

AGENDA
FINANCE AND BUDGET COMMITTEE
WEDNESDAY, DECEMBER 19, 2018
RED ROCKS CONFERENCE ROOM
1001 17th Street, 7th Floor
➔ 6:00 P.M. ➔

1. Call to Order

CONSENT AGENDA

2. Move to Adopt the Consent Agenda

- November 28, 2018 minutes
(Attachment A)
- A resolution regarding the deposit and investment of funds of the Denver Regional Council of Governments
(Attachment B) Jenny Dock, Director, Administration & Finance

ACTION ITEMS

3. Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with Enterprise Rent-a-car Company of Pittsburgh to provide vanpool services for the Way to Go Vanpool Program with a not-to-exceed budget amount of \$947,000 per year
(Attachment C) Steve Erickson, Director, Communications & Marketing
4. Discussion of a resolution for the Executive Director to negotiate and execute a contract with IntuitiveTek for accounting software and consulting services in an amount not to exceed \$110,000 in year one and \$30,000 annually in years two and three, commencing approximately January 1, 2019 and continuing through approximately June 2022
(Attachment D) Jenny Dock, Director, Administration & Finance

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.



ADMINISTRATIVE ITEMS

5. Executed Contracts Report – no contracts to report for November 2018
6. Report of the Chair
7. Report of the Executive Director
8. Other Matters by Members
9. **Next Meeting – January 16, 2019**
10. Adjourn

MINUTES
FINANCE AND BUDGET COMMITTEE
Wednesday, November 28, 2018

Present:

Ashley Stolzmann, Chair	Louisville
Jeff Baker	Arapahoe County
Elise Jones	Boulder County
Roger Partridge	Douglas County
Tina Francone (Alternate)	Jefferson County
Bob Fifer	Arvada
Larry Strock (Alternate)	Lochbuie
Wynne Shaw	Lone Tree
Jessica Sandgren	Thornton

Others Present: Douglas W. Rex, Executive Director; Bob Roth, Aurora; and DRCOG Staff.

Chair Stolzmann called the meeting to order at 5:34 p.m. with a quorum present.

Move to Adopt the Consent Agenda

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

Items on the consent agenda included:

- Minutes of the October 17, 2018 Meeting
- Resolution No. 20, 2018 appointing the Division Director – Administration and Finance, Program Manager – Accounting, and Senior Fiscal Specialist – Contracts and Budget as attorneys-in-fact to represent the Denver Regional Council of Governments before the Internal Revenue service in tax matters and to authorize certain actions in connection therewith.

Select a representative to the Nominating Committee

Elise Jones, Boulder County, expressed interest in serving on the Nominating Committee. No other directors expressed interest, and no nominations were offered from the floor.

Director Partridge **moved** to close nominations. The motion was **seconded** and **passed** unanimously.

With one nominee, the vote was unanimous to select Elise Jones to the Nominating Committee.

Discussion of a resolution authorizing the Executive Director to allocate Older Americans Act funds and State Funding for Senior Services to local service providers as recommended by the Advisory Committee on Aging for the six-month period of January 1, 2019 through June 30, 2019

Jayla Sanchez-Warren, Director, Area Agency on Aging, briefed members on the allocation of additional funds received for senior services.

Director Strock **moved** to adopt Resolution No. 21, 2018 authorizing the Executive Director to allocate Older Americans Act funds and State Funding for Senior Services to local service providers as recommended by the Advisory Committee on Aging for the six-month period of January 1, 2019 through June 30, 2019. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with Kucera International, Inc. for the procurement of detailed infrastructure data (planimetric sidewalk data) for the Denver region not to exceed \$125,000

Ashley Summers, IS Manager, provided background information on this item, as well as the following item. The request is for contracting with a company to procure planimetric data for participating member governments. The first contract adds sidewalk data, which is not generally included.

