

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, SEPTEMBER 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 August 21, 2013
(Attachment A)
- A resolution authorizing the Executive Director to amend the contract with Colorado Refugee Services Program to include additional funding in the amount of \$4,000 for support expenses, for a contract total not to exceed \$71,881
(Attachment B) Jennifer Schaufele, Executive Director

ACTION AGENDA

3. *Move to maintain DRCOG's formula to calculate dues
(Attachment C) Jennifer Schaufele, Executive Director

ADMINISTRATIVE ITEMS

4. Report of the Chair
5. Report of the Executive Director
6. Other Matters by Members
7. **Next Meeting – October 16, 2013**
8. Adjournment

***Motion Requested**

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

We make life better!



MINUTES
ADMINISTRATIVE COMMITTEE
Wednesday, August 21, 2013

Present via teleconference:

Jack Hilbert, Chair	Douglas County
Bill Holen	Arapahoe County
Rachel Zenzinger	Arvada
Bob Roth	Aurora
Sue Horn	Bennett
Doug Tisdale	Cherry Hills Village
Chris Nevitt	Denver
Ron Rakowsky	Greenwood Village
Don Rosier	Jefferson County
Adam Paul	Lakewood
Jackie Millet	Lone Tree

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 Adam Paul, to adopt the consent agenda. The motion **passed unanimously**. Items on the consent agenda included:

- Minutes of July 17, 2013
- Resolution No. 17, 2013 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
- Resolution No. 18, 2013 authorizing the Executive Director to negotiate and execute a contract with the Colorado Department of Transportation for funding in support of the *FY 2014-2015 Unified Planning Work Program (UPWP)*.
- Resolution No. 19, 2013 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.

Report of the Chair

No report was given.

Report of the Executive Director

No report was given.

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August 21, 2013
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Other Matters by Members

No other matters were discussed.

The meeting adjourned at 5:38 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 Board of Directors

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

Meeting Date	Agenda Category	Agenda Item #
September 18, 2013	Action	2

SUBJECT

This action is related to the acceptance of additional funds for the DRCOG program serving refugee elders from the Colorado Refugee Services Program (CRSP).

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends that the Administrative Committee authorize the Executive Director to amend the contract with CRSP to include additional funding in the amount of \$4,000 for a contract total not to exceed \$71,881.

ACTION BY OTHERS

N/A

SUMMARY

In September 2012 the CRSP, in partnership with the Area Agency on Aging (AAA), received funds from the Office of Refugee Resettlement (ORR).

Through this partnership, DRCOG hired a Community Resource Specialist to be paid in part through ORR funds and in part through federal Older Americans Act (OAA) funds to serve as the link between the AAA and OAA programs and CRSP and the refugee population they serve.

In response to a proposal by DRCOG to increase financial support to cover refugee needs, e.g., bus passes, CRSP authorized additional funding in the amount of \$4,000 for a total of \$71,881.

PREVIOUS DISCUSSIONS/ACTIONS

Resolution No. 32, October 17, 2012

PROPOSED MOTION

Move to approve a resolution 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.

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 Jayla Sanchez-Warren, Director, Area Agency on Aging, at 303-480-6735 or jswarren@drcog.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS
STATE OF COLORADO

ADMINISTRATIVE COMMITTEE

RESOLUTION NO. _____, 2013

A RESOLUTION 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.

WHEREAS, DRCOG is the designated Area Agency on Aging (AAA) under the federal Older Americans Act (OAA) and the States Older Coloradans Act (OCA) for the eight-county metro region; and

WHEREAS, in June 2012 a proposal was submitted by the Colorado Refugee Services Program (CRSP) for Office of Refugee Resettlement funds that included a partnership with the DRCOG AAA; and

WHEREAS, the Administrative Committee adopted Resolution No. 32 on October 17, 2012, which authorized the Executive Director to accept funding from CRSP in the amount of \$67,881 to hire a community resource specialist within the AAA devoted to connecting older adult refugees with community services and supports; and

WHEREAS, in response to a proposal by DRCOG, in July 2013 CRSP authorized additional funding for support expenses in the amount of \$4,000, and has submitted a modified purchase order for service to DRCOG in the amount of \$71,881, with the notation that all other Terms and Conditions from the original purchase order remain the same; and

NOW, THEREFORE, BE IT RESOLVED, that the Administrative Committee authorizes the Executive Director to accept additional funding from CRSP in the amount of \$4,000.00 for support expenses, such that the contract amount will increase from \$67,881 to \$71,881.

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 #
September 18, 2013	Action	3

SUBJECT

This action is related to Denver's request for a 10 percent reduction in their dues.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends maintaining DRCOG's formula to calculate dues. This recommendation is supported by past action of the Administrative Committee.

ACTION BY OTHERS

N/A

SUMMARY

On May 29, 2012 the Denver mayor wrote the Executive Director (attached) formally describing the jurisdiction's need for a 10 percent reduction in their dues based on challenging economic times. The request was scheduled on the August 2012 Administrative Committee agenda but was pulled by Paul Ryan of Denver. At the time, Mr. Ryan discussed reducing Denver's dues by half but maintaining 2 seats on the DRCOG Board.

At the invitation of the Denver Mayor, the DRCOG Board Chair and Executive Director met with the Mayor and Denver staff May 7, 2013. During the meeting we stressed it would be a hard sell to cut Denver's dues by half while retaining 2 seats without at minimum, identifying exceptional circumstances. When the Administrative Committee briefly discussed this matter, no agreement was reached and staff was asked to provide additional background information about the dues history (below).

