

CSTARS COMMITTEE MEETING MINUTES
October 15, 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), Shelia Reiner (Mesa County), Jean Alberico (Garfield County), Matt Crane (Arapahoe County) ALL via Telephone.

CARS Committee Members Present: Pam Nielsen (Larimer/Chaffee County) via telephone, Linda Bishop (Washington County) via Telephone, P.J. Taylor (Grand County).

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

Department of Revenue (DOR) and others: Len Meyer (OIT), Terri Krupke (OIT), Kathy Chase (OIT), Dylan Ikenouye (T&R), Rodney Johnson (T&R), Chris Hochmuth (T&R) via telephone, Patrick Flanagan (T&R) via telephone, Janet Gard (DOR-Budget), Robb Chiles (DOR-OIT Budget), Marty Hartley (CI) via telephone, Libby diZerega (OIT) via telephone, Cindi Wika (OIT).

Guests: Jason Salazar (Denver County), Kennon Warner (DOR-OIT), Diana Hall (Boulder County) via telephone, Katrina Hodge via telephone.

Sara Rosene called the meeting to order at 9:32 a.m.

Rodney Johnson: (on behalf of Tony Anderson and Mike Dixon)

- T&R worked with Karen Long to set up title training for Insurance Auto Auction
- Setting up the New Clerk training schedule for March of 2015
- Communication is out on the Viper Data Migration taking place 11-8 to 11-11-2014, consequently there will be a Viper “outage” those days.
- DRIVES updates:
 - The Webinars are going to move to the 2nd Wednesday of the month and this month’s update is on 10/24
- Tony wanted to thank the Counties for inviting T&R to the Southern and Western Conferences in September.
- Tony is completed most of his Southern swing and is now on his South-Eastern swing of his County Offices tours.

Roll Call: Roll call was taken a quorum was present. Sara asked for a motion on the previous meetings minutes. Garland moved to approve the minutes, Matt 2nd the motion. The motion passed.

Dylan Ikenouye: Dylan presented the T&R slides indicating that they had completed 438,482 applications with a reject rate of 2.18% all completed 93.86% within goal. For License plates the 2nd Qtr. order has shipped and is at all of the Counties. This includes Farm Truck/Tractor plates. So including all of the inventory types we have 7.84 months of supply. Counties have 4.58 months of supply.

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For Passenger plates the Counties have 4.41 months and recall has 1.92 months – all looking very good. 3rd Qtr. is being manufactured. All-in-all the inventory is well on its way to being repaired.

Sara asked about the Title Rejects stating that they receive a large number of rejects without a reason, that it's probably a mistake and she was wondering if those were in the numbers as well. Dylan said yes. If she had some specific examples, she could provide them to T&R and they could research them. Jason said he had data like this and would forward it on.

Then Sara asked if Motorcycle plates can be put on POD. Dylan walked her (and everyone) through how to take plates on and off of POD for any reason (ran out/temporary outage etc.) then once you have supply again, you can change back from POD. Denver County and Libby offered to get her set up correctly and sort out any corrections that need to be made – easy fixes all.

Sara took roll call again as a large number of people joined the call late.

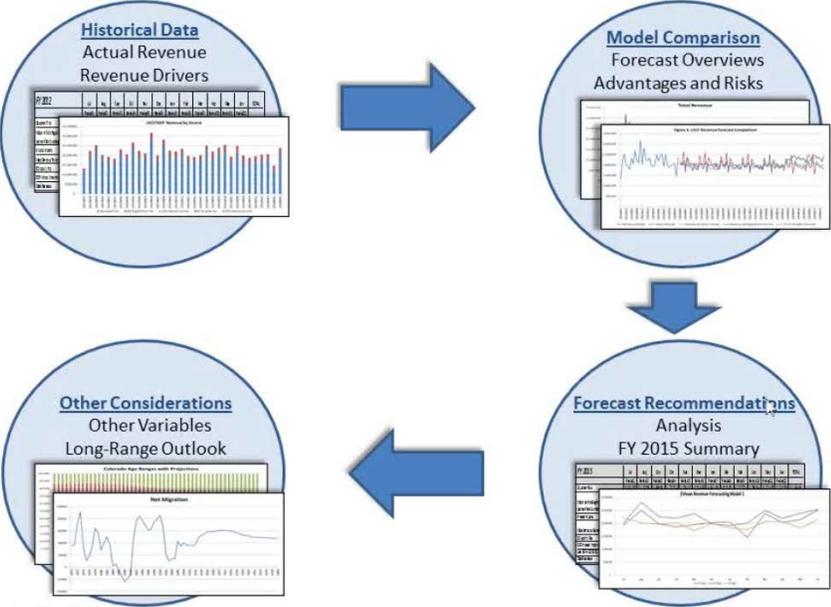
Janet Gard: (Royal is in Copenhagen) Janet only got her slides to Dylan about 10 min. before the meeting because she had forgotten Royal did these and needed them 10 days prior to the meeting to be included in the presentation.

