

AGENDA
FINANCE AND BUDGET COMMITTEE
WEDNESDAY, March 15, 2023
5:30 p.m. – 6:15 p.m.
1001 17th Street
7th Floor, Red Rocks Conference Room
Denver, CO

1. Call to Order

CONSENT AGENDA

2. Move to Adopt the Consent Agenda
 - i. Approve January 18, 2023 minutes
(Attachment A)

ACTION ITEMS

3. Discussion of a resolution authorizing the Executive Director to accept funds of \$80,000 from the City of Aurora to support transportation services for its older adult residents.
(Attachment B) Jayla Sanchez-Warren, Director, Area Agency on Aging
4. Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with EST Inc. for approximately \$85,000 beginning on April 1, 2023 and terminating on December 31, 2023 for the purpose of providing Infrastructure Investment and Jobs Act (IIJA) grants navigation services for the DRCOG region and DRCOG member governments.
(Attachment C) Flo Raitano, Director, Partnership Development and Innovation
5. Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with Thorn Run Partners, LLC in an amount of \$125,000 with the term ending March 31, 2024, including the option for renewal for four additional one-year terms upon satisfactory performance.
(Attachment D) Rich Mauro, Director, Legislative Affairs

INFORMATIONAL ITEMS

6. Use of the Public Health Work Force Funds from the federal American Rescue Plan Act (ARPA)
(Attachment E) Jayla Sanchez-Warren, Director, Area Agency on Aging

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.



7. Merit and market salary assumptions for 2023/2024 Budget planning.
(Attachment F) Jenny Dock, Director, Administration and Finance
8. 2022/2023 Budget Status Report
(Attachment G) Jenny Dock, Director, Administration and Finance

ADMINISTRATIVE ITEMS

9. Report of the Chair
10. Report of the Executive Director
11. Other Matters by Members
 - Special meeting in April?
12. **Next Meeting – April 19, 2023**
13. Adjourn

ATTACH A

SUMMARY
FINANCE AND BUDGET COMMITTEE MEETING
Wednesday, January 18, 2023
Held virtually: Microsoft Teams

Present:

Jeff Baker, Chair	Arapahoe County
Claire Levy	Boulder County
Nicholas Williams	Denver City & County
Tracy Kraft-Tharp	Jefferson County
Lisa Smith	Arvada
Alison Coombs	Aurora
Deborah Mulvey	Castle Pines
Paul Haseman	Golden
Neal Shah	Superior
Jessica Sandgren	Thornton

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

Chair Baker called the meeting to order at 5:32 p.m. with a quorum present.

Move to Adopt the Consent Agenda

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

Items on the consent agenda included:

- Summary of the November 16, 2022 Meeting

Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with Brite Systems for approximately \$200,000 with a one year term to build, test, and deploy an enhancement to the comprehensive data system that currently supports AAA programs and services.

Ashley Summers provided an overview of the contract to the members. The DRCOG AAA began a project in 2021 to build a new data system to address the workflow deficiencies and reporting inadequacies AAA staff experienced in their day-to-day work. Brite Systems was selected from among the competitive bids to complete the project. In December 2022 the new system, named ASPIRE, was deployed. Concurrently, in November 2022, DRCOG was awarded \$200,000 to enhance ASPIRE's abilities with state funding from the Senate Bill 21-290 AAA grant program. The enhancement will enable staff to send client specific information directly to a AAA contractor once permission is given by the client. The ASPIRE enhancement will also enable DRCOG staff to track which clients receive services and which do not.

Director Smith **moved** to adopt Resolution No. 1, 2023, authorizing the Executive Director to negotiate and execute a contract with Brite Systems for approximately \$200,000 with a one-year term to build, test, and deploy an enhancement to the comprehensive data system that currently supports AAA programs and services. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution 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 in an amount not to exceed \$450,000 beginning on January 1, 2023 and terminating on December 31, 2023.

Steve Erickson provided a brief overview of the contract to the members. 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 2023, RTD has budgeted \$450,000 for passenger fare subsidies for the Way to Go vanpool program.

