

AGENDA
FINANCE AND BUDGET COMMITTEE
WEDNESDAY, JANUARY 17, 2018
MONARCH PASS CONFERENCE ROOM
1290 Broadway
➔ 5:30 P.M. ➔

1. Call to Order

CONSENT AGENDA

2. Move to Adopt the Consent Agenda

- November 15, 2017 minutes
(Attachment A)
- A resolution authorizing the Executive Director to contract with RTD for collection of Guaranteed Ride Home service fees
(Attachment B) Steve Erickson, Director, Communications & Marketing
- A resolution authorizing the Executive Director to contract with RTD for support of the vanpool services offered by DRCOG's Way to Go program
(Attachment C) Steve Erickson, Director, Communications & Marketing

ACTION ITEMS*

3. Discussion of a resolution authorizing the Executive Director to negotiate and execute a three-year contract with Sentinel Technologies, Inc. for server backup and technology infrastructure upgrade not to exceed \$200,000
(Attachment D) Richard Chwiedor, Network Administrator, Administration & Finance
4. Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with Routematch for software licenses and services related to the VTCLI grant using FTA funds not to exceed approximately \$245,000
(Attachment E) Matthew Helfant, Senior Transportation Planner, Transportation Planning & Operations

INFORMATIONAL ITEM

5. Discussion of Area Agency on Aging Service Provider Contracts
(Attachment F) Jenny Dock, Accounting Services Manager

***motion requested**

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

6. Executed Contracts Report
(Attachment G) Douglas W. Rex, Executive Director
7. Report of the Chair
8. Report of the Executive Director
9. Other Matters by Members
10. **Next Meeting – February 21, 2018**
11. Adjourn

ATTACH A

MINUTES
FINANCE AND BUDGET COMMITTEE
Wednesday, November 15, 2017

Present:

John Diak, Chair
Jeff Baker
Elise Jones
Roger Partridge
Libby Szabo
Wynne Shaw
Ashley Stolzmann
Connie Sullivan

Parker
Arapahoe County
Boulder County
Douglas County
Jefferson County
Lone Tree
Louisville
Lyons

Others Present: Doug Rex, Acting Executive Director, Sam DePizzol, CBRE, and DRCOG staff.

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

Move to Adopt the Consent Agenda

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

Items on the consent agenda included:

- Minutes of the October 18, 2017 Meeting
- Resolution No. 20, 2017 authorizing the Executive Director to distribute 2018 Nutrition Service Incentive Program (NSIP) funds.

Discussion of a resolution to accept mill levy funding to purchase the developmental disabilities module of Network of Care

Jayla Sanchez-Warren, Area Agency on Aging Director, reported DRCOG requested mill levy funding to expand the Network of Care (NOC) to offer better support to those with developmental disabilities. In November DRCOG was notified the request was accepted and approximately \$109,000 would be distributed prior to December 31, 2017. DRCOG will use the funds over the next year to purchase additional software to enhance the developmental disabilities module of NOC and contract with Trilogy for ongoing support.

Director Baker **moved** to approve Resolution No. 21, 2017 authorizing the Executive Director to accept approximately \$109,000 of mill levy funds to expand DRCOG's Network of Care website in support of adults with developmental disabilities. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with J. Cohn Marketing Group, Inc. for advertising

Steve Erickson, Communications & Marketing Director, briefed members on a request for proposals initiated for professional advertising services issued in September 2017. Five firms responded to the RFP. An evaluation team reviewed the proposals and conducted interviews. The evaluation team recommends selection of J. Cohn Marketing Group, Inc.

Director Jones **moved** to adopt Resolution No. 22, 2017 authorizing the Executive Director to negotiate and execute a contract with J. Cohn Marketing Group, Inc. to provide professional advertising and promotional services for the regional travel demand management program, with a maximum one-year budget of \$860,000, and to negotiate renewal of the contract for two additional one-year terms with maximum budgets of \$860,000 each year, upon renewal terms mutually agreed upon by the parties. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with 1001 17th Street ownership, Franklin Street Properties, for an office lease

Doug Rex reported since the initial letter of intent (LOI) was signed in October, he and DRCOG's real estate broker have been in negotiations with Franklin Street Properties to execute the LOI. The goal is to have a signed lease by the end of December 2017, with DRCOG taking possession on or about May 1, 2018.

