

AGENDA
FINANCE AND BUDGET COMMITTEE
WEDNESDAY, SEP 19, 2018
RED ROCKS CONFERENCE ROOM
1001 17th Street, 7th Floor
➔ 5:40 P.M. ➔

1. Call to Order

CONSENT AGENDA

2. Move to Adopt the Consent Agenda
 - June 27, 2018 minutes
(Attachment A)
 - A resolution authorizing the Executive Director to distribute 2019 NSIP funds
(Attachment B) Jayla Sanchez-Warren, Director, Area Agency on Aging

ACTION ITEMS

3. Discussion of a resolution authorizing the Executive Director to negotiate and execute a revenue contract with Rocksol Consulting Group, Inc. for DRCOG to provide transportation demand management services for commuters traveling the I-25 corridor between Colorado Springs and Castle Rock, during the I-25 South Gap construction project, in a total amount not to exceed \$615,038
(Attachment C) Steve Erickson, Director, Communications & Marketing
4. Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with J. Cohn Marketing Group, Inc. to provide professional marketing and advertising services to promote transportation options to commuters traveling the I-25 corridor between Colorado Springs and Castle Rock during the I-25 South Gap construction project, in a total amount not to exceed \$182,100
(Attachment D) Steve Erickson, Director, Communications & Marketing

INFORMATIONAL ITEM

5. 2019 Draft Budget
(Attachment C) Jenny Dock, Accounting Services Manager, 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

6. Executed Contracts Report – No contracts to report for July and August 2018
7. Report of the Chair
8. Report of the Executive Director
9. Other Matters by Members
10. **Next Meeting – October 17, 2018**
11. Adjourn

MINUTES
FINANCE AND BUDGET COMMITTEE
Wednesday, June 27, 2018

Present:

Ashley Stolzmann, Chair	Louisville
Jeff Baker	Arapahoe County
Roger Partridge	Douglas County
Libby Szabo	Jefferson County
Bob Fifer	Arvada
Jacob Lofgren	Lochbuie
Wynne Shaw	Lone Tree

Others Present: Roxie Ronsen, Administrative Officer; Nicholas Williams, Denver; Paul Niedermuller, Clifton Larsen and Allen; and DRCOG Staff.

Chair Ashley Stolzmann called the meeting to order at 5:30 p.m. with a quorum present. Roxie Ronsen, DRCOG's Administrative Officer, attended the meeting in place of the Executive Director, who had to be in the Performance and Engagement Committee meeting being held concurrently.

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 May 16, 2018 Meeting
- Resolution No. 12, 2018, authorizing the Executive Director to renew the contract with HCPF in the amount of approximately \$300,000 for the period of July 1, 2018 to June 30, 2019

Discussion of a resolution authorizing the Executive Director to negotiate and execute contracts with the Colorado Department of Transportation to carry out the DRCOG Regional Transportation Demand Management (TDM) Program's FY 2018 and 2019 activities

Steve Erickson, Communications and Marketing Director, briefed members on this item. The purpose is to carry out the DRCOG regional TDM program activities for FY 2018-19 with the program operating under the Way to Go brand name.

Director Shaw **moved** to approve Resolution No. 13, 2018 authorizing the Executive Director to execute a contract with the Colorado Department of Transportation to carry out the DRCOG Regional Transportation Demand

Management Program's FY 2018 and 2019 activities. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to receive funding from Colorado's State Health Insurance Assistance Program in an amount not to exceed \$240,000 for one year ending May 31, 2019 to administer a regional Senior Health Insurance Assistance Program.

Jayla Sanchez-Warren, Area Agency on Aging Director, briefed members on this item. This item allows DRCOG to receive funding from Colorado's State Health Insurance Assistance Program to provide insurance information and benefits services to older adults and people with disabilities in the DRCOG region.

Director Fifer **moved** to adopt Resolution No. 14, 2018, authorizing the Executive Director to receive funding from Colorado's State Health Insurance Assistance Program in an amount not to exceed \$240,000 for one year ending May 31, 2019 to administer a regional Senior Health Insurance Assistance Program.

Presentation of the DRCOG 2017 Audit

Jenny Dock, Accounting Services Manager, introduced Paul Niedermuller from Clifton Larsen and Allen who presented the results of the DRCOG 2017 Audit. Jenny noted this audit is DRCOG's first with this firm. She reported DRCOG goes out to bid every five years for auditing services. Mr. Niedermuller indicated that the audit was a clean opinion, very solid and no findings with the federal grants and compliance. In addition, he briefed the committee on high level best practices that staff have implemented, or are in the process of implementing.

Executed Contracts

There were no executed contracts to report for May 2018.

Report of Chair

Chair Stolzmann noted today is Bike to Work day. A lot of cyclists turned out for the event. Chair Stolzmann thanked Roxie Ronsen and Doug Rex for all their work on the move over the past weekend as well as all the employees.

Report of the Executive Director

Roxie Ronsen provided an update to members on marketing of DRCOG's space at 1290 Broadway. She reported there have been several showings. Roxie noted that the move went smoothly last weekend. Doug Rex plans to invite any interested Board members up to the office suite after the Board meeting if they want a tour of the space.

