

**Council of Officials Meeting**

April 12, 2017

**Blair Public Library**

2233 Civic Drive

Blair, NE 68008

**Registration:** 11:15 a.m.

**Lunch & Meeting:** 11:30 a.m.

This meeting of the Metropolitan Area Planning Agency Council of Officials will be conducted in compliance with the Nebraska Open Meetings Act. Please see the recording secretary to review the Open Meeting Act policy.

*AGENDA:*

- A. Roll call and Introduction
- B. [Approval of the January 11, 2017 Meeting Minutes](#) – (Action)
- C. Old Business –
  - 1. [Draft FY 2018 MAPA Work Program and Budget](#) – (Action)
- D. New Business
  - 1. [Interlocal Agreement Amendment](#) – (Action)
  - 2. Heartland 2050 Update – (Info)
- E. Guest Speaker : Kyle J. Nixon, General Manager, Novozymes – Blair, NE – (Info)
- F. Community Updates – (Time Permitting)
- G. Adjournment

Next Meeting:  
MAPA Council of Officials Meeting  
Wednesday, June 14, 2017  
Location TBD



OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

COUNCIL OF OFFICIALS  
REGULAR MEETING  
January 11, 2017

The January 11, 2017 Council of Officials meeting was held at Spezia in Omaha, Nebraska. Doug Kindig, Council President, opened the meeting by welcoming all Councilmembers and guest. The lunch started at 11:30 a.m. with the meeting following at 12:00 p.m.

MINUTES

A. ROLL CALL/INTRODUCTION

Members Present:

Andy Biller	Executive Director, Council Bluffs Airport Authority
David Black	Mayor, City of Papillion
Patrick Bloomingdale	County Administrator, Douglas County
Tom Hanafan	Supervisor, Pottawattamie County
Wendell Kasprick	Councilmember, City of Silver City
Scott Keep	President, Metropolitan Utilities District
Doug Kindig	Mayor, City of La Vista
David Klug	Chairman, Papio-Missouri River NRD
Daniel Lawse	Chairman, Metro Transit Authority
Jerry McCall	Fremont Public Schools
Gary Mixan	Sarpy County
Cassie Paben	Deputy Chief of Staff, City of Omaha
James Realph	Mayor, City of Blair
Greg Reeder	City of Council Bluffs
Rita Sanders	Mayor, City of Bellevue
Carol Vinton	Supervisor, Mills County
Gerry Waltrip	Mayor, City of Carter Lake
Karen Watson	Commissioner, Omaha Housing Authority

Others:

Scott Belt	Pottawattamie County
Jamie Berglund	Greater Omaha Chamber of Commerce
Joshua Biggs	Restoration Exchange Omaha
Ann Birch	City of La Vista
Jono Bradford	Kissel / E&S Associates
Pam Buethe	City of La Vista
Larry Burks	City of Bellevue
Richard Crouch	Mills County
Mandy Garrod	City of La Vista
Deb Hale	City of La Vista
Donna Kasprick	Citizen
Joe Mangiamelli	City of Bellevue
Cindy Miserez	City of La Vista
Joe Soucie	City of La Vista
Rod Storm	City of Blair
Kim Thomas	City of La Vista

MAPA Staff:

Christina Brownell	Josh Corrigan	Sue Cutsforth	Melissa Engel
Don Gross	Mike Helgersen	Karna Loewenstein	Patti McCoy
Jeff Spiehs	Greg Youell		

B. APPROVAL OF THE OCTOBER 5, 2016 MEETING MINUTES – (ACTION)

MOTION by Sanders, SECOND by Waltrip to approve the October 5, 2016 minutes.  
Motion Carried.

C. NEW BUSINESS –

1. Authorize Council President to form a committee to recommend amendment of MAPA's Interlocal Agreement – (ACTION)

President Kindig requested approval from the Council to form a committee to recommend amendment of MAPA's Interlocal Agreement. Cass County has requested to join MAPA and this will require an update to MAPA's Interlocal Agreement. President Kindig made a request for two additional volunteers to assist the Council President and MAPA Staff in reviewing and revising the Interlocal Agreement.

MOTION by Sanders, SECOND by Paben to approve the authorization of the Council President to form a committee to recommend amendment of MAPA's Interlocal Agreement.  
Motion Carried.

2. Election of Iowa Small Communities Representative – (ACTION)

- a. Call for nominations for Iowa Small Communities Representative –
- b. Elect Iowa Small Communities Representative –

The Board of Directors has a vacant seat for Iowa Small Communities representative as Supervisor Ron Kohn has retired from public service. The Council appoints this seat annual, so the position will serve through June 30, 2017.

MOTION by Sanders to nominate Mills County Supervisor, Carol Vinton, to serve as the Iowa Small Communities Representative SECOND by Paben.

Nominations closed.

President Kindig called for a vote to accept the nomination of Supervisor Carol Vinton and to appoint her as the Iowa Small Communities representative for the remainder of the term through June 30, 2017.

Motion Carried.

D. MAPA Reports and Project Updates – (INFO)

1. Quarterly Report & Heartland 2050 Update –

Mr. Greg Youell provided an update to the Council on MAPA activities. MAPA has been working with Mills County on a Comprehensive Plan and submitted a Federal Trails application for a trail project in Glenwood, Iowa. Chuck Karpf, MAPA Housing Specialist, is working with Waterloo and Valley on applications for Owner-Occupied Rehabilitation grants that will be submitted this spring. MAPA is continuing work in Sarpy County for the Sarpy County Transit Study and getting close to the end of the study and reviewing recommendations. MAPA is working with the City of Gretna for a Downtown Revitalization Project and have received approval for the first planning phase. Designs were received from the City of Bellevue for the American Heroes Project for which MAPA assisted in the funding for the designs. In Pottawattamie County, one of two wells that serve the City of Walnut are not functioning, and MAPA is assisting the city in their application for a grant to build a new well. MAPA has submitted a grant application for Macedonia for a Downtown Revitalization Project and is continuing work on a Transportation Master Plan for Pottawattamie County. Washington County recently received a Revolving Loan Fund grant for an Ace Hardware store in Blair. MAPA has received applications for the Heartland 2050 Mini-Grants, there's \$330,000 in federal funding available and is limited to the MAPA transportation area. Five applications were received, three from Nebraska and two from Iowa. MAPA held a Strategic Planning Session with the MAPA Board in November and received great feedback.

2. Close the Gap, Salt Lake City Presentation – MAPA Staff & Jamie Berglund (Greater Omaha Chamber) –

MAPA Executive Director, Mr. Greg Youell and Ms. Jamie Berglund, Greater Omaha Chamber presented to the Council an overview of the trip to Salt Lake City for Heartland 2050's Close the Gap initiative. Salt Lake City was chosen for a site visit because of their similar outlook; conservative area; family oriented; similar population size; similar land-use patterns and they've had a significant amount of transportation investment in their area. They have completed more rail transit than any other metropolitan area in the past twenty years and they completed it ahead of schedule and under budget. A lot of development has come out of their Envision Utah process. The population has grown from <800,000 in the 1990's and is now just under 1.2M. The visit started with a trip to Envision Utah and a meeting with Robert Grow. Mr. Grow shared that the greatest export of their economy was their children and that led to the Envision Utah process. Salt Lake City is now towards the top for one of the fastest growing areas. Salt Lake City also ranks very well in upward mobility and assisting people in their growth at all levels. Part of Envision Utah's success is driven by their ability to create a vision that everybody is able to share. Ms. Berglund shared that one of the biggest issues that the Chamber focuses on is around talent and workforce and how to attract and retain talent. The Greater Omaha region lost over 4,000 individuals from 2000-2010 with Bachelor's degrees. Mr. Youell and Ms. Berglund presented details on areas of Salt Lake City that have been transformed by rail and streetcar.

