

AGENDA
FINANCE AND BUDGET COMMITTEE
WEDNESDAY, December 15, 2021
5:45 p.m. – 6:15 p.m.
VIDEO/WEB CONFERENCE
Denver, CO

1. Call to Order

CONSENT AGENDA

2. Move to Adopt the Consent Agenda
 - i. Approve November 17, 2021 minutes
(Attachment A)

ACTION ITEMS

3. Discussion of a resolution authorizing the DRCOG Executive Director to execute a contract with the Regional Transportation District (RTD) for support of vanpool services offered by DRCOG's Way to Go program in an amount not to exceed \$660,000 in 2022.
(Attachment B) Steve Erickson, Director, Communications and Marketing

ADMINISTRATIVE ITEMS

4. Report of the Chair
5. Report of the Executive Director
6. Other Matters by Members
7. Next Meeting – January 19, 2021
9. Adjourn

Persons in need of auxiliary aids or services, such as interpretation services or assisted listening devices, are asked to contact DRCOG at least 48 hours in advance of the meeting by calling (303) 480-6701.

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SUMMARY
FINANCE AND BUDGET COMMITTEE
Wednesday, November 17, 2021
Note: Meeting held virtually via Microsoft Teams

Present:

Wynne Shaw, Chair	Lone Tree
Alison Coombs	Aurora
Jeff Baker	Arapahoe County
Deborah Mulvey	Castle Pines
Nicholas Williams	Denver County
George Teal	Douglas County
Jim Dale	Golden
Ashley Stolzmann	Louisville
Neal Shah	Superior

Others Present: Doug Rex, Executive Director; Paul Niedermuller, Justin Halstead, CliftonLarsenAllen; Steve Conklin, Edgewater; Joan Peck, Longmont; and DRCOG staff.

Chair Shaw called the meeting to order at 5:40 p.m. with a quorum present.

Move to Adopt the Consent Agenda

Director Baker **moved** to adopt the consent agenda. The motion was **seconded** and **passed** unanimously.

Items on the consent agenda included:

- Minutes of the October 20, 2021 Meeting

Discussion of a resolution authorizing the Executive Director to execute an amendment to the contract with Enterprise Rent-A-Car Company of Pittsburgh, extending the contract termination date to June 30, 2022, with no other changes to the existing contract. Steve Erickson provided a brief overview of the amendment to the committee. To provide vanpool services to commuters, it is necessary for DRCOG to contract with a firm to lease vans to vanpool groups, provide administrative services, and serve as the direct reporter of vanpool data to the National Transit Database (NTD). DRCOG currently contracts with Enterprise Rent-A-Car Company of Pittsburgh to provide these services, but the contract terminates on December 31, 2021. It is necessary for DRCOG to extend the existing vanpool services agreement with Enterprise Rent-A-Car of Pittsburgh until June 30, 2022 to allow adequate time to issue an RFP and evaluate proposals from vanpool providers for services in 2022 and beyond, and to align the vanpool services agreement with DRCOG's fiscal year.

Director Williams **moved** to adopt Resolution No. 21, 2021, authorizing the Executive Director to execute an amendment to the contract with Enterprise Rent-A-Car Company of Pittsburgh, extending the contract termination date to June 30,

2022, with no other changes to the existing contract. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with The Sanborn Map Company, Inc. (Sanborn) in an amount not to exceed \$730,000 and Nearmap in an amount not to exceed \$450,000 for 2022 and 2023 aerial imagery and related products and services and to collect payment from all participating parties for the products and services purchased

Ashley Summers presented the contract to the committee. Member governments and regional partners requested that DRCOG coordinate the acquisition of imagery and related products during the 2022/23 project cycle. To accommodate this effort, DRCOG has pursued the following actions:

- hosted a pre-bid workshop in January 2021 to communicate partner needs to potential vendors
- facilitated the evaluation of six vendor bids by 12 volunteer partners in March 2021 – which resulted in the selection of Sanborn and Nearmap as preferred vendors,
- provided customized cost quotes to potential partners in April 2021 to coincide with the beginning of their annual budget processes
- began collecting partner contributions in October 2021

Sanborn has served as DRCOG's aerial imagery acquisition vendor since 2016 and provides a custom imagery product that is acquired and processed to our specifications once every project cycle. Staff recommended negotiating and executing a new contract with Sanborn for an amount not to exceed \$730,000.

Nearmap provides imagery and related products and services twice a year as an off-the-shelf, supplemental solution. As part of the 22/23 imagery cycle, DRCOG staff further recommends negotiating and executing a contract with Nearmap for an amount not to exceed \$450,000

Director Coombs **moved** to adopt Resolution No. 22, 2021, authorizing the Executive Director to negotiate and execute a contract with The Sanborn Map Company, Inc. (Sanborn) in an amount not to exceed \$730,000 and Nearmap in an amount not to exceed \$450,000 for 2022 and 2023 aerial imagery and related products and services and to collect payment from all participating parties for the products and services purchased. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to amend the existing Complete Streets Toolkit consultant contract in a total authorization amount not to exceed \$160,000 to conduct initial implementation activities associated with DRCOG's Regional Complete Streets Toolkit.