Dues History:

- 2000: DRCOG Board adopts a new formula for calculating dues, effective FY2002 (see attached resolution) using a combination of a per capita charge and a fraction of the assessed valuation. Population is multiplied at .11 per capita plus .01 mil levy of the assessed valuation. The total assessed value and total population within a given county's boundary is used to calculate its dues charge.
 - $(\text{population} \times .11) + (\text{assessed valuation (rounded to 1000s)} \times .01)$ {rounded to the nearest \$100} = dues charge.
- 2001: Broomfield and Denver (both being cities and counties) were given the option to choose between 1 dues charge and 1 board member or 2 dues charges and 2 board members. Broomfield selected to have 1 dues charge and 1 board member; Denver selected to have 2 dues charges and 2 board members.
- FY2002- FY2013: Denver has paid 2 dues charges (FY2013: \$343,000 – see attached member dues list).

- 2009: Denver made a formal request to reduce their dues based on their financial status. That was brought to the Administrative Committee in October. After lengthy discussion, Denver's motion failed to receive a second. At the time, it was the position of the Administrative Committee it was inequitable for dues to be reduced for a single member.

Other relevant information:

- Denver has two seats on the Administrative Committee as well as the Board. The Articles provide all members with a population of 120,000 or more automatically have a seat on the Committee. Further, the Articles provide the Denver Mayor (or designee) has a seat on the Committee.
- Weighted voted is not population based per se. The Articles of Association provide 1 vote for every \$100 of dues charged, acknowledging the magnitude of Denver's dues.
- No similar requests have been received from other member jurisdictions.
- Mindful of the economic downturn and impacts to the membership, DRCOG's dues have not increased since 2009, representing a loss of at least \$154,900 in General Fund revenues. To manage this and anticipated reductions in federal funding, the Board and staff accepted numerous cost-cutting measures and implemented several cost-saving actions. However, this year it has been necessary to hire additional support (e.g., transportation and land use modeling) to meet federal planning requirements, thus drawing down the General Fund to cover the requisite cash match; this will continue in FY2014.

PREVIOUS DISCUSSIONS/ACTIONS

- October 21, 2009 Administrative Committee meeting

PROPOSED MOTION

Move to maintain DRCOG's formula to calculate dues.

ATTACHMENTS

- Letter from Denver Mayor dated May 29, 2012
- Resolution No. 16, 2000
- 2013 Dues list for membership
- Materials sent to Denver regarding Denver dues history
- Administrative Committee meeting minutes – October 2009 and August 2012

ADDITIONAL INFORMATION

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

Michael B. Hancock
MAYOR



City and County of Denver

OFFICE OF THE MAYOR
CITY AND COUNTY BUILDING
DENVER, COLORADO • 80202-5390
TELEPHONE: 720-865-9000 • FAX: 720-865-8787
TTY/TTD: 720-865-9010

May 29, 2012

Ms. Jennifer Schaufele
DRCOG
1290 Broadway, Suite 700
Denver, CO 80203

Dear Ms. Schaufele:

For the past four years, the City of Denver has faced significant budget deficits, and this year is no different. These challenging economic times continue to force us to reduce our expenditures citywide, and unfortunately, no city agency has been spared from this reality.

I am writing to inform you that we will require a 10 percent reduction in our membership dues for 2013. We value being a member of your organization and greatly appreciate the positive impact of your hard work on our behalf. Recognizing that budget cuts are a necessity for many governments today, we are confident you understand our position.

If you have any questions, please contact my Director or Regional Affairs, Paul Ryan. Otherwise, thank you in advance for making the necessary reduction to Denver's 2013 membership dues.

Sincerely,

A handwritten signature in black ink, appearing to read "M. Hancock", with a long horizontal line extending to the right.

Michael B. Hancock
Mayor

CC: Janice Sinden, Chief of Staff
Paul Ryan, Director of Regional Affairs
LaTonya Lacy, Office Director

DENVER REGIONAL COUNCIL OF GOVERNMENTS

STATE OF COLORADO

BOARD OF DIRECTORS

RESOLUTION NO. 16, 2000

A RESOLUTION ALLOCATING MEMBER DUES USING A COMBINATION OF A PER CAPITA CHARGE AND A FRACTION OF THE ASSESSED VALUATION.

WHEREAS, the current method for calculating member dues is based on the percentage of each local government's population and assessed valuation to that of the region as a whole; and


WHEREAS, this method fails to reflect either the growth in population and economic vitality or the increasing demands placed upon the organization for matching funds; and

WHEREAS, the allocation of member dues using a combination of a per capita charge and a fraction of the assessed valuation figures would allow dues to increase proportional to the growth and change being experienced in the region; and

WHEREAS, giving equal weight to these factors and converting the proposed 2001 dues to this method of calculation would produce a per capita charge of \$0.11 and a mill levy of 0.01.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors authorizes the Executive Director to allocate member dues beginning with the 2002 Budget using a per capita charge of \$0.11 and mill levy of 0.01.

RESOLVED, PASSED AND ADOPTED this 20th day of September, 2000 at Denver, Colorado.



Jan Schenck, Chairman
Board of Directors
Denver Regional Council of Governments

ATTEST:



Guillermo V. Vidal, Executive Director

County	2013 Dues
Adams	\$ 93,000
Arapahoe	\$ 137,600
Boulder	\$ 89,000
Broomfield	\$ 16,000
Clear Creek	\$ 4,600
Denver	\$ 171,700
Douglas	\$ 75,700
Gilpin	\$ 4,000
Jefferson	\$ 133,200
Subtotal	\$ 724,800

Municipality	2013 Dues
Arvada	\$ 23,000
Aurora	\$ 66,300
Bennett	\$ 600
Black Hawk	\$ 2,200
Boulder	\$ 35,300
Bow Mar	\$ 600
Brighton	\$ 6,000
Castle Rock	\$ 10,900
Centennial	\$ 26,400
Central City	\$ 600
Cherry Hills Village	\$ 4,100
Columbine Valley	\$ 600
Commerce City	\$ 10,300
Dacono	\$ 800
Deer Trail	\$ 600
Denver	\$ 171,700
Edgewater	\$ 900
Empire	\$ 600
Englewood	\$ 8,600