E. LEGISLATIVE UPDATE – (INFO)

1. Tom Cope (Iowa) – Avenson, Oakley & Cope –

Mr. Cope provided an update on legislative activities for Iowa. From 2010 – 2016 there was split control in Iowa. The Republicans took the majority in the Iowa Senate, which means the same party now controls the House, Senate and Governor's office. Big issues for this session are the budget for 2018-2019 and the Governor's cuts to state government programs. The Governor proposed \$110M in cuts, exempting two significant portions of the budget from cuts for 2017: K-12 education system and all property tax credits. As a result, the rest of the State budget is facing a larger impact. Another issue is the elimination or reformation of the collective bargaining law in Iowa, Chapter 20 of Iowa Code. An issue that is expected to draw attention is minimum wage. Many observers in Iowa believe that if the State Law establishes a minimum wage that preempted local governments from having the authority to set their own minimum wage. The legislature will certainly look at restating or putting a firm preemption on local ordinances as it relates to minimum wage and will likely deal with other employment practices. Various social issues are also sure to be focal points of the upcoming session.

2. Jono Bradford (Nebraska) – Kissel / E&S Associates –

Mr. Bradford provided an update on legislative activities for Nebraska and gave an overview of some bills of interest for MAPA.

- LB95 – First TIF bill, modifies provisions in community development law related to tax-increment financing (TIF) projects; in order to make various processes including auditing, public notice, reporting, records retention, and cost-benefit analyzation more transparent, and to provide for more local oversight of TIF projects
- LB97 – Riverfront Development District Act – includes the rivers of Missouri, Platte (North & South) and the Elkhorn River

Neither of these bills have been set for hearing. The Governor will give his State of the Union speech on Thursday, January 12<sup>th</sup> at 10:00 a.m. and traditionally afterwards the Speaker will introduce the budget bills moving forward for the 2017 – 2019.

F. COMMUNITY REPORTS – (Info)

Community reports were skipped due to the time restraints.

G. ADJOURNMENT –

Meeting was adjourned at 1:00 p.m.

**Omaha-Council Bluffs  
Metropolitan Area Planning Agency**

**FY 2018 Unified Planning Work Program**

**Draft March 2017**



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## MAPA FY 2018 Unified Planning Work Program

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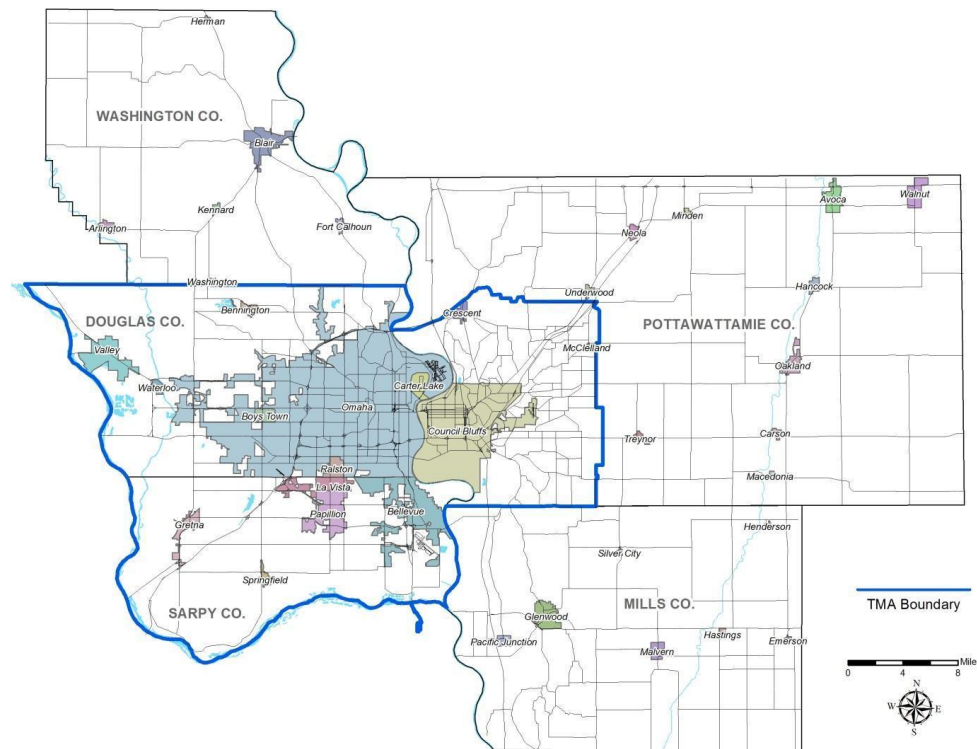
The preparation of this report was financed in part with funding from United States Department of Transportation (USDOT), administered by the Nebraska Department of Roads (NDOR) and Iowa Department of Transportation (Iowa DOT). The opinions, findings and conclusions expressed in this publication are those of the authors and do not necessarily represent USDOT, NDOR, and Iowa DOT.

MAPA is an EOE/DBE employer.

## Introduction

The Unified Planning Work Program (UPWP) documents the Metropolitan Area Planning Agency's (MAPA's) transportation related activities and projects for fiscal year (FY) 2018 which encompasses July 1, 2017 through June 30, 2018. MAPA serves as a voluntary association of local governments in the greater Omaha region chartered in 1967. MAPA performs planning and development work, especially to address problems that are regional in scope and cross jurisdictional boundaries.

MAPA is the Council of Governments (COG) for Douglas, Sarpy, and Washington Counties in Nebraska and Pottawattamie and Mills Counties in Iowa. MAPA serves as the federally required Metropolitan Planning Organization (MPO) and Transportation Management Area (TMA) for a smaller region that encompasses Douglas and Sarpy Counties and a small portion along US Highway 75 in Cass County in Nebraska, as well as the southwestern portion of Pottawattamie County (i.e., the area generally south of Crescent and Underwood and west of L-52) in Iowa. In addition, MAPA provides staff support for the Iowa Department of Transportation (Iowa DOT) Regional Planning Affiliation (RPA) for Harrison, Mills, Pottawattamie, and Shelby Counties known as RPA-18. Planning activities for RPA-18 are contained in a separate RPA-18 Transportation Planning Work Program (TPWP). The map below outlines the MAPA COG region and highlights the TMA boundary.



