one criterion.

The committee recommends that staff ask DRCOG's attorneys to redraft the Articles to clarify the following inconsistencies and resubmit revised language to the Board:

- The goal of the governance committee was to have up to 1/4 of the board eligible to serve on each committee, which could be as many as 14 each based on a 57 member board (a total of 28 board members). As worded, the enumerated list of designated and "other member" representatives outlined in subsections (a)(1) (5) could be interpreted to result in a number of members available to be appointed *less* than the intended maximum size of each committee, if permanent seats are only designated to one of the two committees and subsection (5) puts a hard limit of a total of 10 "other member representatives." In the future, the language could also result in more than the intended maximum as time goes on and more cities may exceed the 120,000 member threshold for a permanent standing seat.
- The wording in (a) is confusing in referencing the numbers in relation to a "pool" of candidates, rather than for the actual *membership* of each committee (or the combined membership of the two). The Nominating committee should not be limited in the *pool* of candidates from which is selects the committee membership, it should only be limited in how many it can *nominate* or that the Board can *select*.
- Section (b) is also confusing in using a different set of numbers for each committee (10 and possibly 11) that does not clearly exclude the standing permanent members in the counts, again potentially resulting in maximum committee sizes different than intended.
- Section (b) seems to limit the membership to being equal with a maximum deviation
 of 1, which could result in the unintended consequence of having to turn a willing
 participant away from one committee just because that committee might have two or
 more members than the other one, even if the committee with the greater numbers
 of members is still below the intended maximum. If this outcome was unintended, it
 should be clarified.
- It should be clear that any nominations or final selections can be less than the
 maximum and still be valid. The committee should not be in violation of the bylaws if
 it operates under the established maximum.

Nominating Committee Report January 20, 2016 Page 3

The matter recommended for Board reconsideration has to do with years of experience required to serve on the committees. Several new Board members expressed interest in serving on the committees but had to be eliminated because they lacked one year of experience as a Board member or Alternate. Because Performance and Engagement deals directly with evaluating the performance of the Executive Director and engagement of members over time, one year of experience is important to have a basis to provide feedback. But we recommend eliminating the experience requirement for Finance and Budget so more new Board members can be engaged at the Committee level.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to appoint members to the Finance and Budget and Performance and Engagement committees as proposed.

ATTACHMENTS

N/A

ADDITIONAL INFORMATION

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

To: Chair and Members of the Board of Directors

From: Jennifer Schaufele, Executive Director

(303) 480-6701 or jschaufele@drcog.org

Meeting Date	Agenda Category	Agenda Item #
April 20, 2016	Action Item	11

SUBJECT

This item concerns establishing a regular day and time for meetings of the Performance and Engagement Committee.

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends establishing a regular day and time for the Committee to meet.

ACTION BY OTHERS

N/A

SUMMARY

The Performance and Engagement Committee is tasked with setting the program for the annual Board workshop. This year's workshop will be held on Friday August 5 and Saturday August 6. The Committee will need to meet in May and/or June to set the program for the workshop.

Following the June Board meeting, Board members will receive a survey asking for input on the Executive Director's performance for the last 12 months. Survey results are compiled by the Performance and Engagement Committee's Chair and shared with the Executive Director and Executive Committee members. Following that meeting, survey results are shared with the Performance and Engagement Committee in Executive Session and the Executive Director is provided an opportunity to address progress during the evaluation period as well as any challenges. Based on past experience with the Administrative Committee, the Performance and Engagement Committee will need at least two or perhaps three meetings to complete the evaluation process.

Additionally, on the recommendation of the Structure and Governance Group, the Committee would meet quarterly with the Executive Director to discuss performance.

Furthermore, the Committee is tasked with improving member engagement. Meetings for this purpose may be combined or separate from the quarterly meetings with the Executive Director.

Staff recommends the following partial schedule for the Performance and Engagement Committee for 2016-2017:

May/June ??, 2016 Discuss program for annual Board workshop
 July ??, 2016 ED's performance evaluation discussion

Performance and Engagement Committee Meeting Schedule April 20, 2016 Page 2

July ??, 2016

 Review new pre-boarding/on-boarding presentations, materials, mentoring program and collaterals

 August ??, 2016

 September ??, 2016
 November ??, 2016
 February ??, 2017

 February ??, 2017
 February ??, 2017
 Reassess on-boarding program
 May ??, 2017
 Reassess on-boarding program
 3rd quarter review of ED's performance

Whatever dates are selected, members are also asked to determine the time associated with meetings.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to establish a day and time for meetings of the Performance and Engagement Committee.

ATTACHMENT

N/A

ADDITIONAL INFORMATION

Should you have any questions regarding this item, please contact Jennifer Schaufele, Executive Director, at 303-480-6701 or jschaufele@drcog.org.

To: Chair and Members of the Board of Directors

From: Jennifer Schaufele, Executive Director

(303) 480-6701 or jschaufele@drcog.org

Meeting Date	Agenda Category	Agenda Item #
April 20, 2016	Action Item	12

SUBJECT

This item concerns establishing a policy for remote participation in Board work sessions.

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends establishing a policy for remote participation in Board work sessions.

ACTION BY OTHERS

N/A

SUMMARY

The Board's Structure and Governance group suggested the provision of remote participation at Board work sessions. As a result, the Board's legal counsel has drafted a resolution describing the policy for such participation.

The purpose of the policy is to specify the circumstances under which a member or designated alternate of the DRCOG Board of Directors ("Board") may remotely participate in Board work sessions.

A few highlights of the policy:

- Remote participation is defined as using a telephone or other electronic means to participate in the meeting and is available to Board members when the member is unable to attend a work session in person due to:
 - o emergencies related to illness or accident.
 - o vacations scheduled well in advance of a meeting,
 - o last minute familial obligations, or
 - weather conditions making travel to the meeting hazardous
- Remote participation is intended to be an infrequent or occasional substitution for physical attendance and the Board may discontinue the use of remote participation by one or more members during a work session where the participation results in delays or interference in the meeting process; e.g., where the telephone or network connection is repeatedly lost, the quality of the telephone or network connection is unduly noisy, or a participating member is unable to hear speakers using a normal speaking voice amplified to a level suitable for the meeting audience in attendance.

A full explanation of the policy is in the attached resolution.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

Remote Participation Policy for Board Work Sessions April 20, 2016 Page 2

PROPOSED MOTION

Move to establish a policy for remote participation in Board work sessions

ATTACHMENT

Draft Policy on Remote Participation in Board Work Sessions

ADDITIONAL INFORMATION

Should you have any questions regarding this item, please contact Jennifer Schaufele, Executive Director, at 303-480-6701 or ischaufele@drcog.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS

STATE OF COLORADO

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RESOLUTION NO.	, 2016
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A RESOLUTION ADOPTING A POLICY FOR REMOTE PARTICIPATION DURING BOARD OF DIRECTORS WORK SESSIONS

WHEREAS, the Denver Regional Council of Governments ("DRCOG") Board of Directors ("Board") finds that while remote participation at Board work sessions can be a useful tool that is not prohibited by law, such participation has inherent limitations and therefore should be limited and governed by a specific policy; and

WHEREAS, the Board therefore desires to adopt the policy set forth herein for remote participation during Board work sessions.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Denver Regional Council of Governments hereby adopts the following policy:

DENVER REGIONAL COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS' POLICY FOR REMOTE PARTICIPATION DURING BOARD WORK SESSIONS

I. Purpose.

The purpose of this Policy is to specify the circumstances under which a member or designated alternate of the DRCOG Board of Directors ("Board") may remotely participate in Board work sessions. References herein to member, Board member, or member of the Board include both designated member representatives and designated alternates.

Remote participation is defined as using a telephone or other electronic means to participate in the meeting. While remote meeting participation is not precluded by law, remote participation has inherent limitations because such participation effectively precludes a Board member from viewing documentary information presented during meetings, from viewing speakers, from viewing and evaluating nonverbal language, and from observing nonverbal explanations (e.g., pointing at graphs and charts). Limitations inherent in remote participation may produce inefficiencies in meetings, increase the expense of meetings, and may undermine the decision-making process, and therefore remote participation should be the exception rather than the norm for Board member participation, and that remote participation should be limited to Board work sessions,

II. Statement of Policy.

A member of the Board may remotely participate in Board work sessions only in accordance with this Policy. Remote participation shall be made available and shall be limited as follows:

A RESOLUTION ADOPTING A POLICY FOR REMOTE PARTICIPATION DURING BOARD WORK SESSIONS

Resolution No. ____, 2016 Page 2

- A. Remote participation shall be made available to a Board member when such member in unable to attend in person due to: emergencies related to illness or accident, vacations scheduled well in advance of a meeting, last minute familial obligations, or weather conditions making travel to the meeting hazardous. Remote participation shall not be used where the Board member's absence is due to attendance at other meetings or functions unless such member's attendance at such meeting or function was requested by DRCOG.
- B. Remote participation is intended to be an infrequent or occasional substitution for physical attendance. The Board may, by majority vote of a quorum present and voting, declare a Board member's repeated use of remote participation excessive and deny a Board member's privilege to use remote participation for a specific work session or sessions. Such declaration by the Board shall only be made when the Board member seeking to participate remotely is afforded advance notice and the opportunity to participate in the Board's discussion regarding excessive use and the continuation of remote participation by the Board member. Provided that the Board member is given notice of the date and time of the planned Board discussion, the member's inability to be available to participate in the discussion shall not preclude the Board's authority to discuss and decide whether such member's use of remote participation is excessive.
- C. Remote participation must permit clear, uninterrupted, two-way communication for the participating Board member(s).
- D. More than one Board member may participate remotely during the same meeting where the telephone conferencing or other electronic system for remote participation permits clear, uninterrupted, and two-way communication for all participating Board members.
- E. The Board may discontinue the use of remote participation by one or more members during a work session where the participation results in delays or interference in the meeting process; e.g., where the telephone or network connection is repeatedly lost, the quality of the telephone or network connection is unduly noisy, or a participating member is unable to hear speakers using a normal speaking voice amplified to a level suitable for the meeting audience in attendance. Such determinations shall be made by the presiding officer.

III. Arranging for Remote Participation.

A. To arrange to participate remotely, a Board member shall contact the DRCOG Executive Assistant/Board Coordinator via email in advance of the meeting regarding the reason for the absence, and to receive special instructions needed to facilitate the remote connection. Call-in instructions for Board work sessions will be emailed out with the agenda. All Board members shall endeavor to advise the Executive Assistant/Board Coordinator of their intent to remotely participate at the earliest possible

A RESOLUTION ADOPTING A POLICY FOR REMOTE PARTICIPATION DURING **BOARD WORK SESSIONS** Resolution No. ___, 2016 Page 3 time, and whenever possible not less than two (2) hours prior to the requested participation. B. If the Executive Assistant/Board Coordinator has received a request to participate remotely, staff shall establish the telephone or network connection not more than 10 minutes prior to the scheduled time of the work session. In case of a disconnection during a meeting, the Executive Assistant/Board Coordinator shall make one attempt to re-initiate the connection unless the presiding officer instructs to discontinue the remote participation in accordance with II.E above. Remote participation is limited to Board members and to staff as outlined in V. below. IV. Effect of Remote Participation. Remote participation shall constitute actual attendance for purposes of establishing a quorum or for any other purpose. V. Remote Participation by DRCOG Staff. Upon request of the presiding officer or any two Board members, staff to the Board (e.g., the Executive Director and/or designees acting on behalf of and at the direction of the Executive Director), may remotely participate in a Board work session. VI. Limited Applicability of Policy. This Policy shall only apply solely to DRCOG Board work sessions, and is not applicable to other regular and special meetings. RESOLVED, PASSED AND ADOPTED this _____ day of _____, 2016 at Denver, Colorado. Elise Jones, Chair Board of Directors **Denver Regional Council of Governments** ATTEST:

Jennifer Schaufele, Executive Director

ATTACH G

To: Chair and Members of the Board of Directors

From: Jennifer Schaufele, Executive Director

303 480-6701 or jschaufele@drcog.org

Meeting Date	Agenda Category	Agenda Item #
April 20, 2016	Action	13

SUBJECT

This item describes the proposed project selection process to allocate fiscal year 2016 and 2017 federal funds for contingency and Multimodal Signal Operations Support identified in the *Traffic Signal System Improvement Program* (TSSIP) and the *Regional Intelligent Transportation System (ITS) Deployment Program*.

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends approval of the proposed miscellaneous equipment project selection process.

ACTION BY OTHERS

March 28, 2016 - TAC recommended approval.

SUMMARY

The <u>Traffic Signal System Improvement Program</u> (TSSIP) [adopted September 2013] and the <u>Regional Intelligent Transportation System (ITS) Deployment Program</u> [adopted June 2014] both identify contingency funds to ensure the programs' capital improvements are fully funded. After any contingencies are satisfied, the remaining funding is available to purchase needed "miscellaneous" equipment. In addition, the TSSIP program identifies funding for Multimodal Signal Operations Support.

Staff proposes issuing a combined call for applications (Attachment 1) to allocate funds for "miscellaneous" equipment for TSSIP, ITS and Multimodal Signal Operations Support projects. The following funding is available by program category:

	FY16	FY17	Total
TSSIP	\$435,000	\$328,000	\$763,000
Multimodal Signal Operations Support		\$356,000	\$356,000
ITS	\$127,300	\$513,700	\$641,000

\$1,760,000

"Miscellaneous" equipment allocations are to be used for <u>equipment purchases only</u>. Design and equipment installation is NOT eligible for funding. Installation must be performed by operating agency staff or contractors with no federal participation. The installed equipment must advance the Regional Traffic Operations (RTO) goals and initiatives and must be procured and installed within 12 months of award.

The funding source is the federal Congestion Mitigation/Air Quality (CMAQ) program and is programmed for regional transportation operations. As such, projects must be located

Board of Directors April 20, 2016 Page 2

on the DRCOG-designated Regional Roadway System and must demonstrate and report emission reduction benefits. In addition, the project implementation process must conform to the System Engineering Analysis process defined in the *Code of Federal Regulations*, *Title 23, Part 940*—Intelligent Transportation System Architecture and Standards. The risk assessment (Attachment 2) and the project sheet (Attachment 3) are critical minimum elements of the systems engineering requirement and, as such, are incorporated in the application process. The project sponsor is responsible for conforming throughout the rest of the implementation. This includes the provision of a Concept of Operations that must be completed prior to the application to be considered for allocation.

Specific priorities for project implementation were used to develop the TSSIP and ITS programs. Those priorities (Attachments 4 and 5) will be used to rank funding requests for traffic signal system-related equipment and ITS-related equipment. For the Multimodal Signal Operations Support requests, ranking will be based on the benefit-to-cost ratio determined by the project sponsor and affirmed by both DRCOG staff and the RTO Working Group.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to approve the proposed miscellaneous equipment project selection process for fiscal year 2016 and 2017 federal funds identified in the *Traffic Signal System Improvement Program* (TSSIP) and the *Regional Intelligent Transportation System (ITS) Deployment Program*.

ATTACHMENTS

- 1. Call for Applications information
- 2. Project Risk Assessment Form
- 3. Application Project Sheet
- 4. Draft TSSIP MEPP Prioritization Table
- 5. Draft ITS MEPP Prioritization Table

ADDITIONAL INFORMATION

If you need additional information, please contact Jennifer Schaufele, Executive Director at 303 480-6701 or ischaufele@drcog.org; or Greg MacKinnon, Regional Transportation Operations Program Manager, at 303-480-5633 or gmackinnon@drcog.org.

