



Bob Fifer, Chair John Diak, Vice Chair Ashley Stolzmann, Secretary Kevin Flynn, Treasurer Herb Atchison, Immediate Past Chair Douglas W. Rex, Executive Director

AGENDA

1. Call to Order

CONSENT AGENDA

- 2. Move to Adopt the Consent Agenda
 - August 21, 2019 minutes (Attachment A)

ACTION ITEMS

- 3. <u>Discussion of a resolution authorizing the Executive Director to approve submission of a proposal to the Colorado Department of Local Affairs, and if awarded, to receive up to \$300,000 to coordinate 2020 census outreach and assistance to older adults in the period of December 1, 2019 to June 30, 2020.</u>

 (Attachment B) Brad Calvert, Director, Regional Planning & Development
- 4. <u>Discussion of a resolution authorizing the Executive Director to negotiate and execute an IGA Amendment with the Colorado Department of Transportation to provide funding for the Denver Regional Council of Governments to deliver regional traffic signal timing/coordination technical and support services in the Denver metropolitan area for an amount of approximately \$1,500,000 per year, recognizing that no match is required</u>
 - (Attachment C) Greg MacKinnon, Program Manager, Transportation Planning & Operations

INFORMATIONAL ITEM

Draft DRCOG 2020 Budget
 (Attachment D) Jenny Dock, Director, Administration & Finance

ADMINISTRATIVE ITEMS

6. Executed Contracts Report – no contracts to report for August 2019

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.



Finance and Budget Committee Meeting Agenda September 18, 2019 Page 2

ADMINISTRATIVE ITEMS (cont.)

- 7. Report of the Chair
- 8. Report of the Executive Director
- 9. Other Matters by Members
- 10. **Next Meeting October 16, 2019**
- 11. Adjourn

MINUTES FINANCE AND BUDGET COMMITTEE Wednesday, August 21, 2019

Present:

Kevin Flynn, Chair Denver

Jeff Baker Arapahoe County
Elise Jones Boulder County
Roger Partridge Douglas County
Libby Szabo Jefferson County
Larry Strock Lochbuie

Wynne Shaw Longmont
Jessica Sandgren Lochbule
Lone Tree
Longmont
Thornton

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

Chair Flynn called the meeting to order at 6:00 p.m. with a quorum present.

Move to Adopt the Consent Agenda

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

Items on the consent agenda included:

Minutes of the May 15, 2019 Meeting

<u>Discussion of a resolution authorizing the Executive Director to accept funding of approximately \$400,000 from the Colorado Department of Human Services for DRCOG's Aging and Disability Resource Center for Colorado (ADRC)</u>

Jayla Sanchez-Warren, Director, Area Agency on Aging, provided an overview of the anticipated funding for the ADRC. It was noted the amount of funds expected to be received for the program is not expected to exceed \$400,000.

Director Szabo **moved** to adopt <u>Resolution No. 17, 2019</u>, authorizing the Executive Director to accept funding from the Colorado Department of Human Services State Unit on Aging of approximately \$400,000 for up to one year ending June 30, 2020 to support DRCOG's Aging and Disability Resource Center. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to receive accept funding of \$125,000 from the Colorado Refugee Services Program (CRSS) for DRCOG's Elder Refugee program

Jayla Sanchez-Warren briefed members on the funding anticipated to be received in support of the Elder Refugee program.

Finance and Budget Committee Meeting Summary July 17, 2019 Page 2

Director Baker **moved** to adopt <u>Resolution No. 18, 2019</u>, authorizing the Executive Director to accept funding from the Colorado Department of Human Services through the Colorado Refugee Services Program in the amount of \$125,000 for services to older adult refugees. The motion was **seconded** and **passed** unanimously.

<u>Discussion of a resolution authorizing the Executive Director to amend a contract with Right Click Solutions, Inc. (dba RideAmigos Corporation) for the Way to Go program Steve Erickson, Director, Communications & Marketing, provided an overview of the proposed contract amendment.</u>

Director Shaw **moved** to adopt <u>Resolution No. 19, 2019</u>, authorizing the Executive Director to amend a contract with Right Click Solutions, Inc. (dba RideAmigos Corporation) for the Way to Go program. The motion was **seconded** and **passed** unanimously.

