

AGENDA
ADMINISTRATIVE COMMITTEE
WEDNESDAY, OCTOBER 16, 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 September 18, 2013
(Attachment A)
- A resolution authorizing the Executive Director to extend the transportation planning consultant contract with George J. Scheuernstuhl LLC
(Attachment B)
- A resolution authorizing the Executive Director to negotiate and execute a contract with Wit House Productions to produce up to six videos for Way to Go
(Attachment C)
- A resolution authorizing the Executive Director to negotiate and execute a contract with One Floor Up to provide photography services for Way to Go
(Attachment D)
- Approve and Recommend to the Board of Directors the 2014 Budget
(Attachment E)
- A resolution authorizing the Executive Director to amend the contract with Light, Kelly & Dawes, LLC to increase the annual limit for legal services
(Attachment F)
- A resolution authorizing the Executive Director to extend the term of the contract with Amélie Company from December 31, 2013 to February 28, 2014
(Attachment G)
- A resolution authorizing the Executive Director to enter into an agreement with USGS for the procurement of LiDAR data collection for the Denver region and to collect payment from all participating parties for this service
(Attachment H)

***Motion Requested**

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



ADMINISTRATIVE ITEMS

3. Report of the Chair
4. Report of the Executive Director
(Attachment I)
5. Other Matters by Members
6. **Next Meeting – November 20, 2013**
7. Adjournment

MINUTES
ADMINISTRATIVE COMMITTEE
Wednesday, September 18, 2013

Present:

Jack Hilbert, Chair	Douglas County
Eva Henry	Adams County
Rachel Zenzinger	Arvada
KC Becker	Boulder
Elise Jones	Boulder County
Dennis McCloskey	Broomfield
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 5:37 p.m. with a quorum present.

Motion to Adopt the Consent Agenda

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

- Minutes of August 21, 2013
- Resolution No. 20, 2013 authorizing the Executive Director to accept additional funding for the Area Agency on Aging from the Colorado Refugee Services program in the amount of \$4,000 for support expenses, which will increase the contract amount from \$67,881 to \$71,881.

Move to maintain DRCOG's formula to calculate dues

Letters from Denver Council President Mary Beth Susman and Denver Mayor Michael Hancock were distributed. Jennifer Schaufele discussed the agenda materials on the topic.

Chris Nevitt noted that Denver has issues with the governance, dues and structure of DRCOG; the current situation isn't working for Denver. He stated it isn't about the dues; Denver wants to be members of DRCOG, and wants DRCOG to be successful. He noted there should be a hard look at everything. He further stated he is disturbed that nothing has been discussed with the Board so far related to these issues.

Doug Tisdale **moved, seconded** by Rocky Piro, the Executive Director should provide an outline of a process for moving forward to address the concerns raised by Denver and others related to governance, structure, and dues for the Administrative Committee members to review at the next meeting. There was

discussion.

Jennifer Schaufele briefed the members on a presentation she would be giving at the Board meeting related to the future direction of the organization, including structure, governance and dues. Work on this issue has been in progress since the Board workshop, and a great deal of time has been devoted to conducting research into best practices. She noted a new position has been established, a Director of Organizational Development, to assist with this task. Interviews are being conducted for the position, and she hopes to have someone on Board by the middle of October. She noted there may not be enough time to put together a formal report for the October meeting.

A question was asked if the motion were necessary, Doug Tisdale stated it will serve as a formal statement to Denver that DRCOG is engaged in a process to address their concerns.

After discussion, the motion **passed unanimously**.

Report of the Chair

The Chair reported he has been working with Elise Jones and Adam Paul on reviewing/revising the section of the Articles of Association pertaining to hiring and evaluating the Executive Director. He noted they will meet in October and brief the committee on the outcome. He also noted it is his belief that DRCOG's attorney should attend the Administrative Committee meetings.

Report of the Executive Director

The Executive Director reported about the new Director of Organizational Development position, and noted that negotiations are underway with a candidate to fill the Director of Transportation Planning & Operations position.

Other Matters by Members

Elise Jones and others provided information about damage sustained to their communities as a result of the recent flooding.

The meeting adjourned at 6:29 p.m.