The governing body for MAPA is a 64-member Council of Officials representing cities, counties, school districts, resource agencies, and numerous other governmental bodies within the region. The MAPA Board of Directors is a nine-member Board serving as the Council of Officials' executive committee and is comprised of elected officials representing cities and counties from the larger five-county MAPA region. The Transportation Technical Advisory Committee (TTAC) reviews and makes recommendations related to transportation to the MAPA Board. The relationship, responsibility, and composition of the Board of Directors, Council of Officials, and TTAC are also described in the MAPA Interlocal Agreement and Committee Bylaws. Membership is listed in Appendix II.



## Current Transportation Planning Overview

Several large planning initiatives have been recently completed or are underway in the MAPA region. **Heartland 2050** was adopted by the MAPA Council of Officials as the long-term vision for the greater Omaha-Council Bluffs metropolitan area in January 2015. The Regional Vision was developed over 2013 and 2014 and entered implementation phase in 2015. The project produced a Vision Scenario for future growth and development that is now being utilized for MAPA's transportation planning process. This collaborative project is an example of **Regional Models of Cooperation**, one of the U.S. Department of Transportation's **Planning Emphasis Areas (PEA)**.

During FY-2017 MAPA continued work on its next Long Range Transportation Plan update, **LRTP 2050**. The LRTP is being closely coordinated with the **Metro Area Travel Improvement Study (MTIS)**, a joint Nebraska Department of Roads (NDOR) / MAPA multi-year regional study of highway needs that will result in a list of prioritized projects for state investment and guide future regional transportation investments. This comprehensive study has developed a strong set of data for MTIS and other planning projects, and MAPA's travel demand model has been updated significantly as part of ongoing collaboration with US-DOT. MTIS will also serve to develop performance measures that will be compliant with the FAST-ACT, the five-year transportation bill that was signed into law in December 2015. MAPA will continue to coordinate with state DOTs, FHWA, and FTA to develop performance measures for the region in accordance with FAST-ACT. The **performance based approach** is a new component of the federal transportation planning process and is another federal PEA.

The LRTP 2050 will also incorporate other recent plans that were conducted in the metro area. These include the **Heartland Connections Regional Transit Vision (RTV)** and **Regional Bicycle / Pedestrian Plans**. The RTV proposed a staged approach to improve transit service in the region. These scenarios are being utilized for further analysis in the MTIS study. The Bicycle-Pedestrian Plan proposes short, medium, and long-range projects to enhance the regional network of trails, bicycle boulevards, and other bicycle / pedestrian facilities.

Metro Transit is continuing work on the Bus Rapid Transit (BRT) line that was awarded a US-DOT discretionary TIGER grant that will run along the Dodge Street corridor from downtown Omaha to Westroads Mall at approximately 102<sup>nd</sup> Street. This premium transit service would serve as the spine of the transit network in the region. The project will help some of the densest concentrations of employment and housing in Omaha and exemplify the Ladders of Opportunity PEA. Final Design was initiated in FY2017 and will be construction will commence in 2018.

In FY-2018 MAPA will continue to emphasize freight planning as part of the Regional Transportation Planning Process. Nebraska Department of Roads will complete its State Freight Plan and MAPA is working closely with NDOR on this process. MAPA's ongoing improvements to the travel demand model will allow additional technical analysis of freight transportation in the metro area. In addition, MAPA will continue to work with the private sector, the Greater Omaha Chamber of Commerce, and other stakeholders to ensure that freight and goods movement are fully involved in the planning and project development process.

Some of the **City of Omaha** major transportation projects include bridge needs, a massive signal infrastructure upgrade, and several capacity improvements in the western part of Omaha, including multiple projects near West Dodge Road (US-6) along 168<sup>th</sup> Street, 180<sup>th</sup> Street, 192<sup>nd</sup> Street. Omaha is also planning a modern streetcar project to run between North Downtown and the University of Nebraska Medical Center. **Douglas County** is continuing work on a large project on 180<sup>th</sup> Street between West Dodge Road and West Maple Road.

During FY-2017 **Sarpy County** conducted the Southern Ridge Wastewater Study. This critical study assesses the opportunities for future wastewater service in southern Sarpy County, which will be critical to future development in this portion of the county. The Highway 75 project will be under construction that will connect Bellevue and Plattsmouth with a grade-separated freeway. In FY2017, MAPA coordinated with Sarpy County on a Transit Study to propose short-, medium-, and long-range opportunities for public transit. The recommendations of this study will be evaluated by Metro Transit in FY2018 as part of its Transit Development Plan to explore

enhancements to and expansions of its existing service over the next five to seven years. Planning work may also begin on a new I-80 Interchange in the area of 180<sup>th</sup>-192<sup>nd</sup> Street.

The **Council Bluffs Interstate (CBIS) Project**, a complete reconstruction of the interstate and railroad realignment, is scheduled to continue for at least the next decade. Council Bluffs recently completed a plan for the West Broadway corridor that includes redevelopment and land use, as well as reconstruction of West Broadway. A significant mixed use project is planned at Playland Park on the east end of the Bob Kerrey Pedestrian Bridge.

Work will continue on the development of a **Coordinated Call Center** and information sharing for the region. Metro Transit, the Veterans Administration (VA), and MAPA are working together to coordinate the development and implementation of the Coordinated Call Center including the purchase of hardware, software, and system engineering. The largest portion of the project will be completed by the second quarter of FY 2018.

MAPA is working on **Congestion Mitigation Air Quality (CMAQ)** projects including up to 20 electric vehicle charging stations and the implementation of 30 to 40 bike share stations in the City of Omaha. Both projects began in FY 2015 and will continue with many phases between FY 2017 or 2019.

MAPA will administer and update the region's FY 2018-2023 **Transportation Improvement Program (TIP)**. The TIP includes state and local federal-aid projects and regionally significant projects programmed in the region for the next six years. In addition to roadway projects, the TIP covers anticipated expenditures for some alternative transportation projects such as the Transportation Alternatives Program (TAP), transit, and aviation.

MAPA's Coordinated Transit Committee (CTC) works on issues related to public transit, paratransit, and human services transportation. A FTA **Veterans Transportation and Community Living Initiative (VTCLI)** grant to develop a Coordinated Call Center for human services made progress through the first two summits during FY 2015. The project will continue in FY 2017 with the goal of developing a coordinated network to connect trips within the region. It is anticipated that the project should be completed by the end of fiscal year 2018. This effort, in addition to the transit activities listed previously, addresses the Ladders of Opportunity PEA by improving gaps in the transportation system and mobility for residents. MAPA's robust public participation processes are other examples of steps toward the Ladders of Opportunity PEA.

## Work Program Framework

MAPA's Unified Planning Work Program (UPWP) is developed in accordance with the metropolitan planning provisions described in the 23 CFR - Part 450 and 49 CFR - Part 613. The UPWP is created in cooperation with state and federal agencies who are financial sponsors, and it is intended as a management tool for participating agencies.

During development of the UPWP, a priority setting process was used to identify programs and projects that should be included. Participants in this process included the Council of Officials, Board of Directors, and TTAC. Results of the priority setting process are reflected by the projects and associated funding levels shown in the UPWP.

In accord with the spirit of federal transportation legislation, MAPA conducts a continuing, coordinated, and comprehensive planning process for the region. This process is intended to meet the transportation needs of the region's residents to the extent possible with available resources.