Director Shaw **moved** to approve Resolution No. 23, 2017 authorizing the Executive Director to negotiate and execute a contract with 1001 17th Street Ownership, Franklin Street Properties, for a 15-year office lease at 1001 17th Street commencing on or about May 1, 2018 for approximately \$23,941,159, plus or minus 5%. The motion was **seconded** and **passed** unanimously.

Select member to the Nominating Committee

Directors Dozal and Partridge expressed interest in serving on the Nominating Committee. A ballot was taken, with Director Partridge receiving a majority of the votes.

Director Shaw **moved** to select Director Partridge as the Finance and Budget Committee representative to serve on the Nominating Committee. The motion was **seconded** and **passed** unanimously.

Director Dozal's expression of interest will be moved to the Board of Directors.

Presentation on Extended Transition Coordination Bank Account

Jenny Dock, Accounting Services Manager, provided information related to setting up a bank account for transition program case managers to use for expenses incurred by program participants. DRCOG processes accounts payable twice monthly; while the window for purchasing items when a client is transitioning into the community can happen within a matter of days. DRCOG case managers are the steward of the client's allowance. DRCOG is reimbursed by Medicaid when the client's transition is complete. The bank account will be

reconciled monthly in accordance with generally accepted accounting practices and will be included in the annual audit.

Executed Contracts Report – October 2017 There were no contracts to report for October 2017.

Report of the Chair

No report was provided.

Report of the Executive Director

No report was provided.

Other Matters by Members

No other matters were discussed.

Next Meeting

The next meeting is scheduled for December 20, 2017

The meeting adjourned at 5:49 p.m.

ATTACH B

To: Chair and Members of the Finance and Budget Committee

From: Steve Erickson, Communications and Marketing Director 303-480-6716 or serickson@drcog.org

Meeting Date	Agenda Category	Agenda Item #
January 17, 2018	Consent	2

SUBJECT

This item concerns contracting with the Regional Transportation District (RTD) to collect Guaranteed Ride Home service fees on behalf of DRCOG.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends authorizing the Executive Director to contract with RTD for collection of Guaranteed Ride Home service fees from employers who participate in RTD's Eco Pass program.

ACTION BY OTHERS

N/A

SUMMARY

RTD's Eco Pass program includes DRCOG's Guaranteed Ride Home service, which provides a free taxi ride home for covered employees when an emergency or unexpected overtime prevents them from using RTD or other alternative forms of transportation to get home from work.

The proposed charge for Guaranteed Ride Home coverage is \$3 per employee for all areas within the Denver region, except Denver International Airport, where the charge will be \$5 per employee. The proposed charge is based on DRCOG's prior year costs and anticipated costs for staff time, taxi charges, and marketing costs.

More than 100,000 commuters working at more than 800 employment locations are currently covered by Guaranteed Ride Home.

DRCOG relies on RTD to collect Guaranteed Ride Home fees from employers who participate in the Eco Pass program.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to adopt a resolution authorizing the Executive Director to execute a contract with RTD for collection of Guaranteed Ride Home service fees at a charge of \$3 per employee for all areas within the Denver region except Denver International Airport, where the charge will be \$5 per employee.

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, Communications and Marketing Director, at 303-480-6716 or serickson@drcog.org

DENVER REGIONAL COUNCIL OF GOVERNMENTS

STATE OF COLORADO

FINANCE AND BUDGET COMMITTEE

RESOLUTION NO. _____, 2018

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH THE REGIONAL TRANSPORTATION DISTRICT (RTD) FOR COLLECTION OF GUARANTEED RIDE HOME SERVICE FEES FROM EMPLOYERS WHO PARTICIPATE IN RTD'S ECO PASS PROGRAM.