<u>Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with the Colorado Department of Transportation for planning funds</u>
Ron Papsdorf, Director, Transportation Planning & Operations, briefed members on the proposed contract with CDOT. The resolution implements the FY 2020-2021 Unified Planning Work Program approved by the Board of Directors at the July 17, 2019 meeting.

Director Strock **moved** to adopt <u>Resolution No. 20, 2019</u>, authorizing the Executive Director to negotiate and execute a contract with the Colorado Department of Transportation for funding in support of the FY 2020 and FY 2021 Unified Planning Work Program. The motion was **seconded** and **passed** unanimously.

Executed Contracts

There were no contracts to report for July 2019.

Report of Chair

No report was given.

Report of the Executive Director

No report was given.

Other Matters by Members

No other matters were discussed.

Next Meeting

The next meeting is scheduled for September 18, 2019

The meeting adjourned at 6:13 p.m.

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 #
September 18, 2019	Action	3

SUBJECT

This action is related to a proposal requesting grant funds from the Colorado Department of Local Affairs (DOLA) to coordinate census outreach and assistance to area older adults.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends that the Finance and Budget Committee authorize the Executive Director to approve submission of a grant proposal and, if awarded, accept up to \$300,000 from DOLA to coordinate census outreach and assistance to area older adults.

ACTION BY OTHERS

N/A

SUMMARY

The decennial census is a monumental effort to count every person in the United States and then use that data to determine how federal funds and representation should be distributed across the country. The Colorado Department of Local Affairs' Census Outreach Grant program was created to provide up to \$6 million in grants to conduct 2020 census outreach, promotion, and education, with particular emphasis on reaching groups that are less likely to respond to the census survey, or "Hard to Count Populations", within the state. Adults 60 years and older are considered by DOLA as among the hard-to-count populations that historically have been undercounted by previous censuses. As the Area Agency on Aging (AAA) for the eight-county Denver metro region, DRCOG is uniquely positioned to coordinate census education, outreach and assistance to area older adults.

DRCOG's AAA receives a majority of funds from the federal Older Americans Act and state Older Coloradans Act funds, whose funding formulas are impacted by census data. DRCOG intends to submit a proposal to DOLA for up to \$300,000, which will be used to implement a community outreach, education and engagement plan targeted to area older adults during the seven months from December 1, 2019 to June 30, 2020. A portion of the funds will be sub-awarded to existing AAA contractors given that they are trusted service providers within their respective communities. AAA staff will also mobilize to educate and assist older adults within their areas of influence. Finally, DRCOG will convene a workgroup of community partners to coordinate and leverage their efforts in the "hard-to-count" census initiative.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to approve a resolution authorizing the Executive Director to approve submission of a proposal to the Colorado Department of Local Affairs, and if awarded, to receive up to

DOLA Census Grant September 18, 2019 Page 2

\$300,000 to coordinate 2020 census outreach and assistance to older adults in the period of December 1, 2019 to June 30, 2020.

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 Brad Calvert, Director of Regional Planning & Development, at 303-480-6839, or bcalvert@drcog.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS STATE OF COLORADO

FINANCE & BUDGET COMMITTEE	I	RESOLUTION NO	_, 2019
A RESOLUTION AUTHORIZING THE SUBMISSION OF A PROPOSAL TO AFFAIRS (DOLA), AND IF AWARDE COORDINATE 2020 CENSUS OUTF IN THE PERIOD OF DECEMBER 1,	THE COLORADO D, TO RECEIVE I REACH AND ASS	D DEPARTMENT OF LOO JP TO \$300,000 TO ISTANCE TO OLDER AD	
WHEREAS, DOLA is issuing s program to promote responses to and			•
WHEREAS, adults age 60 and population regarding the census, and		ered by DOLA as a hard-t	o-count
WHEREAS, DRCOG is a design the eight-county Denver metro region	•	cy on Aging serving olde	r adults
WHEREAS, DRCOG is a recip Older Coloradans Act monies, whose and			
WHEREAS, DRCOG desires t funds to coordinate census education			ant
NOW, THEREFORE, BE IT RI authorizes the Executive Director to a Department of Local Affairs, and if av census outreach and assistance to ol 30, 2020.	approve submissio varded, to receive	on of a proposal to the Co up to \$300,000 to coordi	lorado nate 2020
RESOLVED, PASSED AND A at Denver, Colorado.	DOPTED this	day of	_, 2019
-	K	evin Flynn, Chair	
		and Budget Committee	
		nal Council of Governme	nts
ATTEST:			

