

AGENDA
FINANCE AND BUDGET COMMITTEE
WEDNESDAY, May 3, 2022
3 p.m. – 4 p.m.
VIDEO/WEB CONFERENCE
Denver, CO

1. Call to Order

CONSENT AGENDA

2. Move to Adopt the Consent Agenda
 - i. Approve April 20, 2022 minutes
(Attachment A)

ACTION ITEMS

3. Discussion of the DRCOG Draft 2022/2023 Budget and Work Program
(Attachment B) Jenny Dock, Director, Administration and Finance

ADMINISTRATIVE ITEMS

4. Report of the Chair
5. Report of the Executive Director
6. Other Matters by Members
7. **Next Meeting – May 18, 2022**
8. 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, April 20, 2022
Note: Meeting held virtually via Microsoft Teams

Present:

Jeff Baker, Chair	Arapahoe County
Claire Levy	Boulder County
Kevin Flynn	Denver City & County
Nicholas Williams	Denver City & County
Lisa Smith	Arvada
Alison Coombs	Aurora
Steve Conklin	Edgewater
Paul Haseman	Golden
Tracy Kraft-Tharp	Jefferson County
Neal Shah	Superior

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

Chair Baker called the meeting to order at 5:31 p.m. with a quorum present.

Move to Adopt the Consent Agenda

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

Items on the consent agenda included:

- Minutes of the March 16, 2022 Meeting
- A resolution authorizing the DRCOG Executive Director to accept funding from the Federal Transit Administration (FTA) for approximately \$2.5 million for the period of January 1, 2022, and ending September 30, 2023 and to allocate approximately \$1.6 million to projects beginning July 1, 2022 and ending June 30, 2023 including carryover projects.
- A resolution authorizing the DRCOG Executive Director to enter into an agreement with Colorado Department of Transportation (CDOT) for approximately \$1.5 million dollars and to allocate approximately \$1.7 million to projects as approved for the period of July 1 2022- June 30 2023 including carryover awards.
- A resolution authorizing the Executive Director to allocate approximately \$3.3 million in Older Americans Act/State Funding for Senior Services funds to transportation projects as recommended for the period of July 1, 2022 through June 30, 2023.

Discussion of a resolution authorizing the Executive Director to allocate additional funds of approximately \$1.0 million to AAA service providers for the state fiscal year ending on June 30, 2022.

Sharon Day provided a brief overview of the allocations to the members. AAA contractors were given the opportunity to request additional funds to use during the remainder of the current state fiscal year ending on June 30, 2022 in February 2022. Thirteen providers submitted requests to increase and/or reallocate funds within their programs, which needed to include a justification. The ACA reviewed all proposals and recommended allocations totalling approximately \$1.0 million for SFY2022.

Director Levy **moved** to adopt Resolution No. 10, 2022, authorizing the Executive Director to allocate additional funds of approximately \$1.0 million to AAA service providers for the state fiscal year ending on June 30, 2022. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to allocate approximately \$13.3 million to AAA service providers and extend their contracts for an additional one-year period ending on June 30, 2023.

Sharon Day provided an overview of the contract allocations to the committee. Contracts with service providers may be extended for one additional year after the initial contract period. AAA service contractors were recently given the opportunity to submit their proposed budgets for the second fiscal year ending on June 30, 2023. Amounts requested must be the same or less in total from the current grant year. The ACA, through its funding subcommittee, reviewed and discussed all the proposed contract allocations. The ACA's recommendations totaling approximately \$13.3 million for the state fiscal year ending on June 30, 2023 were presented to committee members.

Director Williams **moved** to adopt Resolution No. 11, 2022, authorizing the Executive Director to allocate approximately \$13.3 million to AAA service providers and extend their contracts for an additional one-year period ending on June 30, 2023. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to accept state funds of approximately \$344,000 from Senate Bill 21-290 and to allocate them to service contractors contingent upon the recommendation of the Advisory Committee on Aging.