Director Sandgren **moved** to adopt Resolution No. 2, 2023, 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 in an amount not to exceed \$450,000 beginning on January 1, 2023 and terminating on December 31, 2023. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to execute a contract with Enterprise Leasing Company of Denver, LLC to provide vanpool services for the Way to Go vanpool program, with a not-to-exceed budget amount of \$450,000 per year, beginning on January 1, 2023, and terminating on December 31, 2023, with the option to renew for two additional one-year terms upon satisfactory performance.

Steve Erickson provided a brief overview of the contract to the members. 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. Enterprise Leasing Company of Denver, LLC was selected for recommendation to provide these services through a competitive RFP process.

Director Sandgren **moved** to adopt Resolution No. 3, 2023, authorizing the Executive Director to execute a contract with Enterprise Leasing Company of Denver, LLC to provide vanpool services for the Way to Go vanpool program, in a total amount not to exceed \$450,000 per year, beginning on January 1, 2023 and terminating on December 31, 2023, with the option to renew for two additional one-year terms upon satisfactory performance. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with Kucera International, Inc. in an amount not to exceed \$350,000 with a term of February 2023 through September 2024 to create planimetric datasets.

Ashley Summers provided an overview of the contract to the members. Since 2014, DRCOG has facilitated the joint purchase of planimetric data, passing on

time and cost savings to participating partners. Our regional partners have requested that DRCOG continue to facilitate and manage the process to use DRAPP imagery to create planimetric datasets. A selected panel concluded that Kucera International, Inc. was best positioned to perform the work due to this vendor's familiarity with our data, previous project requirements, their competitive pricing, and our partner's satisfaction with their past work. DRCOG is finalizing specifications for the 2022 planimetric features, including individual partner contributions to the project. 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 planimetric projects, the total contract is not expected to exceed \$350,000.

Director Smith **moved** to adopt Resolution No. 4, 2023, authorizing the Executive Director to negotiate and execute a contract with Kucera International, Inc. in an amount not to exceed \$350,000 for the term of February 2023 through September 2024 to create planimetric datasets. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to contract with Dulles Technology Partners, Inc for approximately \$100,000 to implement a new grant management system.

Travis Noon explained the contract details to committee members. DRCOG released an RFP for a new grant management system to monitor Older American's Act and Federal Transit Administration 5310 subawards, among others. It has become necessary for DRCOG to purchase a new system that will better meet needs to monitor these grants. Based on the scores, DRCOG intends to contract with Dulles Technology Partners to implement a new grant management system.

Director Levy **moved** to adopt Resolution No. 5, 2023, authorizing the Executive Director to contract with Dulles Technology Partners, Inc for approximately \$100,000 to implement a new grant management system. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to accept state funds in the amount of \$100,000 from the Office of Economic Development and International Trade (OEDIT) for the purpose of contracting for Infrastructure Investments and Jobs Act (IIJA) grants navigation services for DRCOG and DRCOG member governments.

Flo Raitano provided an overview of the funds and where they will be allocated to members. Recognizing that navigating the abundance of federal grant opportunities presents a challenge to many local governments in Colorado, the Governor's office, using funds made available through SB 22-15 and working with the Colorado Department of Local Affairs (DOLA) and the Office of Economic Development and International Trade (OEDIT), has made available \$100,000 in funding to each of the existing councils of governments in Colorado for the purpose of hiring or contracting for IIJA grant navigation services for their member governments. This grant requires no match and will allow DRCOG to use a portion of funds for administrative costs and staff time and expense.

Finance and Budget Committee Meeting Summary

January 18, 2023

Page 4

Funding for the contract services is allocated annually by the legislature to OEDIT and may continue for up to five years.

Director Sandgren **moved** to adopt Resolution No. 6, 2023, authorizing the Executive Director to accept state funds in the amount of \$100,000 from the Office of Economic Development and International Trade (OEDIT) for the purpose of contracting for Infrastructure Investments and Jobs Act (IIJA) grants navigation services for DRCOG and DRCOG member governments. The motion was **seconded** and **passed** unanimously.

