

AGENDA
ADMINISTRATIVE COMMITTEE
WEDNESDAY, DECEMBER 18, 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 November 20, 2013
(Attachment A)
- A resolution authorizing the Executive Director to negotiate and execute a contract with RTD for support of vanpool services offered by DRCOG's Regional TDM Program in the amount of \$700,000
(Attachment B) Steve Erickson, Director, Communications & Marketing
- A resolution authorizing the Executive Director to continue to contract with RTD for the Guaranteed Ride Home service
(Attachment C) Steve Erickson, Director, Communications & Marketing
- A resolution appointing the accounting services manager and the contracts and budget manager as attorneys-in-fact to represent the Denver Regional Council of Governments before the Internal Revenue Service in tax matters and to authorize certain actions in connection therewith for tax years 2013-16
(Attachment D) Roxie Ronsen, Administrative Officer
- A resolution authorizing the Executive Director to negotiate and execute a contract with Michael Douglas Ferrell, LLC for 2014 professional lobbying services
(Attachment E) Pat Cronenberger, Board & Legislative Liaison

ADMINISTRATIVE ITEMS

3. Report of the Chair
4. Report of the Executive Director
5. Other Matters by Members
6. **Next Meeting – January 15, 2014**
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 B

MINUTES
ADMINISTRATIVE COMMITTEE
Wednesday, November 20, 2013

Present:

Jack Hilbert, Chair	Douglas County
Bill Holen	Arapahoe County
Rachel Zenzinger	Arvada
Bob Roth	Aurora
Sue Horn	Bennett
Elise Jones	Boulder County
Doug Tisdale	Cherry Hills Village
Chris Nevitt	Denver
Rocky Piro	Denver
Don Rosier	Jefferson County
Adam Paul	Lakewood
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 5:30 p.m. with a quorum present.

Motion to Adopt the Consent Agenda

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

- Minutes of October 16, 2013
- Resolution No. 27, 2013 authorizing the Executive Director to negotiate and execute individual contracts with Muller Engineering, Inc. and Apex Design, PC to provide traffic signal timing/coordination services.
- Resolution No. 28, 2013 authorizing the Executive Director to negotiate and execute individual contracts with Apex Design, PC and Navjoy Consulting Services, Inc. to provide traffic signal system design services.
- Resolution No. 29, 2013 authorizing the Executive Director to negotiate and execute an on-call contract with All Traffic Data Services, Inc. to provide transportation data collection services.
- Resolution No. 30, 2013 authorizing the Executive Director to negotiate and execute contracts with the Colorado Department of Transportation (CDOT) to carry out the DRCOG Regional Transportation Demand Management program's FY 2014 and FY 2015 activities.
- Resolution No. 31, 2013 authorizing the Executive Director to negotiate and execute a contract with vRide to administer and operate the Way to Go Vanpool program.
- Resolution No. 32, 2013 authorizing the Executive Director to distribute 2014 Nutrition Service Incentive Program funds.
- Resolution No. 33, 2013 authorizing the Executive Director to negotiate and execute a contract with IntraSearch/MapMart for the procurement of data acceptance testing

and web mapping services for the Denver region and to collect payment from all participating parties for this service.

- Resolution No. 34, 2013 authorizing the Executive Director to enter negotiate and execute a contract with Kucera International, Inc. for the procurement of aerial imagery acquisition and processing for the Denver region and to collect payment from all participating parties for this service.

Move to select two members to serve on the Nominating Committee

Ron Rakowsky, Chris Nevitt, and Adam Paul expressed interest in serving on the Nominating Committee. A ballot was taken, and the Committee appointed Chris Nevitt and Adam Paul.

Review nomination criteria and open the nomination period for the John V. Christensen memorial Award – November 20, 2013 through January 31, 2014

Jennifer Schaufele provided a brief overview of the award and the criteria for nominations. Members discussed ways in which to honor individuals posthumously. Nominations are due by January 31, 2014. This year nominations may be submitted online.

Report of the Chair

The Chair reported work on revising the section of the Articles of Association pertaining to hiring and evaluating the Executive Director is progressing.

Report of the Executive Director

The Executive Director introduced Jerry Stigall, DRCOG's new Director of Organizational Development, and Doug Rex, the new Director of the Transportation Planning & Operations division.

Other Matters by Members

No other matters were discussed.

The meeting adjourned at 5:48 p.m.

Jack Hilbert, Chair
Administrative Committee
Denver Regional Council of Governments

ATTEST:

Jennifer Schaufele, Executive Director

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 #
December 18, 2013	Consent	2

SUBJECT

This action is related to negotiating and executing a contract with the Regional Transportation District (RTD) for support of the vanpool services offered by DRCOG's Regional Transportation Demand Management (TDM) Program.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends authorizing the Executive Director to negotiate and execute a contract with the Regional Transportation District (RTD) for support of the vanpool services.

