

CSTARS COMMITTEE MEETING MINUTES
June 18, 2014
Department of Revenue
Boards and Commissions Conference Room
1881 Pierce St., Lakewood, CO 80214

CSTARS Committee Members Present: Chair – Sara Rosene (Grand County), Jack Arrowsmith (Douglas County), Garland Wahl (Washington County) via Telephone and Bo Ortiz (Pueblo County) via telephone Jean Alberico (Garfield County) via telephone.

CARS Committee Members Present: PJ Taylor (Denver County) via telephone, Diana Hall (Boulder County) via telephone, Linda Bishop (Washington/Larimer County) via Telephone.

County DRIVES Committee Members Present: Tony Frazzini (Denver County, Norma Trickey (Boulder County) via telephone, and Linda Bishop (Larimer County) via telephone.

Department of Revenue (DOR) and others: Mike Dixon (DOR), Tony Anderson (T&R), Len Meyer (OIT), Terri Krupke (OIT), Chuck Busch (OIT), Dylan Ikenouye (T&R), Chris Hochmuth (T&R) via telephone, Patrick Flanagan (T&R) via telephone, Royal Taylor (DMV Budget), Robb Chiles (DOR-OIT Budget), Libby diZerega (OIT), Michael Ansley (SIPA).

Guests: Ken Gurule (DOR-OIT), Karen Hager via telephone, Marsh Faulk (Douglas County), Pam Bunn via Telephone.

Sara Rosene called the meeting to order at 9:31 a.m. Roll was taken a quorum was present.

Sara asked for a motion to approve the minutes from May 15, 2104. It was moved by Jack and 2nd by Bo that they be approved, motion passed.

Mike Dixon:

Mike was running a little late so Tony Anderson started with his updates first.

Tony Anderson:

- > Drivers update scheduled for 7/10/2014.
- > Last update/webinar was 6/6/2014.
- > RFP is in its final stages.
- > Process Mapping is underway here at the Department and Linda and Victoria are coordinating the teams on the county side for their process mapping.
- > Print on Demand – Corrections is working on files next day. Plates are hitting the postal stream within 2 days.
- > NMVITS – All counties are being set up so that they can complete their own searches. Counties who do not wish to do so can still do those through the Department. This will facilitate over the counter prints of titles.
- > EDW access is being tested in an effort to reduce or eliminate the need for Counties to request film from the Department.
- > The training sessions for the July conference are being finalized.

CSTARS COMMITTEE MEETING MINUTES

June 18, 2014

Department of Revenue

Boards and Commissions Conference Room

1881 Pierce St., Lakewood, CO 80214

- > SB13-280 Off Highway Vehicle will be effective July 1 which requires the titling of OHV's. Webinars are being set up and Kyle is sending out a calendar with the schedule. They have met with some of the larger local area dealers for training. These will be recorded and pushed out to the CSTARS website.
- > SB14-131 Registration cards – removes the address and insurance affirmation. Programming is being pushed out and the updated cards will be available immediately.
- > Sara noted that POD was going well. Tony agreed, there are some growing pains and Corrections was working with the Department to rectify some issues, but by-and-large, it was going well.
- > Diane asked if for SB13-251 the Department would be putting out a sample of the "ID Not Valid for Identification Purposes" prior to August 1st. Mike answered that samples of the documents would be going out in the next two weeks.

Mike Dixon:

- 13 Legislator related Projects currently on the books.
 - SB 14-161 Motor Voter self-affirmation has been completed.
 - SB 13-251 Colorado Road and Community Safety Act -- Authorizes the State to issue Driver's Licenses, Permits, and ID cards to individuals who do not have lawful presence. There is a lot of work going on around this working on the implementation and training. This includes several forms and pieces that will be offered in Spanish.
 - It was asked if the offices would be staffed with bi-lingual staff, the answer is no, but you can have a translator and they have to be registered with the Department.
- The Department will be establishing a County Driver's License fee working group.
- The CO DRIVES RFP is on target to be released by 6/30/14. Expect to have bids back by August for review. County will be well represented in the review process.
- There is a group that has been meeting with the Secretary of State along with the Counties regarding HB13-1303 and whether Colorado was in compliance nationally with the Voter Registration Act.