Jack Hilbert, Chair
Administrative Committee
Denver Regional Council of Governments

ATTEST:

Jennifer Schaufele, Executive Director

ATTACH B

To: Chair and Members of the Administrative Committee

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

Meeting Date	Agenda Category	Agenda Item #
October 16, 2013	Consent	2

SUBJECT

This action is to authorize the Executive Director to amend the regional transportation planning consultant contract with George Scheuernstuhl, LLC.

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends the Administrative Committee amend the contract.

ACTIONS BY OTHERS

N/A

SUMMARY

DRCOG requires occasional consultant planning assistance in the conduct of its regional transportation planning program. Specific to this action, a consultant augments DRCOG's Executive Director in a "liaison" role on the Denver Union Station project.

In November, 2010, the Administrative Committee authorized the selection of George Scheuernstuhl, LLC as this consultant and authorized the Executive Director to execute an on-call services contract for up to \$60,000 for calendar years 2011 and 2012. In October, 2012, the Administrative Committee extended the term of the contract by one year through calendar year 2013.

With Denver Union Station nearing completion, continued consultant services are requested for a maximum of an additional six months through June 30, 2014, along with an increase of \$8,000 to the maximum amount. CDOT has also approved this request.

PREVIOUS DISCUSSIONS/ACTIONS

- November, 2010—selected George Scheuernstuhl, LLC for a two year contract through calendar years 2011 and 2012. (Resolution No. 26, 2010)
- November, 2012 – extended term of contract through calendar year 2013. (Resolution No. 33, 2012)

PROPOSED MOTION

Move to adopt a resolution authorizing the Executive Director to amend the regional transportation planning consultant contract with George Scheuernstuhl, LLC to extend the contract through June 30, 2014 and increase the maximum amount to \$68,000.

ATTACHMENT

Draft resolution

ADDITIONAL INFORMATION

If you need additional information, please contact Jennifer Schaufele, Executive Director, at 303-480-6701 or jschaufele@drcog.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS
STATE OF COLORADO

ADMINISTRATIVE COMMITTEE

RESOLUTION NO. _____, 2013

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO AMEND THE REGIONAL
TRANSPORTATION PLANNING CONSULTANT CONTRACT WITH GEORGE SCHEUERNSTUHL,
LLC TO EXTEND THE TERM.

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

WHEREAS, the approved *FY2014 and 2015 Unified Planning Work Program (UPWP)* describes and facilitates coordination of all urban transportation and transportation-related planning activities anticipated within the DRCOG region; and

WHEREAS, it is necessary to retain on-call consultant services to assist in accomplishing certain tasks in the UPWP in a timely manner; and

WHEREAS, as a result of an open solicitation process and selection procedure, the Administrative Committee selected George Scheuernstuhl, LLC to perform this work for calendar years 2011 and 2012 in Resolution 26, 2010; and

WHEREAS, the Administrative Committee authorized extending the term of the contract through calendar year 2013 in Resolution 33, 2012; and

WHEREAS, it is necessary to continue these consultant services through June 2014 and increase the contract by \$8,000.

NOW, THEREFORE, BE IT RESOLVED that the Administrative Committee hereby authorizes the Executive Director to amend the contract with George Scheuernstuhl, LLC to extend the term to June 30, 2014 and increase the maximum amount from \$60,000 to \$68,000.

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 #
October 16, 2013	Consent	2

SUBJECT

Authorization for the Executive Director to negotiate and execute a contract with Wit House Productions so that DRCOG's Way to Go program can produce up to six videos that promote the use of transportation options other than driving alone.

PROPOSED ACTION/RECOMMENDATIONS

Requested action is approval of a resolution authorizing the Executive Director to negotiate and execute a contract with Wit House Productions for video creation and production.

ACTION BY OTHERS

N/A

SUMMARY

DRCOG's amended Congestion Mitigation and Air Quality (CMAQ) grant contract with the Colorado Department of Transportation (CDOT) includes the task of producing up to six videos that promote the use of transportation options other than driving alone. The amended CMAQ grant contract includes a budget of \$80,000 to produce these videos.

The video production project will be managed by DRCOG's Way to Go program, which encourages and assists commuters driving alone to use other transportation options.

After evaluating proposals from 12 firms that responded to an RFP for video creation and production, Wit House Productions was judged to best meet the criteria identified in the RFP and is recommended for selection.