Jacob Riger provided a brief overview of the amendment to the committee. With subsequent Congressional passage of the federal Infrastructure Investment and Jobs Act (IIJA), DRCOG staff saw an opportunity to respond to provisions of the IIJA to start

implementing the Complete Streets Toolkit. Given specific direction from the IIJA, DRCOG staff proposes to use remaining funds from its existing Complete Streets Toolkit contract with Toole Design Group and to increase the total contract amount to accomplish the proposed additional scope of work. This scope of work involves using the Complete Streets Toolkit, the 2050 Regional Transportation Plan, and DRCOG's recent specialized plans to conduct a prioritization analysis to identify segments or locations worthy of investment to "improve the safety, mobility, or accessibility of a street" To accomplish this work, staff proposed to increase the existing contract amount by \$10,000, from \$150,000 to \$160,000.

Director Baker **moved** to adopt Resolution No. 23, 2021, authorizing the Executive Director to amend the existing Complete Streets Toolkit consultant contract in a total authorization amount not to exceed \$160,000 to conduct initial implementation activities associated with DRCOG's Regional Complete Streets Toolkit. The motion was **seconded** and **passed** unanimously.

Presentation of the DRCOG six-month 2021 Audit

Paul Niedermuller, Clifton Larsen Allen, provided an overview of the audit to the committee. In February 2020, the Board of Directors approved DRCOG transitioning from a calendar fiscal year to the state fiscal year (July through June). In order for the new fiscal year to commence on July 1, 2021, a six-month audit of January 1, 2021 through June 30, 2021 was required. Mr. Niedermuller briefed members on the six-month 2021 agency audit and reported the audit was clean, with no discrepancies or corrective actions needed.

Report of Chair

There was no report

Report of Executive Director

ED Rex wanted to thank DRCOG staff and members of CLA for their work on the most recent audit. He also mentioned that there may be a budget amendment that will be presented to the committee at a later date.

Other Matters by Members

There were no other matters by members.

Next Meeting

The next meeting is scheduled for December 15, 2021

The meeting adjourned at 6:06 p.m.

ATTACH B

To: Chair and Members of the Finance and Budget Committee

From: Douglas W. Rex, Executive Director
303-480-6701 or DRex@drcog.org

Meeting Date	Agenda Category	Agenda Item #
December 15, 2021	Action	3

SUBJECT

This action is related to executing a contract with the Regional Transportation District (RTD) for support of the vanpool services offered by DRCOG's Way to Go program.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends authorizing the Executive Director to execute a contract with the Regional Transportation District (RTD) for support of the vanpool services offered by DRCOG's Way to Go program in an amount not to exceed \$660,000 in 2022.

ACTION BY OTHERS

NA

SUMMARY

RTD has expressed a commitment to vanpooling as a complement to its transit services, particularly for low volume peak travel times and dispersed commute travel. For 2022, RTD has budgeted \$660,000 for passenger fare subsidies for the Way to Go vanpool program.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to approve a resolution authorizing the Executive Director to execute a contract with the Regional Transportation District (RTD) for support of the vanpool services offered by DRCOG's Way to Go program in an amount not to exceed \$660,000 in 2022.

ATTACHMENT

Draft resolution

ADDITIONAL INFORMATION

If you need additional information, please contact Douglas W. Rex, Executive Director, at 303-480-6701 or DRex@drcog.org or Steve Erickson, Director Communications and Marketing, at 303-480-6716 or SErickson@drcog.org

DENVER REGIONAL COUNCIL OF GOVERNMENTS
STATE OF COLORADO

FINANCE AND BUDGET COMMITTEE

RESOLUTION NO. _____, 2021

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH THE REGIONAL TRANSPORTATION DISTRICT (RTD) FOR SUPPORT OF THE VANPOOL SERVICES OFFERED BY DRCOG'S WAY TO GO PROGRAM IN AN AMOUNT NOT TO EXCEED \$660,000 IN 2022.

WHEREAS, DRCOG has, through its Way to Go program, successfully administered commuter vanpool services since 1992; and

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

WHEREAS, RTD has budgeted \$660,000 in 2022 for passenger fare subsidies for Way to Go vanpool services; and

NOW, THEREFORE, BE IT RESOLVED that the Finance and Budget Committee authorizes the Executive Director to execute a contract with the Regional Transportation District (RTD) for support of the vanpool services offered by DRCOG's Way to Go program in an amount not to exceed \$660,000 in 2022.

RESOLVED, PASSED AND ADOPTED this _____ day of _____ 2021 at Denver, Colorado.

Wynne Shaw, Chair
Finance and Budget Committee
Denver Regional Council of Governments

ATTEST:

Douglas W. Rex, Executive Director