Other Matters by Members

Director Partridge commented on use of the term "approximate" in the Colorado Health Care Policy and Financing contract (Attachment B), as opposed to "not to exceed." Staff

Finance and Budget Committee Meeting Summary

June 27, 2018

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noted the amount of funding to be provided by this contract is estimated at \$300,000, which includes a year-end incentive payment of up to \$20,000.

Next Meeting

The next meeting is scheduled for July 18, 2018

The meeting adjourned at 5:52 p.m.

ATTACH B

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 19, 2018	Consent	2

SUBJECT

This action is related to the distribution of fiscal year 2019 Nutrition Service Incentive Program (NSIP) funds.

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends the Finance and Budget Committee authorize the Executive Director to distribute 2019 NSIP funds.

ACTION BY OTHERS

N/A

SUMMARY

NSIP is a federal nutrition program for the elderly authorized by the Older Americans Act (OAA). Through the State Unit on Aging, NSIP funds are awarded to DRCOG and other Area Agencies on Aging in proportion to the number of OAA meals served throughout the state in the previous year. The amount allocated to the DRCOG AAA is distributed to Volunteers of America (VOA), who is the sole OAA-funded nutrition provider for the area.

Neither DRCOG nor the State are aware of the exact number of dollars DRCOG will receive in 2019, however DRCOG anticipates receiving approximately \$500,000. By adopting this resolution, the Finance and Budget Committee is authorizing 2019 NSIP funds to be distributed to VOA.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to approve a resolution authorizing the Executive Director to distribute 2019 NSIP funds.

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 Jayla Sanchez-Warren, Director, Area Agency on Aging, at 303-480-6735 or jswarren@drcog.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS
STATE OF COLORADO

FINANCE AND BUDGET COMMITTEE

RESOLUTION NO. _____, 2018

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO DISTRIBUTE 2019
NUTRITION SERVICE INCENTIVE PROGRAM (NSIP) FUNDS.

WHEREAS, it is anticipated that Congress will authorize and appropriate NSIP funds for the nutrition program in FY2019 under the provisions of Title III of the Older Americans Act, as amended, and distribute the funds to states; and

WHEREAS, through the State Unit on Aging division of the Colorado Department of Human Services it is anticipated that 2019 NSIP funds will be allocated proportionately to the Area Agencies on Aging (AAA); and

WHEREAS, the Denver Regional Council of Governments is designated by the State to receive and distribute NSIP funds as the Area Agency on Aging for the eight-county metro region; and

WHEREAS, the Denver Regional Council of Governments will distribute the NSIP funds to Volunteers of America, the region's only Older Americans Act nutrition services provider;

NOW, THEREFORE BE IT RESOLVED that the Finance and Budget Committee authorizes the Executive Director to allocate approximately \$500,000 in 2019 NSIP funds to Volunteers of America.

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 #
September 19, 2018	Action	3

SUBJECT

This action is related to negotiating and executing a revenue contract with Rocksol Consulting Group, Inc. for DRCOG to provide transportation demand management services for commuters traveling the I-25 corridor, between Colorado Springs and Castle Rock, during the I-25 South Gap construction project.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends authorizing the Executive Director to negotiate and execute a revenue contract with Rocksol Consulting Group, Inc for DRCOG to provide transportation demand management services to commuters traveling the I-25 corridor between Colorado Springs and Castle Rock, during the I-25 South Gap construction project.

ACTION BY OTHERS

NA

SUMMARY

The Colorado Department of Transportation (CDOT) has requested that DRCOG, through the Way to Go program, provide transportation demand management services for commuters traveling on the I-25 corridor between Colorado Springs and Castle Rock during construction in the corridor. Construction commenced on September 4, 2018 and is expected to conclude by December 31, 2020. CDOT has requested that DRCOG fund these services through a contract with CDOT's construction manager on the project, Rocksol Consulting Group, Inc. CDOT has budgeted \$615,038 for transportation demand management services during the construction project.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to adopt a resolution authorizing the Executive Director to negotiate and execute a revenue contract with Rocksol Consulting Group, Inc. for DRCOG to provide transportation demand management services for commuters traveling the I-25 corridor between Colorado Springs and Castle Rock, during the I-25 South Gap construction project, in a total amount not to exceed \$615,038.

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 NEGOTIATE AND EXECUTE A REVENUE CONTRACT WITH ROCKSOL CONSULTING GROUP, INC FOR DRCOG TO PROVIDE TRANSPORTATION DEMAND MANAGEMENT SERVICES FOR COMMUTERS TRAVELING THE I-25 CORRIDOR BETWEEN COLORADO SPRINGS AND CASTLE ROCK DURING THE I-25 SOUTH GAP CONSTRUCTION PROJECT.

WHEREAS, the Colorado Department of Transportation (CDOT) has requested that DRCOG provide transportation demand management services for commuters traveling the I-25 corridor, between Colorado Springs and Castle Rock, during the I-25 South Gap construction project; and

WHEREAS, CDOT has requested DRCOG to fund these services through a contract with CDOT's construction manager on the project, Rocksol Consulting Group, Inc.; and

WHEREAS, CDOT has budgeted \$615,038 for transportation demand management services for this project over a period of more than two years; and

WHEREAS, it is necessary for the DRCOG Executive Director to negotiate and execute a contract with Rocksol Consulting Group, Inc. for DRCOG to provide these services.