Municipality	2013 Dues
Erie	3,700
Federal Heights	1,900
Firestone	1,900
Foxfield	600
Frederick	2,100
Georgetown	600
Glendale	1,800
Golden	5,900
Greenwood Village	10,200
Idaho Springs	600
Lafayette	6,200
Lakewood	34,300
Larkspur	600
Littleton	10,600
Lone Tree	5,400
Longmont	20,500
Louisville	6,400
Lyons	600
Mead	800
Morrison	600
Nederland	600
Northglenn	6,600
Parker	10,300
Sheridan	1,500
Silver Plume	600
Superior	2,800
Thornton	22,300
Westminster	24,600
Wheat Ridge	7,900
Subtotal	\$ 562,600

TOTAL	\$ 1,287,400
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Note:

Data is calculated based on Colorado Dept. of Local Affairs population estimates July 1, 2009. Assessed valuation is reported by the Colorado Department of Local Affairs 2009 Annual Report. Dues are rounded to the nearest \$100. Minimum dues are \$600.

Per Capita Charge	\$0.11
Mil Levy for Assessed	\$0.01

Denver Dues Information

In 2000, the DRCOG Board adopted a new formula for assessing dues, effective with the 2002 budget year (attached Resolution No.16, 2000). The new formula allocates dues using a combination of a per capita charge and a fraction of the assessed valuation. Population is multiplied at .11 per capita, plus .01 mil levy of the assessed valuation. In calculating dues, counties are charged the complete assessed value for all property w/in the county boundary, and for the complete population w/in the county boundary and not just the population in the unincorporated area.

(County/City population x .11) + (assessed valuation {rounded to 1000's – i.e. if the value is \$1,000,000,000 it is rounded to \$1,000,000}, x .01), round to nearest \$100 = dues assessment.

In 2001, an Ad Hoc Finance Committee (committee composition noted in attached Administrative Committee minutes dated July 19, 2000) recommended that in 2002, the City and County of Denver and the City and County of Broomfield should have the choice of paying full dues as a city and as a county and have two seats on the Board, or pay one dues and have one seat. If Denver chose to pay full dues as both a city and a county, they would also have two seats on the Executive Committee (currently the Administrative Committee). Broomfield was not given this option as it does not have enough population to meet the membership threshold of 120,000 (attached minutes of March 21, 2001 Executive Committee meeting).

The manner in which dues were calculated for the City and County of Denver was modified in 2002 to disallow a percentage reduction for a combined city/county membership, increasing Denver's dues by \$65,000 (attached memo to Administrative Committee dated April 20, 2005, and accompanying materials).

Denver has paid full dues as a city and a county since 2002.

DENVER REGIONAL COUNCIL OF GOVERNMENTS

STATE OF COLORADO

BOARD OF DIRECTORS

RESOLUTION NO. 16, 2000

A RESOLUTION ALLOCATING MEMBER DUES USING A COMBINATION OF A PER CAPITA CHARGE AND A FRACTION OF THE ASSESSED VALUATION.

WHEREAS, the current method for calculating member dues is based on the percentage of each local government's population and assessed valuation to that of the region as a whole; and


WHEREAS, this method fails to reflect either the growth in population and economic vitality or the increasing demands placed upon the organization for matching funds; and

WHEREAS, the allocation of member dues using a combination of a per capita charge and a fraction of the assessed valuation figures would allow dues to increase proportional to the growth and change being experienced in the region; and

WHEREAS, giving equal weight to these factors and converting the proposed 2001 dues to this method of calculation would produce a per capita charge of \$0.11 and a mill levy of 0.01.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors authorizes the Executive Director to allocate member dues beginning with the 2002 Budget using a per capita charge of \$0.11 and mill levy of 0.01.

RESOLVED, PASSED AND ADOPTED this 20th day of September, 2000 at Denver, Colorado.



Jan Schenck, Chairman
Board of Directors

Denver Regional Council of Governments

ATTEST:



Guillermo V. Vidal, Executive Director

MINUTES
EXECUTIVE COMMITTEE
WEDNESDAY, JULY 19, 2000

Present:

Sharon Richardson, Chairman	City of Federal Heights
Melanie Worley, Vice Chairman	Douglas County
Steve Ward	Arapahoe County
Paul Danish	Boulder County
Robert Poirot	Clear Creek County
Shepard Nevel, Alternate	City & County of Denver
Richard M. Sheehan	Jefferson County
Lorraine Anderson	City of Arvada
Will Toor	City of Boulder
Roland Cole	Commerce City
Leona Stoecker	City of Longmont

Also Present: Guillermo V. Vidal, Executive Director, and members of the DRCOG staff.

Chairman Sharon Richardson called the meeting to order at 5 p.m., noting that a quorum was present.

Consent Agenda

Roland Cole moved, seconded by Melanie Worley, approval of the consent agenda, as presented. The motion passed unanimously.

Minutes of May 17, 2000 Minutes of the May 17, 2000 Executive Committee meeting were approved as presented.

Adoption of Resolution No. 11, 2000, A Resolution Authorizing the Executive Director to Negotiate and Execute a Contract with the State of Colorado, Department of Transportation in support of the 2000-2001 Unified Planning Work Program. (A signed copy of Resolution No. 11 is attached to and made a part of the file copy of these minutes.) The resolution authorizes execution of a contract with the Colorado Department of Transportation for federal grant funds in the amount of \$2,415,092 to fund the urban transportation and transportation-related activities anticipated during FY 01. DRCOG cash match in the amount of \$530,142 is required.