The transportation planning process for the region takes into account all modes of transportation: roadway, highway, transit, air, rail, and water, as well as active modes of transportation such as walking and bicycling. The provision of transportation services must also be consistent and compatible with the overall goals and development of the region. Major considerations include the environment, energy conservation, growth patterns, land use, tourism, and recreation, as well as a wise and efficient use of economic resources.

MAPA's responsibilities include the LRTP, TIP, and UPWP. As a TMA with a population greater than 200,000, MAPA is charged with conducting a Congestion Management Process (CMP). Other planning products include the Coordinated Public Transit and Human Services Plan and Public Participation Plan (PPP). MAPA is compliant with civil rights legislation and maintains a Title VI Plan and Disadvantaged Business Enterprise (DBE) Program.

The UPWP will also contain activities to assist in implementing provisions contained in surface transportation legislation. The following planning factors identified in the current federal legislation, Fixing America's Surface Transportation (FAST) Act, will, at a minimum, be considered in the transportation planning process for the region:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and nonmotorized users.
3. Increase the security of transportation for motorized and nonmotorized users.
4. Increase the accessibility and mobility options available to people and for freight.
5. Protect and enhance the environment, promote energy conservation, and improve quality of life.
6. Enhance the integration and connectivity of the transportation system across and between modes for people and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.
9. Improve resiliency & reliability of the transportation system and reduce or mitigate storm water impacts.
10. Enhance travel and tourism

In addition, the transportation planning program is formulated to support the goals and objectives specific to the region as identified in the 2040 LRTP, namely:

1. Maximize access and mobility.
2. Increase safety and security.
3. Consider the environment and urban form.
4. Keep costs reasonable and sustainable.

The UPWP budget includes additional matching funds beyond the 20% requirement from sub-recipients used to match FHWA PL funds for MAPA activities. These locally-funded planning activities contribute to the regional transportation planning process and are eligible to count toward the required local match for PL funding. In order to provide this match, sub-recipients of PL funds contribute a 30% match. The 10% of additional match beyond the 20% requirement provides match toward PL funds for MAPA activities

TO BE COMPLETED LATER

## Changes to the Approved Work Program

All changes to work programs require prior written federal approval, unless waived by the awarding agency. The following table denotes the approving agency for various changes to work programs.

NOTE: The below table will be updated when final guidance is provided by NDOR and Iowa DOT.

Revision Type	Approving Agency
Request for <b>additional federal funding</b> 2 CFR 200.308(b) and FTA Circular 5010.0C, I.6.e(1)]	FHWA / FTA
<b>Transfer of funds</b> between categories, projects, functions, or activities <b>which exceed 10 percent</b> of total work program budget \$150,000 2 CFR 200.308(e)	FHWA / FTA
<b>Revision of scope or objectives</b> of activities (i.e. adding or deleting activities or major change in scope of activity) 2 CFR 200.308 (c) (1)	FHWA / FTA
Transferring substantive programmatic work to <b>third party</b> (i.e. consultant) 2 CFR 200.308 (c) (6)	FHWA / FTA
Capital expenditures including <b>equipment purchasing</b> in excess of \$5,000 2CFR 200.439(a) (2) [OMB Circular A-87)]	FHWA / FTA
<b>Transfer of funds</b> between categories, projects, functions, or activities <b>which do not exceed 10 percent</b> of total work program budget or when federal award share of total work program budget exceeds \$150,000 2 CFR 200.308 (e)	State
Transfer of funds allotted for <b>training</b> allowances 2 CFR 200.308 (c) (5)	State
<b>Extending (a onetime extension)</b> period of performance past approved work program period up to 12 month 2 CFR 200.308 (d) (2)	MAPA
<b>Changes in key persons</b> in cases where specified in application or grant award (i.e. change in project's lead consultant) 2 CFR 200.308 (c) (2) & (3)	MAPA

## Revisions and Approvals Procedures

Revisions where **FHWA / FTA** is the designated approving agency shall require written approval by FHWA / FTA prior to commencement of activity, purchasing of equipment, or request for reimbursement. Requests from MAPA will be submitted in writing to the appropriate state personnel and then forwarded to FHWA / FTA for approval. Notification by the approving agency will be in writing in reverse order.

Revisions where the **State (NDOR or Iowa DOT Office of Systems Planning)** is the designated approving agency shall require written approval by the State prior to commencement of activity, purchasing of equipment, or request for reimbursement. Requests from MAPA will be submitted in writing to the appropriate State personnel and then forwarded to FHWA / FTA for approval. Notification by the approving agency will be in writing in reverse order.

Revisions where **MAPA** is the approving agency shall be approved by the Board of Directors. Updates to the work program shall be provided to the appropriate state and federal representatives via electronic or, upon request, hard copy.

# FY-2018 WORK PROGRAM ACTIVITIES

The following pages detail the work activities that MAPA and contract subrecipients will undertake in FY 2018.

## Work Program & Federal Assurances (200)

### Objective

To efficiently develop and implement MAPA's Unified Planning Work Program (UPWP) in accordance with MPO responsibilities and federal requirements

### Previous Work

- Maintained and updated UPWP
- Developed & Executed PL Agreements with NDOR & IDOT
- Continued implementation of Certification Review Action plan
- Executed and administered contracts with sub-recipients
- Quarterly reporting & Invoicing to NDOR & IDOT
- Developed Annual DBE Goal

### Work Activities

#### 1. Planning Agreements

Maintain and review the Memorandum of Agreement (MOA) outlining state, MPO, and transit responsibilities. Develop and execute the annual PL Agreements with Nebraska and Iowa. Estimated Hours: 20

#### 2. Unified Planning Work Program (UPWP)

Develop and maintain the FY 2017 UPWP. A draft UPWP is approved in March by the Council of Officials, Board of Directors, and TTAC, with submittal in April for state and federal review. Final approval by MAPA occurs in May, with submittal in June to state and federal agencies. Estimated Hours: 394

#### 3. Certification Review Action Plan

Implement the federal Certification Review Action Plan for MAPA's process and programs. Review progress and revise activities on an ongoing basis. Estimated hours: 36

#### 4. Civil Rights & Disadvantaged Business Enterprise (DBE)

The Title VI Plan update will be completed in FY 2018. Existing Title VI Plan will be modified and updated as needed. Begin implementation of the Title VI Plan across all MAPA programs. Communicate civil rights activities to FHWA / FTA. Review DBE Program and develop annual goals. Participate in regional equity forums to ensure transportation is incorporated into broader planning and equity initiatives. Estimated Hours: 100

200 End Products		Schedule
1.	Planning Agreements	Ongoing
2.	Unified Planning Work Program (UPWP)	Ongoing
3.	Certification Review Action Plan	Ongoing
4.	Civil Rights & Disadvantaged Business Enterprise (DBE)	Quarterly

**200 Budget**

	<u>Federal Cost</u>	<u>Hours</u>
MAPA Activities	\$27,715	550



## Board & Committee Support (210)

### Objective

To support ongoing activities of MAPA's Council of Officials, Board of Directors, and Finance Committee

### Previous work

- Organized monthly Board of Directors meetings
- Participated in monthly Finance Committee meetings
- Conducted four Council of Officials meetings, including annual meeting / dinner
- Prepared and conducted monthly TTAC meetings