WHEREAS, the Eco Pass program offered by RTD to employers has since its inception included DRCOG's Guaranteed Ride Home service to provide a free taxi ride home for covered employees when an unexpected or emergency situation arises; and

WHEREAS, RTD collects revenues for the Guaranteed Ride Home service along with Eco Pass sales and passes the Guaranteed Ride Home revenue on to DRCOG; and

WHEREAS, the charge for this service is based on DRCOG's prior year costs, including both staff time and taxi charges plus estimated costs for advertising the program; and

WHEREAS, for 2018 the proposed charge is \$3 per employee for all areas within the Denver region except Denver International Airport, where the charge will be \$5 per employee; and

WHEREAS, all costs for providing this service would, therefore, be covered by the revenues collected by RTD and passed on to DRCOG.

NOW, THEREFORE BE IT RESOLVED that the Finance and Budget Committee authorizes the Executive Director to execute a contract with RTD for collection of Guaranteed Ride Home service fees at a charge of \$3 per employee for all areas within the Denver region except Denver International Airport, where the charge will be \$5 per employee.

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

John Diak, 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 #
January 17, 2018	Consent	2

SUBJECT

This action is related to contracting 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.

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 2018, RTD has budgeted \$1,058,600 for passenger fare subsidies for the Way to Go vanpool program.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to adopt a resolution authorizing the Executive Director to execute a contract with RTD for support of vanpool services offered by DRCOG's Way to Go program in the amount of \$1,058,600.

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, Communications and Marketing Director, at 303-480-6716 or serickson@drcog.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS
STATE OF COLORADO

FINANCE AND BUDGET COMMITTEE

RESOLUTION NO. _____, 2018

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A
CONTRACT WITH THE REGIONAL TRANSPORTATION DISTRICT (RTD) FOR
SUPPORT OF THE VANPOOL SERVICE OFFERED BY DRCOG'S WAY TO GO
PROGRAM.

WHEREAS, DRCOG has, through its Way to Go program, successfully
administered a commuter vanpool service 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 \$1,058,600 in 2018 for passenger fare subsidies for
the Way to Go vanpool service; and

NOW, THEREFORE, BE IT RESOLVED that the Finance and Budget Committee
authorizes the Executive Director to execute a contract with RTD for support of vanpool
services offered by DRCOG's Way to Go program in the amount of \$1,058,600.

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

John Diak, Chair
Finance and Budget Committee
Denver Regional Council of Governments

ATTEST:

Douglas W. Rex, Executive Director

ATTACH D

To: Chair and Members of the Finance and Budget Committee

From: Douglas W. Rex, Executive Director
(303) 480-6747 or drex@drcog.org

Meeting Date	Agenda Category	Agenda Item #
January 17, 2018	Action	3

SUBJECT

This action concerns DRCOG contracting with Sentinel Technologies, Inc. for server backup and technology infrastructure upgrade.

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends authorizing the Executive Director to negotiate and execute a three-year contract with Sentinel Technologies, Inc. for network data storage and technology infrastructure.

ACTION BY OTHERS

N/A

SUMMARY

DRCOG issued an RFP for a Network Data Storage and Backup upgrade in July 2017. Eleven proposals were submitted. Three vendors were selected by a five-member DRCOG review team for detailed presentations. Sentinel Technologies presented the most complete, focused, and cost-effective proposal for the data storage and backup application upgrade and was unanimously recommended for the upgrade by the review team. The cost of the upgrade, at approximately \$200,000, will be financed over three years through Dell Financial and is included in the adopted DRCOG 2018 Budget.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to adopt a resolution authorizing the Executive Director to negotiate and execute a three-year contract with Sentinel Technologies, Inc. for server backup and technology infrastructure upgrade not to exceed \$200,000.