> CORE

- o Period 1 just closed last Friday and they are still reconciling.
 - o Hoping to have Cash flow and budget figures for the next meeting (maybe even for period 2.)
 - o Still working on the Closing dates for periods 2-4.
 - o Mostly waiting on Payroll data.
 - o Invoices are being processed.
 - o Revenue reports are not behaving so can't currently verify anything.
 - o The issue with the 0.17¢ going to HUTF instead of the License Plate Cash Fund is happening again (like it did in the spring of 2013—almost \$400,000). It was discovered in about August that this is happening again, due to a programming change and has been going on from January to October 1st when the programming fix was put into place. The monies from January to June (in last fiscal year) are unrecoverable because the State's fiscal year has closed. They are working on getting it fixed for July to October and getting the money moved back to LPCF. The dollar amount that is missing has not yet been determined but is believed to be about \$500,000. The ability of the funds to be recovered from last fiscal year generated some animated discussions from the Committee members. Janet was going to work with the DOR Controller to see what might be done. Sara did want Janet to follow up with the Committee on the disposition of this situation as this directly affects the ability of CSTARS to order plates (4th Qtr. order) and get them distributed to the Counties as is necessary.
- > Since there was no reports out of CORE Janet opted to use this time to discuss Revenue Forecasts and spending plan:

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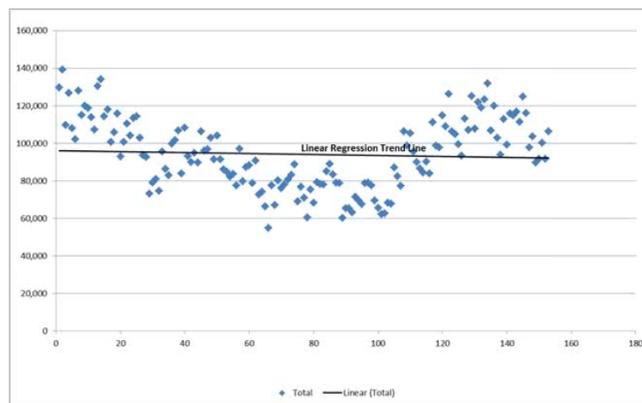
1) Overview: Forecast Presentation Structure



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2) Overview: Forecasting Introduction

- Linear regression trend
 - Used as a baseline forecast for nearly all revenue sources
 - Establishes a best-fit, straight-line trend
 - All linear trend results were adjusted for seasonal fluctuations



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3) Overview: Forecasting Introduction

- Forecast recommendations are based on
 - Comparisons to historical data
 - How many periods of historical data are available?
 - Can a revenue trend be constructed based on historical revenue amounts?
 - Whenever possible, actual revenue amounts were used to capture any delays that exist between when an activity is completed and when revenue is received.
 - Consistency of the revenue source
 - How much has revenue varied monthly or annually?
 - Success of prior forecasting models
 - Have previous models yielded revenue forecasts within 5% of actual amounts?
 - Availability of statistically significant variables
 - Do variables exist that help to explain revenue changes?
 - An example is the use of driver's license expiration dates and business days per month to forecast document fee revenue changes

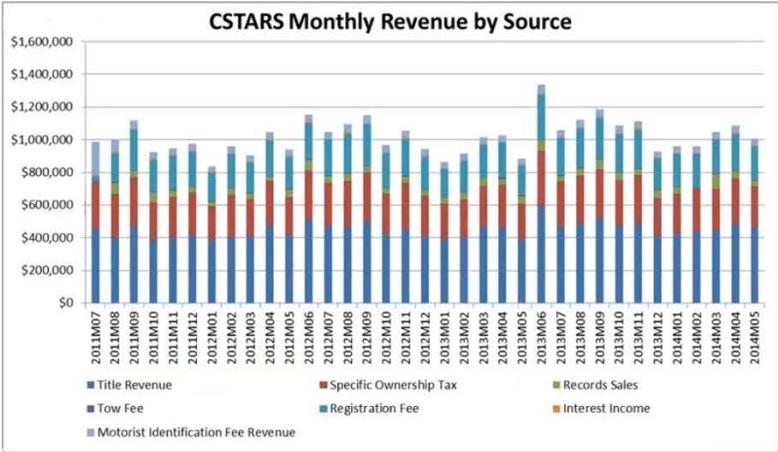
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Colorado State Titling and Registration Account (CSTARS)

Past Revenue Totals

- July 2011 – May 2014
 - Over the past three fiscal years, revenue has been increasing by approximately 3% per year



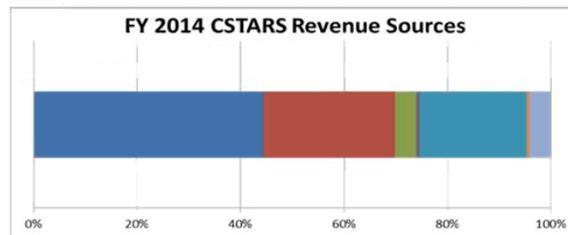
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4) Colorado State Titling and Registration Account (CSTARS)

Revenue Sources

- Vehicle Title Application Fees: 44%
- Specific Ownership Tax Transaction Fees: 25%
- Record Sales Fees: 4%
- Tow Fees: 1%
- 50-Cent Fee Assessed on Vehicle Registrations: 21%
- Interest Income: 1%
- Motorist Insurance Identification Database Fees (Beginning June 2014): 4%