Adoption of Resolution No. 12, 2000, A Resolution Authorizing the Executive Director to Amend Contracts with the State of Colorado Department of Transportation in Support the 1999-2000 Unified Planning Work Program. (A signed copy of Resolution No. 12 is attached to and made a part of the file copy

of these minutes.) The resolution amends the 1999-2000 Unified Planning Work Program contract with the Colorado Department of Transportation (CDOT). Additional Federal Consolidated Planning Grant Funds in the amount of \$71,038 are available through the Colorado Department of Transportation bringing the total grant funding to support the UPWP to \$2,355,917. DRCOG matching funds are increased to \$205,153 to partially support the 1999-2000 UPWP.

Adoption of Resolution No. 13, 2000, A Resolution Authorizing the Executive Director to Negotiate and Execute Contracts with the State of Colorado, Department of Transportation to Purchase Traffic Signal System Equipment. (A signed copy of Resolution No. 13 is attached to and made a part of the file copy of these minutes.) The action provides for the purchase of traffic signal system equipment in a number of local jurisdictions and combines annual "miscellaneous equipment" purchases with a new element—the purchase of equipment for projects specifically identified in the Traffic Signal System Improvement Program. By combining the various items, the need for multiple contracts has been avoided. Final cost estimates for equipment purchases totals \$420,000. No matching funds are required; however, such funds are subject to nonparticipating costs for indirect costs incurred by the state of approximately 3 percent.

Adoption of Resolution No. 14, 2000, A Resolution Authorizing Acceptance of a Grant from the Environmental Protection Agency for a FY 2000 NPDES 104(b)(3) Grant Titled Local Government (MS4S) Approaches to Prepare for Phase II Stormwater Regulations in Colorado. (A signed copy of Resolution No. 14 is attached to and made a part of the file copy of these minutes.) The resolution authorizes acceptance of a \$60,000 grant from the Environmental Protection Agency for a FY 2000 NPDES 104(b)(3) grant to support a Stormwater education and training program.

The 2000 Revised Budget was forwarded to the Board for approval, as prepared. General operating fund expenditures in the revised budget are \$8,172,000, an increase of \$387,000 from the 2000 adopted budget primarily due to the Travel Behavior Inventory study carried over from last year and additional funds for an Intelligent Transportation System project anticipated in the second half of the year. Revised budget revenue is \$8,086,050, an increase of \$320,250 and the revised ending fund balance for 2000 is \$1,732,583, a decrease of \$85,950 from the 1999 ending fund balance.

Authorization to Select Consultant for Development and Implementation of Performance Management System

Betty McCarty, DRCOG Administrative Officer, reported that consultant assistance is needed to develop the performance management system and implementation of the merit-based evaluation system phase of the new salary structure approved by the Executive Committee in 1999. In response to a request for proposals, two firms responded, Hein + Associates and Watson Wyatt Worldwide. Watson Wyatt

Worldwide's proposal was approximately \$20,000 less than the other firm and since they conducted the recent market pay analysis for the new salary structure, it was recommended that Watson Wyatt be selected to develop and implement the performance management system for \$54,450 plus incidental expenses.

Leona Stoecker moved, seconded by Bob Poirot, adoption of Resolution No. 15, 2000, A Resolution Authorizing the Executive Director to Contract with Watson Wyatt Worldwide for the Development and Implementation of a DRCOG Performance Management System. The motion passed unanimously. (A copy of Resolution No. 15 is attached to and made a part of the file copy of these minutes.)

Report of Executive Director

Bill Vidal reported on the status of conversations regarding the Denver Union Terminal Congestion Mitigation/Air Quality funds available for allocation by the DRCOG Board could be used to position DRCOG as a major participant in the DUT Intermodal center. The Regional Transportation District has requested that DRCOG allocate some CMAQ funds for development of the DUT. In preliminary discussions with RTD, CDOT and the City and County of Denver, staff has indicated an interest in being an active participant in this Intermodal development project and has suggested that any prospective commitment of CM/AQ funds should include a revenue-generating component to provide additional funds for other transit projects throughout the region in the Regional Transportation Plan. Further, it may be possible to get office space for DRCOG. To continue serious negotiations with the Denver Union Terminal Railway Company and the Trillium Corporation, present landowners, a memorandum of understanding has been developed.

Members discussed the commitment of TIP funds in the out-years and the potential that perhaps RTD would be willing to advance the funds with a promise of pay back later. It was noted that RTD has committed \$1.3 million to pursue negotiations. Bill stated that it would be our intent to hire someone, shared by our three partners, to serve as our negotiator. Steve Ward emphasized that for the protection of the Board, there should be a statement in the Memorandum of Understanding to clarify that funds generated through the revenue generating component come back to DRCOG to fund regional transit projects consistent with the Regional Transportation Plan

Will Toor stated that the Transportation Policy Committee should review the commitment of out-year funding. Bill Vidal also noted that without the return of revenues for other transit projects, DRCOG would not be interested.

Lorraine Anderson moved, seconded by Leona Stoecker, to forward a proposal to the Board with the modification that funds generated through the revenue generating component come back to DRCOG to fund regional transit projects consistent with the Regional Transportation Plan and authorized staff to continue negotiations. The motion passed unanimously.


Betty McCarty provided an assessment of the funding shortfall revealed in preparation of the Revised 2000 DRCOG Budget. In the past twenty years, only one dues increase was requested, in 1991. There has been a dramatic decrease in the percent of membership dues in relation to the total budget. In 1990 the membership dues were 16 percent of the budget; in 1999 dues represented approximately 8 percent. Because so much of the council's funding comes from federal dollars that require at least a 20 percent match, the small amount remaining severely restricts what can be considered in terms of additional services and programs benefiting the membership. The historic method of calculating membership dues for DRCOG does not provide increases that can be used in planning and developing new opportunities to serve the membership. Betty reviewed the formulae used by CML and CCI to calculate their annual dues which suggests the need for evaluation and consideration of a new approach for calculating DRCOG dues.