Call for Applications information

FY 16/17 Regional Transportation Operations Miscellaneous Equipment

Introduction

This is the fiscal year 2016 and 2017 (FY16/17) call for applications for the following:

- TSSIP miscellaneous equipment procurement
- ITS Pool miscellaneous equipment procurement
- Multimodal signal support procurement

The miscellaneous equipment procurement funds are first contingency funds to ensure the completion of the capital projects for each fiscal year. Remaining contingency funds at the end of the fiscal year fund the call for equipment procurement. The miscellaneous equipment procurement funds available are:

- TSSIP miscellaneous funds: \$435,000 [FY16] plus \$328,000 [FY17]
- ITS Pool miscellaneous funds: \$127,300 [FY16] plus \$513,700 [FY17]
- Multimodal signal operations support funds amount to \$356,000 [FY17]

These projects must advance the goals and initiatives identified in the DRCOG *Regional Concept of Transportation Operations* (RCTO), and must be responsive to the requirements below.

CDOT will administer the execution of these projects. Federal allocations of less than \$100,000 will be administered under CDOT's Purchase Order process. Other projects will be administered as IGAs. Regular Local Agency Manual processes will apply, which includes reporting the congestion and air quality benefits of the implemented project.

Eligibility

Project requests may only be directed to one source of funds identified above. These funds are designated to support operations projects. As such, the project locations must be on the Regional Roadway System or be contained in the Denver downtown core (bounded by I-25, I-70 and Colorado Boulevard).

The funds are to be used for equipment purchases only. Design and equipment installation is NOT eligible for funding. Installation must be performed by operating agency staff or contractors with no federal participation. All equipment purchased will be owned, operated, and maintained by the operating agency. The installed equipment must advance the RTO goals and initiatives and must be procured and installed within 12 months.

TSSIP Miscellaneous

TSSIP funds are eligible for 100% federal share.

Call for Applications information

These projects must be consistent with the current update of the *DRCOG Traffic Signal System Improvement Program* (TSSIP).

TSSIP funds are designated for signal improvements that promote and support coordinated signal timing operations. Corridors that were retimed before **2013** and have an average signal spacing no greater than ½ mile are eligible for funding.

ITS Pool Miscellaneous

The ITS Pool funds require a minimum 20% local match.

These projects must be consistent with the current update of the DRCOG Regional Intelligent Transportation Systems Deployment Program.

ITS Pool funds are designated for technology projects that promote and support improved regional transportation operations.

Multimodal Signal Operations Support

Multimodal signal operations support funds are eligible for 100% federal share.

The multimodal signal operations support funds are designated for traffic signal improvements that support multimodal operations. As these funds were identified as part of the TSSIP program, the eligibility requirements for that program govern.

Submission Requirements

When putting your request together, you are encouraged to think in terms of discrete geographic-based projects (e.g., along corridors or zones) on Principal Arterial roadways and above. Isolated requests should be listed as separate projects. Applicants are not restricted in the number of projects that can be submitted. Each application must consist of:

- Completed application form (risk analysis and systems engineering project sheet)
- Project location map
- Concept of operations (or reference to existing document)
- Estimate of annual congestion and air quality benefits due to project*
- Projected schedule milestones*:
 - Procurement initiated
 - Procurement complete
 - Installation complete
 - Project complete

^{*}Included on systems engineering project sheet.

Call for Applications information

Evaluation Process

DRCOG staff will evaluate the applications separately for each source of funds.

TSSIP Miscellaneous

The TSSIP Miscellaneous projects will be evaluated against the attached project priority table. Projects will be ranked by priority and funding will be allocated to that priority until it is exhausted. In the event that projects within a priority level exceed total available funding, the evaluation will consider additional criteria provided on the priority table to further prioritize projects within the priority level.

ITS Pool Miscellaneous

The ITS Pool Miscellaneous projects will be evaluated against the attached project priority table. Projects will be ranked by priority and funding will be allocated to that priority until it is exhausted. In the event that projects within a priority level exceed total available funding, the evaluation will consider additional criteria provided on the priority table to further prioritize projects within the priority level.

Multimodal Signal Operations Support

Multimodal signal operations projects will be ranked based on the benefit/cost ratio derived from the estimated congestion benefits divided by the federal request. Funding will be allocated to that priority list until it is exhausted.

DRCOG staff recommendations will be presented for confirmation as follows:

•	RTO Working Group	JUN22-16
•	DRCOG TAC	JUL25-16
•	DRCOG RTC	AUG16-16
•	DRCOG Board	AUG17-16

Reporting Requirements

All three calls use Congestion Mitigation/Air Quality (CMAQ) program funds. As such, post-implementation project benefits must be reported for the projects. For the TSSIP Miscellaneous and the Multimodal Signal Operations Support – improvements in the efficiency and reliability of traffic signal timing – DRCOG staff will assist with the implementation of an optimized signal timing coordination plan to measure the project benefits. For the ITS Pool Miscellaneous, the project sponsor is responsible determining the project benefits.

Please complete and submit your application form(s) to DRCOG no later than ______, Attn: Jerry Luor (<u>iluor@drcog.org</u>). Please contact me directly if you need additional information or have any questions.

DRCOG ITS Project Risk Assessment Form

Which of the following best describes the Level of New Development for this project?

- 1. No new software development / exclusively based on COTS software and hardware or based on existing, proven software and hardware.
- 2. Primarily COTS software / hardware or existing software / hardware based with some new software development or new functionality added to existing software—evolutionary development.
- 3. New software development for new system, replacement system, or major system expansion including use of COTS software. Implementation of new COTS hardware.
- 4. Revolutionary development—entirely new software development including integration with COTS or existing legacy system software. Implementation of new COTS hardware or even prototype hardware.

existing legacy system software. Implementation of new 2015 hardware of even prototype hardware
Rationale:
Answer Number: [
Which of the following best describes the <i>Scope and Breadth of Technologies</i> for this project?
1. Application of proven, well-known, and commercially available technology. Small scope both in terms of technology implementation (e.g., only CCTV or DMS system) and size of implementation (i.e. pilot project). Typically implemented under a single stand-alone project, which may or may not be part of a larger multiple phase implementation effort.
2. Primary application of proven, well-known, and commercially available technology. May include non-traditional use of existing technology(ies). Moderate scope in terms of technology implementation (e.g., multiple technologies implemented, but typically no more than two or three). May be single stand-alone project, or may be part of multiple-phase implementation effort.
3. Application of new software / hardware along with some implementation of cutting-edge software, hardware, or communication technology. Wide scope in terms of technologies to be implemented. Projects are implemented in multiple phases.
4. New software development combined with new hardware configurations / components, use of cutting edge hardware and/or communications technology. Very broad scope of technologies to be implemented. Projects are implemented in multiple phases.
Rationale:
Answer Number: [
Answer Number: [

Version 1.0 Draft

DRCOG ITS Project Risk Assessment Form

Which of the following best describes the need for *Interfaces to Other Systems* for this project?

Rationale:

- 1. Single system or small expansion of existing system deployment. No interfaces to external systems or system interfaces are well known (duplication of existing interfaces).
- 2. System implementation includes one or two major subsystems. May involve significant expansion of existing system. System interfaces are well known and based primarily on duplicating existing interfaces.
- 3. System implementation includes three or more major subsystems. System interfaces are largely well known but includes one or more interfaces to new and/or existing systems / databases.
- 4. System implementation includes three or more major subsystems. System requires two or more interfaces to new and/or existing internal/external systems and plans for interfaces to "future" systems.

	Answer Number: []
Which this pro	of the following best describes the need to account for <i>Requirements Fluidity</i> during development of pject?
1.	System requirements are very well defined, understood, and unlikely to change over time (i.e. standard equipment)
2.	System requirements are largely well defined and understood. Addition of new system functionality may require more attention to requirements management.
3.	New system functionality includes a mix of well-defined, somewhat-defined, and fuzzy requirements. System implementation requires adherence to formal requirements management processes.
4.	System requirements not well defined, understood, and very likely to change over time. Requires strict adherence to formal requirements management processes.
Ratio	nale:
	Answer Number: []
Which	of the following best describes the need to account for <i>Technology Evolution</i> during the expected life

of this project?

1. Need to account for technology evolution perceived as minor. Example would be to deploy hardware

Need to account for technology evolution perceived as minor. Example would be to deploy hardware
and software that is entirely compatible with an existing COTS-based system. Ramifications of not
paying particular attention to standards considered minor. System implemented expected to have
moderate to long useful life.

Version 1.0 2 Draft

DRCOG ITS Project Risk Assessment Form

- 2. Need to account for technology evolution perceived as an issue to address. Example includes desire for interoperable hardware from multiple vendors. Ramifications of not paying particular attention to standards may be an issue, as an agency may get locked into a proprietary solution. Field devices expected to have moderate to long useful life. Center hardware life expectancy is short to moderate. Control software is expected to have moderate to long life.
- 3. Need to account for technology evolution perceived as a significant issue. Examples might include implementation of software that can accommodate new hardware with minimal to no modification and interoperable hardware. Ramifications of not using standards based technology are considerable (costs for upgrades, new functions, etc.) Field devices expected to have moderate to long useful life. Center hardware life expectancy is short to moderate. Control software is expected to have an extendable useful life.
- 4. Need to account for technology evolution perceived as major issue. Examples include software that can easily accommodate new functionality and/or changes in hardware and hardware that can be easily expanded (e.g., add peripherals), maintained, and is interoperable. Ramifications of not using standards-based technology are considerable (costs for upgrades, new functions, etc.). Field devices expected to have moderate to long useful life. Center hardware life expectancy is short to moderate. Control software is expected to have an extendable useful life.

Rationale:

	Answer Number: []
Which	of the following best describes the potential impact of Institutional Issues with ITS projects?
1.	Minimal—Project implementation involves one agency and is typically internal to a particular department within the agency.
2.	Minor—May involve coordination between two agencies. Formal agreements not necessarily required, but if so, agreements are already in place.
3.	Significant—Involves coordination among multiple agencies and/or multiple departments within an agency or amongst agencies. Formal agreements for implementing project may be required.
4.	Major—Involves coordination among multiple agencies, departments, and disciplines. Requires new formal agreements.
Ratio	nale:
	Answer Number: []
Which	of the following best describes the lead agency's <i>Experience and Resources</i> with ITS projects?

Version 1.0 3 Draft

DRCOG ITS Project Risk Assessment Form

- 1. Major—Lead agency has experience with the implementation and operation of large scale ITS projects. The agency has dedicated staff responsible for the design, implementation, operations and maintenance for ITS.
- 2. Significant—Lead agency has experience with the implementation and operation of large scale ITS projects. The agency has staff responsible for the design, implementation, operations and maintenance for ITS, but do not devote 100% of their time to that work.
- 3. Minor—Lead agency has experience with the implementation and operation of small scale ITS projects. The agency has staff responsible for the operations and maintenance for ITS, but do not devote 100% of their time to that work. This staff may or may not be involved in design and implementation.
- 4. Minimal—Lead agency has no experience with the implementation and operation of ITS projects or has been involved in small scale ITS project implementation. The agency has no staff responsible for the operations and maintenance for ITS or has staff that devote less than 25% of their time to that activity.

Rationale:		
	Ans	swer Number: []

ITS Project Level Score (Answer Number Total): []

Risk Level	Low	Medium	High	
ITS Project Level Score	7–10	11–18	19–28	

*This form is adapted from NCHRP Report 560, Guide to Contracting ITS Projects

DRCOG Systems Engineering Project Sheet

Submittal Checklist

Proje	ct Assessed Risk is LOW
	CDOT Systems Engineering Analysis Checklist (this form) CDOT ITS Project Risk Assessment Form
Proje	ct Assessed Risk is MEDIUM
	CDOT Systems Engineering Analysis Checklist (this form) CDOT ITS Project Risk Assessment Form Concept of Operations Project Turbo Architecture File (prepared by maintainer of regional ITS architecture)
Proje	ct Assessed Risk is HIGH
	CDOT Systems Engineering Analysis Checklist (this form) CDOT ITS Project Risk Assessment Form Concept of Operations Project Plan Project Turbo Architecture File (prepared by maintainer of regional ITS architecture)
Selec	ct Miscellaneous Equipment Funding Opportunity
	Traffic Signal System Improvement Program (TSSIP) Multimodal Signal Operations Support Intelligent Transportation Systems (ITS) Pool (requires at least 20% match of non-federal funds)
Proje	ect Priority
	SSIP and ITS Pool applications, please enter the applicable project priority (number and letter, ecessary).
Traffi	c Signal System Improvement Program project priority

Intelligent Transportation System Pool project priority

DRCOG Systems Engineering Project Sheet

Section 1 Project Information							
Contact Name: Phone: E-Mail:							
Project Title	New F	Project Number ☐ New Project ☐ Modification to existing project					
Project Description							
Project Location (attach map)	Estimated Project Dates Start Date: End Date:	Project Estimate (attach details) State \$ Federal \$ Non-federal \$ Total \$					
Nature of Work Scoping Design Software / Integration Construction Operations Evaluation Planning Maintenance (Equipment Replacement) Other If Other Explain:							
Relationship to other projects and phases							
Soci	ion 2 Needs/Renefits	Assassment					
Section 2 Needs/Benefits Assessment What needs does this project address? Include explanation of project's advancement of RCTO goals/initiatives							
How were these needs identified Internal Agency Assessment Attach any relevant documentation / m	Stakeholder Involvemer	nt					

DRCOG Systems Engineering Project Sheet

What are the projected operations benefits?

Estimate the reduction in person-hours of travel (PHT) and criteria emissions

9	Section 3 Regional ITS Architecture					
For medium and high risk projects, provide a description of how this project fits into the appropriate regional ITS architecture (with specific references to the specific regional ITS architecture plan):						
Statewide DRCOG Region 3 & 5 Other:						
Changes recommended to If Yes Provide Detail:	CDC)T / F	Regio	onal Architectures due to the project? No Yes		
	S	ecti	on 4	Alternatives Analysis		
Describe the alternative co	Describe the alternative concepts/ideas considered and how the best alternative was selected.					
Sectio	n 5	Kev	Sys	stems Engineering Documents		
Project Matrix – Documenta	ation	(att	ach	existing documents)		
	Existing	To be Modified	To be Completed	Comments:		
Concept of Operations						
System Functional Requirements						
Detailed Design Operations & Maintenance Plan	Operations & Maintenance					
Testing and Evaluation Plan						
		S	ecti	on 6 Procurement		

Procurement method **Check all that apply

Construction Contract Request for Proposal Invitation to Bid State Price Agreement Contract Other								
Project Key Dates: (start and end of design; start and end of procurement; start and end of installation; project end date)								
Comments:								
List equipment to be purc	List equipment to be purchased with project funding							
	Section	n 7 Ope	rations and Maintenance					
Procedures and resource	s neede	ed for op	eration and maintenance					
Estimated annual operation	ons and	d mainter	nance costs					
Identify both the stakehol	der res	ponsible	for maintenance and the funding source					
		Section	on 8 Agreements					
List any agreements need	led or u	ıtilized fo	r this project					
g	Section	9 Proje	ect Summary Documents					
	COLIOI							
	Complete							
	Ö	Date:	Comments:					
Benefits Analysis Completed Testing and								
Evaluation Plan*								
Revised Concept of Operations (if applicable)								
Revised System Functional Requirements (if applicable) Revised Operations &								

DRCOG Systems Engineering Project Sheet

Maintenance Plan (if applicable)				
Intergovernmental Agreements (if applicable)				
Lessons Learned				

^{*} Low risk projects require e-mail to party responsible for maintaining the relevant ITS architecture

2016 TSSIP Miscellaneous Prioritization Table

Priority Level	Priority Justifications
Level	Purchases to assure proper operation of existing traffic signal systems, in descending priorities:
1	 a. Replacement of equipment that is obsolete/incompatible or has a demonstrated history of poor reliability. b. Replace/upgrade communications equipment/system where existing communication has a demonstrated history of poor reliability.
	The application must illustrate how the equipment is obsolete/incompatible and/or document history of poor reliability.
2	Purchases to extend the reach of traffic signal system control to locations not currently under system control (operating agency must already have an operational system to which the proposed locations would be added), in descending priorities: a. Installation of controller (and related) equipment. b. Installation of communications equipment.
	Purchases to install uninterruptable power supply (UPS) at signalized intersections where existing power has a
3	demonstrated history of poor reliability. The application must document history of poor reliability.
4	Purchases that facilitate coordinated traffic signal operations across multiple agencies, in descending priority: a. Improvements in or expansion of the shared (inter-agency) communications network. b. Improvements in inter-agency data sharing. c. Improvements in performance measures reporting. d. Improvements in shared monitoring between jurisdictions. e. Improvements in coordination and integration of multi-modal traveler information. The operating agency must demonstrate significant commitment from all stakeholders.
5	Purchases that upgrade beyond base level signal control for agencies migrating from a base-function control system with an already-owned higher-function control system, in descending priorities: a. Upgrading agency-owned communication, which is incompatible with the higher-function system. b. Migrating from leased to agency-owned communication, if required by the higher-function system. c. Deploying system detector equipment to support adaptive traffic control improvements. d. Implementing higher system functions at traffic signal controller locations to support operation improvements for pedestrians, bicycles, and transit at signalized intersections or crossings.
6	 Purchases that enhance systems operational capabilities, in descending priorities: a. Upgrading to newer/higher version of existing system software or upgrading beyond base level signal control. The jurisdiction must define in the application the functions/features determined to be necessary that are not available in the current signal system. b. Advancement of traffic signal system management to support bicycle and pedestrian operations.
	c. Deploying TSP equipment on transit vehicles.