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Colorado State Titling and Registration Account (CSTARS)

Past Revenue Totals

FY 2012	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12	
Title Revenue	\$ 454,110	\$ 399,638	\$ 468,148	\$ 380,999	\$ 398,413	\$ 415,042	\$ 382,081	\$ 408,260	\$ 407,874	\$ 479,661	\$ 413,680	\$ 508,568	\$ 5,116,464
Specific Ownership Tax	\$ 284,553	\$ 268,440	\$ 299,652	\$ 237,070	\$ 252,865	\$ 260,385	\$ 212,267	\$ 250,897	\$ 280,585	\$ 267,496	\$ 237,238	\$ 304,679	\$ 3,105,519
Bulk Records Sales	\$ 40,738	\$ 46,220	\$ 40,994	\$ 58,112	\$ 34,676	\$ 31,663	\$ 24,146	\$ 39,851	\$ 29,777	\$ 26,613	\$ 42,698	\$ 62,208	\$ 498,505
Tow Fee	\$ 4,475	\$ 7,162	\$ 5,016	\$ 6,973	\$ 6,947	\$ 5,271	\$ 6,780	\$ 5,668	\$ 5,988	\$ 3,415	\$ 6,288	\$ 8,992	\$ 71,354
Registration Fee	\$ 39,608	\$ 179,137	\$ 246,839	\$ 194,000	\$ 208,703	\$ 212,610	\$ 172,144	\$ 205,526	\$ 385,647	\$ 219,410	\$ 195,116	\$ 218,877	\$ 2,271,617
Misc Adjustment													\$ -
Interest Income	\$ 5,875	\$ 4,746	\$ 5,758	\$ 6,258	\$ 5,918	\$ 6,388	\$ 6,108	\$ 5,880	\$ 6,609	\$ 5,518	\$ 5,400	\$ 5,347	\$ 69,605
MIDB Fee Revenue	\$ 205,290	\$ 78,817	\$ 49,807	\$ 38,979	\$ 40,501	\$ 42,495	\$ 34,180	\$ 40,982	\$ 36,773	\$ 43,414	\$ 38,554	\$ 45,987	\$ 695,479
Total Revenue	\$ 1,028,647	\$ 1,004,159	\$ 1,116,214	\$ 921,791	\$ 946,943	\$ 974,373	\$ 837,687	\$ 957,060	\$ 903,255	\$ 1,045,530	\$ 938,924	\$ 1,154,149	\$ 11,828,738

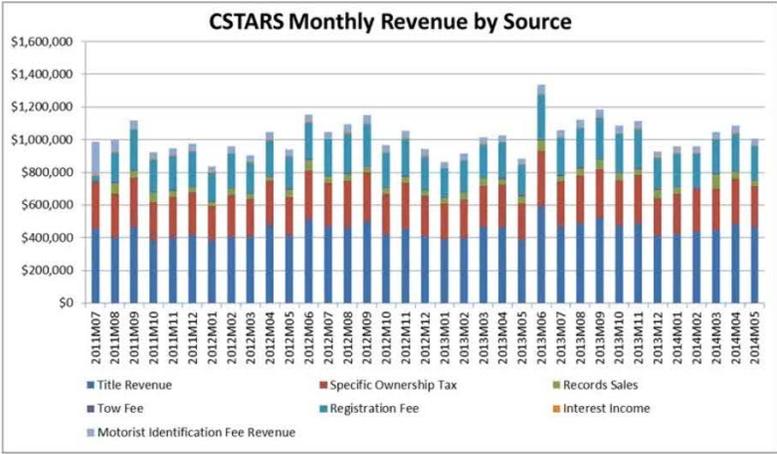
FY 2013	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12	
Title Revenue	\$ 467,793	\$ 462,048	\$ 495,399	\$ 418,048	\$ 455,385	\$ 411,545	\$ 392,311	\$ 399,222	\$ 466,077	\$ 467,438	\$ 368,938	\$ 592,886	\$ 5,417,037
Specific Ownership Tax	\$ 268,304	\$ 296,607	\$ 305,659	\$ 251,854	\$ 279,484	\$ 246,425	\$ 217,072	\$ 232,047	\$ 252,436	\$ 268,787	\$ 221,480	\$ 336,983	\$ 3,157,137
Bulk Records Sales	\$ 40,738	\$ 40,403	\$ 33,978	\$ 33,161	\$ 37,491	\$ 30,735	\$ 35,859	\$ 47,320	\$ 44,492	\$ 31,813	\$ 43,246	\$ 63,917	\$ 483,159
Tow Fee	\$ 3,945	\$ 7,000	\$ 6,311	\$ 5,948	\$ 7,174	\$ 5,724	\$ 2,295	\$ 1,256	\$ 2,090	\$ 10,954	\$ 6,876	\$ 5,546	\$ 65,135
Registration Fee	\$ 221,750	\$ 239,148	\$ 251,744	\$ 208,838	\$ 224,973	\$ 200,821	\$ 176,178	\$ 191,907	\$ 203,619	\$ 211,834	\$ 183,072	\$ 275,618	\$ 2,589,482
Misc Adjustment					\$ 186,249			\$ 1,550				\$ 38,947	\$ 2,189
Interest Income	\$ 5,356	\$ 5,256	\$ 5,659	\$ 5,985	\$ 5,979	\$ 6,200	\$ 5,900	\$ 5,028	\$ 5,777	\$ 5,450	\$ 5,203	\$ 5,460	\$ 67,288
MIDB Fee Revenue	\$ 43,726	\$ 47,189	\$ 49,653	\$ 41,226	\$ 44,361	\$ 39,891	\$ 34,753	\$ 37,914	\$ 40,242	\$ 41,780	\$ 36,158	\$ 54,263	\$ 510,761
Total Revenue	\$ 1,051,471	\$ 1,087,653	\$ 1,148,403	\$ 965,012	\$ 1,016,282	\$ 941,281	\$ 864,388	\$ 916,244	\$ 1,014,733	\$ 1,028,056	\$ 923,920	\$ 1,334,677	\$ 12,292,120