Director Fifer **moved** to adopt Resolution No. 22, 2018 authorizing the Executive Director to negotiate and execute a contract with Kucera International, Inc. for the procurement of detailed infrastructure data (planimetric sidewalk data) for the Denver region not to exceed \$125,000. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with Kucera International, Inc. for the procurement of detailed infrastructure data (planimetric data) for the Denver region not to exceed \$450,000

See previous discussion item.

Director Fifer **moved** to adopt Resolution No. 23, 2018, authorizing the Executive Director to negotiate and execute a contract with Kucera International, Inc. for the procurement of detailed infrastructure data (planimetric data) for the Denver region not to exceed \$450,000. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with Enterprise Rent-a-Car Company of Pittsburgh to provide vanpool services for the Way to Go Vanpool Program

This item was not discussed, as the Regional Transportation District Board of Directors did not authorize funding for the program.

Director Shaw **moved** to continue discussion of this item to a later date. The motion to continue discussion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with the City and County of Denver commencing on or about January 1, 2019 through March 2021 in the amount of approximately \$900,000 for sub-lease of office space at 1290 Broadway

Jenny Dock noted the proposed contract is for sublease of the seventh-floor office space at 1290 Broadway. This contract does not include sublease of the conference room space on the first floor at 1290 Broadway.

Director Fifer **moved** to adopt Resolution No. 24, 2018, authorizing the Executive Director to negotiate and execute a contract with the City and County of Denver commencing on or about January 1, 2019 through March 2021 in the amount of approximately \$900,000 for sub-lease of office space at 1290 Broadway. The motion was **seconded** and **passed** unanimously.

Executed Contracts

One order for services was reported for October 2018, for modeling services.

Report of Chair

Chair Stolzmann noted one member of the Administration & Finance division has a work anniversary – Jenny Dock, 5 years.

Report of the Executive Director

- Mr. Rex noted that future meetings of the committee will begin at 6:00 p.m.
- Executive Director Rex reported this is Roxie Ronsen's last meeting, she is retiring. He noted the Administration & Finance division will be reorganized, with Jenny Dock assuming the role of Division Director for Administration & Finance, which will include IT. Human Resources will become a separate division. The position of Director of Human Resources will be posted in the coming days.
- Executive Director Rex noted that although Sam Light has left the firm of Light Kelly, DRCOG's contract counsel, DRCOG is interested in extending the current contract with the firm for a period of one year. He noted staff has worked predominantly with Melinda Culley at the firm for the past year and feels comfortable with the service provided by the firm. At the end of the one-year extension, staff may issue an RFP for legal services.

Other Matters by Members

No other matters were discussed.

Next Meeting

The next meeting is scheduled for December 19, 2018

The meeting adjourned at 6:00 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 19, 2018	Consent	2

SUBJECT

This item relates to the deposit and investment of funds of the Denver Regional Council of Governments and the use of electronic signatures.

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends adoption of a resolution regarding deposit and investment of funds and use of electronic signatures as proposed.

ACTION BY OTHERS

N/A

SUMMARY

The Finance and Budget committee is authorized to establish policies regarding the deposit and investment of funds of the Denver Regional Council of Governments.

When the chair of the Finance and Budget committee or other signatories change, the deposit and investment authority of DRCOG must be updated. A change of signatory on DRCOG staff necessitates this amendment.

The resolution authorizes the Executive Director to establish policies regarding the deposit and investment of funds of the Denver Regional Council of Governments and amends the deposit and investment authority to reflect new electronic signatures.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to adopt a resolution regarding the deposit and investment of funds of the Denver Regional Council of Governments and use of electronic signatures.