2016 TSSIP Miscellaneous Prioritization Table

Notes: Traffic control signalization projects are counted among select safety projects that are eligible for an increased federal share.

Eligible projects are those that are:

- Focus on traffic control signalization
- Improve inter-agency signal timing coordination
- · Located on Principal Arterials and higher
- Corridors that have not implemented new signal timing with DRCOG traffic operations program assistance since 2012

Poor Reliability = Equipment has a documented history of failures or malfunctions that impact corridor coordination. Documentation that illustrates both failure/malfunction and the consequent impact on coordinated signal operations and travel time reliability. The threshold is an impact on four or more peak periods in one month.

In the event that projects within a priority level exceed total available funding, the evaluation will consider the following criteria:

- 1. Foremost, the congestion and air quality benefits of installing equipment must be documented by either a signal timing project or similarly credible benefits analysis. Projects that anticipate positive congestion and air quality benefits are considered more critical.
- 2. Other factors that will be considered:
 - a. projects with a signal spacing of ½ mile or less are considered more critical; and,
 - b. projects on corridors that have not been retimed in less than 4 years are more critical.
 - c. projects on corridors with a higher congestion grade in the *DRCOG Congestion Management Process* (CMP) are considered more critical;
 - d. projects on corridors and at intersections with poor safety performance scores in the Report on Transportation Safety in the Denver Region are more critical; and,
 - e. projects on corridors within a ½ mile of a planned transit park-n-Ride are considered more critical.
- 3. Projects will be examined to determine feasibility of splitting into more than one project.
- 4. Relevant applicants will be contacted, if necessary, to further ascertain their priorities and perspectives.

Last Update: 10/09/15

ATTACHMENT 5

2016 ITS Miscellaneous Prioritization Table

Priority Level	Priority Justifications					
	Purchases that facilitate coordinated operations across multiple agencies, in descending priority:					
	a. Improvement in regional traffic incident management					
	 b. Improvements in or expansion of the shared (inter-agency) communications network. 					
1	c. Improvements in inter-agency data sharing.					
•	d. Improvements in performance measures reporting.					
	e. Improvements in shared monitoring between jurisdictions.					
	f. Improvements in coordination and integration of multi-modal traveler information.					
	The operating agency must demonstrate significant commitment from all stakeholders.					
	Purchases that extend traffic monitoring infrastructure, in descending priority:					
	a. Arterials					
	b. Freeways					
2	The operating agency will follow CDOT's Regional Integrated Traveler Information Display Guidelines and will commit to efforts (following/establishing regional standards and implementing CTMS software modifications, as necessary) to share data produced by the project with CDOT's CTMS.					
	The operating agency must coordinate to share monitoring data (and access) with at least CDOT and potentially other neighbors. The operating agency must demonstrate significant commitment from all stakeholders.					
	Purchases that improve work zone/special event management, in descending priority:					
3	a. Improvements in Regional Traveler Information coordination.					
	b. Field implementation projects (i.e. work zone management)					
	Purchases that enhance systems operational capabilities, in descending priorities:					
4	a. Deploying CCTV field equipment at traffic signal controller locations.					
	b. Deploying Road-Weather Stations.					

ATTACHMENT 5

2016 ITS Miscellaneous Prioritization Table

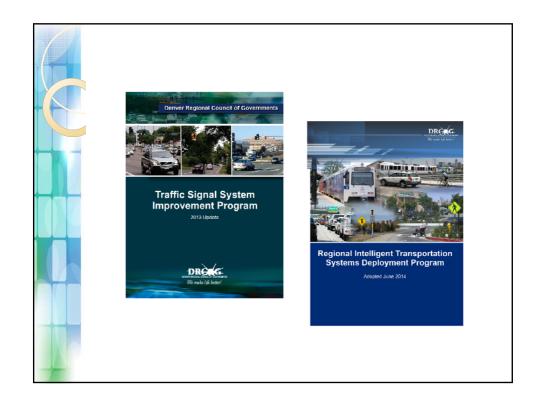
Notes:

In the event that projects within a priority level exceed total available funding, the evaluation will consider the following criteria:

- 1. Foremost, the congestion and air quality benefits of installing equipment must be documented by either a signal timing project or similar before-after analysis. Projects that anticipate positive congestion and air quality benefits are considered more critical.
- Projects that assist the DRCOG region in achieving the Denver Regional Concept of Transportation Operations (RCTO) goals and objectives are considered more critical, in descending order of priority:
 - a. Improvements focused on incident management coordination (active management).
 - b. Improvements focused on performance monitoring.
 - c. Improvements focused on shared monitoring (active monitoring).
- 3. Other factors that will be considered:
 - a. projects on corridors with a higher congestion grade in the *DRCOG Congestion Management Process* (CMP) are considered more critical;
 - b. projects on corridors and at intersections with poor safety performance scores in the *Report on Transportation Safety in the Denver Region* are more critical; and,
 - c. projects on corridors within a ½ mile of a planned transit park-n-Ride are considered more critical.
- 4. Projects will be examined to determine feasibility of splitting into more than one project.
- 5. Relevant applicants will be contacted, if necessary, to further ascertain their priorities and perspectives.
- * Equipment that is used mainly for traffic signal coordination purposes can be considered for 100% federal funds.

Last Update: 09/23/15

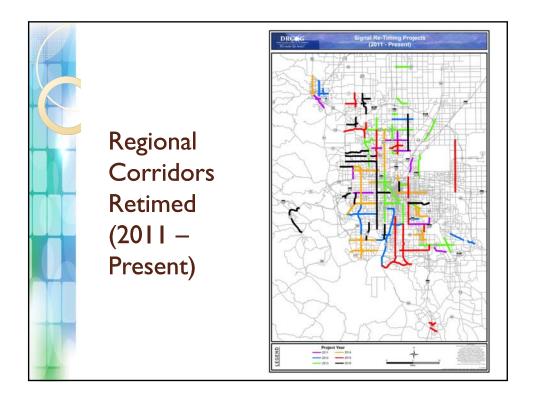














Program Benefits (FY13/14)

- Program invested about \$10M
- Yielded over \$100M in traveler savings (reduced stopped time and idling)
- Reduced pollutant emissions ~200 tons
- Reduced GHG emissions ~21,000 tons

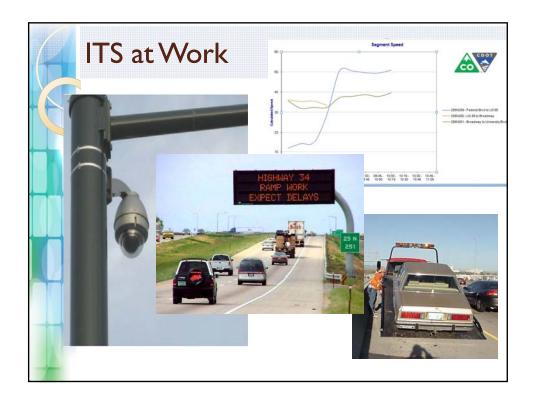




Regional Intelligent Transportation System (ITS) Deployment Program

 Funds a variety of technology improvements to improve regional operations









Contingency/Miscellaneous Equipment

- Contingency is an element of both programs
- Unused contingency available for "miscellaneous" equipment
- Multimodal Signal Operations Support



Available Funding – Combined Call for Projects

	FY16	FY17	Total
TSSIP	\$435,000	\$328,000	\$763,000
Multimodal Signal Operations Support		\$356,000	\$356,000
ITS	\$127,300	\$513,700	\$641,000
			\$1,760,000



Selection Process

- Project sponsors complete application form, pursuing only one funding source
- Priority lists used to order and select TSSIP and ITS projects
- Benefit/Cost Ratio used to rank Multimodal Signal Operations Support projects



Selection Process

- Staff will recommend eligible projects for funding until the available funds are exhausted
 - based on previously defined program priorities
- Unallocated funds will be programmed in the new Regional Transportation Operations Improvement Program later this year



Proposed Motion

Move to approve the proposed miscellaneous equipment project selection process for fiscal year 2016 and 2017 federal funds identified in the Traffic Signal System Improvement Program (TSSIP) and the Regional Intelligent Transportation System (ITS) Deployment Program.

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To: Chair and Members of the Board of Directors

From: Jennifer Schaufele, Executive Director

(303) 480-6701 or jschaufele@drcog.org

Meeting Date	Agenda Category	Agenda Item #
April 20, 2016	Action Item	14

SUBJECT

This item concerns updates to the status of bills previously acted on by the Board.

PROPOSED ACTION/RECOMMENDATIONS

No action requested. This item is presented for information only.

ACTION BY OTHERS

N/A

SUMMARY

The attached matrix updates the status of all bills previously acted upon by the Board as of April 13.

Staff can provide more detailed updates on the bills as requested by the Board.

PREVIOUS DISCUSSIONS/ACTIONS

The Board took positions on these bills presented by the DRCOG staff at previous Board meetings.

PROPOSED MOTION

N/A

ATTACHMENT

Status of Bills—2016 Session

ADDITIONAL INFORMATION

Should you have any questions regarding the bills, please contact Jennifer Schaufele, Executive Director, at 303-480-6701 or jschaufele@drcog.org; or Rich Mauro at 303-480-6778 or email to rmauro@drcog.org.

Bill No.	Short Title/Bill Summary	Sponsors	Status	Position	Staff Comments	Legislative Policy
BIII NO.	Short Title/Bill Sullillary	Sponsors	Status	Position	Stair Comments	Legislative Folicy
AGING E	BILLS					
	Criminal Deposition for At-risk Persons - The bill allows the prosecution to make a request for both at-risk adults and at-risk elders. If the motion relates to an at-risk elder, the court shall schedule the deposition. If the motion relates to an at-risk adult, there is a rebuttable presumption that the deposition should be taken to prevent injustice. The court may deny the motion if it finds that granting the motion will not prevent injustice.	Danielson/ Todd & Sonnenberg	Passed Both Houses	Support	DRCOG has supported bills to strengthen this statute for the last four years. Under current law, the prosecution may request to take the deposition of an at-risk adult victim or witness if the victim or witness may be unavailable at trial. This bill, which was requested by District Attorneys, expands that authority to at-risk elders. It has been amended to satisfy concerns from Public Defenders.	DRCOG supports increases in consumer protections for older adults and their caregivers.
HB16- 1065	Income Tax Credit For Home Health Care - Creates an income tax credit (up to a maximum of \$3000) to assist a qualifying senior with seeking health care in his or her home. In the first 2-years, the credit is for a percentage of the costs incurred for home modifications. In the next 2-years, it adds home health care services. In the following 2-years, it adds durable medical equipment and telehealth equipment. If the December revenue estimate shows the budget will not be sufficient to grow total state appropriations by 6% over the previous year, the tax credit is not allowed for the subsequent calendar year income tax but the taxpayer can claim the credit in next year the credit is allowed.	Conti/	Postponed Indefinitely House Finance	Monitor	As a tax credit, this bill would cost the state foregone revenues that could be significant. Since the fiscal note has not yet been released, staff recommends monitoring this bill until more information about its impact becomes available.	DRCOG supports increased funding for programs providing services to older adults, persons with disabilities, and their caregivers, especially services that support individuals continuing to live independently in their homes and communities.

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Bill No.	Short Title/Bill Summary	Sponsors	Status	Position	Staff Comments	Legislative Policy
HB16-	Allocate Senior Property Tax	Young/	Awaiting	Monitor	DRCOG was instrumental in getting	DRCOG supports increased
1161	Exemption Money - The bill amends current law, which provides that the amount by which the total estimated amount specified in the annual general appropriation act (Long Bill) for the costs of providing property tax exemptions to qualifying seniors and disabled veterans exceeds the total amount of all warrants issued by the State Treasurer to reimburse local governmental entities for the amount of property tax revenues lost as a result of the application of the exemption, shall be transferred to the Senior Services Account in the Older Coloradans Cash Fund. It specifies transfers of 95% to the Senior Services Account; and 5% to the Veterans Assistance Grant Program Cash Fund.	Lambert	Governor's Signature		bill amends (HB12-1326). For FY 2011-12 through FY 2013-14, the amount estimated in the Long Bill was less than the actual amount paid to local governments, so no transfers	continuing to live independently in their homes and communities.
HB16- 1175	Senior Property Tax Exemption Administration - Legislative Audit Committee. During the 2015 legislative interim, the Office of the State Auditor presented an audit of the Senior and Disabled Veteran Property Tax Exemption program to the legislative audit committee. The audit identified several statutory and administrative process deficiencies that have made it difficult for the state to prevent individual seniors and disabled veterans and married couples from claiming and being allowed multiple exemptions and from claiming and receiving exemptions for residences other than owner-occupied primary residences. The bill implements audit recommendations.	Primavera & Nordberg/ Jahn & T. Neville	House Appropriations	Monitor 86	The bill reflects the Audit Committee's concern that the fundamental design of the Senior and Disabled Veteran Property Tax Exemption program does not sufficiently protect the state from reimbursing counties for non- qualifying exemptions and, within the current program design, the Department of Local Affairs lacks authority and processes to ensure that only qualifying applicants are approved. The bill requires improved processes and coordination among entities administering the tax exemption.	DRCOG supports increased funding for programs providing services to older adults, persons with disabilities, and their caregivers, especially services that support individuals continuing to live independently in their homes and communities.