Of particular significance was the revelation that to simply maintain the current program and services, the 2001 Budget will likely have a shortfall of at least \$200,000. Several options were discussed including decreasing the fund balance recommended by the auditors. For purposes of preparing the 2001 Budget, staff was directed to assume a \$200,000 dues increase. Members agreed that there should be a reassessment of how dues are calculated and additional information needs to be presented regarding the auditor's recommendation regarding the appropriate level of fund balance. Staff suggested a committee be designated to reexamine the dues formula and provide a recommendation for the 2001 Budget.

Rick Sheehan, Melanie Worley, and Lorraine Anderson volunteered to serve as a committee to evaluate the DRCOG dues structure. Staff is to proceed with a presentation to the Board in August regarding the budget including the need for a dues increase. Budget directors from member governments should be advised of the proposed increase in DRCOG dues. Specific information from the auditors regarding what has to be covered by the fund balance and their recommendation will be presented at the August meeting.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 6:20 p.m.



Sharon Richardson, Chairman
Executive Committee
Denver Regional Council of Governments

ATTEST:



Guillermo V. Vidal, Executive Director

MINUTES
EXECUTIVE COMMITTEE
WEDNESDAY, MARCH 21, 2001

Present:

Sharon Richardson, Chairman	City of Federal Heights
Lynn Myers	Arapahoe County
Bob Poirot	Clear Creek County
Shepard Nevel, Alternate	City & County of Denver
Lorraine Anderson	City of Arvada
Will Toor	City of Boulder
Roland E. Cole	City of Commerce City
Jan Schenck	City of Golden
Leona Stoecker	City of Longmont

Others Present: Guillermo V. Vidal, Executive Director; Jason Carroll and Bill Petri, Clifton Gunderson; and members of the DRCOG staff.

Chairman Sharon Richardson called the meeting to order at 5:10 p.m., and a quorum was declared present.

Election of Executive Committee Officers for 2001

Roland Cole moved, seconded by Lorraine Anderson that Sharon Richardson and Melanie Worley be elected Chairman and Vice Chairman of the Executive Committee for 2001. The motion passed unanimously.

Consent Agenda

Lorraine Anderson moved, seconded by Roland Cole, approval of the consent agenda as presented. The motion passed unanimously.

Minutes of February 21, 2001 Minutes of the February 21, 2001 Executive Committee meeting were adopted, as prepared.

Adoption of Resolution No. 6, 2001, A Resolution Authorizing the Executive Director to Negotiate and Execute a contract with Clifton Gunderson to Implement a New Accounting System for DRCOG. (A copy of Resolution No. 6 is attached to and made a part of the file copy of these minutes.) After a demonstration by Plains Dynamics and Clifton Gunderson of their software, training and other support capabilities, staff recommended contracting with Clifton Gunderson to implement the new accounting system at a cost of \$105,000.

Adoption of Resolution No. 7, 2001, A Resolution Authorizing the Executive Director to Annually Negotiate and Execute Contracts for the Purchase of Computer Equipment and Services. (A signed copy of Resolution No. 7 is attached to and made a part of the file copy of these minutes.) Staff plans to replace approximately one-third of the computers in the year 2001 and to continue this purchasing process each year thereafter. Needed equipment has been identified and bids solicited for purchase and installation of such equipment in 2001. The Board approved a 2001 budget of \$140,000 for capital outlay, with approximately \$85,000 to be dedicated to the purchase of new computers. The resolution authorizes the Executive Director to annually negotiate and execute contracts for the purchase of computer equipment and services, subject to the limitations on capital expenditures set forth in the annual budget.

Adoption of Resolution No. 8, 2001, A Resolution Authorizing Execution of a Contract with the United States Environmental Protection Agency and Disbursement of Funds for Development of the Denver Regional Information Sharing and Integration Network. The U.S. Environmental Protection Agency has awarded an Environmental Monitoring for Public Access and Community Tracking grant of \$180,000 to DRCOG to establish the Denver Information Sharing and Integration Network (DRISIN). The resolution authorizes execution of contracts with EPA for 2001, 2002, and 2003 and to disburse funds to organizations participating in DRISIN development. The council's partners in this project are the City of Boulder, the Colorado Department of Public Health and Environment, and the U.S. Geological Survey. No local matching funds are required.

2000 Audit

Bill Petri and Jason Carroll of Clifton Gunderson, reviewed the 2000 DRCOG Audit, noting that the agency is strong financially and the internal control procedures are good. The summary of revenue and expenditures and findings were highlighted.

Roland Cole moved, seconded by Lorraine Anderson, to recommend acceptance of the audit by the Board of Directors. The motion passed unanimously.

Report of Executive Director

Bill Vidal introduced Karin McGowan who has been hired as Director of the Policy and Legislative Development division.

DRCOG staff has provided administrative support to the Chatfield Watershed Authority under a continuing contract authorized by the Executive Committee in 1992. An annual status report on the program activities was provided.


It was recommended that the DRCOG Articles of Association be amended to state that all jurisdictions with a population of 120,000 have a seat on the Executive Committee, which would add the cities of Aurora, Lakewood, and Denver.

It was reported that the ad hoc Finance Committee met prior to the Executive Committee meeting to consider recommendations to respond to Aurora's concern regarding the method of calculating dues for the City and County of Denver. In examining this issue, it was recommended that in 2002, the City and County of Denver and the City and County of Broomfield have the choice of paying full dues as a city and as a county and have two seats on the Board, or pay one dues and have one seat. If Denver chooses to pay full dues as both a city and a county, they would have two seats on the Executive Committee; Broomfield does not meet the population requirements.

