

Board Officers

Sue Horn, Chair
Jack Hilbert, Vice Chair
Rachel Zenzinger, Secretary
Jackie Millet, Treasurer
Dennis McCloskey, Immediate Past Chair
Jennifer Schaufele, Executive Director

**AGENDA
ADMINISTRATIVE COMMITTEE
WEDNESDAY, AUGUST 21, 2013
1st Floor Monarch Pass Conference Room
1290 Broadway
→ 5:30 P.M. ←**

1. Call to Order

CONSENT AGENDA

2. *Move to Adopt the Consent Agenda

- Minutes of July 17, 2013
(Attachment A)
- A resolution authorizing the Executive Director to negotiate and execute a contract with BBC Consulting to undertake the necessary activities to develop a comprehensive regional housing strategy, with a total SCI contribution to the overall project cost not to exceed \$107,800
(Attachment B) Jennifer Schaufele, Executive Director
- A resolution authorizing the Executive Director to negotiate and execute a contract with the Colorado Department of Transportation for funding in support of the FY2014-2015 Unified Planning Work Program (UPWP)
(Attachment C) Jennifer Schaufele, Executive Director
- A resolution authorizing the Executive Director to amend the regional economic strategy contract with Economic & Planning Systems, Inc. to increase the overall budget to an amount not to exceed \$160,000
(Attachment D) Jennifer Schaufele, Executive Director

ADMINISTRATIVE ITEMS

3. Report of the Chair

4. Report of the Executive Director

5. Other Matters by Members

6. **Next Meeting – September 18, 2013**

7. Adjournment

***Motion Requested**

Disabled attendees are asked to notify DRCOG at least 48 hours in advance of the need for auxiliary aids or services



ATTACH A

MINUTES
ADMINISTRATIVE COMMITTEE
Wednesday, July 17, 2013

Present:

Jack Hilbert, Chair	Douglas County
Bill Holen	Arapahoe County
Rachel Zenzinger	Arvada
Sue Horn	Bennett
KC Becker	Boulder
Rocky Piro	Denver
Ron Rakowsky	Greenwood Village
Don Rosier	Jefferson County
Jackie Millet	Lone Tree
Val Vigil	Thornton

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

Chair Jack Hilbert called the meeting to order at 5:36 p.m. with a quorum present.

Motion to Adopt the Consent Agenda

The chair noted that the resolution for a contract to develop a regional housing strategy has been pulled.

Jackie Millet **moved, seconded** by Don Rosier, to adopt the consent agenda. The motion **passed unanimously**. Items on the consent agenda included:

- Minutes of June 26, 2013
- Resolution No. 14, 2013 authorizing the Executive Director to negotiate and execute a contract with Economic & Planning System, Inc. to undertake the necessary activities to develop a regional economic strategy funded by the SCI with a total contribution not to exceed \$107,800
- Resolution No. 15, 2013 authorizing the Executive Director to negotiate and execute non project-specific contracts with Cambridge Systematics and the University of Arizona to provide technical support for DRCOG's travel and land use models for two years, with a potential of a one-year extension, for an amount not to exceed \$800,000
- Resolution No. 16, 2013 authorizing the Executive Director to negotiate and execute non project-specific contracts with Logan Simpson Design, Clarion Associates, and Design Workshop to provide general planning services for an amount not to exceed \$500,000

Report of the Executive Director

No report was given.

Results of the Area Agency on Aging Desk Evaluation

Chandra Matthews provided information on items identified as actionable in the AAA desk evaluation recently conducted. Several items were noted:

- Noted as a best practice, a congregate meal site for the deaf population had to be curtailed due to lack of program staff.
- Staff has contracted with an auditor to develop an assessment tool.
- In the nutrition service program, Volunteers of America (VOA), in-home providers and others will provide nutrition education at each congregate meal site.
- VOA was cited for sodium levels in kosher foods; they have since come into compliance.
- A compliance issue noted for Seniors' Resource Center (SRC) to produce a guide for ages 60+ has been addressed.
- A chore service provider in Arapahoe County was cited for inconsistency in entering information into the automated system; this has been addressed and will be reevaluated every six months.
- A provider was cited for not providing information on the grievance process about contacting the State Unit on Aging or the AAA Director.
- Temperatures at the VOA congregate meal site were not being documented properly; the issue has been addressed and they are now documenting temperatures.