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Bill No.	Short Title/Bill Summary	Sponsors	Status	Position	Staff Comments	Legislative Policy
HB16- 1187	Sales & Use Tax Exemption Retirement Community Food - The bill creates a sales and use tax exemption for the sale, storage, use, or consumption of food, food products, snacks, beverages, and meals (food products) on the premises of a retirement community.	Kraft-Tharp/ Holbert	Passed Both Houses	Support w/ amendment	Under the bill, a "retirement community" means: an assisted living residence, an independent living facility or a skilled nursing care facility. Also, the bill needs to be amended to clarify the exemption is only for food and beverages that are part of a resident's meal plan.	DRCOG supports increases in the quality of care and consumer protections for older adults and their caregivers and, in particular, legislation strengthening the role of the long-term care ombudsman as a resident/consumer advocate. DRCOG urges the state, when making decisions regarding funding for long-term care communities, to structure such funding to protect the quality of care for residents.
HB16- 1242	Supplemental Appropriations Department Of Human Services - The bill makes supplemental appropriations to the Department of Human Services for FY 2015-16.	Hamner/ Lambert	Signed by the Governor	Support	This bill appropriates the funds described in HB 1161 above. DRCOG staff and lobbyists were instrumental in getting CDHS to request spending authority for the money and to include rollover spending authority into the next fiscal year.	DRCOG supports increased funding for programs providing services to older adults, persons with disabilities, and their caregivers, especially services that support individuals continuing to live independently in their homes and communities.
SB16- 078	Assisted Living Administrator Competency Requirement - The bill requires an operator of an assisted living facility to ensure that the administrator of the facility completes 30 credits of continuing competency every 2 years. The operator must maintain records on the facility premises as proof of the fulfillment of the competency requirements. The department of public health and environment is required to promulgate rules concerning the competency requirements.	Martinez Humenick / Primavera	Postponed Indefinitely Senate Business, Labor & Technology	Staff Discretion to Oppose	Although staff believes there should be additional competency requirements for Assisted Living Administrators, staff is concerned this bill preempts work be done currently by the Assisted Living Working Group at the state Department of Public Health & the Environment. DRCOG did oppose a similar bill last year.	DRCOG supports increases in the quality of care and consumer protections for older adults and their caregivers.

Bill No.	Short Title/Bill Summary	Sponsors	Status	Position	Staff Comments	Legislative Policy
TRANSF	ORTATION BILLS					
HB16- 1008	Roadway Shoulder Access for Buses - The Colorado Department of Transportation (CDOT) is authorized to designate an area on a roadway not otherwise laned for traffic for use by commercial vehicles designed to transport sixteen passengers or more, including the driver, that are operated by a governmental entity or government-owned business that transports the general public or by a contractor on behalf of such an entity or government-owned business. CDOT must consult with the Colorado State Patrol before making such a designation and establishing conditions of use for the designated area. CDOT must impose and each authorized user must acknowledge the conditions of use for the designated area by written agreement.	J. Becker & Winter/ Heath & Cooke	Signed by the Governor	Support	This bill provides statutory authorization necessary for projects such as that contemplated for US 36.	DRCOG supports legislation that promotes efforts to create and fund a multimodal transportation system. DRCOG supports funding for programs that provide transportation for "access to jobs" for low-income workers who cannot afford to live near where they work, and for safe routes to schools.
HB16- 1018	Transportation Advisory Committee Procedures - Transportation Legislation Review Committee. The bill amends current law to require the Statewide Transportation Advisory Committee (STAC) to provide advice and comments to both CDOT and the Transportation Commission, rather than only to CDOT. The bill also specifies that the STAC will provide advice on budgets and transportation policy, programming, and planning.	Mitsch-Bush & Carver/ Todd	Signed by the Governor	Support	Current law only requires the STAC to advise CDOT on the needs of the transportation systems in the state and to review and comment on all regional transportation plans submitted for the transportation planning regions of the state.	DRCOG supports legislation that reinforces collaboration between state and regional transportation agencies and recognizes their respective roles, responsibilities and interests.

As of 4-13-16

Bill No.	Short Title/Bill Summary	Sponsors	Status	Position	Staff Comments	Legislative Policy
HB16-	Modify Transportation Commission	Carver/	House	Actively	Transportation Commission	DRCOG supports:
1031	Membership - Transportation		Appropriations	Monitor	members are appointed from 11	Legislation to ensure that
	Legislation Review Committee. The bill				statutorily defined Transportation	representation on the
	requires the TLRC to study current				Commission districts and the	Transportation Commission
	statutory Transportation Commission				General Assembly has not modified	reflects approximately equal
	districts during the 2016 interim to				the number or boundaries of the	populations based on the most
	determine whether the number and				districts since 1991. An early draft of	recent population census. •
	boundaries of the districts should be				this bill proposed to change the	Transportation planning that is
	modified. To assist the TLRC in its work,				· · · · · · · · · · · · · · · · · · ·	coordinated between DRCOG,
	by August 1, 2016, Legislative Council				and representation to reflect the 15	CDOT, RTD and affected local
	Staff (LCS), with the cooperation of					communities, with each
	CDOT, must present a research study to					participating transportation
	the TLRC that documents changes in the				_	agency's plan recognizing the
	current 11 districts since the last time the				I [*]	region's priorities in the context
	General Assembly modified the districts,				Transportation Commission.	of statewide transportation
	to include population, number of lane				,	priorities. • A strong role for
	miles, and annual vehicle miles traveled.					MPOs placing MPOs on equal
	In doing so, LCS must take into account					footing with CDOT in selecting
	existing county and municipal boundaries,					projects to be funded to ensure
	regional transportation areas and districts,					that local, regional and state
	and transportation planning regions. The					transportation needs are met in a
	TLRC must hold public hearings in major					coordinated and cooperative
	geographical regions of the state					manner. • Legislation that reinforces collaboration between
	regarding potential district modifications.					
	The TLRC may recommend legislation to					state and regional transportation
	modify the districts.					agencies and recognizes their respective roles, responsibilities
						and interests.
						and interests.
HB16-	Interstate 70 Motor Vehicle Traction	Mitsch-Bush	Postponed	Support with	Currently, a person is required to use	DRCOG supports approaches
1039	Equipment - Transportation Legislation	& Rankin/	Indefinitely	Amendment	certain traction control equipment,	that make use of the roadways
	Review Committee. The bill broadens	Todd &	Senate		such as chains or snow-rated tires,	and transit facilities more
	current law to require the traction	Donovan	Transportation		when the CDOT restricts road use	efficient, including programs for
	equipment to be carried on I-70 between				due to a winter storm. The Board has	incident management and
	Milepost 133 (Dotsero) and milepost 259				directed staff to support an	Intelligent Transportation
	(Morrison) when icy or snow-packed					Systems. DRCOG supports
	conditions are present. The bill also					efforts that improve or expand
	requires that this traction control				to the Evergreen Exit. The bill was	real-time traveler information.
	equipment be used when icy or snowy				amended in the House to specify the	
	conditions are present.				restriction is effective from Oct. 1 to	
					May 15.	
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As of 4-13-16

Bill No.	Short Title/Bill Summary	Sponsors	Status	Position	Staff Comments	Legislative Policy
	Military Installation Transportation	Nordberg &		Monitor	This is a new idea and DRCOG staff	DRCOG supports regional and
	Needs Planning - The bill requires the comprehensive Statewide Transportation Plan prepared by CDOT to include an emphasis on coordination with federal military installations in the state to identify the transportation infrastructure needs of the installations and ensure that those needs are given full consideration during the formation of the plan.	_	Houses		needs time to research the implications of the bill.	statewide efforts at such consensus building and will work to pursue multimodal transportation solutions; supports using the regional and statewide transportation planning processes to explore and identify transportation solutions; and will evaluate state legislative and administrative actions for consistency with this policy.
HB16- 1067		Mitsch-Bush/ Donovan	Postponed Indefinitely Senate Transportation	Support	Existing RTA's, such as the Roaring Fork Transportation Authority and the Pikes Peak Rural Transportation Authority, have proposed this legislation because the mill levy is an important tool for them to fund local transportation infrastructure projects. DRCOG supported the RTA legislation.	DRCOG supports increased funding for transportation to preserve the system, address congestion and safety, and provide multimodal options for people of all ages, incomes and abilities.
HB16- 1138	General Fund Transfers For State Infrastructure - For each state fiscal year that the SB 09-228 required transfers are reduced or eliminated, the bill adds on another year of transfers to the Capital Construction Fund and the Highway Users Tax Fund (HUTF). Therefore, there will be five fiscal years with the full statutory transfers to the funds, regardless of the number of fiscal years that it takes to do so. Section 2 specifies that the moneys in the State Highway Fund allocated from any of the statutorily required transfers to the HUTF may be used for general highway operations and maintenance.	Brown/	Postponed Indefinitely House State, Veterans, & Military Affairs	Monitor	Because the five-year block of transfers in statute expires after FY 2019-20, new transfers from the General Fund could be required beginning in FY 2020-21. This bill lengthens the five-year block in the event that one or more years of transfers are reduced or not made because of a TABOR revenue surplus. The bill also allows up to 90 percent of the transfers to be spent on highway construction, reconstruction, repair, improvement, and maintenance, in addition to the current law restriction to infrastructure projects identified in the Strategic Transportation Project Investment Program.	DRCOG supports increased funding for transportation to preserve the system, address congestion and safety, and provide multimodal options for people of all ages, incomes and abilities.

Bill No.	Short Title/Bill Summary	Sponsors	Status	Position	Staff Comments	Legislative Policy
HB16- 1169	•	Coram/ Roberts	Awaiting Governor's Signature	Support	Current law specifies that the STAC consists of one representative from each TPR. CDOT rules also allow the Southern Ute and Ute Mountain Ute tribes to each appoint one nonvoting representative to the STAC.	DRCOG supports legislation that reinforces collaboration between state and regional transportation agencies and recognizes their respective roles, responsibilities and interests.
HB16- 1304	Transportation Priorities Community Conversations - The bill requires the CDOT to hold at least one community conversation in each transportation planning region (TPR) no later than October 1, 2016, in order to allow members of the public to testify and be questioned regarding their top priorities for transportation funding and their preferred means of raising the revenue needed to fund those priorities. No later than November 1, 2016, the representative of the TPR who convened the community conversations must develop and submit to CDOT a report that ranks both the top transportation priorities for the TPR and the preferred means of raising the revenue needed to fund those priorities. CDOT must compile the regional reports into a statewide report that ranks the top transportation priorities for the state and the preferred means of raising the revenue to fund those priorities. CDOT must present the report during its SMART Act presentation made before the 2017 regular legislative session.		House Transportation & Energy	Monitor	To ensure maximum public participation for each community conversation, CDOT and the Colorado Office of Economic Development must provide extensive public notice of each community conversation and hold them at a time outside of regular business hours or most convenient to the local community and at a location convenient for as much of the population as feasible and allow remote testimony. The representative of the TPR on the Statewide Transportation Advisory Committee must convene an open house meeting or panel of experts in transportation and economic development to interact with and receive testimony from the public. The meeting or panel must include any member of the Transportation Commission and any Regional Transportation Director for CDOT whose district includes any portion of the TPR and a representative of any economic development district that includes any portion of the TPR.	people of all ages, incomes and

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Bill No.	Short Title/Bill Summary	Sponsors	Status	Position	Staff Comments	Legislative Policy
SB16-	Terminate Use of FASTER Fee Revenue	T. Neville/ P. Neville	Postponed Indefinitely House Transportation & Energy	Oppose	DRCOG supported FASTER (SB09-108), including the transit provisions. Under current law, \$15 million per year of revenue from the road safety surcharge, daily vehicle rental fee, supplemental oversize and overweight vehicle surcharge, supplemental unregistered vehicle fine, and late vehicle registration fee imposed pursuant to FASTER is used for transit-related projects as follows: • \$10 million is used by the department of transportation (CDOT) for the planning, designing, engineering, acquisition, installation, construction, repair, reconstruction, maintenance, operation, or administration of such projects; and • \$5 million is credited to the state transit and rail fund and used by the transit and rail division of CDOT to provide grants to local governments for local transit projects.	DRCOG supports increased funding for transportation to preserve the system, address congestion and safety, and provide multimodal options for people of all ages, incomes and abilities.
SB16- 123	Free Access to High Occupancy Vehicle Lanes -The bill prohibits the Department of Transportation or the High- Performance Transportation Enterprise from requiring a vehicle owner to use a switchable transponder or other device in order to travel in a high occupancy vehicle on either a high occupancy vehicle lane or a high occupancy toll lane on a toll-free basis.	Singer/ Lundberg	House Transportation & Energy and House Appropriations	Oppose	CDOT would have to develop a different way to monitor toll lane use. The bill has been amended to include motorcycles in the exception.	DRCOG supports legislation that promotes efforts to create and fund a multimodal transportation system. DRCOG supports funding for programs that provide transportation for "access to jobs" for low-income workers who cannot afford to live near where they work, and for safe routes to schools.

Bill No.	Short Title/Bill Summary	Sponsors	Status	Position	Staff Comments	Legislative Policy
OTHER	BILLS					
SB16- 057	Mobile Home Owners Leasing Space Mobile Home Parks - The bill grants new powers to the Division of Housing within the Department of Local Affairs in connection with the promotion of the mutual interests of landlords and home owners within mobile home parks, pursuant to its statutory authority and subject to available appropriations; requires the division to maintain for public dissemination a list of local government agencies and community-based nonprofit organizations that are created and empowered to mediate disputes between or among landlords, management, and home owners within mobile home parks; requires the management of a mobile home park to adopt reasonable written rules and regulations concerning all home owners' use and occupancy of the premises; and requires the parties to a dispute to submit to alternative dispute resolution.	Kefalas/ Ginal & Tyler	Postponed Indefinitely Senate State Affairs	Actively Monitor	The bill is an attempt to support the viability of mobile home parks as an affordable housing option in the state. There is a lot of detail in the bill that staff has not had time to fully analyze but this is an issue the board has considered in the past and we wanted to bring it to your attention again.	• • • • • • • • • • • • • • • • • • • •

As of 4-13-16

Bill No.	Short Title/Bill Summary	Sponsors	Status	Position	Staff Comments	Legislative Policy
SB16- 1313	Auth Local Gov Master Plan Include Water Plan Goal - The bill authorizes local government master plans to include goals specified in the state water plan and to include policies that condition development approvals on implementation of those goals. This authorization in located in section 30-28-106, C.R.S., which includes plans adopted by municipalities, counties and regional planning commissions.	Arndt & Coram/	House Agriculture, Livestock, & Natural Resources	Oppose	The master plan may consider and incorporate the goals specified in the state water plan adopted pursuant to section 37-60-106 (1) (u), C.R.S., and may include policies to implement water conservation and other state water plan goals as a condition of development approvals, including subdivisions, planned unit developments, special use permits, and zoning changes.	DRCOG supports the development of a Colorado
SB16- 1334	Inclusionary Zoning in County Unincorporated Areas - The bill authorizes the board of county commissioners of any county, by duly enacted ordinances, resolutions, or other forms of binding law, to establish and create a program that implements inclusionary zoning within an unincorporated area of the county. The bill defines "inclusionary zoning program" to mean a program adopted by a county government that encourages or requires a given share of the housing units in a proposed development to be priced in a way that is affordable for low- and moderate-income households. Nothing in the bill is intended to challenge or to affect the legal status of any such program implemented and in effect prior to the effective date of the bill.	Winter/	House Floor	Monitor 44	program" as a program adopted by a county government that encourages or requires a given share of the housing units in a proposed development to be priced in a way that is affordable for low- and moderate-income households. Inclusionary zoning program components may include, but are not limited to, requiring a developer to set aside a set percentage of units within the proposed development that are priced as affordable for persons in low- and moderate-income households, offering the developer different forms of incentives to compensate the	DRCOG supports the following principles pertaining to the quality, quantity and affordability of housing in the Denver metro area: • Regional approaches to addressing the affordable housing issue that incentivize local efforts, particularly as they relate to preservation of existing affordable housing stock. • An adequate supply of permanently affordable housing located near job and transit hubs and continued public- and private sector support for such an effort. • Increased state financial support for loan and grant programs for low- and moderate-income housing. • Collaboration among public and private entities, including efforts to develop loan programs and address the jobs-housing connections. • Actions to provide more accessible and obtainable housing options for seniors.