On another membership matter, the finance committee recommended that the new City of Centennial be invited to participate as a nonvoting member of the Board until such time as they have a revenue stream to pay their dues. Members also supported forwarding this recommendation to the Board.


Adjournment

There was no additional business to come before the committee; therefore, the meeting was adjourned at 5:45 p.m.



Sharon Richardson, Chairman
Executive Committee
Denver Regional Council of Governments

ATTEST:



Guillermo V. Vidal, Executive Director

Date: April 20, 2005
To: Chairman and Members of the Administrative Committee
From: Betty McCarty, Administrative Officer
Subject: **Review of Preliminary 2006 Member Dues and Policy Options**

REQUESTED ACTION:

Provide direction to staff regarding application of dues policy for 2006 and beyond.

SUMMARY EXPLANATION:

- With the adoption of the 2001 DRCOG Budget and Work Program, the DRCOG Board established agency dues, which are based on population and assessed valuation, at \$0.11 per capita and a 1 mil levy per \$100 of assessed valuation.
- In 2002, the manner in which dues were calculated for the City and County of Denver was modified to disallow a percentage reduction for a combined city/county membership, increasing Denver's dues by \$65,000.
- Beginning with the 2003 budget, dues were frozen at the 2002 level to recognize the impact of the economic downturn on local governments.
- Meanwhile, the DRCOG budget has increased by about 25 percent since 2002, forcing the agency to draw upon the general fund balance for the past two years in order to meet matching requirements for grants and other expenses.
- With anticipated increases in grant funds, the need for additional matching funds as well as funds for other priorities are expected to increase in the coming years, suggesting a review of the dues policy in advance of preparing the 2006 budget and work program.
- While unfreezing the dues in whole or in part represents one alternative, other scenarios can be explored to reduce the impact on member governments.

BACKUP INFORMATION:

Attachments: 1991-2005 recap of dues, revenues and expenses
Alternative scenarios for 2006
Comparison of preliminary 2006 dues calculations

ADDITIONAL INFORMATION:

Should you have any questions regarding this memo or attachments, please contact Betty McCarty at (303) 480-6703.

Attachments

Recap of Dues, Revenues and Expenses

Year	Revenue	Member Dues	Notes	Dues Increase / Decrease	Dues as % of Revenue	Expenditures	Unobligated Fund Balance	Balance as a % of Expenditures
1991	3,956,328	629,800		-	15.92%	4,056,683	376,485	9.3%
1992	4,542,814	630,100		300	13.87%	4,379,075	540,224	12.3%
1993	5,189,901	630,300		200	12.14%	4,942,805	787,320	15.8%
1994	5,569,812	629,800		(500)	11.31%	5,548,835	808,297	14.6%
1995	6,628,988	629,800		-	9.51%	6,392,871	1,044,414	16.3%
1996	6,496,711	630,300		500	9.70%	6,446,923	1,094,202	17.0%
1997	7,822,439	629,800		(500)	8.05%	7,553,432	1,363,209	18.0%
1998	7,075,613	629,550		(250)	8.90%	6,982,929	1,455,893	20.8%
1999	7,727,696	630,050		500	8.15%	7,518,332	1,665,257	22.1%
2000	7,604,674	630,050		-	8.15%	7,476,279	1,545,500	20.7%
2001	8,726,214	830,400	1	200,350	9.52%	8,449,224	1,922,024	22.7%
2002	9,159,685	960,700	2	130,300	14.28%	9,108,975	1,660,593	18.2%
2003	9,740,098	960,100	3	(600)	13.86%	9,139,866	2,872,110	31.4%
2004	10,276,284	960,400	4	300	9.28%	10,632,928	2,405,472	22.6%
2005	11,447,174	960,700	5,6	300	8.39%	11,396,678	2,363,353	20.7%

Alternative Scenarios for 2006

Budgeted 2005 Revenue	Membership Dues	% Dues Reduction	Dues as % of Revenue	2005 Membership Dues	Increase over 2005	% Increase over 2005	Comment
11,447,174	1,119,400		9.78%	960,700	158,700	16.52%	unfreeze
11,447,174	1,089,331	2.69%	9.52%	960,700	128,631	13.39%	Dues @ 9.52 % Rev
11,447,174	1,054,400	5.81%	9.21%	960,700	93,700	9.75%	unfreeze - \$65,000

Notes:

- 1 The dues formula changed to reflect annual changes in population and assessed values. Dues increased by 32%.
- 2 Centennial joined, adding \$25,000. Denver's assessment increased by 60%, adding \$65,000, increases in population and assessed values added another \$40,300.
- 3 Dues were frozen at the 2002 levels, Silver Plume dropped its membership, \$600 reduction.
- 4 Silver Plume rejoined mid-year.
- 5 Foxfield joined DRCOG,
- 6 2005 Revenues, interest, expenditures and fund balance are as projected in the 2005 budget.