PREVIOUS DISCUSSIONS/ACTIONS

N/A.

PROPOSED MOTION

Move to approve a resolution authorizing the executive director to negotiate and execute a contract with Wit House Productions for video creation and production.

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 NEGOTIATE AND EXECUTE A CONTRACT WITH WIT HOUSE PRODUCTIONS FOR VIDEO CREATION AND PRODUCTION.

WHEREAS, the DRCOG Way to Go program encourages and assists commuters driving alone to use other transportation options such as carpooling, vanpooling, public transportation, bicycling and walking; and

WHEREAS, DRCOG's amended Congestion Mitigation and Air Quality (CMAQ) grant contract with the Colorado Department of Transportation (CDOT) includes the task of producing up to six videos that promote the use of transportation options other than driving alone; and

WHEREAS, DRCOG's amended CMAQ grant contract includes a budget of \$80,000 to produce the aforementioned six videos; and

WHEREAS, DRCOG issued a request for proposals (RFP) for video creation and production on August 2, 2013, and 12 firms responded ; and

WHEREAS, Wit House Productions was judged to best meet the needs of the Way to Go program, based on the evaluation criteria identified in the RFP.

NOW, THEREFORE, BE IT RESOLVED, that the Administrative Committee authorizes the Executive Director to negotiate and execute a contract with Wit House Productions for video creation and production in the amount of \$80,000.

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 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 #
October 16, 2013	Consent	2

SUBJECT

Authorization for the Executive Director to negotiate and execute a contract with One Floor Up so that DRCOG's Way to Go program can produce a photo library that promotes the use of transportation options other than driving alone.

PROPOSED ACTION/RECOMMENDATIONS

Requested action is approval of a resolution authorizing the Executive Director to negotiate and execute a contract with One Floor Up for photography services.

ACTION BY OTHERS

N/A

SUMMARY

DRCOG's amended Congestion Mitigation and Air Quality (CMAQ) grant contract with the Colorado Department of Transportation (CDOT) includes the task of producing a photo library that promotes the use of transportation options other than driving alone. The amended CMAQ grant contract includes a budget of \$50,000 for photography services to produce the photo library.

The project will be managed by DRCOG's Way to Go program, which encourages and assists commuters driving alone to use other transportation options.

After evaluating proposals from five firms that responded to an RFP for photography services, One Floor Up was judged to best meet the criteria identified in the RFP and is recommended for selection.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to approve a resolution authorizing the executive director to negotiate and execute a contract with One Floor Up for photography services.

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 NEGOTIATE AND EXECUTE A CONTRACT WITH ONE FLOOR UP FOR PHOTOGRAPHY SERVICES.

WHEREAS, the DRCOG Way to Go program encourages and assists commuters driving alone to use other transportation options such as carpooling, vanpooling, public transportation, bicycling and walking; and

WHEREAS, DRCOG's amended Congestion Mitigation and Air Quality (CMAQ) grant contract with the Colorado Department of Transportation (CDOT) includes the task of producing a region-wide photo library that can be used to promote the use of transportation options other than driving alone; and

WHEREAS, DRCOG's amended CMAQ grant contract includes a budget of \$50,000 for the creation of a region-wide photo library; and

WHEREAS, DRCOG issued a request for proposals (RFP) for photography services on August 8, 2013, and five firms responded ; and

WHEREAS, One Floor Up was judged to best meet the needs of the Way to Go program, based on the evaluation criteria identified in the RFP.

NOW, THEREFORE, BE IT RESOLVED, that the Administrative Committee authorizes the Executive Director to negotiate and execute a contract with One Floor Up for photography services in the amount of \$50,000.

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

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 #
October 16, 2013	Consent	2

SUBJECT

The budget is a fiscal guide for the operation of DRCOG beginning January 1 – December 31, 2014. The budget highlights work activities in DRCOG's adopted 2013-2014 Strategic Plan and Unified Planning Work Program (UPWP) for the Denver metropolitan region.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends that the Administrative Committee recommend approval of the 2014 Budget to the Board of Directors.

ACTION BY OTHERS

N/A

SUMMARY

Each year the Administrative Committee reviews and recommends approval of a proposed budget to the Board of Directors for the coming year.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Review and recommend approval to of the 2014 Budget as submitted.