Doug 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 #
September 18, 2019	Action	4

SUBJECT

This action concerns a DRCOG intergovernmental agreement (IGA) with the Colorado Department of Transportation (CDOT) for the Regional Traffic Operations Program funding.

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends authorizing the Executive Director to negotiate and execute an IGA Amendment with CDOT to provide funding for the DRCOG Regional Traffic Operations Program.

ACTION BY OTHERS

N/A

SUMMARY

DRCOG's Regional Traffic Operations Program has been successfully assisting local governments and state agencies in implementing inter-jurisdictional traffic signal timing and coordination in the region since 1989.

A Regional Transportation Operation & Technology Set-Aside Program is identified in the new 2020-2023 Transportation Improvement Program (TIP), programmed with Congestion Mitigation/Air Quality (CMAQ) funds. The programming designates approximately \$1,500,000 per year for the DRCOG Regional Traffic Operations Program. There are no match requirements.

To use the funds, DRCOG must execute an IGA amendment with CDOT as it is the agency responsible for administering CMAQ federal funds.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to adopt a resolution authorizing the Executive Director to negotiate and execute an IGA Amendment with the Colorado Department of Transportation to provide funding for the Denver Regional Council of Governments to deliver regional traffic signal timing/coordination technical and support services in the Denver metropolitan area for an amount of approximately \$1,500,000 per year, recognizing that no match is required.

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; Ron Papsdorf, Transportation Planning and Operations Director, at 303-480-6747 or rpapsdorf@drcog.org; or Greg MacKinnon at 303-480-5633 or gmackinnon@drcog.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS

STATE OF COLORADO

Douglas W. Rex, Executive Director		
ATTEST:		
Denve	Finance & Budget Committer Regional Council of Gove	
	Kevin Flynn, Chair	
Denver, Colorado.	day of	, 2010 at
RESOLVED, PASSED AND ADOPTED t	nis day of	, 2019 at
NOW, THEREFORE, BE IT RESOLVED hereby authorizes the Executive Director to negothe Colorado Department of Transportation to procure of Governments to deliver regional traffic support services in the Denver metropolitan area \$1,500,000 per year, recognizing that no match	otiate and execute an IGA A ovide funding for the Denve c signal timing/coordination a for an amount of approxim	Amendment with er Regional technical and
WHEREAS, the aforementioned federal for DRCOG 2020-2023 Transportation Improvement		
WHEREAS, approximately \$1,500,000 fe funds are available annually from the Federal Hi Department of Transportation to support these s	ghway Administration throu	
WHEREAS, the provision of such service efficient operation of traffic signals which assists and reducing air pollution; and		
WHEREAS, the Denver Regional Council operations program as an element of the Region Technology Set-Aside program, to assist local grimproving the efficiency in traffic signals and transport	al Transportation Operation overnments and partner ag	ns and encies in
A RESOLUTION AUTHORIZING THE EXECUT EXECUTE AN INTERGOVERNMENTAL AGRE STATE OF COLORADO, DEPARTMENT OF TE FOR THE DENVER REGIONAL COUNCIL OF OF TRAFFIC SIGNAL TIMING/COORDINATION TE THE DENVER METROPOLITAN AREA FOR AN \$1,500,000 PER YEAR, RECOGNIZING THAT	EMENT (IGA) AMENDMEN RANSPORTATION TO PRO GOVERNMENTS TO DELIVE ECHNICAL AND SUPPORT N AMOUNT OF APPROXIM	IT WITH THE DVIDE FUNDING VER REGIONAL SERVICES IN MATELY
FINANCE AND BUDGET COMMITTEE	RESOLUTION NO	, 2019

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 #
September 18, 2019	Informational	5

SUBJECT

The budget is a fiscal guide for the operation of DRCOG from January 1, 2020 – December 31, 2020. The budget highlights work activities in DRCOG's Work Program for the Denver metropolitan region.