Other Matters by Members

Anthony Graves, Mayor Michael Hancock's recently appointed Director of Regional Affairs, was introduced to the group and provided brief background information.

Jack Hilbert reported that he has contacted two members of the committee, Adam Paul and Elise Jones, to work on items identified during the executive session of the June meeting. He also noted that he had been in contact with Sam Light, DRCOG counsel, who is working to provide examples.

The meeting adjourned at 5:54 p.m.

Jack Hilbert, Chair
Administrative Committee
Denver Regional Council of Governments

ATTEST:

Jennifer Schaufele, Executive Director

ATTACH B

To: Chair and Members of the Administrative Committee

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

Meeting Date	Agenda Category	Agenda Item #
August 21, 2013	Consent	2

SUBJECT

This item concerns hiring a contractor to conduct the mandatory FHEA (Fair Housing and Equity Assessment) in the Sustainable Communities Initiative (SCI).

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends authorizing the Executive Director to negotiate and execute a contract with BBC Consulting to conduct the mandatory FHEA with funds budgeted in the SCI.

ACTION BY OTHERS

N/A

SUMMARY

DRCOG's Sustainable Communities Initiative (SCI) funds a Fair Housing Equity Assessment and research on access to economic opportunity and prosperity; both are requirements of the SCI. Additionally, this task is included in the Board's adopted 2013-2014 Strategic Plan.

The consultant deliverables will suggest goals, policies and tools that might help preserve and develop location- and energy-efficient mixed-income housing that could reduce one's combined housing and transportation costs.

The deliverables will explore the nexus between housing and DRCOG's other regional priorities (e.g. transportation investments, an aging population, land use, etc.) and identify existing regional housing characteristics, socioeconomic and demographic trends and changes that may shape housing demand and regional policies at the regional scale.

PREVIOUS DISCUSSIONS/ACTIONS

Extensive stakeholder engagement activities on this topic have occurred, including at MVIC and during the 2013 Board workshop.

- [MVPAC – March 20, 2013](#)
- [MVIC – June, 5, 2013](#)

PROPOSED MOTION

Move to adopt a resolution authorizing the Executive Director to negotiate and execute a contract with BBC Consulting to undertake the necessary activities to develop a comprehensive regional housing strategy, with a total SCI contribution to the overall project cost not to exceed \$107,800.

ATTACHMENT

Draft resolution

ADDITIONAL INFORMATION

If you need additional information, please contact Jennifer Schaufele, Executive Director, at 303-480-6701 or jschuafele@drcog.org or Flo Raitano at fraitano@drcog.org or 303-480-6789.

DENVER REGIONAL COUNCIL OF GOVERNMENTS
STATE OF COLORADO

ADMINISTRATIVE COMMITTEE

RESOLUTION NO. _____, 2013

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A CONTRACT WITH BBC CONSULTING TO UNDERTAKE THE NECESSARY ACTIVITIES TO DEVELOP A COMPREHENSIVE REGIONAL HOUSING STRATEGY, WITH A TOTAL SCI CONTRIBUTION TO THE OVERALL PROJECT COST NOT TO EXCEED \$107,800

WHEREAS, the DRCOG Board's 2013-2014 Strategic Plan directs staff to develop implementation strategies to eliminate "gaps" in Metro Vision particularly relative to access to housing choices and economic opportunity; and

WHEREAS, the DRCOG's \$4.5 million Sustainable Communities Initiative (SCI) grant provides funds to the creation of a comprehensive regional housing strategy; and

WHEREAS, outreach to numerous partners and stakeholders shaped the project approach and proposed scope of work; and

WHEREAS, the SCI budgeted \$107,800 to complete the Comprehensive Regional Housing Strategy.

