

**AGENDA ITEM:** 4.

**MEETING DATE:** January 24, 2012

**STAFF PERSON RESPONSIBLE:** Matthew Helfant, Transit Mobility Program Manager *MH*  
Jennifer Eby, Community Services Planning Manager *JE*

**DESCRIPTION:** This proposed Memorandum of Understanding (MOU) will serve to formalize Douglas County Transit Solutions (DCTS) and create a Local Coordinating Council (LCC).

**SUMMARY:** A Local Coordinating Council is a formal, multi-purpose, long-term alliance of community organizations, individuals, and interest groups that work together to achieve common goals regarding public transportation. An LCC implements and oversees the provision of coordinated transportation in their community or region. This MOU is an agreement by all signatories to appoint a representative to participate in regular meetings. No financial obligations are associated with the approval of this MOU. In addition, each organization does not commit to endorsing any policies or procedures made by the LCC or any of its representatives.

Staff is planning Partners in Motion, a Douglas County Transit Solutions event to be held on February 2, 2012 at the Wildlife Experience. This event will include an LCC MOU signing ceremony. Staff anticipates that the MOU document will be signed by stakeholder organizations such as jurisdictions, transportation providers, and various relevant community based organizations.

**STAFF RECOMMENDATION:** It is staff's recommendation, that the proposed MOU to formalize DCTS as Douglas County's LCC be approved by the Board of County Commissioners.

**REVIEWED BY THE COUNTY ATTORNEY:** Lance Ingalls, County Attorney

**APPROVED FOR AGENDA:** Terence T. Quinn, AICP, Planning Services Director *TQ*

**REVIEWED FOR FISCAL CONTENT:** Andrew Copland, Director of Finance

**REVIEWED BY THE COUNTY MANAGER:** Douglas J. DeBord, County Manager

**MEMORANDUM OF UNDERSTANDING  
STAFF REPORT**

**DATE:** January 10, 2012

**TO:** Douglas County Board of County Commissioners  
Jack A. Hilbert, Chair

**FROM:** Community Planning and Sustainable Development Department  
Matthew Helfant, Transit Mobility Program Manager *MH*  
Jennifer Eby, Community Services Planning Manager *JE*

**RE:** Memorandum of Understanding to establish Douglas County Transit Solutions (DCTS) as a Local Coordinating Council (LCC)

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**BOARD OF COUNTY COMMISSIONERS MEETING: January 24, 2012 @ 1:30 p.m.**

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**A. Executive Summary**

As part of the County's mobility management program, Douglas County Transit Solutions (DCTS), an ad hoc group of stakeholders that work on transit coordination and advocacy, is transitioning into becoming a Local Coordinating Council (LCC). DCTS is made up of service providers, community based organizations and municipal jurisdictions. The purpose of an LCC is to implement and oversee the provision of coordinated transportation in a community or region. The establishment of the LCC will be achieved through a Memorandum of Understanding (MOU).

DCTS has developed a MOU that representatives are currently sharing with their organizations. This MOU requires each signatory to agree to participate in regular meetings. Our Mobility Manager is currently making presentations to the governing bodies of participating jurisdictions to better acquaint them with the MOU and what is expected of them as a participant of the LCC. The participating jurisdictions involved include the Towns of Parker, Castle Rock, and Larkspur, the Cities of Castle Pines and Lone Tree, and the Highlands Ranch Metro District. To date, with the exception of the Highlands Ranch Metro District, each of these jurisdictions has formally approved the MOU. Formal approval by the Highlands Ranch Metro District is anticipated in late January.

Staff is planning Partners in Motion, a Douglas County Transit Solutions event to be held on February 2, 2012 at the Wildlife Experience. This event will culminate with an LCC MOU signing ceremony. State Representative Chris Holbert will provide opening remarks. Jayla Sanchez Warren, Director of the Area Agency on Aging with the Denver Regional Council of Governments, will provide the keynote address. The agenda will also include a presentation of the results of a recently completed transit needs assessment and two panel discussions focused on transit needs and LCC best practices. The purpose of the transit needs assessment is to inventory transportation services operating in the County and identify the unmet transportation needs of County residents, with a specific focus on older adults, individuals with disabilities, and people with low-incomes.