ATTACHMENT

Draft Resolution

ADDITIONAL INFORMATION

If you need additional information, please contact Douglas W. Rex, Executive Director, at 303-480-6747, or drex@drcog.org; or Richard Chwiedor, Network Administrator, at 303-480-6726, or rchwiedor@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 THREE YEAR CONTRACT WITH SENTINEL TECHNOLOGIES, INC. FOR SERVER BACK UP AND TECHNOLOGY INFRASTRUCTURE UPGRADE FINANCED THROUGH DELL FINANCIAL IN AN AMOUNT NOT TO EXCEED \$200,000.

WHEREAS, DRCOG, issued a Request for Proposals for Network Data Storage and Backup upgrade in July 2017; and

WHEREAS, three respondents were selected by a five-member DRCOG review team for detailed presentation; and

WHEREAS, Sentinel Technologies presented the most complete, focused, and cost-effective proposal for the data storage and backup application upgrade and was unanimously recommended for the upgrade by the review team; and

WHEREAS, DRCOG staff budgeted for the server backup and technology infrastructure upgrade in the adopted 2018 budget at a cost higher than proposed by Sentinel Technologies.

NOW, THEREFORE, BE IT RESOLVED that the Executive Director is authorized to negotiate and execute a three year contract with Sentinel Technologies, Inc. for server backup and technology infrastructure upgrade financed through Dell Financial in an amount not to exceed \$200,000.

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

John Diak, Chair
Finance and Budget Committee
Denver Regional Council of Governments

ATTEST:

Douglas W. Rex, Executive Director

ATTACHE

To: Chair and Members of the Finance and Budget Committee

From: Douglas W. Rex, Executive Director
(303) 480-6747 or drex@drcog.org

Meeting Date	Agenda Category	Agenda Item #
January 17, 2018	Action	4

SUBJECT

This action concerns DRCOG contracting with Routematch Software, Inc. (Routematch) for software licenses and services related to Federal Transit Administration (FTA) Veterans Transportation and Community Living Initiative (VTCLI) grants.

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends authorizing the Executive Director to negotiate and execute a contract with Routematch using FTA funds.

ACTION BY OTHERS

N/A

SUMMARY

In November 2016, CDOT asked DRCOG to submit proposals for FTA grants previously awarded to or under the purview of the Denver Regional Mobility and Access Council (DRMAC). On December 7, 2016, the Finance and Budget Committee granted authorization for the Executive Director to negotiate and execute contracts for grants approved as part of the submitted proposals. As a result, three VTCLI contracts were executed between DRCOG and CDOT in October 2017. These grants expire December 31, 2020. The total federal and state award for all three grants is \$604,592.

These grants are intended to improve coordination of specialized transportation providers in the region through technology improvements to provide a seamless way for veterans and other vulnerable populations to access transportation information and services.

The previous grant holders (DRMAC), entered into a contract with Routematch to develop a technological platform that would aid in connecting veterans with transportation options. CDOT has permitted DRCOG to use an assignment clause in that contract to negotiate updated terms with Routematch as the respective successor of the FTA grant award. Staff anticipates the contract value will be approximately \$245,000.

PREVIOUS DISCUSSIONS/ACTIONS

[December 7, 2016](#)

PROPOSED MOTION

Move to adopt a resolution authorizing the Executive Director to negotiate and execute a contract with Routematch for software licenses and services related to the VTCLI grant using FTA funds of approximately \$245,000.

ATTACHMENT

Draft Resolution

ADDITIONAL INFORMATION

If you need additional information, please contact Douglas W. Rex, Director, Executive Director, at 303-480-6747, or drex@drcog.org; or Matthew Helfant, Senior Transportation Planner, Transportation Planning and Operations, at 303-480-6731 or mhelfant@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 ROUTEMATCH SOFTWARE INC. FOR SOFTWARE LICENSE AND SERVICES RELATED TO FEDERAL TRANSIT ADMINISTRATION (FTA) VETERANS TRANSPORTATION AND COMMUNITY LIVING INITIATIVE (VTCLI) GRANTS.