As of 4-13-16

Bill No.	Short Title/Bill Summary	Sponsors	Status	Position	Staff Comments	Legislative Policy
HB16-	County Planning Commission	Tyler/ Scott	House Floor	Monitor	Under the bill, a county or regional	DRCOG supports the use of
1340	Exemption from Approval Requirement				planning commission need not	comprehensive/ master plans as
	Under current law, a county or regional				review a proposed project pursuant	the foundation for local land use
	planning commission that has adopted a				to statute, if the proposed project is	decision-making.
	master plan for a county or part of the				permitted under existing zoning laws	
	county is required to review the proposed				or is contemplated by one of the	
	location of a public project if the location				following that the planning	
	falls within the unincorporated territory of				commission has already approved:	
	the county. The bill exempts from the				(i) a plan, including the county's	
	review requirement a proposed public				master plan; (ii) a proposal; or (iii) an	
	project that is permitted under existing				application. The bill only applies to a	
	zoning laws or contemplated by a plan,				regional planning commission if	
	proposal, or application, that the planning				there is no county planning	
	commission has already approved.				commission.	

To: Chair and Members of the Board of Directors

From: Jennifer Schaufele, Executive Director

(303) 480-6701 or jschaufele@drcog.org

Meeting Date	Agenda Category	Agenda Item #
April 20, 2016	Action Item	14

SUBJECT

This item concerns adoption of positions on newly introduced state legislative bills as presented by staff.

PROPOSED ACTION/RECOMMENDATIONS

Motion to adopt positions on bills presented.

ACTION BY OTHERS

N/A

SUMMARY

The attached matrix summarizes the bills introduced since the March Board meeting relative to the Board adopted Policy Statement on State Legislative Issues.

The bills are presented with staff comments and staff recommended positions.

Any bills of interest introduced after April 13 will be emailed to Board members by the Monday before the meeting with staff recommendations for review at the meeting (per current Board policy).

Also attached for Board discussion is a summary of the ten transportation funding ballot measures recently filed with the Secretary of State, and the three TABOR-related fiscal proposals filed by Building a Better Colorado. This would be an initial discussion for Board members to begin to develop a DRCOG policy related to these issues.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

N/A

ATTACHMENT

- 1. New Bills—2016 Session
- 2. Summary of transportation funding ballot measures

ADDITIONAL INFORMATION

Should you have any questions regarding the bills, please contact Jennifer Schaufele, Executive Director, at 303-480-6701 or ischaufele@drcog.org; or Rich Mauro at 303-480-6778 or email to rmauro@drcog.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS NEW BILLS--2016 SESSION As of 4-13-16

Bill No.	Short Title/Bill Summary	Sponsors	Status	Recommended Position	Staff Comments	DRCOG Policy
AGING E	ILL					
HB16- 1394	Aligning Issues Around At-risk Persons - The bill implements the following recommendations of the At-Risk Adults with Intellectual and Developmental Disabilities Mandatory Reporting Implementation Task Force: • Standardizing statutory definitions among the "Colorado Criminal Code", the adult protective services in the Department of Human Services and the Department of Health Care Policy and Financing; • Specifying that enhanced penalties for crimes against an at-risk person apply to all persons 70 years of age or older and to all persons with a disability; and • Clarifying and expanding the definitions of persons who are required to report instances of mistreatment of at-risk elders or at-risk adults with an intellectual and developmental disability (adults with IDD).	Grantham	House Health Insurance & Environment	Monitor	DRCOG supported the the original legislation on mandatory reporting and has supported subsequent implementing legislation. This bill primarily cleans up language in different parts of the statutes. It also: • Reduces the time when a law enforcement agency or county department is required to prepare a written report from 48 hours to 24 hours; • Specifies that a county department of human services is to conduct an investigation of allegations of mistreatment of an atrisk adult; and • Clarifies that the Human Rights Committee is responsible for ensuring that an investigation of mistreatment of an adult with IDD occurred. DRCOG will monitor this bill to ensure the existing law is now weakened.	DRCOG supports increases in consumer protections for older adults and their caregivers.

DENVER REGIONAL COUNCIL OF GOVERNMENTS NEW BILLS--2016 SESSION As of 4-13-16

Bill No.	Short Title/Bill Summary	Sponsors	Status	Recommended	Staff Comments	DRCOG Policy
			l	Position		
TRANSF	PORTATION BILL					
SB16- 1416	State Infrastructure General Fund Transfers - Under SB 09-228, for this fiscal year and the next 4 fiscal years, the State Treasurer is conditionally required to transfer money from the General Fund to the Highway Users Tax Fund and Capital Construction Fund. The SB 228 transfers are a percentage of the total General Fund revenues, but they may be reduced or eliminated if the state has to refund excess state revenues in accordance with the Taxpayer's Bill of Rights. The bill requires the State Treasurer to transfer from the General Fund to the: Capital Construction Fund, \$49.8 million on June 30, 2016, and \$52.7 million on June 30, 2017; and Highway Users Tax Fund, \$199.2 million on June 30, 2016, and \$158 million on June 30, 2017. These transfers replace the first 2 years of the SB 228 transfers. The formula for determining the last 3 years of the SB 228 transfers is not amended. The bill also repeals the provision that delayed the SB 228 transfers until a personal income trigger was met, and now that the trigger has occurred, identifies the actual years for the transfers.		Awaiting Governor's Signature	Support	DRCOG supported the original SB 228 legislation. Although the bill reduces the expected transfer to the HUTF by \$52.7 million in FY 2016-17 to help balance the FY 2016-17 budget, the bill also provides certainty to the SB 228 transfers that did not exist with the original legislation. Under current law, the size of SB 228 transfers are partially determined by the size of the TABOR refund as a percent of General Fund revenue. This JBC bill replaces the SB 228 transfers from the General Fund to the Highway Users Tax Fund (HUTF) and the Capital Construction Fund (CCF) with actual dollar amounts. The bill transfers \$199.2 million in FY 2015-16 and \$158.0 million in FY 2016-17 to the HUTF. There is no change in how transfers are calculated in FY 2017-18 through FY 2019-20.	congestion and safety, and provide multimodal options for people of all ages, incomes and abilities.

As of 4-13-16

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Bill No.	Short Title/Bill Summary	Sponsors	Status	Recommended	Staff Comments	DRCOG Policy
				Position		
STATE B	SUDGET					
HB 16- 1405	2016-17 Long Appropriation Bill - Provides for the payment of expenses of the executive, legislative, and judicial departments of the state of Colorado, and of its agencies and institutions, for and during the fiscal year beginning July 1, 2016, except as otherwise noted.	Hamner/ Lambert	Passed Both Houses	Funding Reduction	closed the Long Bill without funding for the Air Pollution Control Division (about \$8.5 million). The House put the funding back in but the Senate took out around \$340,000, the estimated amount necessary to fund work on the Clean Power Plan. The Regional Air Quality Council has sent a letter to the Joint Budget Committee supporting putting the funding back in the budget.	meet federal air quality standards. • Transportation and land use strategies that improve air quality in the region. • Alternative fuel sources and

DENVER REGIONAL COUNCIL OF GOVERNMENTS NEW BILLS--2016 SESSION As of 4-13-16

Bill No.	Short Title/Bill Summary	Sponsors	Status	Recommended Position	Staff Comments	DRCOG Policy
PLANNI	NG BILL					
SB16- 1313	Auth Local Gov Master Plan Include Water Plan Goal - As introduced, the bill authorizes local government master plans to include goals specified in the state water plan and to include policies that condition development approvals on implementation of those goals. This authorization is located in section 30-28-106, C.R.S., which includes plans adopted by municipalities, counties and regional planning commissions. The master plan may consider and incorporate the goals specified in the state water plan adopted pursuant to section 37-60-106 (1) (u), C.R.S., and may include policies to implement water conservation and other state water plan goals as a condition of development approvals, including subdivisions, planned unit developments, special use permits, and zoning changes.	Arndt & Coram/	House Agriculture, Livestock, & Natural Resources	Support as amended	March meeting. Since then, the bill has been amended to emphasize its permissiveness and that the focus is on water conservation broadly. It now also states, "Nothing in this (bill) shall be construed to to create a mandate or affect existing policy regarding water." With the	processes, aligns the state's various water efforts, and provides a benchmark for future collaboration in

Proposed 2016 Transportation Funding Initiatives Summary and Policy Questions

<u>Transportation Funding Proposals:</u>

A group of transportation advocates have submitted ten initiative proposals for consideration for the 2016 ballot. These measures (#s **146-155**) are all statutory initiatives, and contain proposals to increase the state sales tax for transportation related purposes (see attached detail table prepared by CML staff).

Revenue

In general, two sales tax rates are proposed, to be effective July 1, 2017:

- Initiatives 146-154 propose a **sales tax increase of 0.62%** this would raise approximately \$703 million in the first year.
- Initiative 155 proposes a sales tax increase of 0.3% this would raise \$340 million in the first year.

Allocation

If passed, all of these measures would deposit the funds into the **Highways Users Tax Fund** and allocate 60 percent to the state, 22 percent to the counties and 18 percent to the municipalities.

Process

The proposed initiatives must be reviewed by the Ballot Title Setting Board (the hearing is set for April 20), and then the proponents will select one measure to move forward. The signature gathering process will take place in the early summer. Signatures must be turned in to the Secretary of State by August 8.

Building a Better Colorado Proposals:

On March 8, the bipartisan group "Building a Better Colorado" submitted three fiscal measures for consideration in November. These measures are statutory (not constitutional) and ask the voters to authorize retention of state revenues.

#116 eliminates the state revenue cap (and refunds) imposed by TABOR, and directs that not less than 35 percent of the additional revenues be allocated to education (K-12 and higher education), not less than 35 percent to transportation, and up to 30 percent to services for seniors and mental health services.

#117 provides a 10 year "time out" from the TABOR revenue limits, and directs the additional funds to be spent in a pattern similar to proposal #116.

#118 provides a 10 year "time out" from the TABOR revenue limits, and does not specify how the additional funds would be expended. This would leave flexibility to the legislative budget process.

Allocation

This proposal also allocates the amounts for transportation to the HUTF. Using the March 18, 2016 Legislative Council Staff Economic Forecast estimate of \$246.1 million in Excess TABOR Revenue for FY 2017-18, a 35% allocation to the HUTF would be \$86.1 million. The amount allocated to CDOT would be \$51.7 million, to counties \$17.2 million, and to municipalities \$15.5 million.

Process

Similar to the transportation funding proposals, once the measures have gone before the Ballot Title Setting Board, proponents can be expected to coalesce around one of the three measures.

Policy Questions

- 1. Sales tax revenues have traditionally been used to support state and local government functions. Would these entities object to using sales tax to support transportation needs?
- 2. Currently, there are three "Building a Better Colorado" initiatives which would "de-Bruce" Colorado. In addition, a group of public health advocates are proposing a tobacco tax increase. There will also likely be local school mill levy override questions. Will these measures combined with a transportation tax lead to voter "tax fatigue"?
- 3. The current primary mechanism for funding transportation the per gallon gas tax is a declining source of revenue due to increases in fuel efficiency. State sales tax revenues will grow with a growing economy, but are also highly-linked to economic conditions. Will this volatility hurt transportation planning?
- 4. The measures differ on their allocation to transit with measures 146-149 allocating 10 percent of the state funds to transit, 150 allocating 20 percent to transit, and the others not allocating any portion of revenues to transit. What level of transit funding is acceptable? Measures #116 and #117 do not raise taxes but also allocate much less to transportation.

Summary of Colorado Ballot Proposals 2015-2016 Nos. 146-155* Expiration Uses of S

	Tax Rate	Expiration	Uses of \$
#146	.062 (6.2 cents per \$10)	No	 HUTF (60/22/18). During any 3 year period, CDOT must expend a portion of its \$ in each transportation district for safety and congestion relief. CDOT must annually report related expenditures. 10% of state allocation to transit.**
#147	.062 (6.2 cents per \$10)	No	 HUTF (60/22/18). During any 3 year period, CDOT must expend a portion of its \$ in each transportation district for safety and congestion relief. No \$ may be used to fund toll roads. CDOT must annually report related expenditures. 10% on transit projects.**
#148	.062 (6.2 cents per \$10)	July 1, 2029	 HUTF (60/22/18). During any 3 year period, CDOT must expend a portion of its \$ in each transportation district for safety and congestion relief. No \$ may be used to fund toll roads. CDOT must annually report related expenditures. 10% of state allocation to transit.**
#149	.062 (6.2 cents per \$10)	July 1, 2027	 HUTF (60/22/18). During any 3 year period, CDOT must expend a portion of its \$ in each transportation district for safety and congestion relief. No \$ may be used to fund toll roads. No more than 3% used for CDOT administration or hiring new employees. CDOT must annually report related expenditures. 10% of state allocation to transit.**
#150	.062 (6.2 cents per \$10)	July 1, 2027	 HUTF (60/22/18). During any 3 year period, CDOT must expend a portion of its \$ in each transportation district for safety and congestion relief. No \$ may be used to fund toll roads. No more than 3% used for CDOT administration or hiring new employees. CDOT must annually report related expenditures. 20% of state allocation to transit.**
#151	.062 (6.2 cents per \$10)	No	 HUTF (60/22/18). State allocation used solely for safety and congestion relief (no transit set-aside).

#152	.062 (6.2 cents per \$10)	No	 HUTF (60/22/18). State allocation used solely for safety and congestion relief (no transit set-aside). During any 3 year period, CDOT must expend a portion of its \$ in each transportation district. No \$ may be used to fund toll roads. CDOT must annually report related expenditures.
#153	.062 (6.2 cents per \$10)	July 1, 2029	 HUTF (60/22/18). State allocation used solely for safety and congestion relief (no transit set-aside). During any 3 year period, CDOT must expend a portion of its \$ in each transportation district. No \$ may be used to fund toll roads. CDOT must annually report related expenditures.
#154	.062 (6.2 cents per \$10)	No	• HUTF (60/22/18).
#155	.03 (3 cents per \$10)	No	 HUTF (60/22/18). State allocation used solely for safety and congestion relief (no transit set-aside). During any 3 year period, CDOT must expend a portion of its \$ in each transportation district. No \$ may be used to fund toll roads. CDOT must annually report related expenditures.

^{*}All sales & use taxes take effect on July 1, 2017. All proposed ballot measures include the following provisions: impose a statewide sales & use tax on TPP and services for transportation funding; exempt revenues from state and local spending/revenue limits; expressly authorize the general Assembly to enact implementing legislation.

^{**}Technical drafting adjustments necessary to effectuate this 10% set-aside of the state's portion of the HUTF distribution.

To: Chair and Members of the Board of Directors

From: Jennifer Schaufele, Executive Director

(303) 480-6701 or jschaufele@drcog.org

Meeting Date	Agenda Category	Agenda Item #
April 20, 2016	Informational	15

SUBJECT

This item concerns review of draft Committee Guidelines.

PROPOSED ACTION/RECOMMENDATIONS

No action requested, this item is for information.

ACTION BY OTHERS

N/A

SUMMARY

Following up on the updated Articles of Association and the input from the Structure/Governance group, DRCOG 's legal counsel drafted changes to the Committee Guidelines. The Guidelines traditionally offer additional detail on committees not included in the Articles.

It is the recommendation of the Executive Committee each committee reviews their portion of the document and suggest modifications that would be adopted en masse by the full Board at a later date. Additionally, any finding of conflicts between the Guidelines and the Articles needs to be reported so appropriate adjustments can be made to one or both documents.

Committees are asked to review their guidelines and offer suggestions during their first meeting, but no later than July 1, 2016.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

N/A

ATTACHMENT

Draft Committee Guidelines

ADDITIONAL INFORMATION

Should you have any questions regarding this item, please contact Jennifer Schaufele, Executive Director, at 303-480-6701 or jschaufele@drcog.org.

COMMITTEE POLICY, GUIDELINES AND DESCRIPTIONS

JULY 2008

AMENDED FEBRUARY 18, 2009

AMENDED JULY 21, 2010

AMENDED OCTOBER 20, 2010

AMENDED JANUARY 19, 2011

AMENDED SEPTEMBER 21, 2011

AMENDED JANUARY 18, 2012

AMENDED JANUARY 16, 2013

AMENDED MARCH 19, 2014

AMENDED _____

DENVER REGIONAL COUNCIL OF GOVERNMENTS 1290 Broadway, Suite 700 Denver, Colorado 80203

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I. POLICY STATEMENT

The Denver Regional Council of Governments declares its desire to obtain the broadest possible involvement in its programs and decision-making process. The principal means of obtaining this participation is through the Board of Directors and its <u>standing and</u> advisory committees.

