

AGENDA
FINANCE AND BUDGET COMMITTEE
WEDNESDAY, NOVEMBER 28, 2018
RED ROCKS CONFERENCE ROOM
1001 17th Street, 7th Floor
➔ 5:30 P.M. ➔

1. Call to Order

CONSENT AGENDA

2. Move to Adopt the Consent Agenda
 - October 17, 2018 minutes
(Attachment A)
 - A resolution appointing the Division Director – Administration and Finance, Program Manager – Accounting, and Senior Fiscal Specialist – Contracts 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
(Attachment B) Jenny Dock, Accounting Services Manager, Administration & Finance

ACTION ITEMS

3. Select a representative to the Nominating Committee
(Attachment C) Douglas W. Rex, Executive Director
4. 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
(Attachment D) Jayla Sanchez-Warren, Director, Area Agency on Aging
5. 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
(Attachment E) Ashley Summers, Information Systems Manager, Regional Planning & Development

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.



ACTION ITEMS (cont.)

6. 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
(Attachment F) Ashley Summers, Information Systems Manager, Regional Planning & Development
7. 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
(Attachment G) Steve Erickson, Director, Communications & Marketing
8. 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.
(Attachment H) Jenny Dock, Accounting Services Manager, Administration & Finance

ADMINISTRATIVE ITEMS

9. Executed Contracts Report
(Attachment I)
10. Report of the Chair
11. Report of the Executive Director
12. Other Matters by Members
13. **Next Meeting – December 19, 2018**
14. Adjourn

MINUTES
FINANCE AND BUDGET COMMITTEE
Wednesday, October 17, 2018

Present:

Ashley Stolzmann, Chair	Louisville
Jeff Baker	Arapahoe County
Elise Jones	Boulder County
Kevin Flynn	City and County of Denver
Bob Fifer	Arvada
Larry Strock (Alternate)	Lochbuie
Wynne Shaw	Lone Tree
Connie Sullivan	Lyons
Jessica Sandgren	Thornton

Others Present: Douglas W. Rex, Executive Director, and DRCOG Staff.

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

Move to Adopt the Consent Agenda

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

Items on the consent agenda included:

- Minutes of the September 19, 2018 Meeting

Discussion of a recommendation to the Board of Directors regarding the 2019 Budget
Jenny Dock, Accounting Services Manager, provided a brief overview of the budget. The item was presented to the Finance and Budget Committee at the September meeting. No comments were received by staff.

Director Fifer **moved** to recommend to the Board of Directors approval of the Draft 2019 Budget. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with Consumer Direct Care Network to provide fiscal management services for the Veterans Directed Program

Heather Kamper, Veterans Directed Care program manager, provided information related to selection of a company to provide fiscal management services for the program.

A question was asked if performance measures were in place for the new provider. Staff noted there are. Director Shaw asked if references had been checked. Ms. Kamper noted references were checked for both companies staff interviewed.

Director Baker **moved** to approve Resolution No. 18, 2018 authorizing the Executive Director to execute a two-year contract with Consumer Direct Care Network in an amount not to exceed \$4,250,000 annually commencing January 1, 2019 with three one-year options to renew. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to extend the agreement with Colorado Refugee Services Program for one year through September 30, 2019 and receive annual funds of \$97,200

Jenny Dock, Accounting Services Manager, provided information on the Colorado Refugee Services Program and the subject one-year grant. It was noted this grant is approximately \$20,000 less than previous years. The AAA is anticipating an option letter to extend the agreement with CRSP for another year through September 30, 2019 with annual funds of up to \$150,000. Director Fifer noted communities could step up and donate funds for the program.

Director Flynn **moved** to adopt Resolution No. 19, 2018, authorizing the Executive Director to extend the agreement with CRSP for one year through September 30, 2019 and receive annual funds in an amount not to exceed \$150,000. The motion was **seconded** and **passed** unanimously.

Executed Contracts

There were no executed contracts to report for September 2018.

Report of Chair

Chair Stolzmann noted three members of the Administration & Finance division have work anniversaries – Sarah Jewell (2 years), Sharon Day (3 years), and Roberta Cole (11 years).