Sharon Day provided an overview of the funds to the committee. AAAs were given the opportunity to apply for funding under a new state AAA grant program, with the passing of SB21-290. The Bill authorized up to \$15 million for AAAs to make one-time outlays for prioritized services and service infrastructure that benefit older adults in their respective regions. Submissions of thirteen projects totaling more than \$5 million were received through an RFA put out by DRCOG. The funding subcommittee of the ACA reviewed the requests and recommended projects totaling approximately \$1.0 million. DRCOG received a notice of award for three of the five projects included in the grant application totaling approximately \$344K. The funds are expected to be distributed upfront and must be allocated to projects by December 31, 2022. There is no expiration date to spend the funds, but monthly progress reports will be required for monitoring purposes.

Director Smith **moved** to adopt Resolution No. 12, 2022, authorizing the Executive Director to accept state funds of approximately \$344,000 from Senate Bill 21-290 and to allocate them to service contractors contingent upon the recommendation of

the Advisory Committee on Aging. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with Urban Trans to develop a regional TDM Strategic Plan in an amount not to exceed \$200,000.

Emily Lindsey provided an overview of the contract to the committee. DRCOG released a RFP to solicit proposals from planning consulting firms qualified and experienced in developing transportation demand management plans in January 2022. The purpose of the regional TDM Strategic Plan is to evaluate existing TDM programs, policies, practices, and partnerships and identify desired actions and activities to support transportation demand management in the Denver region. DRCOG received one proposal, which was reviewed and evaluated by a proposal review committee. DRCOG staff proposed to execute a contract with the preferred consultant, Urban Trans, with a total contract amount of \$200,000. Funds have been allocated to this task in DRCOG's current FY 2022-2023 Unified Planning Work Program.

Director Williams **moved** to adopt Resolution No. 13, 2022, authorizing the Executive Director to negotiate and execute a contract with Urban Trans to develop a regional Transportation Demand Management (TDM) Strategic Plan in an amount not to exceed \$200,000. The motion was **seconded** and **passed** unanimously.

The draft 2022-2023 Budget

Jenny Dock provided an overview of the draft budget to the members. Each year the Finance and Budget Committee reviews and recommends approval of a proposed budget to the Board of Directors for the coming year. Members were given an opportunity to review the budget to make suggestions and ask questions as needed. Staff requested they provide any needed revisions as soon as possible so these could be considered for the final budget, which will be presented to the committee on May 3.

Report of Chair

There was no report.

Report of Executive Director

Executive Director Rex wanted to let the committee know that Board meetings, P&E, and F&B will begin meeting in-person beginning in May.

Other Matters by Members

There were no other matters by members.

Next Meeting

The next meeting is scheduled for May 3, 2022, for a special meeting.

The meeting adjourned at 6:14 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 #
May 3, 2022	Action	3

SUBJECT

The budget is a fiscal guide for the operation of DRCOG from July 1, 2022 – June 30, 2023. The budget highlights work activities in DRCOG’s Work Program for the Denver metropolitan region.

PROPOSED ACTION/RECOMMENDATIONS

Recommend approval of the DRCOG Fiscal Year 2022/2023 Budget and Work Program to the Board of Directors.

ACTION BY OTHERS

N/A

SUMMARY

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

The only modification to the draft budget discussed by the Committee at its April 20 meeting, is an additional \$60,000 (for a total of \$70,000) in “Capital outlay” for possible office space improvements to accommodate desk-sharing and other collaborative space design.

PREVIOUS DISCUSSIONS/ACTIONS

[April 20, 2022](#) – Finance and Budget Committee received an informational briefing on the DRCOG Fiscal Year 2022/2023 budget.

PROPOSED MOTION

Move to recommend the approval of the DRCOG Fiscal Year 2022/2023 Budget and Work Program to the Board of Directors.

ATTACHMENTS

Link: Draft [Fiscal year 2022/2023 Budget and Work Program](#)

ADDITIONAL INFORMATION

If you need additional information, please contact Douglas W. Rex, Executive Director, at 303-480-6701 or drex@drcog.org; or Jenny Dock, Director of Administration and Finance at 303-480-6707 or jdock@drcog.org.