

AGENDA
FINANCE AND BUDGET COMMITTEE
WEDNESDAY, SEPTEMBER 16, 2020
5:30 – 6:15 p.m.
VIDEO/WEB CONFERENCE
Denver, CO

1. Call to Order

CONSENT AGENDA

2. Move to Adopt the Consent Agenda

- Approve August 19, 2020 minutes
(Attachment A)

ACTION ITEMS

3. Discussion of a resolution authorizing the Executive Director to execute a contract with the Colorado Refugee Services Program in an amount not to exceed \$85,000 for the term of October 1, 2020 through September 30, 2021 in support of DRCOG's elder refugee services program.

(Attachment B) Jayla Sanchez-Warren, Director, Area Agency on Aging

4. Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with North Highland in an amount not to exceed \$100,000 with a term ending July 31, 2021 to provide on-call consulting services.

(Attachment C) Ron Papsdorf, Director, Transportation Planning and Operations

INFORMATION ITEMS

5. Discussion of the draft 2021 Budget and Work Program.

(Attachment D) Jenny Dock, Director, Administration and Finance

ADMINISTRATIVE ITEMS

6. Executed Contracts Report – no contracts to report for August 2020

7. Report of the Chair

8. Report of the Executive Director

9. Other Matters by Members

10. **Next Meeting – October 21, 2020**

11. 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) 455-1000.

ATTACH A

SUMMARY
FINANCE AND BUDGET COMMITTEE
Wednesday, August 19, 2020
Note: Meeting held virtually via GoToWebinar

Present:

Steve Conklin, Chair	Edgewater
Jeff Baker	Arapahoe County
Elise Jones	Boulder County
Nicholas Williams	Denver County
Roger Partridge	Douglas County
Jim Dale	Golden
Libby Szabo	Jefferson County
Larry Strock	Lochbuie
Wynne Shaw	Lone Tree
Joan Peck	Longmont
Ashley Stolzmann	Louisville

Others Present: Doug Rex, Executive Director; and DRCOG staff.

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

Move to Adopt the Consent Agenda

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

Items on the consent agenda included:

- Minutes of the July 15, 2020 Meeting

Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with HDR Engineering in an amount not to exceed \$200,000 with a term ending June 30, 2021 to support the development of the 2050 Metro Vision Regional Transportation Plan (2050 MVRTP).

Jacob Riger, Manager, Transportation Planning & Operations, provided an overview of the contract to the committee. DRCOG staff will be conducting the planning process and will prepare the majority of the 2050 MVRTP in-house, but consultant involvement is requested in a task-order, on-call contract arrangement to assist with several tasks. The purpose of the on-call arrangement is to most strategically target consultant expertise to support the 2050 MVRTP planning process as needed to use available funding most efficiently for this contract. After careful review, the panel unanimously selected HDR Engineering Inc. due to their demonstrated qualifications and experience in developing long range transportation plans as well as their extensive knowledge of best practices pertaining to multimodal long-range transportation planning.

Director Jones **moved** to adopt Resolution No. 17, 2020, authorizing the Executive Director to negotiate and execute a contract with HDR Engineering, Inc. in an amount not to exceed \$200,000 with a term ending June 30, 2021 to support development of the 2050 Metro Vision Regional Transportation Plan. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to execute a contract with Tri-County Health Department for Accountable Health Communities navigation services in an amount not to exceed \$193,000 with a term ending April 30, 2021 with a one year auto-renewal to re-authorize the terms until April 30, 2022.

AJ Diamontopoulos, Manager, Area Agency on Aging, explained the contract to the committee. As part of the Accountable Health Communities (AHC) model, DRCOG contracts with clinical delivery sites to screen and navigate Medicare and/or Medicaid beneficiaries to address health-related social needs. Due to budget cuts resulting from the COVID-19 pandemic, Tri-County Health Department (TCHD) will be unable to continue navigation services. These budget cuts, that will impact AHC navigation deliverables, are expected to be fully enacted by September 30, 2020. To maintain the positive contributions of TCHD as an AHC Clinical Partner and to help people in our region experiencing difficulties, DRCOG proposes to reimburse TCHD for two full time navigator positions to complete AHC program requirements prescribed by CMS. In addition to the two positions, TCHD must submit data reports on a regular basis to document compliance with program requirements.