ATTACHMENT

[2014 Budget](#)

ADDITIONAL INFORMATION

If you need additional information, please contact Jennifer Schaufele, Executive Director, at 303-480-6701 or jschaufele@drcog.org or Melissa Leith, Contracts and Budget Manager, at 303-480-6707 or mleith@drcog.org.

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 #
October 16, 2013	Consent	2

SUBJECT

This action is related to increasing the dollar amount for legal counsel expenses.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends that the Administrative Committee authorize the executive director to amend the contract with Light, Kelly & Dawes, P.C., DRCOG's legal counsel, to increase the dollar amount from \$82,500 per year to \$120,000 per year.

ACTION BY OTHERS

N/A

SUMMARY

Staff uses the firm of Light, Kelly & Dawes, P.C. as our legal counsel to help us maneuver through various issues that arise throughout the course of a year.

Legal counsel has guided staff through a variety of complex grant/contract reviews, changes in state and federal laws affecting program areas, personnel actions, potential lawsuits, and review of various documents. In addition, legal counsel has attended various board-related meetings and spoken with various groups related to legal aspects on project-related topics.

Due to the unanticipated legal issues staff gets presented with each year, we are asking that the dollar amount be increased from \$82,500 to \$120,000 per year.

PREVIOUS DISCUSSIONS/ACTIONS

Resolution No. 12, July 15, 2009

PROPOSED MOTION

Move to approve a resolution authorizing the executive director to amend the contract with Light, Kelly & Dawes, P.C. to increase the dollar amount from \$82,500 to \$120,000 per year.

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 Roxie Ronsen, Administrative Officer, at 303-480-6709 or rronsen@drcog.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS

STATE OF COLORADO

ADMINISTRATIVE COMMITTEE

RESOLUTION NO. _____, 2013

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO AMEND THE CONTRACT WITH LIGHT, KELLY & DAWES, P.C. TO INCREASE THE DOLLAR AMOUNT FROM \$82,500 to \$120,000 PER YEAR.

WHEREAS, staff uses the firm of Light, Kelly & Dawes, P.C. as our legal counsel; and,

WHEREAS, legal counsel has been invaluable in helping staff maneuver through various issues that arise throughout the course of a year and in some cases saving us from potential lawsuits; and

WHEREAS, due to unanticipated legal issues that arise each year, staff requests to increase the annual dollar amount paid to Light, Kelly & Dawes, P.C.

NOW, THEREFORE BE IT RESOLVED, that the Administrative Committee authorizes the executive director to amend the contract with Light, Kelly & Dawes, P.C. to increase the dollar amount for legal counsel expenses from \$82,500 to \$120,000 each year.

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 G

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 #
		2

SUBJECT

Authorization for the Executive Director to amend a contract with Amelie Company, extending the termination date of the current contract from December 31, 2013 to February 28, 2014.

PROPOSED ACTION/RECOMMENDATIONS

Requested action is approval of a resolution authorizing the Executive Director to amend a contract with Amelie Company, extending the termination date of the current contract from December 31, 2013 to February 28, 2014.

ACTION BY OTHERS

N/A

SUMMARY

In order to design and implement an advertising campaign launching the Way to Go program's new online trip planning and rideshare matching software, DRCOG must extend the termination date of its current contract with Amelie Company from December 31, 2013 to February 28, 2014.

DRCOG has contracted with an advertising agency, Amelie Company, to plan and implement the advertising campaign launching the Way to Go online trip planning and rideshare matching software. As the new online software will not be operational until December 1, 2013 and the current contract with Amelie Company terminates on December 31, 2013, it is necessary to extend the contract termination date to February 28, 2014. The additional time is needed to design and fully implement the advertising campaign.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to authorize the Executive Director to amend a contract with Amelie Company, extending the termination date of the current contract from December 31, 2013 to February 28, 2014.

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 AMEND A CONTRACT WITH AMELIE COMPANY, EXTENDING THE TERMINATION DATE OF THE CURRENT CONTRACT FROM DECEMBER 31, 2013 TO FEBRUARY 28, 2014.