II. GUIDELINES

A. PURPOSE

The Board of Directors' decision-making process is designed to achieve the following goals:

- 1. increase participation by Board members and Board alternates in the policy process;
- 2. integrate technical and political issues into policy discussions and actions under the umbrella of Metro Vision;
- 3. undertake specific tasks as requested by the Board or the Metro Vision Issues Committee, also known as MVIC;
- develop proposals and recommendations, with DRCOG staff assistance, for Board consideration:
- 5. interact with staff and Board members so the concerns of local governments are fully understood in the formulation of region policies; and
- actively seek the involvement of other regional agencies, and business and citizen groups so that their perspective can be incorporated in DRCOG's program activities and decisions.

B. AUTHORITY FOR FORMATION

The categories for DRCOG committees include:

- Standing committees
- Ad hoc committees

Each is formed as provided by Board action, interagency agreement, federal or state statutes, memorandum of understanding or memorandum of agreement signed by the Board Chair or Executive Director. Descriptions follow.

C. MEETINGS

Committees may meet as needed or as specified in the committee description. If a committee wishes to request a meeting that is not regularly scheduled, the committee chair must consult with DRCOG staff on staffstaffing and meeting room availability. It will be the responsibility of DRCOG staff to maintain membership lists of the committees. Meeting notices will be distributed through DRCOG.

D. COMMUNICATIONS BY COMMITTEES

It is important for committees to understand their relationship to the staff of DRCOG and to the Board.

Most committees have a direct relationship with the DRCOG Board of Directors, while some have an indirect relationship with recommendations made through a designated committee. DRCOG staff provides information and administrative support to all committees and the Board.

To provide for effective communication throughout the committee structure, the following guidelines will apply.

- 1. The Board may provide direction to any committee on issues for consideration.
- 2. Committees with a direct relationship to the Board will review communications from committees with an indirect relationship and make a policy action recommendation to the Board.
- 3. Recommendations from ad hoc committees to the Board or Metro Vision Issues Committee may be supplemented by specific information relative to implications and options for consideration.
- 4. Committee officers are encouraged to make presentations of committee actions to the Board-and/or Metro Vision Issues Committee.
- 5. Correspondence from committees to agencies or organizations or individuals outside DRCOG are to be prepared and forwarded to the Executive Director for the signature of the Board Chair or the review. The Executive Director (or the Executive Director's designee), as appropriate has the discretion to obtain approval of the full Board for correspondence before signing.

E. MEMBERSHIP

Committee membership is based on differing authorities. General membership criteria are described here.

Alternate, which authorities address the number of members are not appointed unless specifically provided for in the, qualifications, terms of office, and other requirements concerning committee description, and alternate's names will be designated in writing at the same time as the membership. Specific committee member, unless otherwise indicated in the membership information is as set forth in the authorities establishing or describing committees, and summarized for each committee description. In order to facilitate thoughtful and productive meetings, committee members shall be responsible for briefing their alternate in advance on the committee's format and issues so that the alternate is empowered to act on behalf of their agency or interest. Alternates to the DRCOG Board are strongly encouraged to attend Board meetings in a non-voting capacity.

Some committees have specific terms of service as stated in the committee description. For committees for which membership is subject to an annual or periodic review/ revision, the DRCOG chair can take into consideration such factors as issues to be addressed, continuity of the committee, attendance, and turnover in confirming appointments. More specific criteria may be included with the in the below committee descriptions found in Chapter III.

Standing Committees

Authorities for these committees and their criteria for membership come from the DRCOG Articles of Association, memoranda of agreement, intergovernmental agreements, federal or state statutes, or Board authorization. These committees include:

- Administrative Executive Committee
- Metro Vision Issues Finance & Budget Committee
- Performance & Engagement Committee
- Nominating Committee
- Advisory Committee on Aging
- Regional Transportation Committee
- Transportation Advisory Committee
- Advisory Committee on Aging
- Steering Committee of the Baghdad—Denver Regional Partnership
- Fire Personnel Recruitment Advisory Committee

Ad Hoc Committees

The Board of Directors and the Metro Vision Issues Committee may create ad hoc committees to review and study specific issues within a specified timeframe. -Ad hoc committees will have a written charge or scope of work.— set by the Board. The number of ad hoc committees shouldmust be kept to a minimum in line with aligned and within available DRCOG budgetary and staffing resources.

Ad hoc committee membership will comprise at least a half-plus-one of interested Board members and Board alternates. Other elected officials, as well as local staff and other stakeholders may be appointed, as appropriate. The Board chair will appoint members to those committees created by the Board and will designate the committee chair. The MVIC chair will appoint the membership of ad hoc committees it creates and designate a member of MVIC to serve as chair. Members of ad hoc committees may not appoint an alternate to the committee. Meetings will be conducted on an informal basis and the spirit/intent is to reach consensus decisions. More detail can be found in the Ad Hoc Committee description.

F. ELECTION OR APPOINTMENT OF OFFICERS

Officers of a committee are designated or elected as provided in the authorities establishing or describing the committee. If not specifically stated in each committee description such authority, the chair and vice chair for a committee shall be elected from among the members annually. In the absence of the chair, the vice chair assumes that role.

G. SCOPE OF RESPONSIBILITY

Each committee should have a written has the scope of responsibility, approved by the Board, included as provided in its description, derived from the authority on which it is based authorities establishing or describing the committee.

H. QUORUM AND VOTING

ExceptQuorum and voting requirements are as specified otherwiseprovided in documentsthe authorities establishing or describing committeesthe committee. If not specifically stated in such authority, a quorum consists of one-third of the total voting members.

For committees that have appointed alternates, when acting for members, alternates will be counted in determining, a quorum. Formal is required for formal action requires a quorum. A, and a simple majority of those present, assuming a quorum, carries a motion or other action except as specified otherwise in the committee description. When technical issues cannot be resolved, but a communication on the matter at hand is required or appropriate, the communication may reflect significant varying positions of members. The chair of every committee can vote as a member of the committee.

I. OTHER PROCEDURES

In general, committee proceedings should be conducted on an informal basis. The rules of order shall be in accordance with the latest edition of Roberts Rules of Order, Revised.

All committee meetings will have an agenda that will be posted on the DRCOG websitein the designated area for posting notice of meetings at least 48 hours in advance of the meeting. All committees will have a designated time on the agenda for public comment. Agendas may also be posted to the DRCOG website. If the committee wishes to solicit additional input, it should schedule a specific time and notify all stakeholders of that opportunity. Seating for the public will be provided in an area of the meeting room that is distinct from that of the committee members. A meeting summary should be kept to the extent necessary to record important discussions and decisions made. All motions must be recorded, including the personsperson making and seconding the motion and the outcome of the vote.

Review of these guidelines and committee descriptions will occur periodically, but at least every four years.

III. COMMITTEE DESCRIPTIONS

ADMINISTRATIVE

EXECUTIVE COMMITTEE

Type: Standing Committee

Authority: Articles of Association, revised February 19, 2003 March 16, 2016

MEMBERSHIP

The incumbent Board officers shall constitute the Executive Committee of the Council.

<u>OFFICERS</u>One member representative who is designated as the member representative to the Board of Directors of each elected Board of county commissioners and each city council, provided each such county and city contained a population of 120,000 or more as estimated by the U.S. Census, the Council, or the state demographer. The Mayor or, as the Mayor's designee, any officer, elected or appointed, of the City and County of Denver and an alternate similarly designated; Officers of the Board; the Immediate Past Chair; and three members of the Board elected to serve one year terms.

The incumbent DRCOG Chair and Vice Chair shall serve in such capacity on the Executive Committee.

QUORUM

A quorum will consist of the lowest odd number achieving a minimum of one-third of the committee membership. Members of the committee may participate in meetings via telephone in accordance with the committee's adopted policy. The policy allows telephonic participation when a member's absence is due to: emergencies related to illness or accident, vacations scheduled well in advance of a meeting, last minute familial obligations, weather conditions making travel to the meeting hazardous, or when any regular meeting of the committee occurs on a date when the regular meeting of the DRCOG Board has been cancelled. Telephonic participation shall not be used where the member's absence is due to attendance at other meetings or functions unless the member's attendance at such meeting or function was requested by DRCOG. Committee members shall contact the DRCOG Board Coordinator via email in advance of the meeting to receive calling instructions. The committee's adopted policy contains other rules governing telephonic participation.

RESPONSIBILITIES

Directs the internal business of the council which includes:

- Authorization of expenditure of funds
- Entering into contracts

- Execution of official instruments
- Compensation of member representatives
- Recommending appointment of the The Executive Director
- Recommendation of all budget related matters Committee shall be the primary executive leadership of the Council, providing leadership to the Board
- Adoption of policies and procedures for effective administration of personnel mattersguidance to the Executive Director.
- The Executive Committee has no policy making authority.
- The Executive Committee helps set Board meeting agendas; provides guidance on resolution of conflicts; provides process guidance, and receives updates from and assures the progress of committees of the Council.

QUORUM

A quorum for the transaction of Executive Committee business shall be four (4) of its members.

VOTING

- Conflict resolution
- Endorsement of candidates for state Boards and commissions

• Nominating Committee

A majority of those present and voting shall decide any question brought before the meeting.

FINANCE & BUDGET COMMITTEE

Туре:	Standing Committee———
Authority:	Articles of Association, revised March 16, 2016

MEMBERSHIP

The administrative business of the Council concerning finances, contracts and related matters shall be managed by the Finance & Budget Committee. The Committee membership shall not exceed more than one-quarter of the total membership of the Board. Members of the Finance & Budget Committee shall be appointed by Board upon nomination of the Nominating Committee, in accordance with procedures and requirements set forth in the Articles of Association.

Committee members are appointed to two-year terms, except that in the initial establishment of the Committee, one half of the members are appointed to an initial one-year term so as to achieve staggered terms. Committee members are eligible to serve so long as the jurisdiction he/she represents is a member of the Council, and he/she remains that member's official member representative on the Board. Membership on the Committee is designated to the member's jurisdiction; therefore, if a member appointed to the Committee is no longer able to serve, membership on the Committee shall transfer to the succeeding member representative of that jurisdiction on the Board, for the remainder of the term of the Committee appointment.

OFFICERS

The incumbent Treasurer of the Council shall serve as chair of the Finance & Budget Committee. The vice chair of the Committee shall be elected by the Committee at its first meeting following election of Board officers and to serve until the next election of officers.

RESPONSIBILITIES

The following powers and duties are vested in the Finance & Budget Committee:

- To review contracts, grants and expenditures and authorize the expenditure of funds and the entering into contracts, within the parameters of the Council budget.
- To execute official instruments of the Council.
- To review and recommend to the Board the budget as provided in Article XV of the Articles of Association.
- To review the Council's audited financial statements with the Council's auditor, and to undertake, oversee and/or review other organization audits.
- To receive and review other financial reports and provide regular updates to the Board.
- To compensate member representatives for expenses incurred in attending to the proper business of the Council.
- To be responsible for executing an employment contract with the Executive Director.

• To exercise such other powers, duties, and functions as may be authorized by the Board.

QUORUM

A quorum for the transaction of Finance & Budget Committee business shall be one-third (1/3) of its members, plus one.

VOTING

A majority of those present and voting shall decide any question brought before the meeting. The Budget & Finance Committee chair shall vote as a member of the Committee. A Committee member's designated alternate on the Board may attend meetings of the Committee and participate in deliberations, at the discretion of the chair, but may only vote in the absence of the member.

PERFORMANCE & ENGAGEMENT COMMITTEE

Type: Standing Committee

Authority: Articles of Association, revised March 16, 2016

<u>MEMBERSHIP</u>

The administrative business of the Council concerning the performance and evaluation of the Executive Director, the onboarding of new Board members and related matters shall be managed by a Performance & Engagement Committee. The Committee membership shall not exceed more than one-quarter of the total membership of the Board. Members of the Performance & Engagement Committee shall be appointed by the Board upon nomination of the Nominating Committee, in accordance with procedures and requirements set forth in the Articles of Association.

Committee members are appointed to two-year terms, except that in the initial establishment of the Committee, one half of the members are appointed to an initial one-year term so as to achieve staggered terms. Committee members are eligible to serve so long as the jurisdiction he/she represents is a member of the Council, and he/she remains that member's official member representative on the Board. Membership on the Committee is designated to the member's jurisdiction; therefore, if a member appointed to the Committee is no longer able to serve, membership on the Committee shall transfer to the succeeding member representative of that jurisdiction on the Board, for the remainder of the term of the Committee appointment.

OFFICERS

<u>The incumbent Secretary of the Council shall serve as chair of the Performance & Engagement Committee. The vice chair of the Committee shall be elected by the Committee at its first meeting following election of Board officers and to serve until the next election of officers.</u>

RESPONSIBILITIES

The following powers and duties are vested in the Performance & Engagement Committee:

- To recommend appointment of the Executive Director to the Board.
- To develop the process for, and execute and document the annual performance evaluation for the Executive Director.
- To hold quarterly meetings with the Executive Director.
- To recommend to the Board as needed policies and procedures for the effective administration of the Executive Director.
- To oversee onboarding programs for new Board appointees.
- To implement and review Board structure and governance decisions.
- To plan the annual Board workshop.

- To receive and review reports related to the business of the Committee and provide regular updates to the Board.
- To exercise such other powers, duties, and functions as may be authorized by the Board.

QUORUM

A quorum for the transaction of Performance & Engagement Committee business shall be one-third (1/3) of its members, plus one.

VOTING

A majority of those present and voting shall decide any question brought before the meeting. The Performance & Engagement Committee chair shall vote as a member of the Committee. A Committee member's designated alternate on the Board may attend meetings of the Committee and participate in deliberations, at the discretion of the chair, but may only vote in the absence of the member.

NOMINATING COMMITTEE

Type: Standing Committee

Authority: Articles of Association, revised March 16, 2016

MEMBERSHIP

The Nominating Committee will consist of six Board members who shall be appointed in November of each year. The Administrative Committee, DRCOG Board and the DRCOG Chair shall each appoint two members. Care will be taken to ensure that appointees represent a broad cross-section of the membership including community size, geographic location and gender. Members include the Immediate Past Chair of the Board (or Vice Chair if there is no Immediate Past Chair); one Board member representing the City and County of Denver; one member selected by the Performance & Engagement Committee; one member selected by the Finance & Budget Committee; one member selected by the Board; and one member selected by the Board Chair. Member qualifications for the Nominating Committee are as follows:

VOTING

Any candidate for Chair, Treasurer, Secretary, Vice Chair or Administrative Committee who receives a majority or a tie vote shall be presented to the Board for consideration.

RESPONSIBILITIES

- The Nominating Committee will meet at a time(s) convenient for all members in November. In January the Committee will present to the Board nominations for Treasurer, Secretary and Vice Chair and for the three Administrative Committee members. The election will take place at the February Board meeting. The incumbent holding the position of Vice Chair automatically becomes the Chair. In the event the incumbent Vice Chair does not assume the position of Chair or in the event of a vacancy in the position of Chair, the provision hereof shall be followed for any Nominating Committee presentation of nominees to the DRCOG Board.
- With the goal of encouraging broad participation from the DRCOG Board, the Nominating Committee will consider interested Board members for the positions of Treasurer and Secretary to serve one year terms without regard to an individual's term limit or length of term with their respective jurisdiction board. For the position of Vice Chair, the Nominating Committee will ascertain the ability of the individual nominated for Vice Chair to serve as Chair without interruption due to term limits or elections.