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Colorado State Titling and Registration Account (CSTARS)

Past Revenue Totals

- July 2011 – May 2014
 - Over the past three fiscal years, revenue has been increasing by approximately 3% per year



Janet will find out what the spike is for 6/2013 Title revenue.

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Model Comparison

- Each revenue source was forecasted separately and combined into one forecast
 - Interest income was forecasted using a 3-year rolling average

Model Name	FY 2015 Forecast	Variables	Advantages	Risks
Linear Forecast	\$12,846,724	<ul style="list-style-type: none"> • Actual revenue amounts 	<ul style="list-style-type: none"> • Captures seasonality and the current revenue trend 	<ul style="list-style-type: none"> • Limited historical data
FY 2014 Model Forecast	\$12,748,100	<ul style="list-style-type: none"> • Total registered vehicles • Population migration • Business days per month 	<ul style="list-style-type: none"> • Captures changes in the total number of registered vehicles 	<ul style="list-style-type: none"> • Does not capture revenue timing delays

- Forecasting models were created using Moody’s durable goods forecasts, population growth estimates, and other external variables.
 - None of the variables showed significant correlation to the CSTARS revenue sources.

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Forecast Recommendations

- Linear Forecast
 - More accurately captures the seasonal cycle of revenue receipts
 - Forecasts a 1.3% year-over-year increase in revenue
 - Lower than the 3% experienced in recent years—largely due to the slowdown in Title Fee and Specific Ownership Tax revenues

FY 2015	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12	
Title Revenue	\$ 458,191	\$ 470,881	\$ 524,898	\$ 449,487	\$ 473,389	\$ 448,744	\$ 440,179	\$ 466,873	\$ 487,751	\$ 521,848	\$ 480,489	\$ 595,568	\$ 5,638,247
Specific Ownership Tax	\$ 278,387	\$ 278,111	\$ 301,804	\$ 253,862	\$ 271,994	\$ 249,601	\$ 232,668	\$ 258,449	\$ 245,656	\$ 267,401	\$ 232,906	\$ 324,912	\$ 3,196,751
Bulk Records Sales	\$ 36,987	\$ 50,082	\$ 45,236	\$ 44,796	\$ 36,115	\$ 39,942	\$ 34,181	\$ 43,511	\$ 39,563	\$ 33,281	\$ 40,065	\$ 62,327	\$ 506,086
Tow Fee	\$ 5,087	\$ 7,162	\$ 5,885	\$ 6,482	\$ 7,153	\$ 5,604	\$ 3,987	\$ 4,887	\$ 6,465	\$ 6,663	\$ 6,428	\$ 9,999	\$ 72,802
Registration Fee	\$ 226,471	\$ 221,077	\$ 254,663	\$ 215,044	\$ 227,603	\$ 210,252	\$ 196,079	\$ 220,713	\$ 213,290	\$ 233,170	\$ 207,502	\$ 259,844	\$ 2,685,708
Interest Income	\$ 5,598	\$ 5,281	\$ 5,728	\$ 6,202	\$ 5,692	\$ 6,378	\$ 6,005	\$ 5,451	\$ 6,226	\$ 5,484	\$ 5,302	\$ 5,403	\$ 68,750
MIDB Fee Revenue	\$ 39,061	\$ 52,827	\$ 45,200	\$ 38,112	\$ 40,709	\$ 37,206	\$ 34,536	\$ 37,676	\$ 35,972	\$ 39,765	\$ 33,806	\$ 44,510	\$ 479,380
Total Revenue	\$ 1,089,782	\$ 1,085,423	\$ 1,183,414	\$ 1,013,965	\$ 1,062,634	\$ 997,729	\$ 947,635	\$ 1,037,559	\$ 1,034,923	\$ 1,107,611	\$ 986,497	\$ 1,299,553	\$ 12,846,724

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Janet apologized for slides being duplicated and out of order. She said she'd get them fixed and re-send them to the Committee.