Tony Anderson:

For May, T&R handled 457,342 documents of which 98.89% were completed within goal and a 2.55% rejection rate. For License Plate health, there is a 2.52 month supply on hand in the Counties, 3.40 month supply in recall for a 5.92 months' supply over all. For passenger regular plate's there is a 1.76 months' supply at the Counties and a 1.66 months' supply in recall totaling 3.42 months. So it's a good thing that the 1st quarter's order will be shipping after July 1st and the completion of the annual Corrections Audit.

Royal Taylor:

Royal reported that April's revenue was fairly consistent with the trends 4.51% above projections and 10% over last year. Expenses are up with some planned end of year spending which should level off and keep the fund at the projected \$7.8 million mark for the end of FY'14. For the License plate cash

CSTARS COMMITTEE MEETING MINUTES
 June 18, 2014
 Department of Revenue
 Boards and Commissions Conference Room
 1881 Pierce St., Lakewood, CO 80214

fund, revenues came in just under projections for April. The spike in expenses for April is the 4th quarter order. As they approach the end of the year, there is about \$200,000 available for a supplemental order which should hit in May and leave a razor thin margin for the end of the fiscal year, \$26,000. This year the account won't be swept and that \$26,000 will carry forward to next fiscal year. Over time the fund will see a real benefit from not having been swept.

Robb Chiles:

Rob reported on the CSTARS YTD appropriations:

Description	Appropriation	Encumbered	Expensed	Balance
Personal Services	\$442,688.00	\$21,598.00	\$211,926.79	\$209,163.21
Operating	\$2,617,535.00	\$932,599.94	\$1,610,616.57	\$74,318.49
County Asset Maintenance	\$568,230.00	\$9,896.36	\$472,748.00	\$85,585.64
County Improvements	\$40,000.00	\$10,400.05	\$26,508.78	\$3,091.17

There are some outstanding invoices from DRC for the Refresh and County equipment operations and maintenance contract that they are trying to get in and processed which will move much of the money from Encumbered to Expensed. There will be a refund in Personal Services for about \$29,000 for an FTE that was working on an inter-governmental agency agreement, as that FTE had been working more on other things than CSTARS.

CSTARS COMMITTEE MEETING MINUTES
 June 18, 2014
 Department of Revenue
 Boards and Commissions Conference Room
 1881 Pierce St., Lakewood, CO 80214

BUDGET CATEGORY	DESCRIPTION	ENCUMBRANCE	YEAR TO DATE EXPENSES	TOTAL
Vendor Managed Services	DRC - CSTRS County Equipment Operations and Maintenance, Technology Refresh	\$695,243.00	\$272,072.00	\$967,315.00
Consumables	Toner Cartridges/Maintenance Kits, Copy Paper, Secure Title Paper	\$206,856.66	\$669,347.90	\$876,204.56
Maintenance/Support	Annual Hardware and Software Renewals such as CommVault, VMware, Oracle, Smartnet, Etc.	\$10,607.45	\$154,971.88	\$165,579.33
Hardware	New PC's, Servers, Etc. to Upgrade or Replace old or Failing Hardware	\$2,019.84	\$252,311.83	\$254,331.67
Software	New Software Purchases for PC's, Servers or Network	\$279.25	\$148,258.19	\$148,537.44
Travel & Training	Lodging, Per Diem & Mileage for CSTR Trainers as Well as Travel Expenses for Employees Attending Conferences	\$15,500.00	\$45,067.28	\$60,567.28
Telecommunications	Monthly Cell Phone Charges for Employees as well as Monthly Charges for Telephone Services, Conference Calls, Etc.	\$0.00	\$45,927.03	\$45,927.03
Warehouse	Upgrades to Warehouse Shelving and Cages, Pallet Jack, Including Installation Charges	\$144.55	\$16,677.51	\$16,822.06
Administrative	Freight, Official Functions, Hard Drive Destruction, Surplus Charges, Office Supplies, Etc.	\$1,949.19	\$5,982.82	\$7,932.01
TOTAL		\$932,599.94	\$1,610,616.44	\$2,541,660.01

For the end of the year there should be about \$15-20,000 left in the operating fund. County Asset Maintenance will be at about that same level, as will County improvements. The scrub of the operating account continues they have identified about \$30,000 that has been mis-coded and is being corrected. You should start to see these adjustments between now and the end of the year. There should be about \$60,000 in the fund, total at the end of the year. The move to CORE (the state's new accounting system) should alleviate most of this type of mis-coding. Work continues on the new Budget, year end and the conversion have slowed it down somewhat, but they hope to have it available for the Committee to review and approve shortly.