Report of the Executive Director

Executive Director Rex reported DRCOG has received a letter of intent from the City and County of Denver to sublease the 7th floor office space at 1290 Broadway. The overall recovery rate for DRCOG will be about 50 percent.

Other Matters by Members

Director Jones asked if the Finance and Budget Committee meetings could be moved back to begin at 6 p.m., since the meetings are so short. Chair Stolzmann noted the meetings can be started at 6:00. If an agenda seems particularly long, the meeting could begin earlier.

Next Meeting

The next meeting is scheduled for November 28, 2018

The meeting adjourned at 5:46 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 #
November 28, 2018	Consent	2

SUBJECT

This action relates to the Finance and Budget Committee appointing certain staff members to represent DRCOG on Internal Revenue Service (IRS) and tax related matters.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff requests the Finance and Budget Committee appoint the Division Director - Administration and Finance, Program Manager – Accounting, and Senior Fiscal Specialist – Contracts and Budget as attorneys-in-fact to represent DRCOG in tax matters.

ACTION BY OTHERS

N/A

SUMMARY

All financial accounts of the Denver Regional Council of Governments are monitored and maintained by the Division Director - Administration and Finance. The Program Manager - Accounting, as back-up to the Director of Administration and Finance, also has access and knowledge of such accounts. The Senior Fiscal Specialist - Contracts and Budget, administers payroll and files tax reports as a result. All three individuals are familiar with the financial transactions of the agency and the reports that are prepared and filed with the IRS.

Legally the IRS is not permitted to communicate with anyone other than the chair of the DRCOG Finance and Budget Committee or an attorney-in-fact citing IRS rules to that effect. For the efficiency of daily business operations, and because staff is most knowledgeable of the reports filed with the IRS, staff is requesting the Finance and Budget Committee appoint attorneys-in-fact to represent the Denver Regional Council of Governments before the IRS in tax matters and to permit them to authorize certain actions in connection therewith.

PREVIOUS DISCUSSIONS/ACTIONS

Finance & Budget Committee Resolution No. 6, January 18, 2017

PROPOSED MOTION

Move to adopt a resolution 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.

ATTACHMENT

Draft Resolution

ADDITIONAL INFORMATION

If you need additional information, please contact Douglas W. Rex, Executive Director, at 303-480-6701 or drex@drcoq.org; or Jenny Dock, Accounting Services Manager at 303-480-6707 or jdock@drcoq.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS
STATE OF COLORADO

FINANCE & BUDGET COMMITTEE

RESOLUTION NO. _____, 2018

A RESOLUTION 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.

WHEREAS, the accounts of the Denver Regional Council of Governments are maintained by the Division Director - Administration and Finance, Program Manager – Accounting, and Senior Fiscal Specialist – Contracts and Budget, and

WHEREAS, these three individuals have access to and are familiar with all reports that are prepared and filed with the Internal Revenue Services (IRS), and

WHEREAS, legally the IRS is not allowed to communicate with anyone other than the chair of the DRCOG Finance and Budget Committee or an appointed attorney-in-fact citing IRS rules to that effect.

NOW, THEREFORE BE IT RESOLVED that the Finance and Budget Committee appoints the Division Director of 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 IRS in tax matters and to authorize certain actions in connection therewith.

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@drcoq.org

Meeting Date	Agenda Category	Agenda Item #
November 28, 2018	Action	3

SUBJECT

This action is related to selection of one member of the Finance and Budget Committee to serve on the Nominating Committee.

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends the Finance and Budget Committee select one (1) member to serve on the Nominating Committee in accordance with the *Articles of Association*.

ACTION BY OTHERS

N/A

SUMMARY

The *Articles of Association* state that “The Nominating Committee shall be appointed in November of each year and consist of member representatives herein designated: The Immediate Past Chair of the Board (or the Vice Chair if there is no Immediate Past Chair); one Board member representing the City and County of Denver; one member selected by the Performance & Engagement Committee ...; one member selected by the Finance & Budget Committee ...; one member selected by the Board; and one member selected by the Board Chair.” If more than one member expresses interest in serving, a ballot vote will be taken to select the Nominating Committee member.