ACTION BY OTHERS

NA

SUMMARY

RTD has expressed a commitment to vanpooling as a complement to its transit services, particularly for low volume peak travel times and dispersed commute travel. For 2014, RTD has budgeted \$700,000 for passenger fare subsidies for the DRCOG commuter vanpool service. The commuter vanpool service expects to operate 116 vanpools in 2014 with a total of 672 riders.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to approve a resolution authorizing the Executive Director to negotiate and execute a contract with RTD for support of vanpool services offered by DRCOG's Regional TDM Program in the amount of \$700,000.

ATTACHMENT

Draft resolution

ADDITIONAL INFORMATION

If you need additional information, please contact Jennifer Schaufele, Executive Director, at jschaufele@drcog.org or 303-480-6701, or Steve Erickson, Communications and Marketing Director, at 303-480-6716 or serickson@drcog.org.

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 REGIONAL TRANSPORTATION DISTRICT (RTD) FOR SUPPORT OF THE VANPOOL SERVICE OFFERED BY DRCOG'S REGIONAL TRANSPORTATION DEMAND MANAGEMENT (TDM) PROGRAM.

WHEREAS, DRCOG has, through its Regional Transportation Demand Management (TDM) Program, successfully administered a commuter vanpool service since 1992; and

WHEREAS, the Regional Transportation District (RTD) has expressed a commitment to vanpooling as a complement to its transit services, particularly for low volume peak travel times and dispersed commute travel; and

WHEREAS, RTD has budgeted \$700,000 in 2014 for passenger fare subsidies for the DRCOG vanpool service.

NOW, THEREFORE, BE IT RESOLVED, that the Administrative Committee authorizes the Executive Director to negotiate and execute a contract with RTD for support of vanpool services offered by DRCOG's Regional TDM Program in the amount of \$700,000.

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 #
December 18, 2013	Consent	2

SUBJECT

This action is related to continuing to contract with the Regional Transportation District (RTD) for the Guaranteed Ride Home Service.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends authorizing the Executive Director to continue to contract with RTD for the Guaranteed Ride Home service.

ACTION BY OTHERS

NA

SUMMARY

DRCOG supports RTD's Eco Pass program by providing Guaranteed Ride Home service to Eco Pass holders, which is a free taxi ride home when an unexpected situation arises at work.

For 2014, DRCOG proposes to charge \$3 per Eco Pass holder for Guaranteed Ride Home coverage for all areas within the Denver region except Denver International Airport, where the charge will be \$5 per Eco Pass holder. RTD collects revenues for the Guaranteed Ride Home service along with Eco Pass sales and passes the Guaranteed Ride Home revenue on to DRCOG. All costs for providing Guaranteed Ride Home service are covered by revenues.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to adopt a resolution authorizing the Executive Director to continue to contract with RTD for the Guaranteed Ride Home service.

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 Steve Erickson, Communications and Marketing Director, at 303-480-6716 or serickson@drcog.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS

STATE OF COLORADO

ADMINISTRATIVE COMMITTEE

RESOLUTION NO. _____, 2013

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO CONTINUE TO CONTRACT WITH THE REGIONAL TRANSPORTATION DISTRICT FOR THE GUARANTEED RIDE HOME SERVICE.

WHEREAS, the Eco Pass program offered by the Regional Transportation District (RTD) to employers has since its inception included DRCOG's Guaranteed Ride Home service to provide a free taxi ride home for Eco Pass holders when an unexpected situation arises; and

WHEREAS, RTD collects revenues for the Guaranteed Ride Home service along with Eco Pass sales and passes the Guaranteed Ride Home revenue on to DRCOG; and

WHEREAS, the charge for this service is based on DRCOG's prior year costs, including both staff time and taxi charges plus estimated costs for advertising the program; and

WHEREAS, for 2014 the proposed charge is \$3 per person for all areas within the Denver region except Denver International Airport, where the charge will be \$5 per person; and

WHEREAS, all costs for providing this service would, therefore, be covered by the revenues collected by RTD.

NOW, THEREFORE, BE IT RESOLVED, that the Administrative Committee authorizes the Executive Director to continue to contract with RTD for the Guaranteed Ride Home service at a charge of \$3 per Eco Pass holder for all areas within the Denver region except Denver International Airport, where the charge will be \$5 per Eco Pass holder.

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 #
December 18, 2013	Consent	2

SUBJECT

This action is related to appointing two members of the accounting and finance staff as attorneys-in-fact to represent DRCOG before the Internal Revenue Service (IRS).

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends the Administrative Committee appoint the accounting services manager and the contracts and budget manager as the corporation's attorneys-in-fact to represent the DRCOG before the IRS.

ACTION BY OTHERS

N/A

SUMMARY

The accounts of the Denver Regional Council of Governments are maintained by the accounting services manager whose back-up is the contracts and budget manager. Consequently, these two individuals have access to and are familiar with all reports prepared and filed with the IRS.