### Work Activities

#### 1. Council of Officials

The Council of Officials meets quarterly and serves as MAPA's overall policy body. The Council is charged with adopting major plans, recommending MAPA's annual budget and work programs to the Board of Directors, and providing oversight for MAPA's activities. MAPA staff members support the Council's activities through clerical and technical preparation, meeting costs, and conducting meetings. Estimated hours: 568

#### 2. Board of Directors

The Board of Directors meets monthly and serves as MAPA's governing body. The Board approves the TIP amendments, LRTP, annual budget, and work programs. The Board is comprised of elected officials who appoint and oversee the TTAC and other MAPA committees. MAPA staff members support the Board through clerical and technical preparation, conducting meetings, and informing members about MAPA activities. Estimated hours: 852

#### 3. Finance Committee

The Finance Committee meets each month during the week prior to the Board of Directors' meeting. The Finance Committee reviews MAPA's financial statements, approves payments, and reviews / recommends contracts, large payments and other items for the Board's consideration. MAPA staff members support the Finance Committee through preparation of financial documents, invoices, contracts, and other such items. Estimated hours: 852

#### 4. TTAC Meetings

Provide for a continuing, comprehensive, and coordinated transportation planning program through the TTAC. Maintain correspondence and coordination with participating agencies. Provide other technical support necessary to the transportation planning program. The TTAC meets on a monthly basis to approve action items and discuss issues within the region to forward recommendations to the Board of Directors. Estimated hours: 568

210 End Products		Schedule
1.	Council of Officials	Quarterly
2.	Board of Directors	Monthly
3.	Finance Committee	Monthly
4.	TTAC	Monthly

### 210 Budget

	Federal Cost	Hours
MAPA Activities	\$142,255	2,840

## Regional Transportation Planning (220)

### Objective

To conduct the transportation planning activities related to the development and implementation of the Long Range Transportation Plan

### Previous Work

- Continued development of 2050 LRTP through two Technical Memorandums
- Completed Phase 2 of the Metro Travel Improvement Study for the region
- Participated in development of Complete Streets Design Manual for City of Omaha
- Initiated update to the Coordinated Transit Plan
- Participated in stakeholder committees for Central Omaha Bus Rapid Transit and modern streetcar projects
- Continued implementation the Metro Bike Safety Education project
- Completed Sarpy County Transit Study
- Served on Freight Advisory Committee for NDOR's State Freight Plan
- Conducted outreach to freight and private sector representatives
- Assisted with local planning studies, including providing forecasts and data

### MAPA Work Activities

#### 1. LRTP Development and Administration

Develop 2050 LRTP to be adopted by June 2018. Implement, review, and amend the LRTP as necessary. Support regional goals in accordance with the federal transportation planning provisions. As a key element of the LRTP development efforts performance measures will be developed and assessed as part of the scenario planning for the 2050 LRTP. Utilize consultants for various portions of the LRTP including marketing and public involvement activities such as the development of brochures, websites, info-graphics, surveys, and citizen engagement events. Purchase interactive tools for engaging the public. Estimated Hours: 1,770

#### 2. Transit Planning Activities

Provide data, technical analysis, and coordination in support of short-range and long-range mass transit planning. This will include collaboration with Metro Transit, MAPA committees, local governments, nonprofit agencies, and other stakeholders in the transit planning process. Continue to implement and maintain the Heartland Connections Regional Transit Vision which includes the Comprehensive Operations Analysis (COA) and long-term vision for future transit-friendly corridors. Included in this is continued planning support for the Bus Rapid Transit corridor and the modern streetcar in downtown and midtown Omaha.

MAPA will convene a work group comprised of representatives from various transit-related activities in the region and other stakeholders to coordinate local transit projects with the Heartland 2050 Close the Gap vision for robust transit service in the region.

MAPA will also work with transportation service providers, human service agencies, and stakeholders to encourage, coordinate, and implement plans, actions, and programs to enhance the transportation opportunities of the elderly, disabled, and economically disadvantaged. Implement the Coordinated Call Center for coordination of mobility services as part of the FTA Veterans Grant in collaboration with local and state agencies. Estimated Hours: 1,420

#### 3. Bicycle & Pedestrian Planning Activities

Participate in bicycle / pedestrian planning activities for the region, including the implementation of the

Omaha Complete Streets policy and development of the Complete Streets Design Guide. Support implementation of the Complete Streets policy included in the LRTP. Assist with implementation of Heartland Connections Regional Bicycle / Pedestrian Plan by local project partners. Serve as Administrator for the Metro Bicycle Safety Education project. Estimated Hours: 380

4. Freight Planning & Coordination

Convene representatives from freight and goods movement industries as well as local, state and federal officials to ensure that freight is included in the regional planning process. Analyze potential solutions to issues developed through the stakeholder outreach. Support private sector participation in the transportation planning process by working with local Chambers of Commerce, Economic Development Corporations, freight representatives, and private transportation industries to review transportation plans / programs. Utilize the Freight Analysis Framework (FAF) and other publicly available data. Purchase data to conduct planning studies, analyses, and modeling of freight and goods movement in the region. Estimated Hours: 280

5. Congestion Management Program (CMP)

Implement recommendations to enhance the CMP contained in the Certification Review report. Monitor causes of recurring / nonrecurring congestion and identify congestion relief opportunities. Utilize data collected from MTIS, NDOR, Iowa DOT, and other sources to assess existing congestion conditions in the region. Prepare and conduct sessions on congestion for the Transportation Summit, and potentially hold additional working group sessions. Estimated Hours: 120

6. Other Long-Range Studies

Provide technical assistance and related transportation system travel, financial, and socioeconomic data to the states and local jurisdictions as requested to assist in conducting long-range corridor, location, subarea, feasibility, and other project level studies. This element includes working on planning activities for a new I-80 Interchange in the 180<sup>th</sup>-192<sup>nd</sup> Street area of Sarpy County, as well as other projects requiring coordination with cities, counties, states, utilities, and other stakeholders.

MAPA and NDOR will continue work on MTIS, a comprehensive study of the National Highway System and other modes of transportation in the region. In FY 2018, MTIS is will begin Phase 3 which will assess implementation of the preferred projects scenario in terms of construction phasing along the freeway and interstate system within the region.

Estimated Hours: 710

<b>220 End Products for MAPA Work Activities</b>		<b>Schedule</b>
1.	LRTP Development and Administration (2050 LRTP)	Fall - Winter 2017-2018
2.	Transit Planning Activities	Ongoing
3.	Bicycle & Pedestrian Planning Activities	Ongoing
4.	Freight Planning & Coordination	Ongoing
5.	Other Long-Range Studies	Ongoing

**220 Budget**

	<u>Federal Cost</u>	<u>Hours</u>
MAPA Activities	\$233,258	4,470

Contracts and Subrecipients

LRTP Summary and Communications (22001) \$30,000 (\$36,000 total)

MAPA will contract with a firm to provide public-friendly materials, such as a Summary brochure, website content, video, and other strategic communications items to communicate LRTP with the public.

## Transportation Improvement Program (TIP) & Local Projects (230)

### Objectives

To monitor and maintain a fiscally constrained Transportation Improvement Program for regionally significant transportation projects.