These next slides are the spending plan and only reflect the DOR side of CSTARS spending not OIT's portion:

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CSTARS spending plan.xlsx - Microsoft Excel

Vehicle Services (Unit 5200) Vehicle								
INITIAL PROJECTIONS - FY 2014-15								
Accounting Period	Per 1	Per 2	Per 3	Per 4	Per 5	Per 6	Per 7	
Calendar Month	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	
Projection v. Actual	Proj	Proj	Proj	Proj	Proj	Proj	Proj	
Appropriation - Description								
TCAKP0000	Personal Services	221,889	197,799	213,059	213,059	213,059	222,196	214
TCAKP0000	Amortization Equalization Dist	6,307	5,575	5,605	5,605	5,605	5,605	6,
TCAKP0000	Health, Life and Dental	16,274	16,274	16,274	16,274	16,274	16,274	16,
TCAKP0000	Short-term Disability	288	254	256	256	256	256	
TCAKP0000	Supplemental AED	5,565	4,919	4,946	4,946	4,946	4,946	5,
TCAKS0000	Operating Expenses	29,919	14,947	37,196	15,809	11,596	23,714	13,
TOTAL EXPENDITURES		280,241	239,769	277,337	255,949	251,737	272,992	256,
Expenditure Analysis Comments								
App	Line Item Description	ORI Code	Period	Cost Amt	Explanation/Comments			
TCAKP0000	Regular FT Wages	1110	1-2	\$163,304	3 vacancies, based on staffing plan			
TCAKP0000	Regular FT Wages	1110	3-12	\$1,760,092	full staffing-monthly salary cost \$176,092			
TCAKP0000	Unemployment Compensation	1532	1-12	\$7,500	Unemployment comp @ \$833/mo based off FY 13-14 ac			
TCAKP0000	Temporary Services	1910	1-12	\$140,400	Temps @\$11,700/mo			
TCAKP0000	Professional Services	1920	1-12	\$20,000	Monthly Charge for Access Database Creation of \$1,66			
TCAKS0000	Equip Maintenance	2230	1-12	\$5,000	Annual budget for facilities & HVAC (\$44,500 in FY 14)			
TCAKS0000	Equip Maintenance	2230.03	12		recording system maintenance, expect to hit in			

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Per 10	Per 11	Per 12	Per 13	Total	Budget	Variance
Apr-15	May-15	Jun-15	Jul-15	Expenses	Marks	
Proj	Proj	Proj	Proj			
214,582	214,582	187,798	0	2,541,771	2,551,144	9,373
6,265	6,265	5,353	0	70,982	44,133	(26,849)
16,274	16,274	16,274	0	195,288	201,298	6,010
256	256	218	0	3,060	2,428	(632)
5,770	5,770	4,930	0	64,050	44,133	(19,917)
14,586	15,191	18,568	0	221,425	454,034	232,609
257,733	258,338	233,142	0	3,096,576	3,297,170	200,594

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	Per 1	Per 2	Per 3	Per 4	Per 5	Per 6	Per 7	Per 8	Per 9	Per 10	Per 11
	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15
	Proj	Proj	Proj	Proj	Proj	Proj	Proj	Proj	Proj	Proj	Proj
3	221,889	197,799	213,059	213,059	213,059	222,196	214,582	214,582	214,582	214,582	214,582
9	6,307	5,575	5,605	5,605	5,605	5,605	6,265	6,265	6,265	6,265	6,265
10	16,274	16,274	16,274	16,274	16,274	16,274	16,274	16,274	16,274	16,274	16,274
11	288	254	256	256	256	256	256	256	256	256	256
12	5,565	4,919	4,946	4,946	4,946	4,946	5,770	5,770	5,770	5,770	5,770
13	29,919	14,947	37,196	15,809	11,596	23,714	13,649	12,636	13,611	14,586	14,586
14	280,241	239,769	277,337	255,949	251,737	272,992	256,796	255,783	256,758	257,733	257,733
17	OBJ Code	Period	Cost Amt	Explanation/Comments							
18	1110	1-2	\$163,304	3 vacancies, based on staffing plan							
19	1110	3-12	\$1,760,092	full staffing-monthly salary cost \$176,092							
20	1532	1-12	\$7,500	Unemployment comp @ \$833/mo based off FY 13-14 actuals							
21	1910	1-12	\$140,400	Temps @\$11,700/mo							
22	1920	1-12	\$20,000	Monthly Charge for Access Database Creation of \$1,667							
23	2230	1-12	\$5,000	Annual budget for facilities & HVAC (\$44,500 in FY 14)							
24	2230.03	12	\$3,700	Digital recording system maintenance, expect to hit in period 11 or 12							
25	2258	7-11	\$75	Back up for Annex parking during session							
26	2510	1	\$2,088	Cost of travel for CCA conference Grand Junction							
27	2510	2,5, 9,10,12	\$2,000	Audit travel \$400 in each period							
28	2510	1-12	\$700	Director travel \$175 in each quarter							
29	2510	7	\$2,088	Cost of travel for CCA winter conference							