Legally, the IRS is not allowed to communicate with anyone other than an officer of the DRCOG Administrative Committee or an appointed attorney-in-fact citing IRS rules to that effect.

PREVIOUS DISCUSSIONS/ACTIONS

Resolution No. 18, April 16, 2008

PROPOSED MOTION

Move to approve a resolution appointing the accounting services manager and the contracts and budget manager as attorneys-in-fact to represent the Denver Regional Council of Governments before the Internal Revenue Service in tax matters and to authorize certain actions in connection therewith for tax years 2013-16.

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 Chris Tiemann, Accounting Services Manager, at 303-480-6723 or ctiemann@drcog.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS

STATE OF COLORADO

ADMINISTRATIVE COMMITTEE

RESOLUTION NO. _____ 2013

A RESOLUTION APPOINTING THE ACCOUNTING SERVICES MANAGER AND THE CONTRACTS AND BUDGET MANAGER AS ATTORNEYS-IN-FACT TO REPRESENT THE DENVER REGIONAL COUNCIL OF GOVERNMENTS BEFORE THE INTERNAL REVENUE SERVICE IN TAX MATTERS AND TO AUTHORIZE CERTAIN ACTIONS IN CONNECTION THEREWITH FOR TAX YEARS 2013-16.

WHEREAS, the accounts of the Denver Regional Council of Governments are maintained by the accounting services manager whose back-up is the contracts and budget manager. These two individuals have access to and are familiar with all reports that are prepared and filed with the Internal Revenue Service (IRS), and

WHEREAS, legally the IRS is not allowed to communicate with anyone other than an officer of the DRCOG Administrative Committee or an appointed attorney-in-fact citing IRS rules to that effect.

NOW, THEREFORE, BE IT RESOLVED, that the Administrative Committee appoints the accounting services manager and the contracts and budget manager as attorneys-in-fact to represent the Denver Regional Council of Governments before the internal revenue service in tax matters and to authorize certain actions in connection therewith for tax years 2013-16.

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

ATTACHE

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 #
December 18, 2013	Consent	2

SUBJECT

This action concerns contracting for professional federal lobbying services.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends authorizing the Executive Director to negotiate and execute a contract with Michael Douglas Ferrell, LLC for federal lobbying services in 2014 to help carry out DRCOG's advocacy activities in the areas of transportation and aging.

ACTION BY OTHERS

N/A

SUMMARY

Michael Douglas Ferrell is under contract with DRCOG through 2013. His firm was originally hired to help DRCOG advocate on matters relative to federal transportation authorization (MAP-21). Since then Mr. Ferrell has worked successfully with DRCOG on matters relative to sequestration and their negative impact on transportation and aging programs and the reauthorization of the Older Americans Act (OAA).

For 2014, sequestration; OAA reauthorization (especially funding formulas that could negatively impact DRCOG's aging services); and new transportation authorizing legislation will be matters of great importance to the region.

Mr. Ferrell will perform services which include communicating and advocating DRCOG's positions on legislation to elected officials and partner organizations, helping to coordinate meetings with elected officials, and helping DRCOG staff develop and implement a legislative strategy on policy issues.

The proposed 2014 contract is for \$75,000.

PRIOR ADMINISTRATIVE COMMITTEE ACTION

November 16, 2011: Approved first contract
July 18, 2012: Approved contract amendment
December 19, 2012: Approved current contract

PROPOSED MOTION

Move to approve a resolution authorizing the Executive Director to negotiate and execute a contract with Michael Douglas Ferrell, LLC for 2014 professional lobbying services.

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 Pat Cronenberger, Board and Legislative Liaison, at 303-480-6727 or pcronenberger@drcog.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS

STATE OF COLORADO

ADMINISTRATIVE COMMITTEE

RESOLUTION NO. _____, 2012

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A CONTRACT WITH MICHAEL DOUGLAS FERRELL, LLC FOR 2014 PROFESSIONAL LOBBYING SERVICES

WHEREAS, the Denver Regional Council of Governments has both state and federal legislative policies and annually adopts and implements a legislative program; and

WHEREAS, the Administrative Committee has retained contract lobbyists to conduct state and federal lobbying activities on behalf of DRCOG;

WHEREAS, due to issues before Congress relating to the Deficit Control Act of 2011, Reauthorization of the Older Americans Act, Federal budget, transportation authorization, and transportation appropriations it is desirable at this time to retain the services of contract lobbyists to conduct federal lobbying activities on behalf of DRCOG; and

WHEREAS, Michael Douglas Ferrell, LLC is recommended based on proven knowledge, skills, and abilities; and

WHEREAS, the funds are available in the DRCOG budget to adequately cover this contract.

NOW, THEREFORE, BE IT RESOLVED, that the Administrative Committee hereby authorizes the Executive Director to negotiate and execute a contract with Michael Douglas Ferrell, LLC, for one year commencing January 1, 2014 in the amount of \$75,000.

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