The Nominating Committee will request a short written statement from all interested Board members stating why he/she wishes to serve as a DRCOG Board officer and why the nominating committee should favorably consider them.

- The Nominating Committee will consider the following criteria when evaluating Board members for the positions of Treasurer, Secretary, Vice Chair, and if applicable Chair:
 - commitment to DRCOG's vision and mission.
 - substantive experience with DRCOG,
 - strong willingness to serve, and

- capacity to be "ambassadors" for DRCOG and represent the organization as needed and desirable.
- For the position of Vice Chair, the Nominating Committee will consider and present a Board member with substantive past experience as a member of the DRCOG Board that includes serving in the position of Treasurer or Secretary or membership for at least one year on either the Administrative Committee, or the Metro Vision Issues Committee. Participation as a member of another standing committee or ad hoc committee also may constitute substantive past experience.
- In the event that a Nominating Committee is appointed per Article VII. D. 2 to fill a vacancy of one of the officers, the Nominating Committee will follow the procedures outlined above.

METRO VISION ISSUES COMMITTEE

Type: Standing Committee

Authority: Board Action, April 2001

Revised December 2005

Revised March 2014

RESPONSIBILITIES

The Metro Vision Issues Committee (MVIC) is intended to be the primary policy committee of DRCOG. It provides recommendations to the Board for action on Metro Vision issues, plans and implementation.

The committee can appoint ad hoc committees as well as direct the Transportation Advisory Committee (TAC) to examine specific issues within a specified timeframe to support MVIC in its work and recommendations to the Board of Directors.

Annually (generally in April), MVIC appoints two members and at least four alternates to serve on the Regional Transportation Committee.

QUORUM

A quorum will consist of one-third of the committee membership plus one.

MEMBERSHIP

The committee will number not more than one-half the total membership of the DRCOG Board. Members are appointed by the Board Chair with approval by the Board of Directors (generally in April of each year).

- Members of the Nominating Committee shall have served not less than one year as a member or an alternate on the Board before being eligible to serve on the Nominating Committee.
- No more than one Board officer and no more than one member from the City and County of Denver may serve on the Nominating Committee.
- A designated alternate may not serve on the Nominating Committee.
 In the appointment of the Nominating Committee, consideration shall be given to providing representation of

The DRCOG secretary and treasurer will serve as chair and vice chair of the committee respectively. The DRCOG Board Chair, Vice Chair, and the Immediate Past Chair are also members of MVIC.

Other Members:

- Care will be taken to ensure appointees represent a broad cross-section of the DRCOG
 Board of Directors, taking into account community size, geographic location, the rate of
 growth, county and municipality, rural, and suburban, rural, etc and other factors.
 - A Board member and their alternate may not serve If a vacancy arises on the committee at Nominating Committee, the same time.
- Meeting attendance requirements, as established by the Board, allow a maximum of three consecutive absences. If person or entity that limit is exceeded, selected the departing member is contacted by the Board Chair for possible shall select a replacement. A committee member's designated alternate on the Board of Directors (or member if the MVIC member is the Board alternate), can attend and vote in the absence of the member. Attendance by a Board member's alternate does not compensate for a Board member's absence.

OFFICERS

At its first meeting upon annual appointment of its members, the Nominating Committee shall elect its chair and vice chair.

RESPONSIBILITIES

The following powers and duties are vested in the Nominating Committee:

- To make recommendations regarding nominations for Board officers and Board officer vacancies as provided in the Articles of Association. (A Nominating Committee member may not be a nominee for Board officer.)
- To nominate member representatives for appointment by the Board to the Finance & Budget Committee and the Performance & Engagement Committee, in accordance with the procedures and requirements as stated in the Articles of Association.
- To make nominations to the Board for appointment to fill any vacancy on the Finance & Budget Committee and the Performance & Engagement Committee, which vacancy shall be filled in accordance with the requirements herein.

QUORUM

A quorum for the transaction of Nominating Committee business shall be all six (6) of its members.

VOTING

A majority of those present and voting shall decide any question brought before the meeting.

REGIONAL TRANSPORTATION COMMITTEE

Type: Standing Committee

Authority: Memorandum of Agreement between DRCOG, the Colorado

Department of Transportation, and the Regional Transportation District,

dated July 10, 2001.

Modified by the three agencies, June 17, 2008.

MEMBERSHIP

Sixteen members as follows:

<u>Denver Regional Council of Governments</u> - Board chair and vice chair, and <u>Vice Chair</u>, two designees from the <u>Metro Vision Issues Committee Board</u>, and the Executive Director.

<u>Colorado Department of Transportation</u> - Three metro area Transportation Commissioners and the Executive Director.

Regional Transportation District - Three Board members and the General Manager.

Other Members - Three members appointed annually by the committee Committee chair upon unanimous recommendation of the Executive Directors of DRCOG, CDOT and the General Manager of RTD. The DRCOG Executive Director will consult with the committee Committee chair prior to the three agency executives forming a recommendation.

USE OF ALTERNATES

It is the clear goal of the <u>committee</u> to minimize use of alternates. However, recognizing that there will be times when it is inevitable that members cannot attend, alternates will be allowed on the following basis:

- Each agency shall designate annually, in writing to the chair, standing alternates (board members/commissioners and staff).
- No more than two staff (members or designated alternates) from each agency can vote on any given issue.
- The appropriate level of staff that can be designated as alternates are:
 - DRCOG: Division Directors
 - CDOT: Regional Transportation Directors or equivalent or above
 - RTD: Senior Managers of planning and development or above
- No alternates are permitted for the Other Members.
- No proxies are permitted.
- The new immediate past chair Immediate Past Chair of DRCOG shall serve as an alternate until the Metro Vision Issues Committee DRCOG Board acts to designate new alternates after the February Board elections.

QUORUM/VOTING

Twelve members, or designated alternates. Twelve votes are required to carry any action.

RESPONSIBILITIES

RESPONSIBILITIES

Through the Regional Transportation Committee, DRCOG, as the Metropolitan Planning Organization (MPO), administers the urban transportation planning process for the region in accordance with the <u>The Prospectus - Transportation Planning in the Denver Region</u> and applicable federal regulations. Accordingly, the responsibilities of the Regional Transportation Committee shall include:

- Overall direction of current work activities established by the Unified Planning Work Program.
- Review and approval of items to be submitted to the DRCOG Board of Directors, as the MPO policy body, for adoption.
- Approval of plans, programs, documents and annual endorsements related to surface transportation as outlined in the Memorandum of Agreement. Should the DRCOG Board approve a policy action that differs from the Regional Transportation Committee's recommendation, the action shall be referred back to the Committee for reconsideration.

QUORUM

Twelve members, or designated alternates.

VOTING

Twelve votes are required to carry any action.

OTHER

DRCOG representatives will attend a briefing with the DRCOG Executive Director immediately prior to the regularly scheduled RTC meeting.

TRANSPORTATION ADVISORY COMMITTEE

Type: Standing Committee

Authority: Memorandum of Agreement between DRCOG, the Colorado Department of

Transportation and the Regional Transportation District adopted July 10, 2001

Board of Directors Action August 15, 2001. Last revised July 2008.

MEMBERSHIP

Transportation Advisory Committee Membership shall include:

- Two members each from Adams, Arapahoe, Boulder, Douglas and Jefferson counties and one member from Weld County within the MPO boundary, with at least three appointed from county government and at least seven from municipalities. Of the municipal representatives, at least two, but not more than three, shall represent communities with under 35,000 population;
- Two members from the City and County of Denver and one member from the City and County of Broomfield;
- One local government member from the non-MPO area of the Transportation Planning Region;
- Local government representatives shall be city or county managers/administrators, public works directors, transportation or planning directors or their equivalents;
- The Regional Transportation Directors from the Colorado Department of Transportation Regions 1,4 and 6 and the Director of CDOT's Transportation Development Division;
- · The Director of Planning and Development of the Regional Transportation District;
- The Director of Transportation Planning and Operations of DRCOG;
 The Director of Transportation Planning and Operations of DRCOG;
- The Executive Director of the Regional Air Quality Council;
 - One representative of each of the following:
 - environmental interests;
 - freight interests;
 - transportation demand management/non-motorized transportation interests;
 - aviation interests:
 - business/economic development interests;
 - a non-RTD representative of transit interests;
 - senior interests; and
- In an ex officio capacity, a representative of the Federal Highway Administration and of the Federal Transit Administration. Ex-officio members are non-voting.

The Chair of the DRCOG Board of Directors shall make the 15 local government appointments. The seven special interests – Environment, Freight, TDM/Non-motorized, Aviation, Economic Development, Non-RTD Transit and Senior– shall be nominated by the DRCOG Chair and confirmed by the Regional Transportation Committee. The DRCOG Chair shall review membership annually in the second guarter of the calendar year. The DRCOG

Chair can take into consideration such factors as issues to be addressed, continuity of the committee attendance, and turnover in reconfirming or determining new appointments and nominations.

USE OF ALTERNATES

It is the clear goal of the committee committee to minimize the use of alternates. However, recognizing that there will be times when it is inevitable that members cannot attend, alternates will be allowed on the following basis:

- The member will submit the name of their designated alternate in writing to the DRCOG Board coordinator.
- The member shall be responsible for briefing their alternate in advance on the committee's Committee's format and issues so that the alternate is empowered to act on behalf of their agency or interest.
- The designated alternate will be allowed to vote in the member's place.

OFFICERS

QUORUM/VOTING

Fifteen voting members, or designated alternates, as fifteen votes are required to carry any action.

CHAIR AND VICE-CHAIR

Committee members shall elect a chair and vice chair to serve two-year terms. Elections shall be held during the fourth quarter of odd-numbered years.

RESPONSIBILITIES

To assist the Board of Directors and the Regional Transportation Committee by reviewing the work of the transportation planning process, advising on methods of planning and implementation and working with staff to develop policy options and making recommendations to the Regional Transportation Committee. Specifically, the committee Committee shall:

- Establish a dialog on regional transportation issues among local government, regional agencies, the state and other transportation stakeholders;
- Review the transportation planning process;
- Provide advice and guidance on methods of planning and implementation;
- Assist in coordinating and facilitating implementation of Metro Vision through the transportation planning process;
- Facilitate coordination of regional plans and programs among local government, regional agencies and the state; and
- Provide advice and recommendations to the Regional Transportation Committee on transportation plans and improvement programs.

QUORUM/VOTING

<u>Fifteen voting members, or designated alternates, as fifteen votes are required to carry any action.</u>

ADVISORY COMMITTEE ON AGING (ACA)

Type: Standing Committee

Authority: Older American's Act of 1965, as amended, and the Contract between

DRCOG and the Colorado Department of Human Services, State Unit on

Aging dated February 8,1974 and revised March 15, 2006.

MEMBERSHIP

Membership shall include individuals eligible to participate in the program, minority and low-income adults, older individuals, residents of geographically isolated areas, and at least three members of the DRCOG Board who shall be appointed by the DRCOG Chair. Interested DRCOG Board alternates also may be considered for appointment to the ACA in addition to the minimum committee membership of three Board members.

Membership on the <u>committee</u> or changes to membership requires a written request to, and confirmation by, the DRCOG <u>Board</u>-Chair. Membership shall be assessed annually and a member's attendance at ACA meetings will be considered.

It is the goal of the DRCOG Board that (1) at least one-half of the members should be age 60 and older, and (2) include at least one individual from each of the counties served by the Area Agency on Aging (AAA), and (3) include five community partner representatives from areas including but not limited to: transportation, lifelong communities, foundations, financial institutions, aging, disability, LGBT (lesbian, gay, bisexual, transgender), elder rights, and developmental disability.

Members representing each of the counties served by the AAA shall be recommended for appointment by their respective county council/commission on aging through their respective governing body (board of county commissioners or mayor, as appropriate) and confirmed by the DRCOG Chair. Representation shall proportionately reflect the 60+ population within each county and shall be according to the graph below.

60+ Residents	Number of Representatives
0 - 50,000	2
50,001 – 100,000	3
100,001 and over	4

County population shall be determined using DRCOG's demographic estimates. There will be a maximum of four representatives per county.

USE OF ALTERNATES

There are no provisions for alternates on the ACA.

QUORUM/VOTING

A quorum shall consist of one-third of the members present at a regularly scheduled ACA meeting or at a special meeting called by the Committee chair.

CONFLICT OF INTEREST

Members are expected to be aware of any potential real or perceived conflicts of interest and make them known to the DRCOG AAA Division Director immediately. Members shall abstain from any discussion of, or voting on, any funding issue in which a conflict of interest exists or may arise.

Committee members that are board members of an agency that submit requests for funding are prohibited from taking part in evaluating such requests.

OFFICERS

The ACA elects officers from among the members annually in May. The term of the office for chair and vice chair is one year, from July 1 through June 30. An individual may serve two consecutive years in the same office but only with an affirmative vote of the Committee.

In the absence of the chair, the vice chair assumes the role of the chair.

RESPONSIBILITIES

- Represent the needs of persons age 60 and older, with special emphasis on the needs
 of those persons in greatest social and/or economic need.
- Advocate for the enhancement and well being of the region's current and future older adult populations.
- Assist DRCOG staff in assessing the strengths and needs of older adults and their caregivers.
- Assist DRCOG staff in developing and updating the AAA 4

 Year Plan; make recommendations concerning the same to the DRCOG Board.
- Assist DRCOG staff in developing policies, procedures, and priorities for planning and funding activities; make recommendations concerning the same to the DRCOG Board.
- Assist DRCOG staff in assessing funding proposals to serve the 60 and older population pursuant to the Older Americans Act and Older Coloradans Act; make recommendations concerning the same to the DRCOG Board.
- Actively become and remain educated on the issues concerning the aging and their caregivers.
- Serve as an ambassador to the community and to the County Councils on Aging by communicating the purposes, responsibilities and functions of the AAA.

QUORUMELECTION OF OFFICERS AND DUTIES OF OFFICERS

A quorum shall consist of one-third of the members present at a regularly scheduled ACA meeting or at a special meeting called by the Committee chair.

The ACA elects officers from among the members annually in May. The term of the office for chair and vice chair is one year, from July 1 through June 30. An individual may serve two consecutive years in the same office but only with an affirmative vote of the committee.

In the absence of the chair, the vice chair assumes the role of the chair

MEETINGS

The ACA meets monthly and shall be open to the public. Summary minutes shall be taken at committee meetings and shall be available to the public upon request for review.

The ACA, in consultation with the AAA Division Director, may cancel regular monthly meetings or call for special meetings.

It is the responsibility of the AAA Division Director to develop the monthly agenda. The committee chair may request the AAA Division Director develop the agenda in consultation with the chair.

SUBCOMMITTEES

- The ACA, in consultation with DRCOG staff, shall determine the need for subcommittees.
- Duties of subcommittees include making recommendations to the ACA regarding matters pertaining to their specific interest.
- Any ACA member may serve on any of the subcommittees but shall include, whenever possible, at least one member from each county represented.
- Voting is limited to one vote per county.
- Each subcommittee shall appoint a Chairchair and the meeting schedule for the subcommittee shall be determined by the Chairchair and other members in consultation with DRCOG staff.
- All subcommittee activities shall be reported by the subcommittee chair or their designee at the next regular ACA meeting.
- It is the responsibility of the AAA Division Director or designee to develop the monthly agenda. The subcommittee chair may request the agenda be developed in consultation with the subcommittee chair.

STEERING COMMITTEE OF THE BAGHDAD-DENVER REGION PARTNERSHIP

Type: Standing Committee

Authority: Formal signed declaration between the Provincial and City Councils of

Baghdad, Iraq and DRCOG, October 20, 2004

MEMBERSHIP

The full Partnership may include any organization or individual from the Denver region who is interested in working on cultural, professional and educational exchange between people and groups in the Denver Region and people and groups in the Province of Baghdad. As the Partnership is a program of the DRCOG Board, the Steering Committee will have strong Board participation. At least five DRCOG Board members or alternates will serve on the Steering Committee and will include representation from the Partnership of not more than 20.