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OBI Code	Period	Cost Amt	Explanation/Comments
1110	1-2	\$163,304	3 vacancies, based on staffing plan
1110	3-12	\$1,760,092	full staffing-monthly salary cost \$176,092
1532	1-12	\$7,500	Unemployment comp @ \$833/mo based off FY 13-14 actuals
1910	1-12	\$140,400	Temps @\$11,700/mo
1920	1-12	\$20,000	Monthly Charge for Access Database Creation of \$1,667
2230	1-12	\$5,000	Annual budget for facilities & HVAC (\$44,500 in FY 14)
2230.03	12	\$3,700	Digital recording system maintenance, expect to hit in period 11 or 12
2258	7-11	\$75	Back up for Annex parking during session
2510	1	\$2,088	Cost of travel for CCCA conference Grand Junction
2510	2,5, 9,10,12	\$2,000	Audit travel \$400 in each period
2510	1-12	\$700	Director travel \$175 in each quarter
2510	7	\$2,088	Cost of travel for CCCA winter conference
2530	2	\$3,001	AAMVA conference travel costs (Dover, DE)
2530	4	\$1,312	IRP Managers conference travel costs
2530	8	\$1,250	IRP Audit conference travel costs
2530	11	\$2,480	IRP Annual conference travel costs
2631	1-12	\$6,444	\$537/month for local and toll telephone
2631.05	1-12	\$1,584	\$132/mo for cell phone service
2641	1-12	\$39,636	NMVTIS at \$3,303/mo (increased from \$2,900 FYE 14)
2680.02	12	\$1,500	Poster printing
2820	6	\$9,643	Trailer and VIN ID (Annual Order)
2820	1-12	\$13,332	Document destruction at \$1,111 per month
3116	1-12	\$6,000	Budget marks for additional software license purchases
3116	3	\$1,700	Go to Meeting

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	C	D	E	F	G	H	I	J	K	L	M
31	2530	4	\$1,312	IRP Managers conference travel costs							
32	2530	8	\$1,250	IRP Audit conference travel costs							
33	2530	11	\$2,480	IRP Annual conference travel costs							
34	2531	1-12	\$6,444	\$537/month for local and toll telephone							
35	2531.35	1-12	\$1,584	\$132/mo for cell phone service							
36	2641	1-12	\$39,636	NMVTIS at \$3,303/mo (Increased from \$2,900 FYE 14)							
37	2680.02	12	\$1,500	Poster printing							
38	2820	6	\$9,643	Trailer anti VIN ID (Annual Order)							
39	2820	1-12	\$13,332	Document destruction at \$1,111 per month							
40	3116	1-12	\$6,000	Budget marks for additional software license purchases							
41	3116	8	\$1,700	Go to Meeting							
43	3116	12	\$1,272	Prezi							
43	3120	1-12	\$2,040	Budget marks for Title 42 Books, subscriptions							
44	3121	1-12	\$13,200	Budget marks for office supplies of \$1,100/mo							
45	3123	1-12	\$1,044	Budget mark of \$87/mo for postage							
46	3124	1-12	\$5,040	Budget mark of \$420/mo							
47	3128	1-12	\$1,400	Budget mark for purchase of non-cap equipment							
48	3132	3	\$18,000	Space redesign-onboarding GPV office buildout							
49	3140	1-12	\$4,800	\$400/ month budget mark miscellaneous IT							
30	4140	1	\$14,800	IRP Dues							
51	4220	2	\$800	Registration fee for AAMVA conference							
52	4220	4	\$950	IRP conference registration							
53	4220	7	\$700	CCCA winter conference registration							
54	4220	11	\$1,000	Training registration fee IRP							

Denver County asked to see the list of all employees and their salaries that were funded out of CSTARS. Janet promised to get this information for the next meeting.

Rob Chiles: Rob is facing the same challenges as there is no information available out of CORE.

Libby diZerega:

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OIT Trainers September 2014 CSTARS Activity Report

Current Project Status & Support

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

- CARS Committee Meeting - 9/10
- CSTARS Equipment Working Group Meeting - 9/3
- CSTARS Committee Meeting - 9/17
- DRIVES Meetings - 9/5, 9/19
- EUSS Staff Meeting - 9/12, 9/26
- OIT Open Mic Meeting - 9/18
- HR Meeting - 9/11
- Safety Expo Training - 9/24
- FAC Meeting - 8/27, 9/24
- Trainer Meeting - 9/25
- T&R Inventory Counts Meeting - 9/4
- T&R One Stop Shopping Meeting - 9/24
- La Plata Launch One Stop Shopping - 9/14 thru 9/18

User Acceptance Testing

- ✓ Monthly User Acceptance Testing (UAT) Program Testing (8 days)

Southern Region Conference Alamosa - 9/23

Support to Counties, Help Desk and Title & Registration Section

- Incident Tickets Resolved - 442

The screenshot shows a presentation slide with a white background and black text. The slide is titled 'OIT Trainers September 2014 CSTARS Activity Report'. Below the title, there are four main sections: '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 activities with dates. The slide is displayed in a window with a blue title bar. At the bottom of the window, there is a Windows taskbar with several open applications: Windows Media Player, Internet Explorer, an email inbox, a CSTARS committee meeting window, and a Title & Registration section window. The system tray on the right shows the time as 3:15 PM on 11/4/2014.