NOW, THEREFORE, BE IT RESOLVED, that the Administrative Committee authorizes the Executive Director to negotiate and execute a contract with the recommended firm(s) to undertake the necessary activities to develop a comprehensive regional housing strategy, funded by the SCI contribution and not to exceed \$107,800.

RESOLVED, PASSED AND ADOPTED this _____ day of _____, 2013 at Denver, Colorado.

Jack Hilbert, Chair
Administrative Committee
Denver Regional Council of Governments

ATTEST:

Jennifer Schaufele, Executive Director

ATTACH C

To: Chair and Members of the Administrative Committee

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

Meeting Date	Agenda Category	Agenda Item #
August 21, 2013	Consent	2

SUBJECT

This item authorizes the Executive Director to negotiate and contract with CDOT so that DRCOG may receive federal transportation planning funds to pay for DRCOG staff and consultant activities through September 30, 2015. The planning activities are described in the recently adopted [FY2014-2015 Unified Planning Work Program \(UPWP\)](#).

PROPOSED ACTION/RECOMMENDATIONS

Authorize the Executive Director to negotiate and execute a contract with CDOT for transportation planning funds.

ACTIONS BY OTHERS

N/A

SUMMARY

These funds and this action cover the period of October 1, 2013 through September 30, 2015. Funds will pay for DRCOG staff and consultant planning activities ranging from development of the *Regional Transportation Plan (RTP)* and *Transportation Improvement Program (TIP)* to finalizing and running our models to developing *Metro Vision 2040* and more.

A new contract for these and similar purposes occurs every two years. The contract may be periodically amended to address situational changes such as establishment of a new priority of the Board, or final financial figures received from CDOT.

The table below summarizes the contract in terms of the federal contribution, the in-kind match from RTD, as well as the DRCOG Board's local cash match (derived from DRCOG dues):

PREVIOUS DISCUSSIONS/ACTIONS

The current contract was issued for FY2012-2013 in December 2011, and expires at the end of September 2013.

PROPOSED MOTION

Motion to approve a resolution authorizing the Executive Director to negotiate and execute a contract with the Colorado Department of Transportation for funding in support of the *FY2014-2015 Unified Planning Work Program (UPWP)*.

ATTACHMENT

Draft resolution

ADDITIONAL INFORMATION

If you need additional information, please contact Jennifer Schaufele, Executive Director, at 303-480-6701 or jschaufele@drcog.org; or Todd Cottrell, Senior Transportation Planner at tcottrell@drcog.org or 303-480-6737.

DENVER REGIONAL COUNCIL OF GOVERNMENTS

STATE OF COLORADO

ADMINISTRATIVE COMMITTEE

RESOLUTION NO. _____, 2013

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A CONTRACT WITH THE COLORADO DEPARTMENT OF TRANSPORTATION FOR FUNDING IN SUPPORT OF THE *FY2014-2015 UNIFIED PLANNING WORK PROGRAM*.

WHEREAS, the Denver Regional Council of Governments, as the Metropolitan Planning Organization, is responsible for carrying out and maintaining the continuing comprehensive transportation planning process in the Denver Transportation Management Area; and

WHEREAS, the Colorado Department of Transportation has indicated that new estimated federal fiscal 2014 funds in the amount of \$5,394,391 and fiscal 2015 funds in the amount of \$4,276,878 are available at this time to support funding of the *FY2014-2015 Unified Planning Work Program*; and

WHEREAS, the Denver Regional Council of Governments will provide cash for 50 percent of the matching needs and use RTD expenses for the other 50 percent of the match for each fiscal year; and

WHEREAS, the Denver Regional Council of Governments cash match is estimated at \$560,680 for fiscal year 2014 and \$444,529 for fiscal year 2015.