CSTARS COMMITTEE MEETING MINUTES
 June 18, 2014
 Department of Revenue
 Boards and Commissions Conference Room
 1881 Pierce St., Lakewood, CO 80214

Personal Services
as of Period 11 FY 14

BUDGET CATEGORY	DESCRIPTION	ENCUMBRANCE	YEAR TO DATE EXPENSES	TOTAL
Support Services	Interagency Agreement - Program Manager, Program Assistant, (2) Developers, Viper Programmer	\$21,598.00	\$178,211.99	\$199,809.99
Taxes and Fees	SPS Unemployment Compensation (Quarterly)	\$0.00	\$1,830.67	\$1,830.67
IT Consulting	Deployment of Alteris, Firewall Services and Installation, Etc	\$0.00	\$31,884.13	\$31,884.13
	TOTAL	\$21,598.00	\$211,926.79	\$233,524.79

CSTARS COMMITTEE MEETING MINUTES
 June 18, 2014
 Department of Revenue
 Boards and Commissions Conference Room
 1881 Pierce St., Lakewood, CO 80214

County Asset Maintenance
as of Period 11 FY 14

BUDGET CATEGORY	DESCRIPTION	ENCUMBRANCE	YEAR TO DATE EXPENSES	TOTAL
Hardware Maintenance	Onsight Hardware Support	\$3,608.40	\$18,580.80	\$22,189.20
Hardware	Smartnet, Cisco Routers, APC Smart UPS, PC's, Monitors	\$6,285.24	\$343,768.64	\$350,053.88
Software	Windows Server 2012 R2 Standard, Winzip STD, Microsoft Office Pro, Microsoft Windows Server	\$0.00	\$110,398.56	\$110,398.56
TOTAL		\$9,896.36	\$472,748.00	\$482,641.64

CSTARS COMMITTEE MEETING MINUTES
 June 18, 2014
 Department of Revenue
 Boards and Commissions Conference Room
 1881 Pierce St., Lakewood, CO 80214

**County Office Improvements
as of Period 11 FY 14**

BUDGET CATEGORY	DESCRIPTION	ENCUMBRANCE	YEAR TO DATE EXPENSES	TOTAL
Hardware Maintenance	DMV Cabling - Summit, Montrose, Denver, Clifton, Golden	\$8,297.69	\$21,131.68	\$29,429.37
Hardware	Cable Fiber, EHWIC1 Port Dual Mode SFP (POD), APC Backups	\$2,102.36	\$5,377.10	\$7,479.46
	TOTAL	\$10,400.05	\$26,508.78	\$36,908.83

Sara asked Robb if he knew about the Committee's questions from last time regarding some specific expenditures. Robb thought he did, referring to the Laptops for the server team. He confirmed that these charges are part of the \$30,000 that's being re-coded as well as some cell phone charges (still working on identifying all of these). These are still in process. Sara also asked about the list of employees to specific jobs. Chuck indicated he'd address that in his report later.

Robb passed around the Year end spending plan as it had inadvertently been left out of the presentation. Robb felt fairly good about where it was and how it was going. Robb would forward it on to Dylan to send to the committee as well.

The committee seemed satisfied with the better detail that has been made available to them.

Libby diZerega:

Libby reported that she had good news for the training position. The posting should be this week and there are 3 people who are interested. This will be for the southwestern Colorado area.