PROPOSED ACTION/RECOMMENDATIONS

No action requested. DRCOG staff requests the Finance and Budget Committee provide revisions, if needed, to the 2020 Budget.

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. Attached is the Draft 2020 Budget.

Staff requests the Finance and Budget Committee review the 2020 draft Budget and provide any needed revisions.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

ΝΙ/Δ

ATTACHMENT

DRAFT 2020 Budget

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 idock@drcog.org.

2020 BUDGET DENVER REGIONAL COUNCIL OF GOVERNMENTS

October 16, 2019

SUBMITTED BY
DOUGLAS W. REX, EXECUTIVE DIRECTOR

DENVER REGIONAL COUNCIL OF GOVERMENTS

1001 17th Street, Suite 700, Denver, Colorado 80202





Bob Fifer, Chair John Diak, Vice Chair Ashley Stolzmann, Secretary Kevin Flynn, Treasurer Herb Atchison, Immediate Past Chair Douglas W. Rex, Executive Director

October 16, 2019

Finance and Budget Committee and Board of Directors Denver Regional Council of Governments

I am pleased to submit the proposed budget of the Denver Regional Council of Governments (DRCOG) for the year 2020. The budget is transmitted to the Finance and Budget Committee for review and recommendation for approval by the Board of Directors.

The budget is a fiscal guide for the operation of DRCOG beginning January 1, 2020 through December 31, 2020. It supports work activities in the DRCOG Metropolitan Planning Organization's Unified Planning Work Program (UPWP), the Area Agency on Aging (AAA), Communications and Marketing, Executive Office, Administration and Finance, and Human Resource Division.

Variations of note between the 2019 and 2020 budgets include:

Revenues

- **Federal funding**, the use of UPWP funding will increase in 2020 by approximately 15.5%. However, overall federal funding will decrease by \$948,958. Significant federal grant variances include:
 - Due to delays in reimbursement, the Veterans Directed Care program is currently capped at 115 veterans and not expected to expand in 2020 resulting in a decrease in claims totaling nearly \$1,000,000.
 - o The Accountable Health Communities grant funded by Medicaid will pay contractor agreements throughout the year increasing the total expenditures in 2020 by \$258,000.
 - o In 2019 a federal carryover balance of \$433,000 was reflected in the AAA budget. Those funds were fully expended and are not reflected in the 2020 budget resulting in a decrease of federal dollars.
- **State funds** will increase by approximately \$1,455,000 in 2020 mainly due to Homestead Act dollars in the amount of \$1,3000,000 granted by the State Funding for Senior Services.
- **Local/other funds** reflects an increase of approximately \$1,184,000 which is due to the Denver Regional Aerial Photography Project (DRAPP) entering the second year of its two-year cycle.
- **In-kind services,** where in-kind contributions from volunteers and partnering organizations are reflected, will increase. This is largely attributed to RTD's in-kind contribution toward UPWP match which under our new contract makes up a larger percentage of the overall match requirement than in years past.
- **Member dues** provide match for federal programs and help fund initiatives such as legislative activities and strategic partnerships which assist in increasing overall funding as well as Board-related activities. Board-related activities include Finance and Budget Committee and Board meetings, the Annual Awards Dinner, the Board Workshop, participation in Sister Cities and hosting the annual Small Communities Hot Topics Forum.