Report of Chair

There was no report.

Report of Executive Director

Executive Director Rex stated that DRCOG staff would be sending out a solicitation of interest to serve on various committees to board members on January 19.

Other Matters by Members

There were no other matters by members.

Next Meeting

The next meeting is scheduled for February 15, 2023.

The meeting adjourned at 6:06 p.m.

ATTACH B

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 #
March 15, 2023	Action	3

SUBJECT

This action is related to receipt of funds from the City of Aurora to support transportation services for Aurora's residents age 60 and older.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends approval for the Executive Director to accept \$80,000 from the City of Aurora to support transportation services for older adults residing in Aurora.

ACTION BY OTHERS

N/A

SUMMARY

DRCOG and the City of Aurora entered into an intergovernmental agreement in 2018 under which the City allocates funds annually to DRCOG to coordinate transportation services for its older adult residents. An amount of \$80,000 is earmarked in the City's annual budget and is paid in a lump sum to DRCOG.

Funds received in 2023 will be used in the AAA's Choice Services Program for transportation, as has been done in the past several years. Last year, the funds paid for over 2,300 one-way trips using the contracted provider, HopSkipDrive, and approximately 4,400 bus trips with RTD. DRCOG staff identify the riders who are Aurora residents and apply the funds toward their monthly trip costs.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to approve a resolution authorizing the Executive Director to accept funds of \$80,000 from the City of Aurora to support transportation services for its older adult residents.

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 & BUDGET COMMITTEE

RESOLUTION NO. __, 2023

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ACCEPT FUNDS OF \$80,000 FROM THE CITY OF AURORA TO SUPPORT TRANSPORTATION FOR ITS OLDER ADULT RESIDENTS.

WHEREAS, DRCOG is the designated Area Agency on Aging (AAA) under the federal Older Americans Act (OAA) and the State's Older Coloradans Act (OCA) and thereby coordinates services that benefit adults age 60 and older residing in the eight-county metro region; and

WHEREAS, the City of Aurora desires to support transportation services for its older adult residents and has an annual budget allocation to meet that objective; and

WHEREAS, the City of Aurora intends to allocate funds to the DRCOG AAA to coordinate transportation services for its residents pursuant to an intergovernmental agreement with DRCOG;

NOW, THEREFORE BE IT RESOLVED that the Finance and Budget Committee authorizes the Executive Director to accept funds of \$80,000 from the City of Aurora to support transportation services for its older adult residents.

Colleen Whitlow, 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
303-480-6747 or drex@drcog.org

Meeting Date	Agenda Category	Agenda Item #
March 15, 2023	Action	4

SUBJECT

This action is related to negotiating a contract with EST Inc. to provide Regional Grant Navigation services for the Infrastructure Investment and Jobs Act (IIJA) programs using funds provided and accepted from the Colorado Office of Economic Development and International Trade (OEDIT).

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends that the Finance and Budget Committee authorize the Executive Director to contract with EST Inc. for up to \$85,000 to provide IIJA grant navigation services to DRCOG and its member jurisdictions.

ACTION BY OTHERS

N/A

SUMMARY

The bi-partisan Infrastructure Investment and Jobs Act of 2021(IIJA) provides for approximately \$1.2 trillion in federal funds for investment in infrastructure and job creation, including approximately 70 programs with funding available to local governments in Colorado. The Colorado Office of Economic Development and International Trade (OEDIT) provided funding that will allow DRCOG to contract for IIJA grant navigation services through the end of 2023. EST Inc, was selected through a competitive RFP process.

PREVIOUS DISCUSSIONS/ACTIONS

[January 18, 2023](#) – Resolution No. 6, 2023 approved January 18, 2023

PROPOSED MOTION

Move to approve a resolution authorizing the Executive Director to negotiate and execute a contract with EST Inc. for approximately \$85,000 beginning on April 1, 2023 and terminating on December 31, 2023 for the purpose of providing Infrastructure Investment and Jobs Act (IIJA) grants navigation services for the DRCOG region and DRCOG member governments.