CSTARS COMMITTEE MEETING MINUTES
June 18, 2014
Department of Revenue
Boards and Commissions Conference Room
1881 Pierce St., Lakewood, CO 80214

OIT Trainers May 2014 CSTARS Activity Report

Current Project Status & Support

OIT/DOR/CARS/CSTARS Committee Meetings and Other Activities

- Equipment Working Group Meeting - 5/9
- CARS Committee Meeting - 5/14-unable to attend
- CSTARS Committee Meeting - 5/21
- CSTARS Firewall Working Group Meeting - 5/23
- EUSS Staff Meeting - 5/9 & 5/23
- Colorado DRIVES Meetings - 5/2, 5/6, 5/9, 8/19, 5/23
- FAC Meeting - 5/28
- POD Meeting - 5/19
- POD Go To Meetings - 5/14, 5/20
- SMM 2% Report Meetings - 5/5, 5/19
- FY14 CSTARS Refresh Meetings - 4/28 and Pierce Refresh 5/20
- CSTARS Equipment Refresh Deployments
 - ✓ Dolores County
 - ✓ Delta County and the Hotchkiss Branch Office
 - ✓ Grand County
 - ✓ Jackson County
 - ✓ Montrose County and the Nucla Branch Office
 - ✓ Routt County
 - ✓ San Miguel County and the Norwood Branch Office
- Adams County Bookkeeper Training
- El Paso County IT Meeting
- Mesa County Scan Gun Installation
- OIT All Hands Meeting - 5/14

User Acceptance Testing

- Monthly UAT Program Testing
- Windows 7 Testing

Support to Counties, Help Desk and Title & Registration Section

- Incident Tickets Resolved - 363

The screenshot shows a presentation slide with a white background and black text. The slide is titled 'OIT Trainers May 2014 CSTARS Activity Report'. Below the title, there are several sections of text, including 'Current Project Status & Support', 'OIT/DOR/CARS/CSTARS Committee Meetings and Other Activities', 'User Acceptance Testing', and 'Support to Counties, Help Desk and Title & Registration Section'. Each section contains a list of items, some with checkmarks. The slide is displayed in a window with a blue title bar and a taskbar at the bottom. The taskbar shows several open applications: Windows Media P..., Inbox (2) - christo..., and CSTARS Committ... The system tray on the right shows the time as 9:28 AM on 7/13/2014.