Expenditures

- **Personnel expenditures** are budgeted with an estimated fifteen percent increase for medical insurance and ten percent increase for dental insurance effective January 2020, as well as a performance-based merit increase pool for staff estimated at an average of three percent. Due to expanded activities across the organization, there are thirteen additional personnel budgeted. The personnel to support these expanded activities include AAA community options and SHIP counselors, case manager, two community resource specialists, community partnership coordinator, and three navigators. Additionally, two new positions have been budgeted in Transportation Planning Operations, (1) long range transportation planner and (2) a contract compliance position to support the upcoming FTA 5310 transportation mobility program.
- Contractual obligations are significantly higher from 2020. This is due in part to 2020 being the larger contractual year of the two year DRAPP cycle. Further, contracts to support a USGS lidar project are also included. There are additional contract expenditures in the 2020 budget to support UPWP tasks that include a household travel survey, complete streets toolkit, TOD opportunity study, and various micromobility projects. Finally, Veterans Directed contractual obligations will decrease from the 2019 budget as a result of the program cap.
- **Non-personnel expenditures** include funds for technology updates and license renewals as well as business insurance premiums which are estimated to total approximately \$198,000 in 2020.
- Capital outlay includes \$30,000 for computer network storage and \$10,000 for the installation of a secure door to the Area Agency on Aging office space.

Fund Balance

The 2020 ending fund balance for DRCOG is projected to be \$8,080,121. Approximately \$2,992,942 of this fund balance reflects pre-paid funds set aside for specific programs such as DRAPP, Guaranteed Ride Home, and Regional Vanpool.

Because most of DRCOG's grants operate on a reimbursement basis, substantial working capital must be available to pay contractual obligations and meet daily expense outlays while awaiting grantor payments. DRCOG's auditors have consistently recommended maintaining a fund balance equal to three months' expenditures. Based on prior year expenses and contractual rent obligations, that amount would total approximately \$8,000,000 to \$9,000,000. Member dues collected in excess of program obligations and activities will be applied toward the general fund to replenish this balance and further strengthen DRCOG's overall financial position.

Pass-through funds are excluded from the general operating fund budget; however, the 2020 pass-through is estimated to total \$16,054,246.

Respectfully submitted,

Douglas W. Rex Executive Director

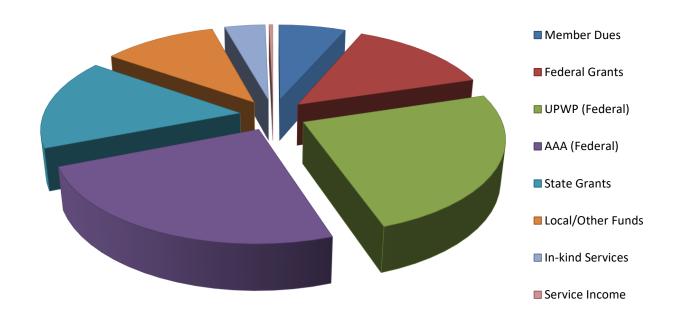
2020 BUDGET SUMMARY AND COMPARISON GENERAL OPERATING FUND

	2018 Actuals	2019 Budget	2020 Budget
BEGINNING BALANCE General Funds Program Obligations	¹ \$ 7,696,237 4,204,961 3,491,276	7,691,016 4,606,850 3,084,166	\$ 8,050,121 4,957,179 3,092,942
REVENUES Member Dues Federal Grants State Grants Local/Other Funds In-kind Services Service Income Interest/Investment Income	\$ 1,569,448 12,397,491 3,036,851 1,399,121 595,300 477,218 72,482	\$ 1,724,800 17,934,614 2,814,355 1,791,817 683,026 200,000 30,000	1,760,800 16,985,656 4,270,462 2,975,445 1,067,654 100,000 30,000
TOTAL REVENUES	\$ 19,547,911	\$ 25,178,612	\$ 27,190,017
TOTAL FUNDS AVAILABLE	\$ 27,244,148	\$ 32,869,628	\$ 35,240,138
EXPENDITURES Personnel Contractual Services In-kind Services Non-personnel Capital Outlay	\$ 10,662,101 4,999,382 595,300 3,191,144 105,205	\$ 13,364,242 7,674,098 1,033,489 2,717,678 30,000	\$ 14,293,255 8,492,667 779,446 3,554,649 40,000
TOTAL EXPENDITURES	\$ 19,553,132	\$ 24,819,507	\$ 27,160,017
ENDING BALANCE General Funds Program Obligations ²	\$ 7,691,016 4,606,850 3,084,166	\$ 8,050,121 4,957,179 3,092,942	\$ 8,080,121 5,087,179 2,992,942
PASS-THROUGH FUNDS Area Agency on Aging	\$ 14,137,425	\$ 14,128,425	\$ 16,054,246
TOTAL PASS-THROUGH FUNDS	\$ 14,137,425	\$ 14,128,425	\$ 16,054,246

The beginning balance for the 2020 budget is based on 2018 actuals. All other 2020 line items are estimates.