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 Flo Raitano, Director, Partnership Development and Innovation, at 303-480-6789or fraitano@drcog.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS
STATE OF COLORADO

FINANCE & BUDGET COMMITTEE RESOLUTION

NO. __, 2023

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A CONTRACT WITH EST INC. FOR APPROXIMATELY \$85,000 BEGINNING ON APRIL 1, 2023 AND TERMINATING ON DECEMBER 31, 2023 FOR THE PURPOSE OF PROVIDING INFRASTRUCTURE INVESTMENT AND JOBS ACT (IIJA) GRANTS NAVIGATION SERVICES FOR THE DRCOG REGION AND DRCOG MEMBER GOVERNMENTS.

WHEREAS, the passage in 2021 of the bi-partisan Infrastructure Investment and Jobs Act (IIJA) provides grant funding opportunities for local governments; and

WHEREAS, many of those communities lack adequate capacity or ability to research, apply for and secure funding from those federal programs; and

WHEREAS, the Governor's office, working through the Office of Economic Development and International Trade (OEDIT) provided one-time, no match funding to DRCOG to contract for these services for the benefit of its member governments; and

WHEREAS, EST Inc. was selected for recommendation through a competitive RFP process to provide regional grants navigation services for the Infrastructure Investment and Jobs Act grants programs.

NOW, THEREFORE BE IT RESOLVED that the Finance and Budget Committee authorizes the Executive Director to negotiate and execute a contract with EST Inc. for approximately \$85,000 beginning on April 1, 2023 and terminating on December 31, 2023 for the purpose of providing Infrastructure Investment and Jobs Act (IIJA) grants navigation services for the DRCOG region and DRCOG member governments.

RESOLVED, PASSED AND ADOPTED this ____ day of _____, 2023 at Denver, Colorado.

Colleen Whitlow, 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 #
March 15, 2023	Action	5

SUBJECT

This item provides information on the federal lobbyist contract.

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends approval

ACTION BY OTHERS

N/A

SUMMARY

DRCOG last issued a request for proposals in 2017 for the 2018 contract year. When the Finance and Budget Committee acted to award the federal lobbyist contract, the committee decided the contract could be renewed annually for another four years (a total of five years) but then should be put out to bid.

In response to the committee's direction, a Request for Qualifications (RFQ) was developed in September to seek proposals and posted per DRCOG policy. There was one response to the RFQ, from Thorn Run Partners, LLC.

Staff met with the firm's representatives to discuss the terms of the contract and the scope of work included in the RFQ and unanimously agreed to recommend contracting with the firm. Funding for this contract is available in the 2022/2023 budget.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to approve a resolution authorizing the Executive Director to negotiate and execute a contract with Thorn Run Partners, LLC in an amount of \$125,000 with the term ending March 31, 2024, including the option for renewal for four additional one-year terms upon satisfactory performance.

ATTACHMENTS

Draft Resolution

ADDITIONAL INFORMATION

If you need additional information, please contact Douglas W. Rex, Executive Director, at drex@drcog.org or (303) 480-6701; or Rich Mauro, Director of Legislative Affairs, at 303-480-6778 or rmauro@drcog.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS
STATE OF COLORADO

FINANCE AND BUDGET COMMITTEE

RESOLUTION NO. _____, 2023

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A CONTRACT WITH THORN RUN PARTNERS, LLC IN AN AMOUNT OF \$125,000 WITH THE TERM ENDING MARCH 31, 2024, INCLUDING THE OPTION FOR RENEWAL FOR FOUR ADDITIONAL ONE-YEAR TERMS UPON SATISFACTORY PERFORMANCE.