To implement performance-based planning requirements of the FAST Act.

To ensure MAPA staff representation and coordination with local partner projects.

### Previous Work

- Processed TIP Amendments and Administrative Modifications
- Refined criteria used in selection of projects for FY 2018 TIP
- Completed FY 2018 TIP
- Administered Project Selection Subcommittee (ProSe-Com) for Surface Transportation Program (STBG)
- Administered the Transportation Alternatives Program Committee (TAP-C) for Transportation Alternatives Program (TAP) projects
- Administered the Coordinated Transit Committee for transit projects related to Section 5310 and JARC funding
- Provided transportation technical assistance to member cities and counties

### MAPA Work Activities

#### 1. Maintenance of FY2017 and FY2018 Transportation Improvement Programs (TIPs)

Administer the FY2017 TIP (through September 30<sup>th</sup>, 2017) and FY2018 TIP (beginning October 1<sup>st</sup>, 2017). Process Amendments and Administrative Modifications of the trip as necessary. Monitor and maintain fiscal constraint of the TIP and ensure consistency of the TIP with the LRTP. Estimated Hours: 850

#### 2. Project Selection Activities (STBG, TAP, & 5310)

The Project Selection Committee (ProSeCom) will be convened to review and recommend federal-aid projects eligible for STBG funds based on project selection criteria linking the TIP to the LRTP's goals. The Transportation Alternatives Program Committee (TAP-C) will be convened to review and recommend federal-aid projects eligible for TAP funds based on project selection criteria linking the TIP to regional bicycle / pedestrian goals. The Coordinated Transit Committee (CTC) will be convened to review and recommend federal-aid projects eligible for funding such as Section 5310 and JARC based on project selection criteria linking the TIP to the Coordinated Transit Plan and the Long Range Transportation Plan. Estimated Hours: 596

#### 3. Transportation Funding Analysis

Identify funds available to the region from federal and state transportation legislation. Identify and assess innovative financing techniques to fund projects and programs. Provide data and information to officials on the status of transportation funding in the MPO. Analyze the costs / benefits of short-range and long-range needs in conjunction with local / state partners in collaboration with the LRTP. Analyzed and implement TIP Administrative Fee. Estimated Hours: 277

#### 4. Development of FY2019 Transportation Improvement Program

develop the TIP to provide a program of federal-aid transportation projects. The TIP includes at least four fiscally-constrained years of programming and a prioritized project list with a financial plan for project implementation. A progress report on the implementation of projects programmed for the most recent fiscal year will be also be included. The updated TIP is approved each year in June and is ready for

implementation when the new federal fiscal year begins on October 1<sup>st</sup>. In addition, as performance measure final rulings per FACT ACT are issued these will be included based on state and federal guidance. Estimated Hours: 277

5. Performance Measurement & Reporting

MAPA will coordinate with state and federal agencies to develop a set of performance measurements for the LRTP and TIP. Conduct studies and analyses of transportation data to develop and assess performance measures. Performance measures will be developed as part of the MTIS and LRTP plans. Data will be purchased (as necessary) to support the performance measurement analyses and implementation. Estimated Hours: 173

6. Local Project Support & Coordination

MAPA staff members provide technical assistance for MAPA, local and state transportation projects as needed. MAPA may serve as the Responsible Charge (RC) for Nebraska projects using federal funds. Attend Nebraska Environmental Assessment (EA) meetings to track the progress of local projects through the NEPA process. Convene stakeholders and administer the Bellevue Bridge Alternatives Study. Assist jurisdictions with grant writing and administration for transportation activities on projects including the USDOT, Iowa DOT, and other grant opportunities. Attend planning-related meetings and activities supporting the regional transportation planning process. MAPA will assist the City of Omaha and other partners with the implementation of the B-cycle. Estimated Hours: 277

<b>230 End Products for MAPA Work Activities</b>		<b>Schedule</b>
1.	Maintenance of FY2017 & FY2018 TIPs	Ongoing
2.	Project Selection Activities	Winter 2018
3.	Transportation Funding Analysis	Ongoing
4.	Development of FY2019 TIP	Spring 2018
5.	Performance Measurement & Reporting	Ongoing
6.	Local Project Support & Coordination	Ongoing

**230 Budget**

	<u>Federal Cost</u>	<u>Hours</u>
MAPA Activities	\$122,736	2,450

**230 Contracts & Subrecipient Work Activities**

Bellevue Bridge Study (23006) \$120,000 (\$150,000 total)

This planning study will evaluate alternatives for the future of the Bellevue Bridge that connects Bellevue with Pottawattamie County, Iowa.

## Communication & Public Involvement (240)

### Objectives

To provide ongoing opportunities for stakeholders & the public to participate in the transportation planning process

To communicate important information and key decisions about the transportation planning process to the public

To conduct and support events, seminars and other activities that support the transportation planning process

### Previous Work

- Updated and adopted PPP amendments
- Prepared 2016 annual PPP report
- Conducted LRTP and Regional Transportation Vision community outreach meetings
- Conducted surveys for LRTP development
- Performed ADA assessments of venues for public involvement
- Conducted outreach and engagement activities with underrepresented population
- Held Citizens Advisory Committee (CAC) meetings
- Assisted with development and implementation of Citizen's Academy
- Published newsletters, annual reports, and regional directory

### MAPA Work Activities

#### 1. Public Participation Plan (PPP) & Public Engagement Activities

The PPP update will begin in FY 2018 and be completed in FY 2019. Until the update, the PPP will be modified as needed. This plan includes a proactive outreach program that provides complete information, timely public notice, full public access to key decisions, opportunities for visioning on the transportation system and land use patterns, and supports an early and continuing involvement of the public in developing the LRTP and TIP. An annual report documenting public participation activities conducted during the past year will be created. Conduct public involvement and engagement efforts related to the transportation planning process. Host public forums and panel discussions on topics related to and impacted by transportation planning. Conduct presentations and meetings with service clubs, neighborhoods, community leaders, elected officials, and others to foster strong relationships and engage the public in the planning process. Efforts will include outreach and engagement activities with low-income, minority, and other underrepresented segments of the population. Estimated Hours: 1040

#### 2. Citizen's Advisory Committee (CAC) & Citizen's Academy

Convene the CAC as a focus group for the LRTP, TIP, and other planning efforts. The CAC may provide recommendations to the TTAC regarding transportation goals and priorities in the region. Provide technical support and presentations to the Citizen's Academy for Omaha's Future, a project led by Live Well Omaha, Mode Shift Omaha, Douglas County Health Department, and MAPA. Participants in the Citizen's Academy attend a series of workshops regarding planning, transportation, community health, and the development process to expand their understanding of the planning process Estimated Hours: 140

#### 3. Publications & Newsletters

Develop, produce, and disseminate the MAPA Annual Report. Prepare and disseminate the Community Assistance Report. Develop, produce, and disseminate at least six issues of the "What's Happening for Community Leaders" newsletter. Develop and maintain a website with a map-based listing of the elected and appointed public officials for the region Develop and distribute information from local / regional data and research. The information will include MAPA reports and summaries related to demographics, employment,

land use, housing, traffic, transit, and other programs. Estimated Hours: 900

4. Online Activities (Websites & Social Media)

Maintain the MAPA websites including MAPA, Heartland 2050, Little Steps - Big Impact, and Metro Rideshare. Update the MAPA website with projects, regional data, maps, and committee information. Update MAPA's social media to communicate pertinent information to the public. Integrate the MAPA public outreach efforts with various social media outlets. Estimated Hours: 700