Director Strock **moved** to adopt Resolution No. 18, 2020, authorizing the Executive Director to negotiate and execute a contract with Tri-County Health Department for Accountable Health Communities navigation services in an amount not to exceed \$193,000 with a term ending April 30, 2021 with a one year auto-renewal to re-authorize the terms until April 30, 2022. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with DemandTrans Solutions to develop a data exchange adaptor for the Ride Alliance Program in an amount not to exceed \$107,900 with a term ending December 31, 2020.

Heather Kamper, Manager, Area Agency on Aging, provided an overview of the contract to the committee. The primary goal of the Ride Alliance program is to allow providers of demand-response transportation to forward ride requests it cannot fulfill to another provider who can fulfill the request. The mechanism to exchange these trips amongst HST providers is through a clearinghouse called the Trip Exchange. It was originally developed by DemandTrans Solutions through a *Mobility Services for All* grant. Through the course of the project, the pilot participants identified several enhancements that were needed to make the Trip Exchange more functional. DRCOG's review team, comprised of staff familiar with the Ride Alliance program, carefully evaluated five different proposals and ultimately chose DemandTrans Solutions to develop the data exchange adaptor.

Director Strock **moved** to adopt Resolution No. 19, 2020, authorizing the Executive Director to execute a contract with DemandTrans Solutions to develop a data

Finance and Budget Committee Meeting Summary

August 19, 2020

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exchange adaptor for the Ride Alliance program in an amount not to exceed \$107,900 with a term ending December 31, 2020. The motion was **seconded** and **passed** unanimously.

Executed Contracts

There were no reported contracts for July 2020

Report of Chair

No report was provided.

Report of the Executive Director

Executive Director Rex wanted to thank the directors for their continued work throughout the region during the pandemic. He also wanted to give the committee a heads up that at the September 16 meeting there will be a discussion about the 2021 budget followed by a recommendation to the Board at the October F&B Committee meeting.

Other Matters by Members

There were no other matters by members

Next Meeting

The next meeting is scheduled for September 16, 2020

The meeting adjourned at 5:50 p.m.

ATTACH B

To: Chair and Members of the Finance and Budget Committee

From: Doug Rex, Executive Director
303-480-6701 or drex@drcog.org

Meeting Date	Agenda Category	Agenda Item #
September 16, 2020	Action	3

SUBJECT

This action is related to the receipt of grant funds issued by the Colorado Department of Human Services (CDHS), through the Colorado Refugee Services Program (CRSP), for DRCOG's Area Agency on Aging (AAA) Elder Refugee Services program.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends that the Finance and Budget Committee authorize the Executive Director to accept grant funds from CRSP of \$85,000 for the Elder Refugee Services program for the period of October 1, 2020 to September 30, 2021.

ACTION BY OTHERS

N/A

SUMMARY

Since 2012, the AAA has received federal funds through CRSP to provide education and information assistance to older refugees residing in the Denver metro region. The program addresses the unique barriers older refugees face to help them better access health care and community-based services and thus enable them to successfully live independently. With renewed funding, CRSP is now extending the contract for another year at \$85,000, which is \$40,000 less than in the previous federal fiscal year due to a reduction in available funding.

The grant helps pay for a program coordinator at DRCOG as well as community navigators that serve a variety of local refugee communities.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to approve a resolution authorizing the Executive Director to execute a contract with the Colorado Refugee Services Program in an amount not to exceed \$85,000 for the term of October 1, 2020 through September 30, 2021, in support of DRCOG's Elder Refugee Services program.

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

DENVER REGIONAL COUNCIL OF GOVERNMENTS
STATE OF COLORADO

FINANCE & BUDGET COMMITTEE

RESOLUTION NO. _____, 2020

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH COLORAD REFUGEE SERVICES PROGRAM IN AN AMOUNT NOT TO EXCEED \$85,000 FOR THE TERM OCTOBER 1, 2020 THROUGH SEPTEMBER 31, 2021 IN SUPPORT OF DRCOG'S ELDER ADULT REFUGEE SERVICES PROGRAM.