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County Visits and Deployments

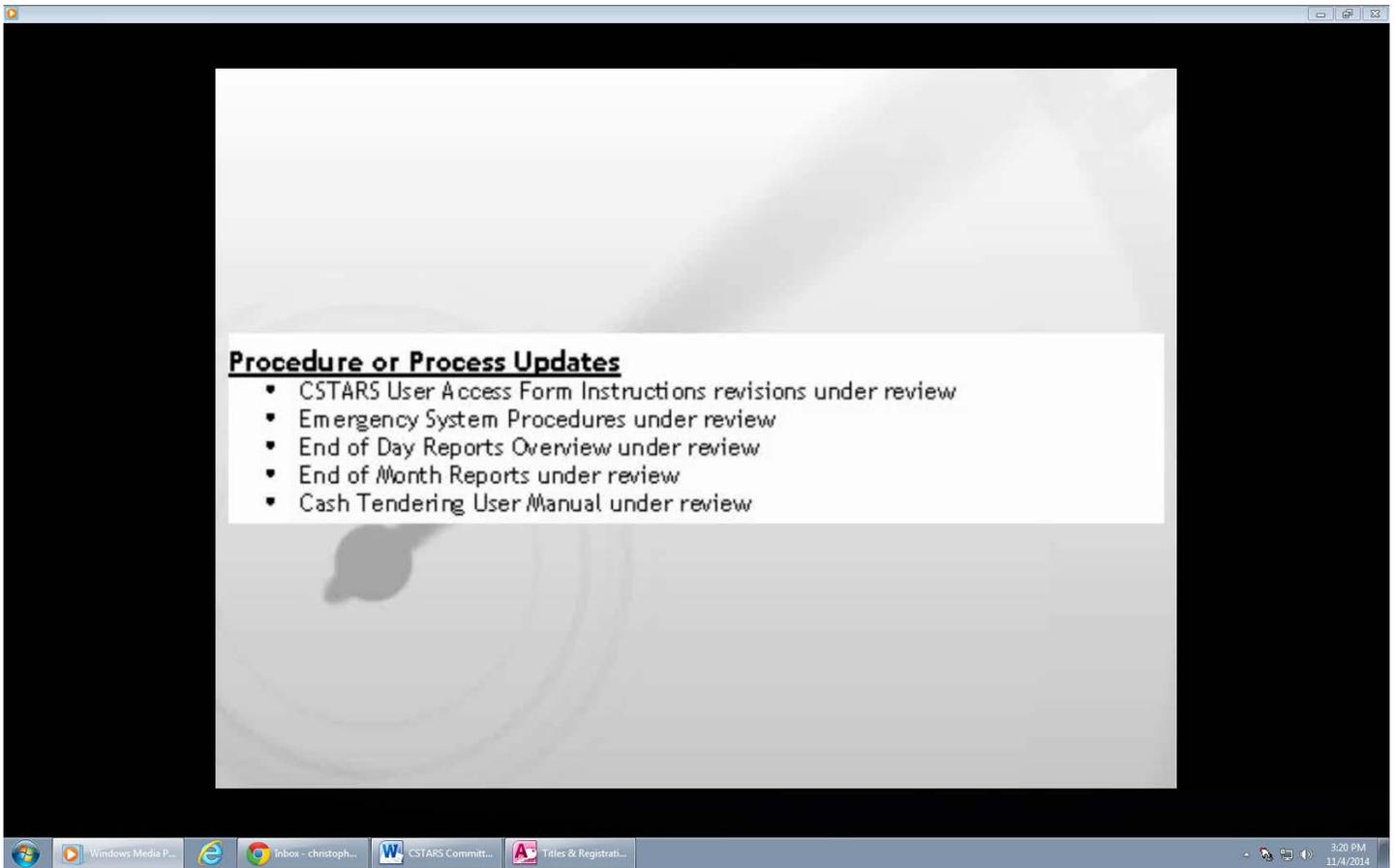
Equipment Refresh/Moves - 0

Total County Visits- 34

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 Brighton Office (2)
Boulder County Boulder Office
Boulder County Longmont Branch Office
Boulder County Lafayette Branch Office
Chaffee County Salida Office
Chaffee County Buena Vista Branch Office
Denver County Tremont Office
Eagle County Main Office (2)
Grand County
Hinsdale County
Jackson County
La Plata County (10)
Lincoln County
Logan County
Mineral County
Phillips County
Rio Grande County
Routt County
San Juan County
Sedgwick County
Teller County Woodland Park Branch Office (2)
Title & Registration Front Office (Rotunda)

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Libby is still working on some of these – she keeps running out of time.

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Cindi Wika:

Executive Project Dashboard

Project List

Project Name	Project ID	Overall Project	Status			Start Date	Finish Date	% Complete	Planned Budget	Actual To Date	Remaining Budget	
			Schedule	Scope	Budget							
Colorado Department of Revenue												
CSTARS - Alamosa County Relocation	PROJ007576	▲	◆	■	■	8/26/14	10/17/14	29%	\$10,214.00	\$0.00	\$10,214.00	
CSTARS - CSTARS FY15 refresh and upgrade	PROJ007579	■	■	■	■	6/9/14	6/30/15	5%	\$0.00	\$0.00	\$0.00	
CSTARS FY15 Approved Monthly Releases	PROJ007533	■	■	■	■	6/2/14	6/30/15	8%	\$0.00	\$0.00	\$0.00	
CSTARS FY15 Approved Monthly Releases	PROJ007533	■	■	■	■	6/2/14	6/30/15	8%	\$0.00	\$0.00	\$0.00	
OIT - Viper Upgrade	PROJ001969	▲	▲	▲	▲	8/15/12	11/12/14	82%	\$260,614.40	\$241,565.20	\$19,049.20	
Summary												
	4								Grand Total:	\$270,828.40	\$241,565.20	\$29,263.20