At the January meeting each year, the Nominating Committee shall present to the Board nominations for Executive Committee members to be elected at the February meeting.

The Board has established the following guidelines to assist in selection of members of the Nominating Committee:

- Members of the Nominating Committee are not eligible to be nominated for a position on the Executive Committee (Board Officer) by the committee or from the floor.
- Members of the Nominating Committee shall have served not less than one year on the Board before being eligible to serve on the Nominating Committee.
- A designated alternate may not serve on the Nominating Committee.
- In the appointment of the Nominating Committee, consideration shall be given to providing representation of a broad cross-section of the Board, taking into account community size, geographic location, the rate of growth, county and municipality, rural and suburban and other factors.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to select one member of the Finance and Budget Committee to the Nominating Committee

ATTACHMENTS

List of Finance and Budget Committee members

ADDITIONAL INFORMATION

If you need additional information, please contact Douglas W. Rex, Executive Director, at 303-480-6701 or drex@drcog.org; or Connie Garcia, Board Coordinator, at 303-480-6701 or cgarcia@drcog.org.

**DENVER REGIONAL COUNCIL OF GOVERNMENTS
FINANCE AND BUDGET COMMITTEE
November 2018**

Jeff Baker
Commissioner
Arapahoe County

Jacob Lofgren
Mayor
Lochbuie

Elise Jones
Commissioner
Boulder County

Wynne Shaw
Mayor Pro Tem
Lone Tree

Kevin Flynn
Council Member
City & County of Denver

Joan Peck
Council Member
Longmont

Roger Partridge
Commissioner
Douglas County

Ashley Stolzmann
Council Member
Louisville

Libby Szabo
Commissioner
Jefferson County

Connie Sullivan
Mayor
Lyons

Bob Fifer
Council Member
Arvada

Jessica Sandgren
Council Member
Thornton

Larry Vittum
Council Member
Bennett

ATTACH D

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 #
November 28, 2018	Action	4

SUBJECT

This item pertains to allocating excess funds for both new and currently funded service programs under the DRCOG Area Agency on Aging (AAA).

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends authorizing the Executive Director to allocate funds for new and existing AAA service programs at amounts recommended by the Advisory Committee on Aging (ACA) for the six-month period of January 1, 2019 to June 30, 2019.

ACTION BY OTHERS

N/A

SUMMARY

The DRCOG AAA receives and administers federal Older Americans Act (OAA) and State Funding for Senior Services (SFSS) monies through its contract with the Colorado Department of Human Services for purposes of providing services to older adults and their caregivers throughout the AAA's 8-county Denver metro region. For the state fiscal year that runs July 1, 2018 through June 30, 2019, DRCOG is receiving an increase in funding due largely to having a higher SFSS allocation as awarded by the state legislature. The combined federal and state allocation exceeds the total funds currently contracted to service providers. To spend the excess funds, DRCOG issued an intra-year Request for Proposals (RFP) to solicit proposals for new service programs. At the same time, current contractors were informed that they may request additional monies to increase services for their currently funded programs. Funding for these events will be made available for six months beginning January 1, 2019.

From the RFP, 15 service proposals were received from 9 organizations. Upon review of these by the ACA, funding for 7 service proposals from 3 organizations totaling approximately \$187K are recommended for approval. Among the criteria evaluated by the ACA in its funding determinations were the need of the service within the region, cost and other financial information, and the agency's experience/capability.

Of the 25 current contractors, 21 submitted requests for additional funds. The ACA reviewed the requests and recommends additional funding allocations of approximately \$1.4M to be distributed among these providers. Consumer waitlists, proposed unit and client increases, contractor justification and past contract performance history were factors in determining the amounts recommended.

The amounts recommended for the new proposals and for the additional funding requests total \$1.6M and are summarized on the attached reports. The remainder of excess funds will be used to increase the budget for the AAA ombudsman program, which is reflective of the growing number of senior facilities in the region. Funds will also be used to support the AAA's Aging and Disability Resource Center, which provides

information and referral assistance, options counseling, benefits education and case management services.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to adopt 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.