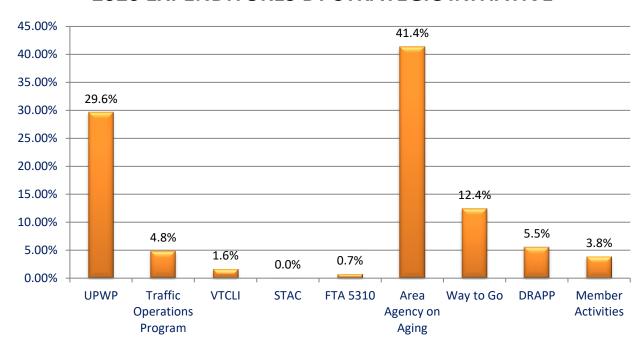
Program obligations are pre-paid funds set aside for specific programs: Guaranteed Ride Home, DRAPP, Regional Vanpool, and Veterans Directed.

DRCOG 2020 FUNDING



Source	% of Total		Amount	
Member Dues	6.48%	\$	1,760,800	
Federal Grants	13.78%	\$	3,743,861	
UPWP (Federal)	24.53%	\$	6,663,401	
AAA (Federal)	24.22%	\$	6,578,394	
State Grants	15.72%	\$	4,270,462	
Local/Other Funds	10.96%	\$	2,975,445	
In-kind Services	3.93%	\$	1,067,654	
Service Income	0.37%	\$	100,000	
Projected Total Funding	100.00%	\$27,160,01		

2020 EXPENDITURES BY STRATEGIC INITIATIVE



Strategic Initiative	% of Total	Amount
UPWP	29.63%	\$ 8,048,558
Traffic Operations Program	4.83%	\$ 1,311,967
VTCLI	1.59%	\$ 431,151
STAC	0.04%	\$ 9,550
FTA 5310	0.73%	\$ 198,790
Area Agency on Aging	41.40%	\$ 11,244,550
Way to Go	12.43%	\$ 3,376,317
DRAPP	5.52%	\$ 1,499,780
Member Activities	3.83%	\$ 1,039,354
Strategic Initiatives Total	100.00%	\$27,160,017
Juaicaic illicatives local	100.00/0	7 <i>~</i> / , ±00,0±/

2020 Strategic Initiatives Funding Summary

PROJECT	ı	FEDERAL	STATE	CAL/OTHER FUNDS	IN-KIND SERVICES		SERVICE INCOME	MATO	BER DUES CH/DRCOG JNDED	TOTAL
UPWP	\$	6,663,401			\$ 960,599	9		\$	424,558	\$ 8,048,558
Traffic Operations Program	\$	1,311,967								\$ 1,311,967
VTCLI	\$	376,351	\$ 54,800							\$ 431,151
STAC/State Rural Planning Assistance	\$	9,550								\$ 9,550
FTA 5310	\$	169,395						\$	29,395	\$ 198,790
Area Agency on Aging*	\$	6,578,394	\$ 4,210,663	\$ 80,000	\$ 60,000)		\$	315,493	\$ 11,244,550
Way to Go	\$	1,876,598	\$ 4,999	\$ 1,337,665	\$ 47,055	5 \$	100,000	\$	10,000	\$ 3,376,317
Denver Regional Aerial Photography Project (DRAPP)				\$ 1,499,780						\$ 1,499,780
Member Activities				\$ 58,000				\$	981,354	\$ 1,039,354

4,270,462 \$

2,975,445 \$

1,067,654 \$

100,000 \$

16,985,656 \$

27,160,017

1,760,800 \$

TOTAL FUNDING SUMMARY

^{*}Funding Summary does not reflect \$16,054,246 in Area Agency on Aging Pass-Through funding. Funding Summary does not reflect \$30,000 in projected interest income.