Comparison of Preliminary 2006 Dues Calculations

	2002 Dues	2005 Dues	2006 Dues Unfrozen	2006 Dues @ 9.52%	2006 Dues Unfrozen - 65K
Adams	\$68,700	\$68,900	\$81,400	\$79,200	\$76,700
Arapahoe	\$110,700	\$106,300	\$123,200	\$119,900	\$116,000
Boulder	\$72,800	\$68,300	\$79,000	\$76,900	\$74,400
Broomfield	\$9,400	\$12,000	\$14,100	\$13,700	\$13,300
Clear Creek	\$2,900	\$2,500	\$2,900	\$2,800	\$2,700
Denver	\$126,800	\$127,000	\$148,100	\$144,100	\$139,500
Douglas	\$42,200	\$50,200	\$58,200	\$56,600	\$54,800
Gilpin	\$2,700	\$2,800	\$3,300	\$3,200	\$3,100
Jefferson	\$108,500	\$104,900	\$121,600	\$118,300	\$114,500
Arvada	\$18,500	\$18,200	\$21,100	\$20,500	\$19,900
Aurora	\$51,200	\$49,600	\$58,200	\$56,600	\$54,800
Bennett	\$600	\$600	\$600	\$600	\$600
Black Hawk	\$1,300	\$1,600	\$1,800	\$1,800	\$1,700
Boulder	\$26,100	\$26,600	\$30,900	\$30,100	\$29,100
Bow Mar	\$600	\$600	\$600	\$600	\$600
Brighton	\$3,700	\$4,100	\$5,000	\$4,900	\$4,700
Castle Rock	\$4,500	\$6,100	\$7,400	\$7,200	\$7,000
Centennial	\$25,000	\$21,900	\$25,400	\$24,700	\$23,900
Central City	\$600	\$600	\$600	\$600	\$600
Cherry Hills Village	\$2,400	\$2,800	\$3,300	\$3,200	\$3,100
Columbine Valley	\$600	\$600	\$600	\$600	\$600
Commerce City	\$4,600	\$5,700	\$7,000	\$6,800	\$6,600
Deer Trail	\$600	\$600	\$600	\$600	\$600
Denver	\$126,800	\$127,000	\$148,100	\$144,100	\$139,500
Edgewater	\$900	\$800	\$900	\$900	\$800
Empire	\$600	\$600	\$600	\$600	\$600
Englewood	\$7,400	\$6,800	\$7,900	\$7,700	\$7,400
Erie	\$1,400	\$1,900	\$2,300	\$2,200	\$2,200
Federal Heights	\$1,800	\$1,600	\$1,900	\$1,800	\$1,800
Foxfield	\$0	\$0	\$600	\$600	\$600
Georgetown	\$600	\$600	\$600	\$600	\$600
Glendale	\$1,900	\$1,500	\$1,700	\$1,700	\$1,600
Golden	\$4,400	\$4,300	\$5,100	\$5,000	\$4,800

Comparison of Preliminary 2006 Dues Calculations

	2002 Dues	2005 Dues	2006 Dues Unfrozen	2006 Dues @ 9.52%	2006 Dues Unfrozen - 65K
Greenwood Village	\$8,600	\$7,700	\$8,900	\$8,700	\$8,400
Idaho Springs	\$600	\$600	\$600	\$600	\$600
Lafayette	\$4,400	\$4,600	\$5,400	\$5,300	\$5,100
Lakewood	\$28,500	\$27,700	\$32,200	\$31,300	\$30,300
Larkspur	\$600	\$600	\$600	\$600	\$600
Littleton	\$8,700	\$8,400	\$9,700	\$9,400	\$9,100
Lone tree	\$1,500	\$2,800	\$3,300	\$3,200	\$3,100
Longmont	\$15,000	\$15,700	\$18,500	\$18,000	\$17,400
Louisville	\$5,200	\$5,100	\$5,900	\$5,700	\$5,600
Lyons	\$600	\$600	\$600	\$600	\$600
Morrison	\$600	\$600	\$600	\$600	\$600
Nederland	\$600	\$600	\$600	\$600	\$600
Northglenn	\$5,600	\$5,800	\$6,600	\$6,400	\$6,200
Parker	\$4,800	\$6,500	\$7,800	\$7,600	\$7,300
Shenidan	\$1,300	\$1,100	\$1,300	\$1,300	\$1,200
Silver Plume	\$600	\$600	\$600	\$600	\$600
Superior	\$2,000	\$2,300	\$2,400	\$2,300	\$2,300
Thornton	\$14,600	\$16,000	\$19,000	\$18,500	\$17,900
Westminster	\$19,400	\$19,500	\$22,800	\$22,200	\$21,500
Wheat Ridge	\$6,700	\$6,300	\$7,400	\$7,200	\$7,000
	\$960,700	\$960,700	\$1,119,400	\$1,089,400	\$1,054,700

MINUTES
ADMINISTRATIVE COMMITTEE
Wednesday, October 21, 2009

Present:

Rod Bockenfeld, Chair	Arapahoe County
Larry Pace	Adams County
Jack Hilbert	Douglas County
Kathy Hartman	Jefferson County
Dennis McCloskey	City and County of Broomfield
Bill Vidal	City and County of Denver
Larry Beer	City of Aurora
Macon Cowles	City of Boulder
Douglas Lehen	Town of Castle Rock
Cheryl Hauger	Town of Erie
Ed Peterson	City of Lakewood
Jim Taylor	City of Littleton
Kathie Novak	City of Northglenn
Nancy McNally	City of Westminster

Others Present: Jennifer Schaufele, Executive Director; Janice Stice, Executive Assistant/Board Coordinator; Chris Nevitt, City and County of Denver; and members of the DRCOG staff.

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

Motion to Approve the Minutes of September 16, 2009

Larry Pace moved, seconded by Kathy Hartman, to approve the minutes of the September 16, 2009 meeting. The motion **passed unanimously**.

Motion to approve Area Agency on Aging 2010-2011 funding cycle procedures as recommended by DRCOG's Advisory Committee on Aging

Doug Lehen moved, seconded by Dennis McCloskey, to approve Area Agency on Aging 2010-2011 funding cycle procedures as recommended by DRCOG's Advisory Committee on Aging. The motion **passed unanimously**.

Motion to authorize staff to defer 10 percent (\$34,340) of the City and County of Denver's 2010 dues as a special consideration given their current economic situation.