NOW, THEREFORE, BE IT RESOLVED that the Executive Director is authorized to execute a contract with the Colorado Department of Transportation for a consolidated planning grant to support the *FY2014-2015 Unified Planning Work Program*.

RESOLVED, PASSED AND ADOPTED this _____ day of _____, 2013 at Denver, Colorado.

Jack Hilbert, Chair
Administrative Committee
Denver Regional Council of Governments

ATTEST:

Jennifer Schaufele, Executive Director

ATTACH D

To: Chair and Members of the Administrative Committee

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

Meeting Date	Agenda Category	Agenda Item #
August 21, 2013	Consent	2

SUBJECT

This item concerns amending the contract with Economic & Planning Systems, Inc. to complete the regional economic strategy. The contract is budgeted and funded by the Sustainable Communities Initiative (SCI).

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends authorizing the Executive Director to amend the regional economic strategy contract with Economic & Planning Systems to an amount not to exceed \$160,000.

ACTION BY OTHERS

N/A

SUMMARY

Attending to tasks in the Board's adopted [2013-2014 Strategic Plan](#), this is research to assess how DRCOG might be more supportive of economic development.

The consultant deliverable, a regional economic strategy, will identify those things which strengthen the economic competitiveness of the Denver region and create opportunities for regional economic growth and prosperity across all income levels.

The contract amendment will expand the scope of the work and increase the overall budget. Additional SCI funds will be directed to the project, as well as SCI matching funds provided by Mile High Connects.

PREVIOUS DISCUSSIONS/ACTIONS

The [Administrative Committee](#) authorized the Executive Director to negotiate and execute the initial contract on July 17, 2013.

PROPOSED MOTION

Move to adopt a resolution authorizing the Executive Director to amend the regional economic strategy contract with Economic & Planning Systems, Inc. to increase the overall budget to an amount not to not to exceed \$160,000.

ATTACHMENT

Draft resolution

ADDITIONAL INFORMATION

If you need additional information, please contact Jennifer Schaufele, Executive Director, at 303-480-6701 or jschaufele@drcog.org or Brad Calvert, Senior Planner at 303-480-6839 or bcalvert@drcog.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS
STATE OF COLORADO

ADMINISTRATIVE COMMITTEE

RESOLUTION NO. _____, 2013

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO AMEND THE REGIONAL ECONOMIC STRATEGY CONTRACT WITH ECONOMIC & PLANNING SYSTEMS, INC. TO INCREASE THE OVERALL AMOUNT NOT TO EXCEED \$160,000.

WHEREAS, the DRCOG Board's 2013-2014 Strategic Plan directs staff to develop implementation strategies to eliminate "gaps" in Metro Vision particularly relative to access to housing choices and economic opportunity; and

WHEREAS, the DRCOG \$4.5 million Sustainable Communities Initiative (SCI) grant provides funds to support the development of a strategy to support regional economic and workforce development by capitalizing on the location efficiency of places that connect housing, jobs, amenities and other quality of life resources; and

WHEREAS, the SCI work plan and budget dedicate funds to the creation of a regional economic strategy; and

WHEREAS, outreach to numerous partners and stakeholders shaped the project approach and proposed scope of work; and

WHEREAS, the DRCOG Board approved an initial contract amount not to exceed \$107,800 toward the completion of the regional economic strategy; and

WHEREAS, additional SCI funds will be directed toward the Regional Economic Strategy to bolster stakeholder engagement activities along transit corridors; and

WHEREAS, Mile High Connects will contribute additional SCI matching funds to support the development of the Regional Economic Strategy;

NOW, THEREFORE, BE IT RESOLVED, that the Administrative Committee authorizes the Executive Director to amend the Regional Economic Strategy contract with Economic & Planning Services to increase the overall budget to an amount not to exceed \$160,000.

RESOLVED, PASSED AND ADOPTED this _____ day of _____, 2013 at Denver, Colorado.

Jack Hilbert, Chair
Administrative Committee
Denver Regional Council of Governments

ATTEST:

Jennifer Schaufele, Executive Director