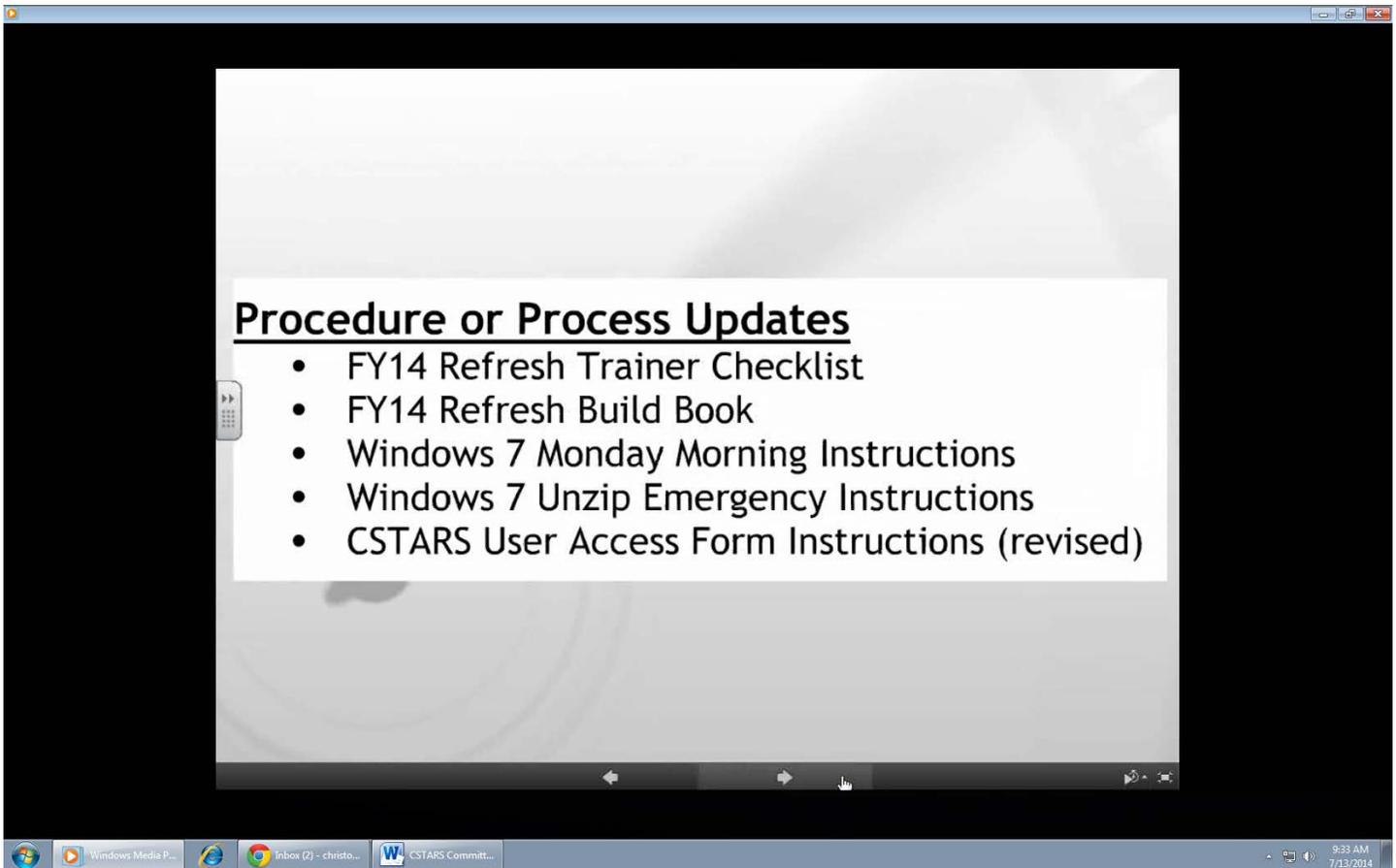
CSTARS COMMITTEE MEETING MINUTES
June 18, 2014
Department of Revenue
Boards and Commissions Conference Room
1881 Pierce St., Lakewood, CO 80214

The image is a screenshot of a presentation slide. The slide has a white background with black text. At the top, the title 'County Visits and Deployments' is underlined. Below the title, the text reads: 'Equipment Refresh/Moves - 8', 'Total County Visits- 23', and 'Regular County Visits involve equipment maintenance or replacement, site surveys, update changes, PayPort support, OVRP support, routine processing, training, special research and review:'. A list of counties follows: Adams County Main Office, Baca County (2), Custer County, Delta County (2) and the Hotchkiss Branch Office, Dolores County, Elbert County, El Paso County, Grand County, Jackson County, and Mesa County. The slide is displayed in a window with a black background. The Windows taskbar is visible at the bottom, showing the Start button, taskbar icons for Windows Media Player, Internet Explorer, and a Word document titled 'CSTARS Committ...', and the system tray with the date and time '9:31 AM 7/13/2014'.

County Visits and Deployments
Equipment Refresh/Moves - 8
Total County Visits- 23
Regular County Visits involve equipment maintenance or replacement, site surveys, update changes, PayPort support, OVRP support, routine processing, training, special research and review:
Adams County Main Office
Baca County (2)
Custer County
Delta County (2) and the Hotchkiss Branch Office
Dolores County
Elbert County
El Paso County
Grand County
Jackson County
Mesa County

On this slide, the equipment refresh/moves should be 10 and not 8.

CSTARS COMMITTEE MEETING MINUTES
June 18, 2014
Department of Revenue
Boards and Commissions Conference Room
1881 Pierce St., Lakewood, CO 80214



The image is a screenshot of a presentation slide. The slide has a white background with a dark border. At the top, the title "Procedure or Process Updates" is written in a bold, black, sans-serif font. Below the title is a bulleted list of five items, each preceded by a black dot. The items are: "FY14 Refresh Trainer Checklist", "FY14 Refresh Build Book", "Windows 7 Monday Morning Instructions", "Windows 7 Unzip Emergency Instructions", and "CSTARS User Access Form Instructions (revised)". The slide is displayed within a window that has a taskbar at the bottom. The taskbar shows several open applications: "Windows Media P...", "Inbox (2) - christo...", and "CSTARS Committ...". The system tray on the right side of the taskbar shows the time as "9:33 AM" and the date as "7/13/2014".