5. Participation in Partner Forums

Participation in Federal, State and Local forums to support the transportation planning process. Examples include public events or hearings related to transportation projects, state commission meetings, and ongoing coordination meetings between state partners (NDOR and IDOT) and MPOs. Estimated Hours: 350

<b>240 End Products</b>		<b>Schedule</b>
1.	PPP & Public Engagement Activities	Ongoing
2.	CAC & Citizen's Academy	Semi-Annually
3.	Publications & Newsletters	Ongoing
4.	Online Activities (Websites & Social Media)	Ongoing
5.	Participation in Partner Forums	Ongoing

**240 Budget**

	<u>Federal Cost</u>	<u>Hours</u>
MAPA Activities	\$156,520	3,130

## Regional Data, Mapping, & Modeling (250)

### Objectives

To conduct socioeconomic and demographic forecasts in support of the transportation planning process

To develop and maintain regional Geographic Information Systems

To develop and maintain modeling tools to support decision-making at the state, regional, and local level

### Previous Work

- Developed GIS data in coordination with regional partners
- Implemented and distributed data for 2016 NIROC
- Began development of 2016 traffic & crash reports
- Refined socioeconomic data and scenarios for travel demand model
- Assisted with corrections to annual Census population estimates
- Developed regional permit database

### MAPA Work Activities

#### 1. GIS & Regional Transportation Data

Maintain and update an integrated geographic data base system and develop other computerized tools to assist in the analysis and manipulation of data. Create maps, graphs, and analyses as requested for jurisdictions and the general public. Coordinate GIS activities in the region to support the planning process. Work on a portal for traffic count data. Purchase new hardware and accompanying software to support GIS activities as needed. Collect, purchase, and monitor local travel data including detailed data regarding traffic counts (such as time of day, occupancy, and vehicle classification), speed, and delay as available from local jurisdictions and other secondary sources. Review pavement, traffic counts, and other roadway characteristics for NDOR's Highway Performance Monitoring System (HPMS) report. Estimated Hours: 329  
Estimated Hours: 1,600

#### 2. Technical Reports & Forecasts

Utilize the US Census data and other data to provide assistance to jurisdictions, businesses, individuals, and organizations with projects involving Census data. Purchase necessary data and conduct regional or local studies for growth monitoring and analysis. Collaborate with data partners toward the development of a regional data hub. Maintain a land use file based on the monitoring of land use changes through secondary sources. Keep an employment file detailing employers in the region, number of employees, industrial classifications, and locations. Maintain files on construction permits, apartment complexes, subdivisions/SIDs, and housing sales to further define housing locations and characteristics. Monitor other local population characteristics such as auto ownership, vital statistics, and school enrollment. Estimated Hours: 480

#### 3. Travel Demand Modeling Activities

Maintain and refine the regional travel demand model to provide forecasts for studies and planning activities. Update the model based on TMIP model peer review and subsequent guidance. Conduct regional / subregional travel demand model runs. Analyze output to provide data for local / state planning. Special modeling activities may be conducted for key corridors such as Highway 370 and 144<sup>th</sup> Street. Participate in training activities for travel demand modeling. Purchase data, software, and licenses for travel demand modeling. Utilize the External Travel Survey data regarding external traffic patterns and characteristics, as well as the 2009 National Household Travel Survey (NHTS) data for the region. Estimated Hours: 950

#### 4. Land Use Activity Allocation Model (LUAAM)

Revise forecasts for basic trip generating variables (such as population, households, income, automobile



ownership, and employment) to be utilized in the Land Use Activity Allocation Model (LUAAM) and travel demand modeling activities. Forecasts are coordinated with local / state partners including the state data centers. Purchase socioeconomic data for forecasting and modeling activities. Refine the LUAAM to provide population and employment forecasts for the region. The Envision Tomorrow model from Heartland 2050 may be utilized to conduct subregional workshops and plans. Provide training for stakeholders on the use of Envision Tomorrow Hours: 350

<b>250 End Products for MAPA Work Activities</b>		<b>Schedule</b>
1.	Regional Data & GIS	Ongoing
2.	Technical Reports & Forecasts	As Needed
3.	Travel Demand Modeling Activities	Ongoing
4.	Land Use Activity Allocation Model (LUAAM)	Ongoing

### **250 Budget**

	<u>Federal Cost</u>	<u>Hours</u>
MAPA Activities	\$174,000	3,480

### **250 Contracts & Subrecipient Work Activities**

#### On-Call Modeling Assistance (25001)

\$20,000 (\$25,000 total)

Consultants will provide travel demand model forecasts as requested by MAPA. The model will be updated and refined following recommendations from the FHWA Resource Center and TMAC input. Validate and provide documentation for modeling activities. Analyze land use data and forecasts along the Central Omaha Alternatives Analysis Phase II corridor, among other model-related activities.

## Environment & Energy (260)

### **Objective**

Improve air quality by taking proactive measures to reduce environmental impacts and improve energy conservation as related to transportation.

### **Previous Work**

- Conducted 2016 Little Steps - Big Impact ozone awareness and reduction campaign with travel demand management strategies and marketing alternatives fuel options
- Planned 2017 Little Steps - Big Impact ozone awareness and reduction campaign
- Coordinated with NDOR and Iowa DOT on development of a regional rideshare / carpool program with travel demand management strategies
- Assisted City of Omaha with implementation of CMAQ funded bikeshare expansion project
- Participated in Clean Cities, electric vehicle, ethanol, and other alternative fuel technology efforts
- Implemented Congestion Management Process (CMP) activities related to planning review comments

### **MAPA Work Activities**

1. Little Steps, Big Impact Ozone Awareness Campaign  
Evaluate and analyze monitored air pollution data for carbon monoxide, ozone, particulates, and lead to meet air quality requirements. Work with federal, state, and local agencies to monitor air quality. Coordinate with local agencies to develop educational materials, conduct training, and purchase hand-held air quality monitors to inform the public about the ground ozone issues in the region. Develop and implement the Little Steps - Big Impact ozone awareness and outreach program. Prepare and conduct sessions on air quality and multi-modal planning at meetings and workshops. Data may be purchased to support air quality planning and modeling activities. MAPA staff will support the Little Steps - Big Impact program. Estimated Hours: 800
2. Alternative Fuels Activities  
  
MAPA will participate in the Nebraska Community Energy Alliance (NCEA) and work with utilities to coordinate planning of environmental and energy-related efforts with the transportation planning process. Implement the electric vehicle (EV) charging stations project by working with local entities to identify locations for EV stations and potentially administer CMAQ grant to implement stations. Coordinate efforts to deploy infrastructure for increased usage of natural gas (CNG/LNG), electric vehicles, ethanol, and other alternative fuel efforts in Nebraska and Iowa. Activities may include grant preparation and oversight for CMAQ, Nebraska Environmental Trust, and other funding opportunities. Coordination with FHWA and states to implement Alternative Fuel Corridor designations. Estimated Hours: 260
3. Travel Demand Management & Other Activities  
Coordinate with NDOR, Iowa DOT, and the Lincoln MPO in implementing and marketing a regional rideshare program with employers and citizens. A new travel demand management / rideshare website will be evaluated and potentially developed. Assistance for the City of Omaha's Heartland Bike Share expansion project. Estimated Hours: 120