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 Jenny Dock, Director, Administration and Finance, at 303-480-6707 or jdock@drcog.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS

STATE OF COLORADO

FINANCE AND BUDGET COMMITTEE

RESOLUTION NO. _____, 2018

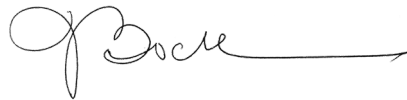
A RESOLUTION REGARDING THE DEPOSIT AND INVESTMENT OF FUNDS OF
THE DENVER REGIONAL COUNCIL OF GOVERNMENTS

WHEREAS, the Finance and Budget Committee is authorized to establish policies regarding the deposit and investment of funds of the Denver Regional Council of Governments (“DRCOG”); and

WHEREAS, the deposit and investment authority of DRCOG must be amended when the Chairman of the Finance and Budget Committee or other signatories change;

NOW, THEREFORE, BE IT RESOLVED, by the Finance and Budget Committee of the Denver Regional Council of Governments:

1. Whenever, in the opinion of its Administration and Finance Division Director, DRCOG has funds on hand not then needed in the conduct of its affairs, such funds may be invested in any of the securities authorized in Sections 24-75-601 through 24-75-603 and in Part 7 of Article 75 of Title 24, C.R.S., as from time to time amended. The Administration and Finance Division Director of DRCOG is hereby authorized to direct the investment of DRCOG funds in such securities and the sale thereof, and to execute on behalf of DRCOG such documents as may be necessary to make such investments and sales. Any such investments may be made only upon receipt of an approval form from DRCOG, signed by its Administration and Finance Division Director, Jenny Dock, with signature as appears below:



2. The Administration and Finance Division Director may use the services of brokers or dealers in making the investments and sales of securities authorized by paragraph 1 of this resolution and may execute on behalf of DRCOG such agreements with the brokers or dealers as may be necessary to do so. Any such agreement shall conform to the requirements of this resolution.
3. Investments purchased by DRCOG shall be held in DRCOG's name and shall be retained in the custody of the authorized agent(s) of DRCOG.
4. Funds of DRCOG shall be deposited in the U.S. Bank except that funds of DRCOG may be deposited, for purposes of investment only, in any state bank or state-chartered savings and loan association, in any national bank having its principal office in this state, and in any federally chartered savings and loan association having its principal office in this state, which bank or savings and loan

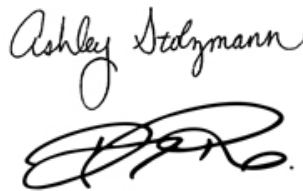
A RESOLUTION REGARDING THE DEPOSIT AND INVESTMENT OF FUNDS OF
THE DENVER REGIONAL COUNCIL OF GOVERNMENTS

Resolution No. _____, 2018

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association is approved by the Director of Administration and Finance and is an "eligible public depository" pursuant to 11-10.5-101, et seq., C.R.S., as from time to time amended. The entire deposit in the U.S. Bank and in any such approved bank or savings and loan association shall be insured by the Federal Deposit Insurance Corporation or Federal Savings and Loan Insurance Corporation or shall be secured by eligible collateral having a market value, at all times, equal to at least 102 percent of the aggregate of the deposit not so insured. For the purposes of this resolution, with respect to banks, "eligible collateral" and "market value" shall have the meaning or context set out in Article 10.5 of Title 11, C.R.S., as from time to time amended.

5. The U.S. Bank and all banks and savings and loan associations that are approved pursuant to paragraph 4 of this resolution, are hereby authorized and directed, until otherwise directed in writing, to honor as genuine and authorized instruments of DRCOG any and all checks, drafts or other orders for the payment of money in the name of DRCOG and signed with the facsimile signatures below:



6. From time to time, DRCOG may orally request U.S. Bank to transfer funds to other banks for credit to persons or corporations designated by DRCOG. A written Wire Transfer Agreement will be executed by the Director of Administration and Finance with U.S. Bank, providing for telephone requests for the transmission of funds belonging to DRCOG upon the terms and conditions set forth in said agreement.
7. A copy of this resolution shall be provided to the U.S. Bank and to all banks and savings and loan associations that are approved pursuant to paragraph 4 of this resolution and approved brokers or dealers. By thereafter accepting or retaining funds of DRCOG, the U.S. Bank, and said banks and savings and loan associations agree to the terms of this resolution, acknowledge that the funds of DRCOG are insured or secured as required by paragraph 4 of this resolution, and agree upon request to furnish DRCOG a statement, signed under oath by an officer, certifying to DRCOG that its funds are insured or secured in the manner herein specified.
8. DRCOG employees and officials involved in the investment process shall refrain from personal business activity that could create an appearance of impropriety, that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial investment decisions. DRCOG employees and officials involved in the investment process shall disclose