WHEREAS, DRCOG's Congestion Mitigation and Air Quality (CMAQ) grant contract with the Colorado Department of Transportation includes in its scope of work an advertising campaign to launch the new Way to Go online trip planning and rideshare matching software; and

WHEREAS, the online trip planning and rideshare matching is not scheduled to be fully operational until December 1, 2013; and

WHEREAS, DRCOG has contracted with an advertising agency, Amelie Company, to plan and implement the advertising campaign launching the Way to Go online trip planning and rideshare matching software; and

WHEREAS, the current contract with Amelie Company terminates on December 31, 2013; and

WHEREAS, an extension of the contract termination date to February 28, 2014 is required to complete the advertising campaign and scope of work.

NOW, THEREFORE, BE IT RESOLVED, that the Administrative Committee authorizes the Executive Director to amend a contract with Amelie Company, extending the termination date of the current contract from December 31, 2013 to February 28, 2014.

BE IT FURTHER RESOLVED that the Executive Director is authorized to negotiate renewal of the contract on March 1, 2014 for an additional 10 months, in an amount not to exceed \$650,000.

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 H

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 #
October 16, 2013	Consent	2

SUBJECT

This action is related to partnering with USGS and FEMA for the procurement of elevation data called Light Detection and Ranging (LiDAR). LiDAR data is useful in creating the Denver Regional Aerial Photography Program (DRAPP) aerial imagery and has been requested by our partners for floodplain modeling and urban planning.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends the Administrative Committee authorize the executive director to execute a contract with USGS for the procurement of elevation data collection (LiDAR) for the Denver Region.

ACTION BY OTHERS

N/A

SUMMARY

DRCOG led a strong coalition of partners since 2002 to jointly acquire aerial imagery for the entire region. These past efforts helped all participants realize substantial cost savings over acquiring the data on their own. Based on this past success, member governments again requested staff to coordinate the acquisition of aerial imagery in 2014 in addition to obtaining cost information on LiDAR.

DRCOG has been pursuing a LiDAR collection for partners that would occur in the spring, concurrent with aerial imagery acquisition. However, a new opportunity for partnership and cost savings has arisen in the last couple of weeks.

Due to recent flooding, FEMA (through a USGS contracting mechanism) plans to collect LiDAR in our region. To reduce duplication of effort and to increase cost savings to our members, DRCOG would like to partner with these federal agencies on their LiDAR collection. Doing so will enable us to obtain the data we need in a more timely manner and for less cost than if we pursued this in the spring as originally planned.

Procurement of these services is expected not to exceed \$400,000 and will be funded by interested DRAPP participants with \$100,000 of that total contributed from DRCOG DRAPP funds.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to adopt a resolution authorizing the executive director to enter into an agreement with USGS for the procurement of LiDAR data collection for the Denver Region and to collect payment from all participating parties for this service.

Contract with USGS for the procurement of elevation data collection (LiDAR) for the
Denver Region
October 16, 2013
Page 2

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 Ashley Summers, GIS Manager, at 303-480-6746 or asummers@drcog.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS

STATE OF COLORADO

ADMINISTRATIVE COMMITTEE

RESOLUTION NO. _____, 2013

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT WITH USGS FOR THE PROCUREMENT OF LIDAR DATA COLLECTION FOR THE DENVER REGION AND TO COLLECT PAYMENT FROM ALL PARTICIPATING PARTIES FOR THIS SERVICE.

WHEREAS, the Denver Regional Council of Governments, participating members, and regional partners desire to collection elevation data (LiDAR) for the Denver region; and

WHEREAS, this consortium of interested parties wishes DRCOG to serve as a facilitator on their behalf in the procurement of LiDAR data collection; and

WHEREAS, an opportunity to partner with federal agencies has arisen which will reduce costs to our partners and reduce duplication of effort;

WHEREAS, USGS has been selected as the contracting agent for the project and has already secured a vendor for the work;

NOW, THEREFORE, BE IT RESOLVED that the Administrative Committee authorizes the Executive Director to enter into an agreement with USGS in an amount not to exceed \$400,000 for the collection of LiDAR data with \$100,000 of that total being contributed from DRCOG DRAPP funds. The resolution also authorizes the executive director to invoice and collect monies from all participating parties for the costs associated with this project.

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 I

Organizational Direction Action Plan **October 9, 2013**

The goal of this Plan is to assure DRCOG has an informed, engaged membership supported by well-trained, forward-thinking staff focused on DRCOG's core business. This will be accomplished by concentrating on three emphasis areas: leadership, staff culture change and professional development.