- ☒ Alamosa relocation... there are issues with Centurylink causing Alamosa to not be open. They have escalated this as high as they can ask for updates every hour. Their equipment is all refreshed and ready to go, once Centurylink gets it together.
- ☒ CSTARS Refresh—Budget numbers still being built.
 - Chrome Payport rollout to Windows 7 machines is done.
 - Most metro Counties are up for their Windows refresh – pending CORE requests. Hopefully deployment will be in December.
 - Then the balance of Windows & refreshes completed by about April.
 - Waiting on two task orders from DRC.
- ☒ CSTARS monthly releases are all on track.
- ☒ Viper Upgrade – Still on track for the Veterans weekend migration.

Jack asked if the Centurylink outages were generally the same issue. Len seemed to think so, aside from weather related issues and a couple of cut lines. Cindi seemed to think so to, but offered to research it further.

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Jack also asked about the balance of the Chrome schedule. Cindi said, once she had P.O.'s out of CORE and could purchase equipment, she'd be more comfortable sharing a schedule – probably next meeting.

Tony asked if there were Service Level Agreements with Centurylink. Cindi discussed their bid/contracts with Centurylink and whether or not there were consequences that could be applied due to the outages.

Pam Nielson: Last CARS meeting was 10/8/2014

- ❖ Electronic Lien Titling – Crystal & Rodney are working on the business implementation plan, which has been forwarded to Mike. Rodney is working with OIT to figure out the programming and implementation for the vendors.
- ❖ Service Desk is fully staffed – John Zook is working on bringing the CA ticketing process back in house. There will be a new service tool for Counties to see tickets.
- ❖ Kennon has a schedule for the remainder of a year. Next two updates will be based on Legislative updates.
- ❖ Equipment requests:
 - Weld County is asking for 4 new PC's to accommodate additional staff – needs as soon as they can get.
 - Sara entertained a motion for approval. Garland moved to approve, Matt 2nd. Cindi noted there would need to be a little Network work to accommodate the additional PC's. The motion passed.
- ❖ POD update – asked for an update on CDOC programming – Dylan reported that since Corrections hasn't been paid, due to CORE issues, the programming is put on hold and is not a priority for them until such time as money begins to flow again. Additionally, Corrections is losing about \$5,000/week in mailing costs, so they are looking at changes in that process as well.
 - There are some issues with DV plates in El Paso and Larimer – tickets are turned in to deal with them.
 - Dylan also discussed how Corrections is looking at moving the mailing process from Fremont County to Colorado Springs as Fremont is not able to handle the volume Corrections is giving them – 700 daily. Maybe even going back to FedEx or UPS, but they have their own issues, including special labels which changes the cost of mailing.
 - Sara asked at what point is Corrections going to stop making POD plates, since they haven't been paid. Dylan said that it was pretty much is good working relationship with Corrections that was keeping things going, but they haven't been paid since June and it does need to be addressed.
 - PJ pointed out that that whole situation was unacceptable.
- ❖ Firewall Working Group – Jason and Cindi are taking it over
- ❖ Programming Requests
 - Data Mailer for 10th Mountain Division plate holders – lots of work involved but getting it ready.
 - Looking at having DPA print the combined Data Mailer/Renewal cards. Drafts should be available soon.

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- Some PWD records don't have addresses so Terri is working on some programming to get this corrected.
- Diesel's in Emissions Counties – working on OVRP so that they can renew on line – Ongoing.
- Starfish – waiting on the business group to finish testing.

Tony Frazzini:

- ✚ Evaluation teams are working on their pieces—reports due 10/27.
- ✚ Office space having to be re-evaluated since the Landlord in Golden West wanted a longer lease. Looking at something on So. Colorado Blvd. and at 6th and Union. Final decision is forthcoming.

Marty Hartley:

- ☞ Updated the Payport issues – the 500 Code errors that people were getting were due to internal compatibility issues that they've been working on. They think they have a solution, they are testing tonight. They're going to test with Denver, Jefferson and Garfield Counties to make sure it works. Once confirmed, they'll roll out the fix on 10/21/2014.
- ☞ Sara asked about being down the end of the month. They think there may be some correlation between this and the above issue. Marty said he'd send out an update once he knew for sure.
- ☞ Jack asked what the root cause was. Marty stated again, about the internal compatibility issues that arose from upgrades that are being worked through.
- ☞ Jack asked if the different browsers made a difference in reliability. Marty said he'd look into it and report back.

Tony Frazzini just wanted to let everyone know that as per the Denver Mayor, Denver DMV is absorbing all the convenience fees for using a credit/debit card.

There being no further business, the meeting was adjourned at 11:03 a.m.

Next meeting will be November 19, 2014 at 9:30 and will continue all day to cover OIT budgeting

Meeting adjourned.