A RESOLUTION REGARDING THE DEPOSIT AND INVESTMENT OF FUNDS OF
THE DENVER REGIONAL COUNCIL OF GOVERNMENTS

Resolution No. _____, 2018

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any material interests in financial institutions with which they conduct business. They shall further disclose any large personal financial/investment positions that could be related to the performance of the investment portfolio. Such employees and officials shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of DRCOG.

RESOLVED, PASSED AND ADOPTED this ____ day of _____, 2018
at Denver, Colorado.

Ashley Stolzmann, 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@drcog.org

Meeting Date	Agenda Category	Agenda Item #
December 19, 2018	Action	3

SUBJECT

This action is related to negotiating and executing a contract with Enterprise Rent-A-Car Company of Pittsburgh to provide vanpool services for the Way to Go vanpool program.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends authorizing the Executive Director to negotiate and execute a contract with Enterprise Rent-A-Car Company of Pittsburgh to provide vanpool services.

ACTION BY OTHERS

N/A

SUMMARY

DRCOG's Way to Go program markets vanpooling as a commute option to help reduce traffic congestion and vehicle miles of travel in the Denver region. Vanpool riders pay a fare to ride in a vanpool, and the Regional Transportation District (RTD) subsidizes these fares through the Way to Go program. DRCOG must 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). Through a competitive RFP process, Enterprise Rent-A-Car Company of Pittsburgh was selected for recommendation to provide these services.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to approve a resolution authorizing the Executive Director to negotiate and execute a contract with Enterprise Rent-a-car Company of Pittsburgh to provide vanpool services for the Way to Go Vanpool Program with a not-to-exceed budget amount of \$947,000 per year.

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 Steve Erickson, Director Communications and Marketing, at 303-480-6716 or SErickson@drcog.org

DENVER REGIONAL COUNCIL OF GOVERNMENTS
STATE OF COLORADO

FINANCE & BUDGET COMMITTEE

RESOLUTION NO. _____, 2018

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A CONTRACT WITH ENTERPRISE RENT-A-CAR COMPANY OF PITTSBURGH TO PROVIDE VANPOOL SERVICES FOR THE WAY TO GO VANPOOL PROGRAM WITH A NOT-TO-EXCEED BUDGET AMOUNT OF \$947,000 PER YEAR

WHEREAS, DRCOG's Way to Go program markets vanpooling as a commute option to help reduce traffic congestion and reduce vehicle miles of travel in the Denver region; and

WHEREAS, the Regional Transportation District (RTD) subsidizes vanpool fares through the Way to Go vanpool program; and

WHEREAS, 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); and

WHEREAS, Enterprise Rent-A-Car Company of Pittsburgh was selected for recommendation through a competitive RFP process to provide vanpool services for the Way to Go vanpool program.

NOW, THEREFORE, BE IT RESOLVED that the Finance and Budget Committee of the Denver Regional Council of Governments authorizes the Executive Director to negotiate and execute a contract with Enterprise Rent-A-Car Company of Pittsburgh with a not-to-exceed budget amount of \$947,000 per year.

BE IT FURTHER RESOLVED that the Executive Director is authorized to negotiate renewal of the contract for two additional one-year terms with maximum budgets of \$947,000 each year, upon renewal terms mutually agreed to by the parties.

RESOLVED, PASSED AND ADOPTED this _____ day of _____, 2018 at Denver, Colorado.

Ashley Stolzmann, Chair
Finance and Budget Committee
Denver Regional Council of Governments

ATTEST:

Douglas W. Rex, Executive Director

ATTACH D

To: Chair and Members of Finance & Budget Committee

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

Meeting Date	Agenda Category	Agenda Item #
December 19, 2018	Action	4

SUBJECT

This item is related to contracting with a new consulting firm to provide accounting software support as well as the purchase of a new accounting software suite of services.