**B. Request**

Staff requests approval of the proposed MOU to formalize DCTS as Douglas County's LCC. Approval of this MOU will allow Douglas County to continue to participate as a partner on the LCC.

**C. Project Description**

A key objective of the County's mobility management program is the establishment of a Local Coordinating Council or LCC. A LCC is a formal, multi-purpose, long-term alliance of community organizations, individuals, and interest groups that work together to achieve common goals regarding public transportation. An LCC implements and oversees the provision of coordinated transportation in their community or region. The formal establishment of this organization may open up more funding opportunities and will allow for a smooth transition to becoming a non-profit organization in the future if the need should arise. Establishment of LCC's in communities across the state is a focal point in CDOT's strategy to improve the coordination of public transportation programs.

This MOU is an agreement by all signatories to participate in regular LCC meetings. Each organization agrees to appoint a representative to attend these meetings. There are no financial obligations associated with the approval of this MOU. In addition, each organization does not commit to endorsing any policies or procedures made by the LCC or any of its representatives.

**D. Background**

DCTS is a key component of Douglas County's mobility management program. For over a decade, DCTS has been an ad hoc group of stakeholders including service providers, community based organizations and municipal jurisdictions dedicated to expanding transit options throughout Douglas County through collaboration.

Participating jurisdictions include the Towns of Castle Rock, Larkspur, and Parker, the Cities of Lone Tree and Castle Pines, and the Highlands Ranch Metro District. Other participating organizations include the Tri-County Health Department, the Castle Rock Senior Center, and Arapahoe/Douglas Works!. Approval of the MOU by DCTS participating parties will transition DCTS from an informal group to an official Local Coordinating Council. This council will develop by-laws and have a more formalized structure. To date, the jurisdictions that have officially approved the MOU are the Towns of Castle Rock, Larkspur, and Parker, and the Cities of Lone Tree and Castle Pines. The Highlands Ranch Metro District expects to officially approve the document in late January. In addition, the organizations and transportation providers that have approved the MOU to date include the Parker Senior Center, the Castle Rock Senior Center, To the Rescue!, and First Transit. Staff anticipates between 15 and 20 total organizations, including jurisdictions, to approve this MOU.

**E. Staff Recommendation**

It is staff's recommendation, that the Board of County Commissioners approve the proposed MOU to formalize DCTS as a LCC for Douglas County.

**Attachments**

- Memorandum of Understanding- Douglas County Transit Solutions Local Coordinating Council
- Partners in Motion Event Draft Agenda

**Memorandum of Understanding  
Douglas County Transit Solutions Local Coordinating Council**

This Memorandum of Understanding is made and entered into this second day of February, 2012, by and between the Douglas County Board of County Commissioners and participating organizations for the purposes of establishing Douglas County Transit Solutions (DCTS) as a Local Coordinating Council (LCC).

*WHEREAS*, a local coordinating council is a formal, multi-purpose, long-term alliance of community organizations, individuals, and interest groups that work together to achieve common goals regarding human service transportation. A LCC implements and oversees the provision of coordinated transportation in its community or region. The formal establishment of this organization may make it easier to apply for certain funding opportunities and set up a non-profit organization if desired. Establishment of LCC's in communities across the state is a focal point in the Colorado Department of Transportation's strategy to improve the coordination of human service and public transportation programs; and

*WHEREAS*, the "Coordinated Transportation Plan," completed by Douglas County on February 18, 2008, identified a lack of transportation options connecting the towns, cities, and unincorporated areas of Douglas County, and further identified a need for additional human services transportation options within Douglas County; and

*WHEREAS*, improved transportation service was identified as the number one need at the Douglas County "Human Needs Summit" held on March 7, 2008; and

*WHEREAS*, the "Douglas County 2009-2013 Consolidated Plan" identified transit services as a high priority need for low- and moderate-income individuals and families; and

*WHEREAS*, the 2010 Census indicated that the Douglas County population is aging in place; and

*WHEREAS*, the "2010 Evaluation of the DRCOG Area Agency on Aging Transportation Service Support Program" identified that "Douglas County's population distribution and landscape create challenges for transportation provision."; and