NOW, THEREFORE, BE IT RESOLVED that the Finance and Budget Committee authorizes the Executive Director to negotiate and execute a revenue contract with Rocksol Consulting Group, Inc. for DRCOG to provide transportation demand management services for commuters traveling the I-25 corridor, between Colorado Springs and Castle Rock, during the I-25 South Gap construction project, in a total amount not to exceed \$615,038

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 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 19, 2018	Action	4

SUBJECT

This action is related to negotiating and executing a contract with J. Cohn Marketing Group, Inc. to provide professional marketing and advertising services to promote transportation options to commuters traveling the I-25 corridor, between Colorado Springs and Castle Rock, during the I-25 South Gap construction project.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends authorizing the Executive Director to negotiate and execute a contract with J. Cohn Marketing Group, Inc to provide professional marketing and advertising services for the promotion of transportation options to commuters traveling the I-25 corridor, between Colorado Springs and Castle Rock during the I-25 South Gap construction project.

ACTION BY OTHERS

NA

SUMMARY

The Colorado Department of Transportation (CDOT) has requested that DRCOG through the Way to Go program, provide transportation demand management services for commuters traveling on the I-25 corridor between Colorado Springs and Castle Rock during construction in the corridor. Construction commenced on September 4, 2018 and is expected to conclude by December 31, 2020. CDOT has agreed to provide funding for an integrated outreach and marketing effort through the construction manager, Rocksol Consulting Group, Inc. to promote transportation options to these commuters, DRCOG will retain the services of an advertising agency. DRCOG recently selected J. Cohn Marketing Group, Inc. to provide marketing services for the Way to Go program, and staff recommends negotiating and executing a contract with J. Cohn Marketing Group, Inc. for this project in an amount not to exceed \$182,100.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to approve a resolution authorizing the Executive Director to negotiate and execute a contract with J. Cohn Marketing Group, Inc. to provide professional marketing and advertising services to promote transportation options to commuters traveling the I-25 corridor between Colorado Springs and Castle Rock during the I-25 South Gap construction project, in a total amount not to exceed \$182,100.

ATTACHMENT

Draft resolution

ADDITIONAL INFORMATION

If you need additional information, please contact Douglas W. Rex, Executive Director at 303-49-80-6701 or at 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. _____, 20__

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A CONTRACT WITH J. COHN MARKETING GROUP, INC. TO PROVIDE PROFESSIONAL MARKETING AND ADVERTISING SERVICES TO PROMOTE TRANSPORTATION OPTIONS TO COMMUTERS TRAVELING THE I-25 CORRIDOR, BETWEEN COLORADO SPRINGS AND CASTLE ROCK, DURING THE I-25 SOUTH GAP CONSTRUCTION PROJECT.

WHEREAS, the Colorado Department of Transportation (CDOT) has requested that DRCOG provide transportation demand management services for commuters traveling the I-25 corridor, between Colorado Springs and Castle Rock, during the I-25 South Gap construction project; and

WHEREAS, CDOT has agreed to provide funding for these services through CDOT's construction manager on the project, Rocksol Consulting Group, Inc.; and

WHEREAS, DRCOG will retain the services of an advertising agency to promote transportation options to commuters traveling the I-25 corridor, between Colorado Springs and Castle Rock, during the I-25 South Gap construction project; and

WHEREAS, a DRCOG evaluation team recently selected J. Cohn Marketing Group, Inc. to provide professional marketing and advertising services for the DRCOG Way to Go program.

NOW, THEREFORE, BE IT RESOLVED that the Finance and Budget Committee authorizes the Executive Director to negotiate and execute a contract with J. Cohn Marketing Group, Inc. to provide professional marketing and advertising services for DRCOG to promote transportation options to commuters traveling the I-25 corridor, between Colorado Springs and Castle Rock, during the I-25 South Gap construction project, in a total amount not to exceed \$182,100.

RESOLVED, PASSED AND ADOPTED this _____ day of _____, 20__ 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@drco.org

Meeting Date	Agenda Category	Agenda Item #
September 19, 2018	Informational	5

SUBJECT

The budget is a fiscal guide for the operation of DRCOG from January 1, 2019 – December 31, 2019. The budget highlights work activities in DRCOG's Strategic Initiatives Plan for the Denver metropolitan region.

PROPOSED ACTION/RECOMMENDATIONS

No action requested. DRCOG staff requests the Finance and Budget Committee review and provide revisions, if needed, to the 2019 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 2019 Budget.

In August 2018, the Strategic Initiatives Plan was presented to the Board of Directors at the annual Board Workshop. Board members were given the opportunity to review and recommend changes to the proposed Strategic Initiatives Plan which helps inform the budget.

Staff requests the Finance and Budget Committee review the 2019 draft Budget and provide any needed revisions.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

N/A

LINK

[DRAFT 2019 Budget](#)

ADDITIONAL INFORMATION

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