ATTACHMENTS

1. Spreadsheet summary of ACA recommended intra-year service proposals
2. Spreadsheet summary of ACA recommended additional funding requests
3. 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.

FY2019 DRCOG AAA

Summary of ACA recommended intra-year service proposals

Agency	Service	Amount Requested	Recommended Max Funding
Arapahoe Cty Community Resources	Assisted Transportation	\$ 25,000.00	\$ -
	Assisted Transportation Total	\$ 25,000.00	\$ -
Senior Hub	Capital Purchases	\$ 82,341.00	\$ -
	Capital Purchases Total	\$ 82,341.00	\$ -
DRMAC	Counseling	\$ 22,500.00	\$ -
	Counseling Total	\$ 22,500.00	\$ -
Jefferson Center for Mental Health	Caregiver Counseling	\$ 2,465.28	\$ -
	Caregiver Counseling Total	\$ 2,465.28	\$ -
Dominican Home Health	Education	\$ 12,000.00	\$ 12,000.00
DRMAC	Education	\$ 22,500.00	\$ -
	Education Total	\$ 34,500.00	\$ 12,000.00
Dominican Home Health	Homemaker	\$ 7,008.00	\$ 7,008.00
	Homemaker Total	\$ 7,008.00	\$ 7,008.00
Colorado Gerontological Society	Information & Assistance Compensated	\$ 77,160.00	\$ -
City and County of Denver	Information & Assistance Compensated	\$ 97,260.00	\$ 97,260.00
DRMAC	Information & Assistance Compensated	\$ 22,500.00	\$ -
	Info & Assistance Compensated Total	\$ 196,920.00	\$ 97,260.00
Dominican Home Health	Material Aid	\$ 9,000.00	\$ 9,000.00
	Material Aid Total	\$ 9,000.00	\$ 9,000.00
Dominican Home Health	Personal Care	\$ 17,520.00	\$ 17,520.00
	Personal Care Total	\$ 17,520.00	\$ 17,520.00
Dominican Home Health	Screening	\$ 28,125.00	\$ 28,125.00
	Screening Total	\$ 28,125.00	\$ 28,125.00
Douglas County	Transportation	\$ 16,200.00	\$ 16,200.00
	Transportation Total	\$ 16,200.00	\$ 16,200.00
Seniors' Resource Center	Visually Impaired Counseling	\$ 16,140.00	\$ -
	Visually Impaired Counseling Total	\$ 16,140.00	\$ -

TOTAL \$ 457,719.28 \$ 187,113.00

DENVER REGIONAL COUNCIL OF GOVERNMENTS
STATE OF COLORADO

FINANCE & BUDGET COMMITTEE

RESOLUTION NO. _____, 2018

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

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

WHEREAS, the Colorado Department of Human Services contracts with DRCOG to receive and distribute funds from the OAA and State Funding for Senior Services (SFSS) to provide services to older adults and their caregivers throughout the AAA region; and

WHEREAS, DRCOG shall receive an excess amount of such funds in state fiscal year 2019 that must be allocated to local service providers; and

WHEREAS, DRCOG has issued an intra-year Request for Proposals to solicit service proposals for new programs and has concurrently accepted requests from its providers to increase the amounts for currently funded programs; and

WHEREAS, the DRCOG Advisory Committee on Aging has reviewed new service proposals and providers' funding requests and has made recommendations for funding allocations;

NOW, THEREFORE BE IT RESOLVED that the Finance and Budget Committee authorizes the Executive Director to allocate excess OAA and SFSS funds to local service providers as recommended by the ACA for the six-month period of January 1, 2019 through June 30, 2019.

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

ATTACHE

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 #
November 28, 2018	Action	5

SUBJECT

This action is related to the purchase of planimetric sidewalk data to contribute to regional transportation planning efforts.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends executing a contract with Kucera International, Inc. for the procurement of planimetric data created from the 2018 DRAPP imagery.