Procedure or Process Updates

- FY14 Refresh Trainer Checklist
- FY14 Refresh Build Book
- Windows 7 Monday Morning Instructions
- Windows 7 Unzip Emergency Instructions
- CSTARS User Access Form Instructions (revised)

Libby also wanted to share that they've been meeting on the Chrome/Payport upgrade and the Windows 7 Operating system and believe they will be able to start some of this early.

In the brief discussion around the deployment of Chrome, Jack asked if there was any way to speed up the State Personnel system for hiring. Mike said he'd see if he could escalate this through Barbara Brohl in her meetings with OIT and OHR. Typically it takes 2-3 months minimum to fill a position.

CSTARS COMMITTEE MEETING MINUTES
June 18, 2014
Department of Revenue
Boards and Commissions Conference Room
1881 Pierce St., Lakewood, CO 80214

Chuck Busch:

Chuck proceeded to answer Sara's question about employees assigned to jobs by saying that Cindi normally would answer that, but she's not here. So Chuck provided this information:

"However, I want to be cautious in that information because the way your email was worded information was being conveyed these are not necessarily the peoples whose job is being paid etc. We don't have access to the information. That information gets...we record our time, the people who control the billing are the people you met with back in December and January. Not us. We complete our timesheets, the people who control the mechanisms behind the scenes and thus ultimate control the billings are those people that you met with. We use these tools that Cindi talked in the meeting two months ago to help us come up with the percentage of cost on given items that should be charged back the CSTARS Committee or the CSTARS funds vs. the ITD funds. So this is internal working sheets that Cindi has, that I have that we work together to keep that help us build that. But this by no means is directly related to whose being billed through the CSTARS funds through the billing channels."

CSTARS COMMITTEE MEETING MINUTES
 June 18, 2014
 Department of Revenue
 Boards and Commissions Conference Room
 1881 Pierce St., Lakewood, CO 80214

Project Name	Project ID	Status				Start Date	Finish Date	% Complete	Planned Budget	Actual To Date	Remaining Budget
		Overall Project	Schedule	Scope	Budget						
Colorado Department of Revenue											
CSTARS-CARS-FY14 Approved Monthly Releases	PROJ006214	■	■	■	■	6/3/13	6/30/14	92%	\$0.00	\$0.00	\$0.00
CSTARS FY14 Refresh	PROJ006427	■	■	■	■	11/5/12	6/26/14	92%	\$800,144.20	\$593,087.20	\$207,057.00
OIT - Viper Upgrade	PROJ001969	▲	▲	▲	▲	8/15/12	11/3/14	70%	\$334,214.40	\$211,982.80	\$122,231.60
Summary		3						Grand Total:	\$1,134,358.60	\$805,070.00	\$329,288.60

Two updates this month to cover the bills (OHV). See the update notes, but Terri specifically discussed:

- ✚ CFPR fleets, Vehicle makes and PWD updates.
- ✚ Quarterly tax file.
- ✚ OHV.
- ✚ Receipt redesign will be going out on the 30th, with instructions to shut off your printers over the weekend to clear the memory so that the back of the receipts will update.
- ✚ Post fee increase.
- ✚ Tax incentives for alternate fuel vehicles and fuel types will be removed from the titles.
- ✚ State sales tax vendor fee is returning to 3.25%.
- ✚ POD fixes will be going out.
- ✚ Allowing out of state titles to print over the counter at the Counties.
- ✚ Some NSP changes that is restricted to the State.
- ✚ EDW Testing from Arapahoe and Douglas Counties is going well. It's going really well and is retrieving in less than 5 seconds.
- ✚ Web access for Starfish that was discussed at Conference is going well.
- ✚ Also as and FYI ANY PLATE can be put into POD. So if you happen to run out of a specific plate for whatever reason can add it to your POD table and function that way.