WHEREAS, DRCOG, is a planning organization where local governments collaborate to establish guidelines, set policy, and allocate funding in the areas of transportation and personal mobility; growth and development; and aging and disability resources; and

WHEREAS, DRCOG has a contract with CDOT to carry out activities associated with three FTA VTCLI grants; and

WHEREAS, CDOT has granted DRCOG permission to use an assignment clause in a contract between Routematch Software Inc. (Routematch) and the Denver Regional Mobility and Access Council (previous VTCLI grantee) to negotiate updated terms with Routematch as the respective successor of the FTA grant award; and

WHEREAS, DRCOG wishes to accept assignment of the contract between Routematch and the previous VTCLI grantee; and

WHEREAS, DRCOG staff anticipate that the contract value will be approximately \$245,000.

NOW, THEREFORE, BE IT RESOLVED that the Executive Director is authorized to negotiate and execute a contract with Routematch for software licenses and services related to the VTCLI grant using FTA funds with a total of approximately \$245,000 for a term ending no later than December 31, 2020.

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

John Diak, Chair
Finance and Budget Committee
Denver Regional Council of Governments

ATTEST:

Douglas W. Rex, Executive Director

ATTACH F

To: Chair and Members of the Finance & Budget Committee

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

Meeting Date	Agenda Category	Agenda Item #
January 17, 2018	Informational	5

SUBJECT

The DRCOG Area Agency on Aging (AAA) has not received its full federal funds allocation for FY18 which necessitates a reduction in contract budgets.

PROPOSED ACTION/RECOMMENDATIONS

None; this item is for information only.

ACTION BY OTHERS

N/A

SUMMARY

The AAA has a long-term contract with the Colorado Department of Human Services (CDHS) to receive an annual allocation of federal and state funds authorized by the federal Older Americans Act and the state Older Coloradans Act, respectively.

For the current state fiscal year beginning July 1, 2017, CDHS had informed the AAA of expected federal funding, which was to comprise approximately 43% of the AAA's total allocation from state and federal funds. The AAA contracted with service providers for the full year based on the amounts expected. CDHS, however, did not receive notice of federal funds in its normal timeframe, which resulted in CDHS initially committing state funds only to the AAA and later allocating federal funds as they were received. To date, CDHS has released approximately two-thirds of the original federal funds allocation with another smaller allocation anticipated for release in the near-term.

Despite the shortfall in federal funds, the AAA will have close to 90% of its total combined allocation for state and federal funds. To maintain continuity of funding across all services through the remaining half of the fiscal year, the AAA will need to impose an equally distributed contract budget reduction of 10%. Except for visually impaired service contracts, which uses specially earmarked funds that cannot be redistributed among other services, provider contracts will be amended with a 10% budget reduction. Service providers were given notice in November 2017 of the possibility for a budget cut in January 2018.

The AAA may yet receive its full allocation of federal funds which is dependent on certain actions by CDHS as well by Congress. However, the receipt and timing of these funds are uncertain, which warrants a proactive budget reduction to extend the availability of funding to providers.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

N/A

ATTACHMENT

N/A

ADDITIONAL INFORMATION

If you need additional information, please contact Douglas W. Rex, Executive Director, at (303) 480-6747 or drex@drcog.org; or Jayla Sanchez-Warren, Director, Area Agency on Aging, at 303-480-6735 or jswarren@drcog.org.

ATTACH G

Contracts Executed Between \$50,000 and \$75,000

Monthly Report:

December-17

Finance and Budget Committee Meeting Date:

January-18



	Project Name	Vendor Name	Service Provided	Amount (\$)	Date Executed	Budget Line Item Impacted	Division Director - Name & Contact Information
1	Lobbyist	Mickey Ferrell	Lobbyist Services	\$75,000.00	12/27/2017	Other Contractual	Doug Rex, ED - drex@drcog.org
2							
3							
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Contact Jenny Dock, Accounting Services Manager, with additional questions at (303) 480-6707 or at jdock@drcog.org.