*WHEREAS*, Douglas County conducted a "2010 Citizen Survey" of County residents in which respondents identified improved transportation services as a priority; and

*WHEREAS*, the "2011 Douglas County Transit Needs Assessment" documented unmet transportation needs throughout Douglas County, especially by seniors, persons with disabilities, and low income individuals and families; and

*WHEREAS*, the culmination of this information indicates a need, and an opportunity, to formalize a network of diverse transit services and options by coordinating transportation to help serve seniors, persons with disabilities, and low- and moderate income populations of Douglas County; and

*WHEREAS*, DCTS consists of several different transportation advocates, users, and providers serving seniors, persons with disabilities, and other transit dependent populations in Douglas County who envision Douglas County as a place where transportation services are accessible and affordable to all; and

*WHEREAS*, the mission of DCTS is to collaboratively develop resources to meet the mobility needs in Douglas County by increasing services through improved cost efficiency, elimination of duplication, and access to additional funding; and

*WHEREAS*, the DCTS member organizations and local jurisdictions are interested in helping to resolve the above problems through dialogue, projects, coordination of services, and the formation of a LCC; and

*WHEREAS*, it is in the best interest of the taxpayers and citizens of Douglas County for DCTS to work together as a LCC to provide greater transportation options, without any financial obligations.

*NOW THEREFORE, BE IT RESOLVED BY THE SIGNATORIES TO THIS MEMORANDUM THAT:*

The signatories make a commitment to establish DCTS as a LCC and to attend and participate in regular meetings and to develop operating by-laws for the LCC; and

That should any projects being proposed by the LCC require local funding, the signatories hereto shall not be required to participate in such funding, but shall have the option to do so; and

By signing this MOU, each organization does not commit itself to endorsing any policies or procedures made by DCTS or any of its representatives. Any organization may terminate its participation in the MOU upon 14 days written notice to DCTS.

**Memorandum of Understanding  
Douglas County Transit Solutions Local Coordinating Council  
Signature Page for Participating Organization**

**BOARD OF COUNTY COMMISSIONERS OF  
DOUGLAS COUNTY**

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**Commissioner Jack A. Hilbert, Chair**

**ATTEST:**

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**Melissa Ann Pelletier, Deputy Clerk to the Board**

**APPROVED AS TO FORM:**

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**Kristin Decker, Senior Assistant County Attorney**

**2012** **DC Transit Solutions**  
Teaming up for transit in Douglas County, Colorado  
**PARTNERS IN Motion**

**Draft Agenda**  
**Thursday February 2, 2012**  
**8:00 a.m.-2:30 p.m.**  
**Wildlife Experience**

- I. Continental Breakfast and Registration
- II. Welcome and Opening Remarks
  - Representative Chris Holbert, Colorado State Legislature
- III. Needs Assessment Findings Presentation
  - Jennifer Garner, Senior Consultant for BBC Research and Consulting
- IV. Panel Discussion on Needs  
  
Moderator:
  - Jennifer Eby, Community Services Planning Manager for Douglas County  
Panel Participants:
  - Suzanne Greene, Executive Director for the Douglas/Elbert Taskforce
  - Marsha Alston, Associate Director for Client and Family Relations for Developmental Pathways
  - Valerie Robson, Manager of Adult Services for Douglas County
- V. Keynote Speaker
  - Jayla Sanchez-Warren, Director for the Area Agency on Aging for the Denver Regional Council of Governments (DRCOG)
- VI. Lunch
- VII. Panel Discussion on Local Coordinating Councils  
  
Moderator:
  - Angela Schreffler, Executive Director for the Denver Regional Mobility and Access Council (DRMAC)  
Panel Participants:
  - Thomas Coogan, Chair of the Broomfield Local Coordinating Council and DRMAC Board of Directors
  - Susan Franklin, Jefferson County Systems of Care Program Manager
  - Danelle Young, Consultant for CDOT and the State Coordinating Council
- VIII. Local Coordinating Council Signing Ceremony
- IX. Closing Remarks
  - Jeanne Erickson, United We Ride Ambassador for Federal Transit Administration Region VIII