WHEREAS, the Denver Regional Council of Governments has a legislative policy and annually adopts and implements a legislative program; and

WHEREAS, the Denver Regional Council of Governments has retained professional lobbyists in order to assist in the successful implementation of this program; and

WHEREAS, the Finance and Budget Committee has retained contract government relations firms to conduct legislative and liaison activities on behalf of DRCOG since the early 1980's, including federal services since 2012; and

WHEREAS, DRCOG issued a Request for Qualifications (RFQ) in the fall of 2022 and Thorn Run Partners submitted a proposal that was fully responsive to the RFQ committing to fulfill the Scope of Services; and

WHEREAS, DRCOG staff recommends awarding the contract to Thorn Run Partners, LLC; and

WHEREAS, funds are available in the DRCOG budget to adequately cover this contract.

NOW, THEREFORE, BE IT RESOLVED, that the Finance and Budget Committee of the Denver Regional Council of Governments hereby authorizes the Executive Director to negotiate and execute a contract with Thorn Run Partners, LLC in an amount of \$125,000 with the term ending March 31, 2024, including the option for renewal for four additional one-year terms upon satisfactory performance.

RESOLVED, PASSED AND ADOPTED this _____ day of _____, 2023 at Denver, Colorado.

Colleen Whitlow, 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 #
March 15, 2023	Informational Item	6

SUBJECT

This item is informational regarding the use of Public Health Workforce funds from the federal American Rescue Plan Act (ARPA).

PROPOSED ACTION/RECOMMENDATIONS

N/A

ACTION BY OTHERS

N/A

SUMMARY

In 2022, DRCOG received approximately \$322K from the American Rescue Plan Act to recruit, hire, and train public health workers to respond to the COVID-19 pandemic and prepare for future public health challenges for the benefit of older adults in the region. Referred to as the ARPA Public Health Workforce Funds, the monies are intended to expand the workforce of public health professionals which may include, but are not limited to, social support professionals, community health workers, communication and policy experts, and other positions as may be required to prevent, prepare for, and respond to COVID-19. The funds are available through September 2024.

Since receiving the funds, DRCOG staff is negotiating a contract with the Denver Health medical system under which hospital patients age 60 and older are referred to DRCOG so that they may be screened for health-related social needs (e.g. food and transportation support, utilities assistance). DRCOG is utilizing the ARPA Public Health Workforce funds to hire two full-time community resource navigators to work in Denver Health's hospital and clinics. In addition to conducting the needs assessments, the navigators will assist patients in accessing and enrolling in appropriate community services. Denver Health has agreed to provide patient access and a workspace for navigators. It also agrees to provide partial funding to hire a third navigator on a part-time basis.

DRCOG staff will monitor the results of service referrals to community organizations to help ensure successful patient outcomes. In addition, staff will work collaboratively with Denver Health to seek and pursue funding opportunities that may enable the navigation program to continue beyond the expiration date of the ARPA funds.

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) 480-6701 or drex@drcog.org; or Jayla Sanchez-Warren, Director, Area Agency on Aging, at (303) 480-6735 or jswarren@drcog.org.

ATTACH F

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 #
March 15, 2023	Informational Item	7

SUBJECT

The budget is a fiscal guide of DRCOG operations from July 1 – June 30 each year. As part of the budget process, considerations regarding potential merit increases and market adjustments are made.

PROPOSED ACTION/RECOMMENDATIONS

No action required. DRCOG staff requests the Finance and Budget Committee provide guidance on a suggested merit pool increase and market adjustment to be included in the FY 2023/2024 draft budget.

ACTION BY OTHERS

N/A

SUMMARY

Each year DRCOG staff prepares a budget to inform and direct financial operations for the coming fiscal year (July 1 – June 30). In preparation of the budget, considerations are made regarding merit and market adjustments for staff. Taking multiple factors into account this budget cycle such as inflation, the rising cost of living in the Denver region and a highly competitive job market, DRCOG staff polled numerous DRCOG member jurisdictions to gather information regarding merit increases and market adjustments in their budgets. The jurisdictions polled included the Arapahoe County, Arvada, Boulder County, Brighton, City and County of Denver, Edgewater, Lone Tree, Louisville, and Westminster. Increases for merit and market combined ranged from 3% to 13%.