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

WHEREAS, since 2012, the AAA has received federal funds through CDHS' Colorado Refugee Services Program (CRSP) for its Elder Refugee Services program to provide education and assistance to refugees age 60 years and older; and

WHEREAS, the AAA is receiving a grant from CRSP in the amount of \$85,000 for an additional year ending September 30, 2021.

NOW, THEREFORE, BE IT RESOLVED, that the Finance and Budget Committee authorizes the Executive Director to execute a contract with the Colorado Refugee Services Program in an amount not to exceed \$85,000 for the term October 1, 2020 through September 30, 2021 in support of DRCOG's Elder Adult Refugee Services program.

Steve Conklin, Chair
Finance and Budget Committee
Denver Regional Council of Governments

ATTEST:

Douglas W. Rex, Executive Director

ATTACH C

To: Chair and Members of the Finance and Budget Committee

From: Douglas W. Rex, Executive Director
(303) 480-6701 or drex@drcoq.org

Meeting Date	Agenda Category	Agenda Item #
September 16, 2020	Action	4

SUBJECT

This item is related to DRCOG contracting with North Highland for on-call consulting to support the RTD Accountability Committee.

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends authorizing the Executive Director to negotiate and execute a contract with North Highland for on-call consulting to support the RTD Accountability Committee.

ACTION BY OTHERS

N/A

SUMMARY

The Regional Transportation District (RTD) board, in collaboration with the Governor of Colorado and the Transportation chairs of the General Assembly, created the RTD Accountability Committee (the "Committee"). The Committee is fully independent from RTD. The Committee's mission is to provide feedback and a set of recommendations for improvement to the Board and staff of the RTD, the Governor, the General Assembly, and the public. At the request of the parties, the committee is hosted and staffed by DRCOG.

The Committee recognizes the need for on-call consulting to support its work. DRCOG and the Committee solicited proposals for "on-call" consultant(s) for guidance, research, document development, facilitation, and related tasks as they arise.

Four submissions were received from respondents. A review panel made up of RTD Accountability Committee members and DRCOG staff from Administration and Finance, Transportation and Planning Operations, and Regional Planning and Development divisions evaluated the proposals. While it was clear that all four firms were capable of doing this work, the panel came to a consensus on selecting North Highland due to its qualifications and varied experience, including relevant public sector work on equity and human resource issues in addition to transit.

The full RTD Accountability Committee is scheduled to weigh in on this recommendation on September 14. In the event the Committee does not concur with the panel's recommendations, DRCOG staff will advise the Finance and Budget Committee accordingly.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to adopt a resolution authorizing the Executive Director to negotiate and execute a contract with North Highland for on-call consulting services to support the RTD Accountability Committee for an amount not to exceed \$100,000 with a term ending July 31, 2021.

ATTACHMENTS

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 Ron Papsdorf, Director, Transportation Planning and Operations, at 303-480-6747 or rpapsdorf@drcog.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS

STATE OF COLORADO

FINANCE AND BUDGET COMMITTEE

RESOLUTION NO. _____, 2020

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A CONTRACT WITH NORTH HIGHLAND FOR ON-CALL CONSULTING SERVICES TO SUPPORT THE RTD ACCOUNTABILITY COMMITTEE FOR AN AMOUNT NOT TO EXCEED \$100,000 WITH A TERM ENDING JULY 31, 2021.

WHEREAS, The Regional Transportation District (RTD) Board, in collaboration with the Governor of Colorado and the Transportation chairs of the General Assembly, have created the fully independent RTD Accountability Committee; and

WHEREAS, DRCOG has agreed to host, staff, and facilitate this committee and has a contract with RTD to carry out these activities; and

WHEREAS, the RTD Accountability Committee recognizes a need for on-call consulting for guidance, research, document development, facilitation, and related needs as they arise.; and

WHEREAS, A request for proposals was published to solicit a consulting firm to carry out such activities; and

WHEREAS, A review panel made up of RTD Accountability Committee members and DRCOG staff evaluated the proposals and came to a consensus on selecting North Highland due to its varied experience that includes applicable public sector work on equity and human resource issues in additional to transit.