Jennifer Schaufele provided a brief summary of the discussion from the August 19, 2009 Administrative Committee meeting that resulted in this agenda item. Kathie Novak stated it would be bad policy to give special consideration to only one member; if a 10 percent deferment is warranted, it should be given to all members.

Jack Hilbert reminded members that, at the August meeting, Bill Vidal had noted that without some consideration, Denver may have to cut one of their memberships which would have a much more significant effect on the Council's budget than a 10 percent deferment.

Bill Vidal stated he did not want Denver to be singled out and that he had suggested a deferment of 10 percent of the quarterly dues payment for all members. If the economy has improved by the fourth quarter of 2010, the full amount would be due and payable.

Jennifer Schaufele objected to a 10 percent across the board reduction in dues; no other member organizations have reduced dues to that extent, and no other member jurisdictions have asked for a reduction in dues. She noted actions the agency has taken in the past months to cut costs in anticipation of the impacts to be caused by federal transportation funding rescissions.

It was noted that the Colorado Municipal League (CML) has reduced dues for 2010 by 3 percent and Colorado Counties, Inc. (CCI) have not reduced dues at all. Jack Hilbert added, concerning CML and CCI, there is no comparison to DRCOG on organizational functions.

Macon Cowles stated, from a budgetary standpoint, the temporary deferral would be very difficult to deal with.

Bill Vidal moved for a deferment of 10 percent of 2010 dues for all DRCOG member governments until the 4th quarter of 2010; at which time – depending on the general economy – there would be a determination whether the 10 percent should be paid or written off. The motion failed for lack of a second.

Report of the Executive Director

Jennifer Schaufele briefed on publicity efforts by Senior Support Services to sway public opinion in their favor. Ms. Schaufele has met with Denver Council Member Judy Montero and State Representatives Gagliardi and Kagen who had misinformation about Senior Support Services, how the Area Agency on Aging (AAA) is funded, and how decisions are made on which applications to fund. DRCOG has provided articles to the Denver Post and other media outlets but, to date, none have been published.

Other Matters by Members

No other matters were discussed.

Executive Session – Performance Evaluation of Executive Director

At 5:55 p.m., it was moved and seconded to convene into executive session for completion of the Executive Director performance evaluation. The motion **passed unanimously**.

The committee reconvened into open session at 6:57 p.m.

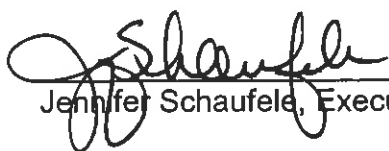
Adjournment

The meeting adjourned at 7 p.m.



Rod Bockenford, Chair
Administrative Committee
Denver Regional Council of Governments

ATTEST:



Jennifer Schaufele, Executive Director

MINUTES
ADMINISTRATIVE COMMITTEE
Wednesday, August 15, 2012

Present:

Jack Hilbert, Vice Chair	Douglas County
Erik Hansen	Adams County
Nancy Sharpe	Arapahoe County
Rachel Zenzinger	Arvada
Bob Broom	Aurora
Paul Ryan	Denver
Chris Nevitt	Denver
Ron Rakowsky	Greenwood Village
Don Rosier	Jefferson County
Adam Paul	Lakewood
Jim Taylor	Littleton
Jackie Millet	Lone Tree
Val Vigil	Thornton

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

Vice Chair Jack Hilbert called the meeting to order at 5:32 p.m. with a quorum present.

Motion to Adopt the Consent Agenda

Bob Broom **moved, seconded** by Jackie Millet, to adopt the consent agenda. The motion **passed** with 1 abstention. Items on the consent agenda included:

- Minutes of July 18, 2012

Motion to reduce the City and County of Denver's 2013 dues by 10 percent (\$34,340) as a special consideration given their current economic situation

This item was pulled from the agenda at the request of Paul Ryan, Denver Mayor's Office representative.

Motion to adopt a form, performance measures and schedule for assessing the performance of the DRCOG Executive Director

Members discussed what changes might be made to the form, performance measures, and schedule for assess the Executive Director's performance. After discussion, it was the consensus of the members that the form, performance measures, and schedule for assessing the Executive Director's performance would remain the same for the coming year.

Report of the Executive Director

No report was given.

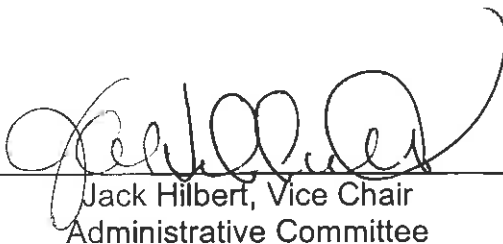
Financial Reports for May 2012

Members asked questions related to accounts receivable operations. Staff noted that accounts receivable reports are examined daily for unpaid items. A question was asked related to who approves "write-offs" in the accounting process. Staff noted that only small amounts are written off, generally \$50 or less. Members expressed an interest in DRCOG staff developing a policy for writing off accounts receivable items. Jennifer Schaufele noted that staff would prepare a policy for review and action by the Committee.

Other Matters by Members

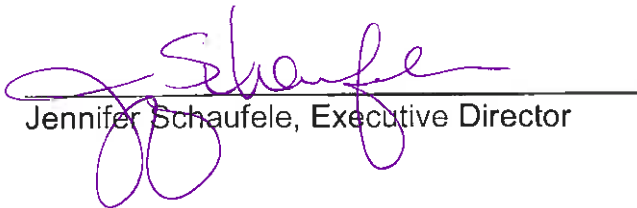
No other matters by members were discussed.

The meeting adjourned at 6:00 p.m.



Jack Hilbert, Vice Chair
Administrative Committee
Denver Regional Council of Governments

ATTEST:



Jennifer Schaufele, Executive Director