DRCOG also reached out to Employer’s Council for their input on market conditions and trends. They were able to provide the following information:

Average Merit Increase:

Denver/Boulder	4.2% (top performers 6.6%)
100-249 Employees	4.1% (top performers 6.7%)
Government	4.5% (top performers 6.7%)

Salary Range/Market:

Denver/Boulder	3.6%
100-249 Employees	3.8%
Government	4.5%

A merit pool of 3% and market adjustment of 2% was approved in the DRCOG FY 2022/2023 budget. Considering the results collected from member jurisdictions and Employer’s Council, DRCOG staff is proposing a merit pool of 3.5% and a market adjustment of 4% be included in the FY 2023/2024 budget. Merit is based on employee performance. The market adjustment is equally applied to all staff.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

N/A

ATTACHMENTS

N/A

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 jdock@drcog.org.

ATTACH G

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 #
March 15, 2023	Informational Item	8

SUBJECT

The budget is a fiscal guide of DRCOG operations from July 1 – June 30 each year. As of December 31, 2022, DRCOG completed the second quarter (or first half) of Fiscal Year (FY) 2022/2023.

PROPOSED ACTION/RECOMMENDATIONS

No action required. DRCOG staff wishes to provide an update to the Finance and Budget committee on financial operations through the second quarter of FY 2022/2023.

ACTION BY OTHERS

[May 18, 2022](#) – DRCOG Board of Directors voted to approve the FY 2022/2023 Budget

SUMMARY

Each year, DRCOG staff prepares a budget to inform and direct financial operations for the coming fiscal year (July 1 – June 30). Through the budget process, projections are made on all streams of revenue for the organization to include federal and state funding, participating member dues, local/other funding, and in-kind contributions. Expenses are inclusive of all personnel costs, contractual agreements, cash match obligations, and other operating expenses such as office rent, business insurance premiums, technology, and capital outlay.

On December 31, 2022, DRCOG completed two quarters of FY 2022/2023. The attached draft actuals to budget report reflects a summary of revenue and expenses posted through this date and their variance to the FY 2022/2023 budget. Because DRCOG revenue and expenses are recorded on a reimbursement basis, an official financial statement is produced once a year upon the completion of the annual audit. The attached 6-month report is not intended to act as an official statement of position for the organization, but rather as a tool to track DRCOG's fiscal performance as it relates to the budget thus far in the fiscal year.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

N/A

LINK

[Draft Actuals to Budget Variance Report through December 31, 2022](#)

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, Director of Administration and Finance at 303-480-6707 or jdock@drco.org.

FISCAL YEAR 22/23 BUDGET SUMMARY AND COMPARISON

July 1, 2022 - December 31, 2022

	Actuals	22/23 Budget	%
REVENUES			
Member Dues	1,003,100.00	2,006,200.00	50%
Federal Grants	6,992,353.68	23,525,019.00	30%
State Grants	3,385,886.94	6,018,094.00	56%
Local/Other Funds	510,144.73	1,931,805.00	26%
In-kind Services	287,547.70	1,332,970.00	22%
Interest/Investment Income	80,940.83	30,000.00	270%
TOTAL REVENUES	12,259,973.88	34,844,088.00	35%
EXPENDITURES			
Personnel	7,340,117.49	16,778,541.00	44%
Contractual Services	4,244,370.07	12,489,508.00	34%
DRCOG Cash	638,249.43	1,285,115.00	50%
Non-personnel	1,844,432.47	4,280,924.00	43%
Capital Outlay		10,000.00	0%
TOTAL EXPENDITURES	14,067,169.46	34,814,088.00	40%
PASS-THROUGH FUNDS			
Area Agency on Aging	9,871,450.50	19,668,693.00	50%
Federal Transit Administration	650,015.78	2,284,000.00	28%
Human Services Transportation	554,071.45	1,744,437.00	32%
TOTAL PASS-THROUGH FUNDS	11,075,537.73	23,697,130.00	47%