NOW, THEREFORE, BE IT RESOLVED that the Executive Director is authorized to negotiate and execute a contract with North Highland for on-call consulting services to support the RTD Accountability Committee for an amount not to exceed \$100,000 with a term ending July 31, 2021.

RESOLVED, PASSED AND ADOPTED this _____ day of _____, 2020 at Denver, Colorado.

Steve Conklin, Chair
Finance and Budget Committee
Denver Regional Council of Governments

ATTEST:

Douglas W. Rex, Executive Director

ATTACH D

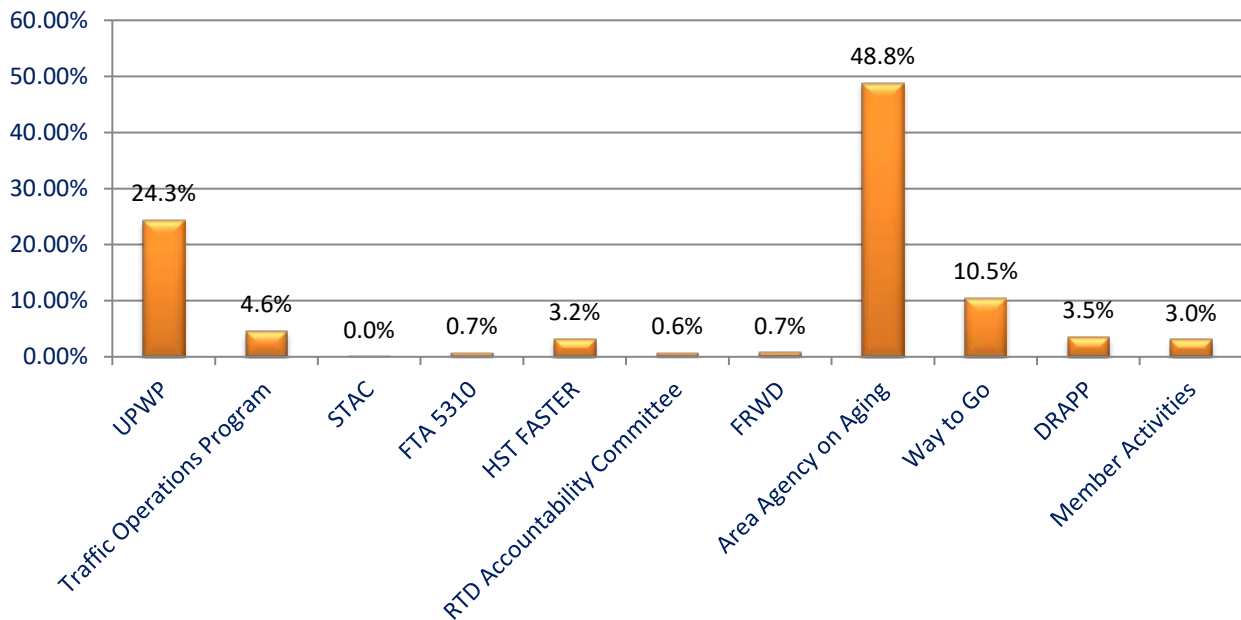
2021 BUDGET SUMMARY AND COMPARISON

		2019 Actuals	2020 Budget	2021 Budget
BEGINNING BALANCE	1	\$ 7,691,016	\$ 9,190,820	\$ 9,220,820
General Funds		4,606,850	6,111,622	6,241,622
Program Obligations		3,084,166	3,079,198	2,979,198
 REVENUES				
Member Dues		\$ 1,698,327	1,760,800	1,760,800
Federal Grants		14,690,170	16,985,656	21,505,183
State Grants		3,721,481	4,270,462	5,867,185
Local/Other Funds		1,998,832	2,975,445	2,006,320
In-kind Services		692,570	1,067,654	1,025,329
Service Income		247,259	100,000	0
Interest/Investment Income		65,459	30,000	30,000
 TOTAL REVENUES		\$ 23,114,098	\$ 27,190,017	\$ 32,194,817
 TOTAL FUNDS AVAILABLE		\$ 30,805,114	\$ 36,380,837	\$ 41,415,637
 EXPENDITURES				
Personnel		\$ 11,215,086	\$ 14,293,255	\$ 14,855,799
Contractual Services		6,267,071	8,492,667	11,730,700
In-kind Services		692,570	779,446	855,247
Non-personnel		3,433,782	3,554,649	4,713,071
Capital Outlay		5,785	40,000	10,000
 TOTAL EXPENDITURES		\$ 21,614,294	\$ 27,160,017	\$ 32,164,817
 ENDING BALANCE		\$ 9,190,820	\$ 9,220,820	\$ 9,250,820
General Funds		6,111,622	6,241,622	6,271,622
Program Obligations ²		3,079,198	2,979,198	2,979,198
 PASS-THROUGH FUNDS				
Area Agency on Aging		\$ 14,862,213	\$ 16,054,246	\$ 19,478,183
FTA 5310				\$ 1,276,756
 TOTAL PASS-THROUGH FUNDS		\$ 14,862,213	\$ 16,054,246	\$ 20,754,939