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends the Finance and Budget Committee authorize the Executive Director to negotiate and execute a contract with IntuitiveTek to implement Acumatica accounting software and provide ongoing software support.

ACTION BY OTHERS

N/A

SUMMARY

DRCOG currently uses Microsoft Dynamics Great Plains for its accounting suite of services. Although once a good fit for DRCOG, the program no longer provides the workflows, reporting, or customization required to meet the needs of our varied programs. In July 2018 our current software consultants, RSM, reviewed DRCOG's current systems and accounting structure. They concluded that either new software or a complete overhaul of the current system was needed. Further, several weaknesses were uncovered during the 2017 audit which heightened staff's awareness to the need for a more robust accounting package that will increase accounting visibility to key staff and allow for closer tracking of revenues and expenses. We also received word this year that Microsoft Dynamics Great Plains will no longer be supported by Microsoft in the next five to six years.

For these reasons, staff issued a Request for Proposal (RFP) for a new accounting software suite and consulting services. DRCOG received two responses: Sage Intacct and IntuitiveTek. After thorough evaluation by the DRCOG review committee, staff unanimously recommends contracting with IntuitiveTek due to their competitive pricing, local presence, and the overall functionality of the Acumatica software they provide and support. IntuitiveTek is applying a non-profit discount to both the installation and implementation phase (year one) as well as in subsequent years for ongoing support. The total amount of installation, implementation and support in year one is expected not to exceed \$110,000. Subsequent years of licensing and support is expected not to exceed \$30,000 annually, which, is in line with what we currently pay RSM for Great Plains updates and support. The expense of a new software suite of services was included in the approved 2019 Budget.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to approve a resolution for the Executive Director to negotiate and execute a contract with IntuitiveTek for accounting software and consulting services in an amount not to exceed

\$110,000 in year one and \$30,000 annually in years two and three, commencing approximately January 1, 2019 and continuing through approximately June 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 Jenny Dock, Director, Administration and Finance, at 303-480-6707 or jdock@drcog.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS
STATE OF COLORADO

FINANCE AND BUDGET COMMITTEE

RESOLUTION NO. _____, 2018

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A CONTRACT WITH INTUITIVETEK FOR ACCOUNTING SOFTWARE AND CONSULTING SERVICES IN AN AMOUNT NOT TO EXCEED \$110,000 IN YEAR ONE AND \$30,000 ANNUALLY IN YEARS TWO AND THREE COMMENCING APPROXIMATELY JANUARY 1, 2019 AND CONTINUING THROUGH APPROXIMATELY JUNE 2022.

WHEREAS, DRCOG currently uses Microsoft Dynamics Great Plains for accounting software; and

WHEREAS, the system no longer provides the workflows, reporting or customizations required to meet the needs of DRCOG's varied programs; and

WHEREAS, our current accounting consultants, RSM, performed an evaluation of our current systems and accounting structure and concluded that either new software or a complete overhaul of the current system was needed; and

WHEREAS, a Request for Proposal (RFP) for a new accounting software suite and consulting services was published with SageIntact and IntuitiveTek responding; and

WHEREAS, after thorough evaluation by the DRCOG RFP review committee, staff recommends contracting with IntuitiveTek due to their competitive pricing, local presence, and the overall functionality of the Acumatica software they provide and support; and

WHEREAS, the expense of a new software suite of services was included in the approved 2019 budget.

NOW, THEREFORE BE IT RESOLVED that the Finance and Budget Committee authorizes the Executive Director to negotiate and execute a contract with IntuitiveTek for accounting software and consulting services in an amount not to exceed \$110,000 in year one and \$30,000 annually in years two and three, commencing approximately January 1, 2019 and continuing through approximately June 2022.

RESOLVED, PASSED AND ADOPTED this _____ day of _____, 2018 at Denver, Colorado.

Ashely Stolzmann, Chair
Finance and Budget Committee
Denver Regional Council of Governments

ATTEST:

Douglas W. Rex, Executive Director