1. Strong Leadership underway

- **Proactively obtain member feedback** underway
 - Check in frequently with members to clarify issues, debrief, understand concerns
- **Conduct more effective meetings** underway
 - Provide succinct agenda material, oral reporting in non-technical terms and well-defined recommendations and rationale
 - Interject when members/staff are struggling; clarify Board's role/authority
 - Respect members' time: Is regular meeting necessary?; Describe relevance/urgency of non-voting items; Conduct meetings telephonically where reasonable/allowable
- **Organizational Development Activities** underway (details on next page)
 - Facilitated exercise with the board and staff; major components include:
 - Organizational direction – refine mission, values, commitments
 - Discuss DRCOG structure, governance, dues, etc.
 - Strategy – focused on the right goals, initiatives, objectives and w/in budget?
 - Identify best practices of other COGs/MPOs
 - Revamp capacity building tools, processes, and activities
 - Implement, measure, recycle through annually
- **Initiate process improvements** underway
 - Assess, simplify, standardize committee guidelines, resolutions, agendas, etc.

2. Staff Culture Change underway

- Realign mindsets, traditions, thought-processes interfering w/ability to meet members' needs
 - Inspire acceptance, champion change; model behavior; emphasize requirement for immediate, sustained change
- Update staff's professional development plans

3. Professional Development underway

- Demonstrate understanding of DRCOG's core issues by presenting specific materials at meetings; interject to ease tension/when members or staff are struggling
- Train to become more powerful communicator

Organizational Development (OD) Activities

These activities will sharpen DRCOG's organizational strategy by responding to changes and new challenges, e.g., funding schemes; rules and regulations; physical environment, economy, choices, and values; constituents, elected officials, staff more efficiently. And, these OD activities will help DRCOG be more adaptable, agile, and innovative. We can also expect a more effective Board and staff who are able to sustain the agency over the long term while improving Board/staff relations, assuring an informed, engaged Board and a knowledgeable staff consistently meeting Board expectations and, gauging our successes through appropriate measures.

Facilitated exercises, research, and technical experts comprise the foundation for these activities. For each PHASE listed below (others may be added), a diverse subgroup (city/county; large, medium, small; geographically diverse; rural, suburban, urban; etc.) of Board members and alternates will be established to vet and make recommendations to the full Board. Other participants will include the Executive Director, the Director of Organizational Development, and key DRCOG staff.

Organizational development is cyclical; the Board's annual workshop will serve as one venue (others are anticipated) to review/reassess/readdress processes, programs, and activities of the Board and staff.

1.01 PHASE ONE - Mission, Values, Commitments (Earliest est. start - 11/13; earliest est. adopt – 4/14)

- (a) Establish Team and meeting schedule
- (b) Focus area(s)
 - (i) *Mission: Does everyone know it and agree on what it means?*
 - (ii) *Values: Every action is informed by our values. What values contribute to DRCOG's success?*
 - (iii) *Commitments: What are programs, activities, etc. will we do no matter what, i.e., what things demonstrate our mission and values in action?*

1.02 PHASE TWO - Structure, governance dues, etc. (Earliest est. start – 2/14; earliest est. adopt 6/14)

- (a) Establish PHASE TWO Team and meeting schedule
- (b) Focus area(s)
 - (i) *Approve existing, modified or new governance construct and dues structure*

1.03 PHASE THREE - Operational realm (Earliest est. start – 11/13 (TIP); earliest est. adopt, e.g., TIP, 5/14)

- (a) Establish PHASE THREE Team and meeting schedule
- (b) Focus area(s)
 - (i) *Activities in the adopted Strategic Plan and Unified Planning Work Program*
 - (ii) *Assess efficiencies and effectiveness – i.e., consider how to respond quickly to unplanned change; assure policies/processes sensible, clear, and transparent; discern where we might be more innovative; assess our ability to do more while maintaining financial stability; establish what and how to measure programs, processes and activities*

1.04 PHASE FOUR - Improve capacity building (Earliest est. start – 4/14; earliest est. adopt 8/14)

- (a) Establish PHASE FOUR Team and meeting schedule
- (b) Focus area(s)
 - (i) *Assure board and staff have the knowledge and tools to sustain DRCOG over the long haul*