The initial appointments to the Steering Committee shall be for two year terms, and thereafter all appointments shall be for a term of one (1) year or until a successor is identified.

QUORUM/VOTING

Meetings of the Steering Committee will occur when a majority of the DRCOG Board members or alternates serving on the Steering Committee are present. Any action by the Steering Committee requires the support of a majority of the DRCOG Board members in attendance at the meeting.

ELECTION OF OFFICERS AND DUTIES OF OFFICERS

- The officers of the <u>committee</u> Shall consist of a chair and vice chair, each of whom shall be elected by the <u>committee</u> DRCOG Board members will serve as chair and vice chair.
- The chair shall preside over all meetings, appoint any ad hoc committees, and have the
 authority to call special meetings. The chair, with DRCOG staff, shall be responsible for
 establishing the meeting agenda. In the event of the absence of the chair, the vice chair
 shall assume the duties of the chair.
- No member of the committee other than the chair or chair's designee shall speak or act for the committee without prior authorization from the Steering Committee.

MEETINGS

- Meetings of the Steering Committee shall be held at the DRCOG offices located at 1290 Broadway, Denver, Colorado or such other place as designated by the chair of the committee.
- The committee may conduct official meetings by telephone.
- Notice of meetings will be distributed by DRCOG staff at the request of the chair.

RESPONSIBILITIES

- To initiate, sponsor, or conduct, alone or in conjunction with other cities or agencies, public programs to further public awareness of and interest in communities throughout the Province of Baghdad emphasizing such things as regional collaboration, civic duty, municipal services, and other matters relevant to local government.
- The Steering Committee must approve all activities or events carried out by the Partnership. Overall, Partnership activities will have the support of the DRCOG Board.
- The Steering Committee will generally stimulate, facilitate, coordinate and approve fundraising activities as needed. Partnership members will assist in fundraising activities and events. Grants may be accepted through DRCOG's 501 (c)(3), Regional Response.
- Annually, the DRCOG Board determines the budget for the Steering Committee. Items
 eligible for funding include expenses for DRCOG staff time; limited travel and travelrelated expenses by members of the Partnership; and miscellaneous costs incurred by
 DRCOG.
- The Steering Committee will ensure that the list of Partnership participants (and relevant contact information) is up-to-date. It will be the responsibility of DRCOG staff to maintain the list.
- Recommend a budget as necessary for Partnership projects to be considered by the DRCOG Board of Directors.

QUORUM

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FIRE PERSONNEL RECRUITMENT ADVISORY COMMITTEE

Type: Standing Committee

Authority: Intergovernmental Agreement (IGA) by and between DRCOG and

participating Local Governments. Renewed annually to include new members, as well as other contract amendments. Reference *Fire*

Policies (5/14/2007)

MEMBERSHIP

The Fire Personnel Recruitment Advisory Committee is composed of two representatives from each participating jurisdiction. One representative is from the fire department/fire protection district and the other is from the civil service commission/human resource department. Membership is determined on an annual basis.

RESPONSIBILITIES

- Establish general policies for the operation of the program.
- Review and recommend an annual operating budget.
- Review and recommend an assessment fee formula for funding the program.
- Provide an equitable number of volunteer personnel hours for the purpose of assisting in the administration and evaluation of the testing process.
- Assist DRCOG Staff in locating testing facilities and in coordinating advertisement and recruitment campaigns.

Type: Ad Hoc Committees

Authority: DRCOG Board-or Metro Vision Issues Committee (MVIC)

MEMBERSHIP

Ad hoc committee membership will comprise at least one-half plus one Board members and alternates. All members will be appointed by either the DRCOG or MVIC chair Board Chair, who will also designate the ad hoc committee chair. The ad hoc committee will elect the vice chair from among its members. Other elected officials as well as local staff and other stakeholders may be appointed as appropriate.

RESPONSIBILITIES

QUORUM/VOTING

A quorum is one-third the total voting members. A simple majority carries a motion; the chair is a voting member.

OTHER

- The ad hoc committee will have a written charge and/or scope of work that will be approved by the DRCOG Board-or MVIC. The written charge and/or scope will include a timeframe within which to complete work.
- Members may not appoint an alternate to the committee.
- Proceedings are conducted on an informal basis. Committee members only will be seated at the table with distinct seating available for other attendees.
- Each meeting will have an agenda that will be posted on the DRCOG website in advance of the meeting.
- There will be a designated time on the agenda for public comment. If the committee
 wishes to solicit additional input it will schedule a specific time and notify all stakeholders
 of that opportunity.
- The spirit/intent is to reach consensus decisions.
- Staff will keep a general record of meetings, capturing important points of discussion and decision outcomes.

QUORUM

A guorum is one-third the total voting members.

VOTING

A simple majority carries a motion; the chair is a voting member.

MINUTES ADMINISTRATIVE COMMITTEE Wednesday, March 16, 2016

Present:

Elise Jones, Chair Boulder County
Bill Holen Arapahoe County

Robin Kniech Denver

Roger Partridge Douglas County
Don Rosier Jefferson County

Bob Fifer Arvada
Bob Roth Aurora
George Teal Castle Rock

Saoirse Charis-Graves Golden

Ron Rakowsky Greenwood Village

Jackie Millet Lone Tree
Ashley Stolzmann Louisville
Colleen Whitlow Mead

Herb Atchison Westminster

Others Present: Anthony Graves, Denver; Phil Cernanec, Littleton; Jennifer Schaufele, Executive Director; Connie Garcia, Executive Assistant/Board Coordinator, and DRCOG staff.

Chair Elise Jones called the meeting to order at 5:30 p.m. with a quorum present.

Move to Adopt the Consent Agenda

Bob Roth **moved** to adopt the consent agenda. The motion was **seconded** and **passed** unanimously.

Items on the consent agenda included:

Minutes of February 17, 2016

Move to elect Chair and Vice Chair

Bob Fifer **moved** to table agenda items 3 and 4, as this is the second to last meeting of the Administrative Committee. The motion to table was **seconded** and **passed** unanimously.

A resolution regarding the deposit and investment of funds of the Denver Regional Council of Governments and use of electronic signatures

See action for previous item.

Administrative Committee Minutes March 16, 2016 Page 2

Diversification of Funding Sources

Jenny Dock reported staff is proceeding with exploring fee for service opportunities. Members spoke in support of the concept. A request was made that if a service currently provided to member governments becomes a fee for service in the future that members be made aware before the change takes effect. Staff noted regular updates on the program will be provided.

<u>Executed Contracts Report</u> – One contract for \$75,000 was reported; for federal lobbyist services.

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 April 20, 2016.

The meeting adjourned at 5:53 p.m.

Elise Jones, Chair Administrative Committee Denver Regional Council of Governments

ATTEST:

Jennifer Schaufele, Executive Director

ATTACH L

Golden is getting a bicycle library

By Josie Klemaier

YourHub Reporter

POSTED: 03/31/2016 12:01:00 AM MDTADD A COMMENT

Golden residents and visitors will soon be able to check out bikes when the city launches its new bicycle library this summer.

Golden's City Council gave the program its final approval in March following a grant award from the Colorado Department of Transportation and Denver Regional Council of Governments to fund a two-year bicycle library pilot program.

The city is contributing around \$34,00 to the two-year program on top of the approximately \$164,000 from the grant.

"We see this as another mobility option in Golden," said Rick Muriby, the city's planning manager who worked on the community surveys and research for the bike library.

The library will be centrally located at the Golden Visitors Center at 1010 Washington Ave. and will start with a fleet of 40 bicycles of all varieties and sizes. The city plans to add a second library location with 20 more bikes near the Jefferson County Government Center and the light-rail stop there during the program's second year.

Residents and visitors will be able to check out a bicycle for the day for free, or for more than one day for a small fee, provided they have a credit card on file.

The bicycle library is an idea introduced by Golden's sustainability division as <u>a way to help reduce vehicle miles driven in the city</u> by providing better connections to alternative transportation, said Theresa Worsham, Golden's sustainability coordinator.

Both Muriby and Worsham stress that a bicycle library is not the same as <u>B-Cycle</u>. For that bike sharing system in <u>Denver and Boulder</u>, customers pay by the hour and can ride from one bike station to one of many others throughout the cities.

"This is another way to provide bike share," Muriby said. "It's a lot less expensive and good for areas that don't have a lot of density. We have a small downtown versus Boulder or Denver, which have bigger downtowns with more density."

In researching the feasibility of a bike library, Golden looked to <u>Fort Collins</u>, <u>which saw increasing demand in the early years of its library</u> that started in 2007. Muriby said Fort Collins, with its college student population, brewery culture and tourism is similar to Golden and a great example to follow.

Golden's neighboring cities like Lakewood and Arvada will keep a close eye on how the library works out, Worsham said.

"We do hope this is an example for other cities our size and situation," Worsham said.

Melina Dempsey, a transportation planner with DRCOG, said that Golden is the first to get a grant for a bicycle library and also sees its potential to inspire other smaller communities.

"It will be really interesting to see how the bike library works out for Golden because it definitely is something that can be replicated in small towns," she said.

Golden hopes to launch its bike library by June 22, which is Bike to Work Day, but there is still a lot of work to do between now and then. The program has its funding and a public meeting is set for April 7 to get ideas from the public.

"We love to hear all comments," Muriby said. "We can't promise we will implement them, but even if people have wild ideas we'd like to hear (them)."

The stakeholder committee that was formed when the bike library was in its idea stages also will be involved. That includes local bike shops and the Golden Optimists Club, which has operated a bicycle repair and donation clinic that gives away rehabbed bikes.

<u>Suzy Stutzman</u>, <u>chairwoman of the Golden Optimists Club</u>, said club members see firsthand the community's passion for bikes, from kids to professional cyclists, and can offer technical expertise, possibly helping with repair and maintenance of the bicycle library fleet.

"Anything that keeps promoting bikes in Golden is great," she said.

CDOT: I-25 widening project in Lone Tree nearly finished

by Transportation Infrastructure News Daily Reports | Tuesday, Mar 15, 2016 @ 9:21am

Contributed photo

The Colorado Department of Transportation (CDOT) said late last week that the widening project on Interstate 25, from Lincoln Avenue to County Line Road in Lone Tree, has been substantially completed.

Both directions of traffic on I-25 are in the final stage of the project: installing an additional lane for each direction. This is the final stretch of I-25 to be widened between Denver's Broadway/Santa Fe Drive area and south Castle Rock.

"Our investment of public monies in a dependable transportation network not only puts Douglas County at a competitive advantage for our share of limited state and federal dollars, but also creates a magnet for business and jobs and improves the quality of life for those we all serve," Douglas County Commissioner Roger Partridge said.

The corridor is traveled by 120,000 vehicles daily, so the total daily user cost benefit is expected to exceed the \$32 million project cost in less than two years.

"With the help of funding from the Denver Regional Council of Governments, Douglas County, the Denver South Transportation Management Association, the Southeast Public Improvement Metropolitan District, the City of Lone Tree and Park Meadows, we were finally able to deliver on the plans to widen this section of I-25, which were made years ago," CDOT Executive Director Shailen Bhatt said.

Denver among seven finalists for Department of Transportation's Smart City Challenge

TheDenverChannel.com Team 5:56 PM, Mar 12, 2016

AUSTIN, Texas - Denver was named one of seven finalists for the U.S. Department of Transportation's (U.S. DOT) Smart City Challenge program, which seeks to define what it means to be a "smart city" and become the country's first to implement innovative technologies into day-to-day transportation.

The announcement was made Saturday at the C3 Connected Mobility Showcase being held during the South by Southwest festival in Austin,

Texas

The U.S. DOT pleged up to \$40 million to the city that can help them define and fully integrate the technologies of the future, such as self-driving cars, connected vehicles and smart sensors on the roads.

"The level of excitement and energy the Smart City Challenge has created around the country far exceeded our expectations," said U.S.

Transportation Secretary Anthony Foxx. "After an overwhelming response – 78 applications total – we chose to select seven finalists instead of five because of their outstanding potential to transform the future of urban transportation."

Denver's Smart City proposal can be summed up in a simple phrase: connect more with less.

The city and county of Denver, the Regional Transportation District, the Colorado Department of Transportation and the state of Colorado, want to provide a better-connected multi-modal system that uses less time and energy, requires less money and reduces reliance on cars, according to the Smart City application.

Denver and the Front Range struggles now with heavy traffic and the annual congestion report from the Denver Regional Council of Governments released in October predicts traffic will only get worse as the metro area's population increases from 3.1 million now to 4.3 million by 2040, our partners at the Denver Post report.

When the challenge was issued in December 2015, the Department's launch partner, Paul G. Allen's Vulcan Inc., announced its intent to award up to \$10 million to the winning city to support electric vehicle deployment and other carbon emission reduction strategies, an official with U.S. DOT said.

In this second phase of the competition, the seven finalists will receive a \$100,000 grant to further develop their proposals.

Other finalists are Austin, Columbus, Ohio; Kansas City, Mo.; Pittsburgh, Portland, Ore.; and San Francisco

Union Station leaders to Las Vegas group: Get public input before spending a dime

Mar 8, 2016, 2:38pm MSTUpdated Mar 11, 2016, 8:02am MST

Share

Monica Mendoza Reporter Denver Business Journal

Figure out what your community wants before you drop a single dime on a public private transit project.

That was the message from Denver's key financers and architects behind the redevelopment of Union Station to members of the Regional Transportation Commission of Southern Nevada who visited the historic train station today hoping for some insight on how they might put together a public-private partnership for transit.

The Union Station and transit tour included riding the Regional Transportation District light rail and touring the commuter rail station at Denver International Airport and several panel discussions. It was hosted by Brownstein Hyatt Farber Schreck, which has offices in Las Vegas and Denver and was heavily involved in the Union Station project.

"Denver is a model city when it comes to transit and development projects," said <u>Ellen Schulhofer</u>, Brownstein's co-managing partner who is based in Las Vegas. "Ultimately we hope this will be a helpful process for members of RTC and the Southern Nevada community to navigate the successful development of enhanced transit services in the Las Vegas valley."

Looking back on the \$54 million Union Station project, which renovated and developed the train station at 17 and Wynkoop streets into retail, restaurants, event space and a 112-room hotel, a key step in the process was taking time for community input.

"We had a belief that if we delivered what the community wanted, it (Union Station) would be successful financially," said <u>Joe Vostrejs</u>, partner of Larimer Associates – part of the Union Station Alliance that consisted of McWhinney, REGen LLC, Sage Hospitality and Urban Neighborhoods. Brownstein was among the team of attorneys that worked with architects, engineers, and banks on the project.

"Everyone wanted to use the station even if they were not using transit," Vostrejs said. "That process started informing our decisions."

Tina Quigley, Las Vegas RTC general manager, said she wanted to learn about the ins and outs of Denver's public-private partnership, but also about community business and political support for transit investments.

Grant Approved for CPB Station Bike Shelters

March 1, 2016 / John Fernandez / Transportation /

Bicycle commuters will have the option of using a free weather-protected storage facility at the southeast corner of the Central Park Boulevard station site by end of year. It will be free to users and secured through a keycard access system. The new facility will complement existing open-air bike racks and bike lockers provided by RTD.

Northeast Transportation Connections (NETC), in collaboration with the city of Aurora, obtained a grant from the Denver Regional Council of governments in what is viewed as a pilot project for FasTracks stations. NETC will market and promote the bike-n-ride service while Aurora will handle registration and data collection. The two entities hope that bike-n-ride structures will become available at other transit stations and use the same key card system.

NETC, the Stapleton area's "transportation management association," expects to use a refurbished shipping container as the basic structure that will be transparent on three sides. It will hold 30 bicycles and can be expanded to meet future demand. The storage facilities are projected to cost about \$90,000 each.