CSTARS COMMITTEE MEETING MINUTES

June 18, 2014

Department of Revenue

Boards and Commissions Conference Room

1881 Pierce St., Lakewood, CO 80214

Chuck continued that there would be a CCR network outage this coming weekend (6-21) and Viper will be unavailable (6/22 early morning hours) for maintenance and UAT testing.

Denver County Refresh and OIT Refresh is this weekend.

Viper upgrade is moving forward. Some initial testing has been successfully completed. Connectivity from the Counties has been tested as well as some T&R applications. The finish date is listed as 11/3 but as they get closer it will be republished and they will launch it on a holiday weekend so they have 3 days to convert the data. It should not affect any of the legislation for January 1.

Future projects:

- Refresh for Windows 7 upgrade has been approved.
- The monthly releases have been approved for FY'15
- Two Office moves were approved
 - Alamosa
 - Teller – Woodland Park
- Chrome has been approved.

CARS update: Pam was unavailable so Linda Bishop stepped in:

- ❖ Linda asked Tony Anderson to give a quick update on the ELT:
 - ELT Working group meeting on Friday 6/20.
 - Project has been scoped out and is more focused.
 - There should be a PIF laid out soon.
- ❖ CARS met last week at Denver County and went through the legislative requests, some data mailers will have to go out for legislator plates and the 10th Mountain Division plates.
- ❖ Tony A. asked the group to look at their outstanding programming requests that had been highly rated on the agenda to compare them to some of the other projects.
- ❖ Libby reported on Payport/Chrome browser issue. Linda does not have it in her notes anywhere that CARS had taken any action to bring forward to CSTARS. No one disagree that it needed to move forward, but CARS didn't take any action. Cindy had issued a PIF about 7-8 weeks ago. Everyone agreed that it should not move other projects out of the way. Len apologized for possibly not understanding where it was and passing along bad information. Dylan reminded everyone that it wouldn't take away from other projects as it is part of refresh. A general discussion about what was involved ensued. It was generally agreed that it wouldn't push any other projects aside and CSTARS just needs to approve it. Mike asked to see a Project and project plan to ensure that everything was happening as it should with prioritization. Dylan suggested that CSTARS have a vote, and then have Cindi create the plan to move forward, to catch everyone up with where they are. Mike insisted that the project would have to be evaluated and prioritized to ensure proper allocation of resources.

Jack Arrowsmith moved to approve the use of Chrome as the browser for Payport and to have it rolled out with the refresh. It was 2nd and the motion passed.

- ❖ Equipment request – Teller County, Woodland Park's lease expires and they need to move. CARS asks that CSTARS approve \$3,500 for cabling for this move.

CSTARS COMMITTEE MEETING MINUTES
June 18, 2014
Department of Revenue
Boards and Commissions Conference Room
1881 Pierce St., Lakewood, CO 80214

Jack moved and Bo 2nd the motion, the motion passed.

- ❖ There was lengthy discussion on POD and how records are being posted back to the Counties.

Mike asked about the Programming Requests for July and for ELT, specifically since he just initiated and PIF for ELT. Dylan reported that ELT should not bump current approvals. Mike noted that if it was legislation that would trump current approvals, Dylan said yes. Mike wanted CARS to go through it again as it's going to be part of the CSTARS modernization and should be covered.

Tony Frazzini:

Tony didn't have anything further to add about CO DRIVES that hadn't already been covered.

Colorado Interactive – Mike Ansley(?):

- The mobile version of the online Driver's License renewal has been submitted for award.
- Credit Card Processing has been more stable.
- (Unintelligible as he wasn't sitting close enough to a mic.)
- John Connolly has resigned, there will be an interim director starting 6/27.

Mike noted that we are getting media inquiries about fees and we've been asked by the president of the CCA to bring this forward – Convenience fee transparency – to bring forward as legislation. CSTARS might want to consider some input.

Sara asked about the situation where one owner had two different cars in two different counties and renewed them in one county. Mike(?) reported that this has happened more than once but have not been able to reproduce it. They think it has something to do with the customer using the back button on the browser in the middle of the transaction. They are still looking into it.

There being no further business, the meeting was adjourned at 11:07 a.m.

Next meeting will be July 16, 2014 at 9:30.

Meeting adjourned.