¹ The beginning balance for the 2021 budget is based on 2019 actuals. All other 2021 line items are estimates.

² Program obligations are pre-paid funds set aside for specific programs: Guaranteed Ride Home, DRAPP, Regional Vanpool, and Veterans Directed.

2021 EXPENDITURES BY STRATEGIC INITIATIVE



Strategic Initiative	% of Total	Amount
UPWP	24.34%	\$ 7,829,953
Traffic Operations Program	4.57%	\$ 1,468,465
STAC	0.03%	\$ 9,550
FTA 5310	0.69%	\$ 223,244
HST FASTER	3.16%	\$ 1,016,000
RTD Accountability Committee	0.62%	\$ 200,000
FRWD	0.75%	\$ 240,500
Area Agency on Aging	48.83%	\$ 15,707,060
Way to Go	10.50%	\$ 3,376,396
DRAPP	3.48%	\$ 1,119,578
Member Activities	3.03%	\$ 974,071
Strategic Initiatives Total	100.00%	\$32,164,817

2021 Strategic Initiatives Funding Summary

PROJECT	FEDERAL	STATE	LOCAL/OTHER FUNDS	IN-KIND SERVICES	SERVICE INCOME	MEMBER DUES MATCH/DRCOG FUNDED	TOTAL
UPWP	\$ 6,471,380			\$ 955,329		\$ 403,244	\$ 7,829,953
Traffic Operations Program	\$ 1,468,465						\$ 1,468,465
FTA 5310*	\$ 178,595					\$ 44,649	\$ 223,244
STAC/State Rural Planning Assistance	\$ 9,550						\$ 9,550
HST FASTER		\$ 1,000,000				\$ 16,000	\$ 1,016,000
RTD Accountability Committee			\$ 200,000				\$ 200,000
FRWD		\$ 240,500					\$ 240,500
Area Agency on Aging**	\$ 10,915,040	\$ 4,403,351		\$ 70,000		\$ 318,669	\$ 15,707,060
Way to Go	\$ 2,387,153		\$ 916,558	\$ -		\$ 72,685	\$ 3,376,396
Denver Regional Aerial Photography Project (DRAPP)	\$ 75,000	\$ 223,334	\$ 821,244				\$ 1,119,578
Member Activities			\$ 68,518			\$ 905,553	\$ 974,071
TOTAL FUNDING SUMMARY	\$ 21,505,183	\$ 5,867,185	\$ 2,006,320	\$ 1,025,329	\$ -	\$ 1,760,800	\$ 32,164,817

*Funding Summary does not reflect \$1,276,756 in FTA 5310 Pass-Through funding.

**Funding Summary does not reflect \$19,478,183 in Area Agency on Aging Pass-Through funding.

Funding Summary does not reflect \$30,000 in projected interest income.