ACTION BY OTHERS

N/A

SUMMARY

Since 2014, DRCOG has facilitated the joint purchase of planimetric data, passing on time and cost savings to participating member governments. These datasets are also useful for DRCOG's transportation planning efforts and staff has identified a need for additional sidewalk features. These additional features would supplement the primary features captured on behalf of planimetric project partners.

Kucera International, Inc. performed planimetric data collection for DRCOG's 2014 and 2016 planimetric projects. Due to this vendor's familiarity with our data, previous project requirements, their competitive pricing, and our partners' satisfaction with their past work, DRCOG staff recommends contracting with Kucera International, Inc. for the 2018 planimetrics project. Based on DRCOG's capture criteria for these features, the collection of additional sidewalk data is not expected to exceed \$125,000.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to adopt 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.

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 Ashley Summers, Information Systems Manager, at 303-480-6746 or asummers@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 KUCERA INTERNATIONAL, INC. FOR THE PROCUREMENT OF DETAILED INFRASTRUCTURE DATA (PLANIMETRIC SIDEWALK DATA) FOR THE DENVER REGION NOT TO EXCEED \$125,000.

WHEREAS, the Denver Regional Council of Governments desires to acquire planimetric sidewalk data for the Denver Region; and

WHEREAS, similar projects have been successfully completed in 2014 and 2016; and

WHEREAS, Kucera International, Inc. has been selected as the vendor for the project.

NOW, THEREFORE, BE IT RESOLVED that the Finance and Budget Committee authorizes the Executive Director to negotiate and execute a contract with Kucera International, Inc. in an amount not to exceed \$125,000 for the production of planimetric sidewalk data.

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

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 #
November 28, 2018	Action	6

SUBJECT

This action is related to the purchase of planimetric data on behalf of local partners.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends executing a contract with Kucera International, Inc. for the procurement of planimetric data created from the 2018 DRAPP imagery.

ACTION BY OTHERS

N/A

SUMMARY

Since 2014, DRCOG has facilitated the joint purchase of planimetric data, passing on time and cost savings to participating member governments. Based on the success of previous projects, our regional partners have requested that DRCOG continue to facilitate and manage the process to use Denver Regional Aerial Photography Project (DRAPP) imagery to create planimetric datasets. These datasets support numerous local and regional planning initiatives.

Kucera International, Inc. performed planimetric data collection for DRCOG's 2014 and 2016 planimetric projects. Due to this vendor's familiarity with our data, previous project requirements, their competitive pricing, and our partners' satisfaction with their past work, DRCOG staff recommends contracting with Kucera International, Inc. for the 2018 planimetrics project.

DRCOG, in consultation with our partners, is finalizing specifications for the 2018 planimetric features, including individual partner contributions to the project. Current partner commitments total over \$200,000. The project budget and scope for this contract will reflect final partner contributions and project specifications that can be accommodated based on funding secured from project partners.

Based on project planning with partners over the past ten months, and DRCOG's experience with previous planimetrics projects, these services are not expected to exceed \$450,000 and will be funded by more than 20 local partners.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to adopt 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.

ATTACHMENT

Draft Resolution

ADDITIONAL INFORMATION

If you need additional information, please contact Douglas W. Rex, Executive Director, at 303-480-6701 or drex@drcoq.org; or Ashley Summers, Information Systems Manager, at 303-480-6746 or asummers@drcoq.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 KUCERA INTERNATIONAL, INC. FOR THE PROCUREMENT OF DETAILED INFRASTRUCTURE DATA (PLANIMETRIC DATA) FOR THE DENVER REGION NOT TO EXCEED \$450,000.

WHEREAS, the Denver Regional Council of Governments, participating members, and regional partners desire to acquire planimetric data for the Denver Region; and

WHEREAS, this consortium of interested parties has successfully completed similar joint procurements in 2014 and 2016; and

WHEREAS, this consortium of interested parties wishes DRCOG to again serve as contracting agent in the procurement of data in 2019; and

WHEREAS, Kucera International, Inc. has been selected as the vendor for the project.

NOW, THEREFORE, BE IT RESOLVED that the Finance and Budget Committee authorizes the Executive Director to negotiate and execute a contract with Kucera International, Inc. in an amount not to exceed \$450,000 for the production of planimetric data and to collect payment from all participating parties for this service.

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 G

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 #
November 28, 2018	Action	7

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 H

To: Chair and Members of Finance & Budget Committee

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

Meeting Date	Agenda Category	Agenda Item #
November 28, 2018	Action	8

SUBJECT

This item is related to 1290 Broadway sub-lease contract negotiations with the City and County of Denver.

PROPOSED ACTION/RECOMMENDATIONS

Staff requests approval from the Finance and Budget Committee for the Executive Director to negotiate and execute a sub-lease contract with the City and County of Denver for the 7th floor of the office space located at 1290 Broadway through the remaining term of the lease.

ACTION BY OTHERS

N/A

SUMMARY

In June of 2018, DRCOG entered into a fifteen-year lease with Franklin Street Properties and relocated its offices from 1290 Broadway to 1001 17th Street, Suite 700. The lease with Principal Financial Group for the former space at 1290 Broadway remains in full effect until March 2021.

The new lease at 1001 17th Street was signed with the intention of sub-leasing a portion or all of the office space at 1290 Broadway. Since June 2018 staff has worked closely with our real estate broker to find viable sub-lease opportunities at 1290 Broadway. In October 2018 DRCOG signed a Letter of Intent with the City and County of Denver to sub-lease the 7th floor of 1290 Broadway (18,582 square feet) at a rate of \$18.00 per square foot with \$0.50 annual increases. In addition to rental payments, DRCOG would be compensated for the market rate (currently \$120.00 per month) of at least 12 parking spaces, taxes and other fees according to the Master Lease. The lease with the City and County of Denver is expected to commence January 1, 2019 and continue through DRCOG's remaining obligation of March 2021. Upon lease termination, all remaining furniture will be purchased by the City and County of Denver for the price of \$1.00.

This scenario allows for a financial recovery rate of approximately 50% throughout the life of the sublease which is what was forecasted when financial considerations were made to sign the lease at 1001 17th street. Staff believes this to be a solid financial decision due to the rate of financial recovery and the minimal exposure of risk in signing a contract with a fiscally responsible local government such as the City and County of Denver.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to adopt 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 7th floor office space at 1290 Broadway.

ATTACHMENT

1. 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, Accounting Services Manager 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 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 7TH FLOOR OFFICE SPACE AT 1290 BROADWAY

WHEREAS, DRCOG signed a 15-year lease for office space with Franklin Street Properties at 1001 17th Street with the intention of subleasing a portion or all of the office space at 1290 Broadway though its lease termination date of March 2021; and

WHEREAS, a Letter of Intent was signed with the City and County of Denver in October 2018 to sublease the 7th floor (approximately 18,582 square feet) at 1290 Broadway at a rate of \$18.00 per square foot with \$0.50 annual increases; and

WHEREAS, other Master Lease obligations at 1290 Broadway to include parking fees, taxes and other expenses would be included in payment to DRCOG; and

WHEREAS, the overall financial recovery rate of 50% that staff forecasted when financial considerations were made in signing the lease at 1001 17th Street would be attained.

NOW, THEREFORE BE IT RESOLVED that the Finance and Budget Committee authorizes the Executive Director to negotiate and execute a sub-lease 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 7th floor office space at 1290 Broadway.

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

ATTACH I

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

Monthly Report:

Finance and Budget Committee Date

Nov-18

Oct-18



	Project Name	Vendor Name	Service Provided	Amount (\$)	Date Executed	Budget Line Item Impacted	Division Director - Name & Contact Information
1	503018	Xavier Gitiaux	Consulting Serices	\$60,000.00	10/16/2018		Ron Papsdorf, rpapsdorf@drcog.org
2							
3							
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Contact Roberta Cole, Contracts and Budget Coordinator with additional questions at (303) 480-5620 or at rcole@drcog.org.