<b>260 End Products for MAPA Work Activities</b>		<b>Schedule</b>
1.	Little Steps, Big Impact Ozone Awareness Campaign	Summer 2017/18
2.	Alternative Fuels Activities	2016 - 2017
3	Air Quality Activities (Alternative Fuel Education)	Ongoing
4	Air Quality Activities (Summit / Working Groups)	Annually

### **260 Budget**

	<u>Federal Cost</u>	<u>Hours</u>
MAPA Activities	\$58,928	1,180

### **260 Contracts & Subrecipient Work Activities**

Little Steps - Big Impact (26001)                      \$334,216 (\$417,770 total)

The 2017 Little Steps - Big Impact ozone reduction campaign will focus education efforts on the small actions everyone can take to help reduce ground-level ozone and improve public health. Live Well Omaha will conduct a commuter challenge to increase alternative modes of transportation during the ozone season. Campaign goals include reducing single-occupancy vehicle trips and increasing usage of bicycle, pedestrian, transit, and carpool modes. Little Steps - Big Impact will also raise awareness of alternative fuels (such as electric vehicles, CNG/LNG, fuel cells, and biofuels) that reduce emissions. Funding will support staff time for the aforementioned activities.

Rideshare / TDM Software (26003)                      \$14,000 (\$17,500 total)

MAPA will coordinate and implement the regional Metro Rideshare program ([metrorideshare.org](http://metrorideshare.org)) including purchasing equipment and developing a website.

## Heartland 2050 (270)

### Objective

To coordinate the transportation planning process with the implementation of Heartland 2050 Regional Vision

### Previous Work

- Facilitated H2050 Infrastructure Committee and working groups
- Initiated first year of H2050 Mini-Grant Program with STBG funding
- Development of messaging related to Close the Gap and transit investment

### Work Activities

#### 1. Heartland 2050 Mini-Grant Program

Set-aside of STBG funding from NDOR and Iowa DOT for implementation of projects related to the Heartland 2050 Regional Vision and Action Plan. Facilitation of project selection process and administration of H2050 Mini-Grant Review Committee. Estimated Hours: 200

#### 2. Heartland 2050 Committees & Working Groups

MAPA staff support related to the Heartland 2050 Implementation Committees, task forces and other work groups relate to the project. Facilitation of meetings and development of materials to coordinate the transportation planning process with the implementation of the H2050 Vision. Development of regional framework of Nodes and Corridors to guide infrastructure development and land use policy throughout the region. Assist with planning for Close the Gap initiative. Estimated Hours: 500

#### 3. Heartland 2050 Technical Analysis and Data Support

MAPA staff will conduct technical analysis and data support for the Heartland 2050 project. MAPA will coordinate and administer a Transit Return-on-Investment Assessment (ROI) for the Close the Gap Plan.

#### 4. Heartland 2050 Public Outreach

MAPA staff will meet with local governments, community organizations and others to present the Heartland 2050 Regional Vision and gather public input. . Estimated Hours: 160

#### 5. Heartland 2050 Summits and Speaker Series

MAPA staff will hold Heartland 2050 Summits to convene stakeholders and the public to hear speaker presentations, learn best practices from within and outside the region, discuss progress by committees and projects, and work on the initiative. These events are held quarterly with two summits and two speakers events anticipated annually. Estimated Hours: 300

#### 6. Heartland 2050 Site Visits

Heartland 2050 will coordinate a site visit to a location where stakeholders will experience and meet with local representatives to learn more about walkable, livable communities that include robust transportation. . Estimated Hours: 200

#### 7. Heartland 2050 Administration

MAPA staff will provide administrative support and administration for the Heartland 2050 project. . Estimated Hours: 100

<b>270 End Products</b>		<b>Schedule</b>
1.	Heartland 2050 Mini-Grant Program	Winter 2017
2.	Heartland 2050 Committee & Working Groups	Ongoing
3.	Heartland 2050 Technical Analysis and Data Support	Ongoing
4.	Heartland 2050 Public Outreach	Ongoing
5.	Heartland 2050 Summits and Speaker Series	Quarterly
6.	Heartland 2050 Site Visit	Fall 2018
7.	Heartland 2050 Administration	Ongoing

### **270 Budget**

	<u>Federal Cost</u>	<u>Hours</u>
MAPA Activities	\$72,900	1,460

### **270 Contracts and Sub-recipients**

#### STBG Heartland 2050 Mini-Grant Program (27001)

The Heartland 2050 Mini-Grant program provides support for projects that incorporate the goals and principles of the Heartland 2050 Vision, such as walkable, livable communities, transportation options, well-planned and efficient infrastructure, and regional collaboration, into local projects. FY-18 projects include:

Metro Transit – Transit Development Plan	\$87,500 (NE) (\$109,375 total)
City of Omaha – 13 <sup>th</sup> Street Corridor Walkability Study	\$100,000 (NE) (\$125,000 total)
Sarpy County – Arterial & Collector Road Location Study	\$30,000 (NE) (\$ 37,500 total)
Council Bluffs – Council Bluffs Walkability Master Plan	\$80,000 (IA) (\$100,000 total)

#### Transit Return-on-Investment Assessment (27003) \$160,000 (\$200,000 total)

This study will be conducted by consultants to assess the expected economic return on regional transit investments as identified in regional plans and the Close the Gap White Paper to inform the regional conversation on transit expansion.

## Training & Education (280)

### Objective

To provide professional development and training to promote continued development of skills for MAPA staff

### Previous work

- Attended local workshops, training, and educational activities
- Participated in statewide COG / Economic Development District (EDD) organizations of Nebraska Regional Officials Council (NROC) and Iowa Association of Councils of Government (ICOG)
- Took part in FHWA / FTA webinars related to federal guidance and initiatives
- Participated in NACTO and CTAA webinars related to national best practices
- Attended 2016 / 2017 national conferences held by National Association of Regional Councils (NARC) and National Association of Development Organizations (NADO)

### Work Activities

#### 1. Technical and Policy Education Activities

Participate in ongoing education and staff development activities such as workshops, conferences, and webinars devoted to planning and research-related policy and technical information. Event sponsors include local, state, and national organizations such as the Greater Omaha Chamber of Commerce and Economic Development Partnership, American Society of Civil Engineers (ASCE), Locate, NROC, IARC, NARC, NADO, Transportation Research Board (TRB), American Planning Association (APA), and other organizations. Workshops and training activities may also be convened by local, state, and federal governmental agencies such as NDOR, Iowa DOT, and USDOT. Estimated hours: 326

#### 2. Related Association Participation

Participate in local, state, and national associations that provide ongoing education, training, staff and leadership development, and peer-to-peer knowledge exchange. Event sponsors include local, state, and national organizations such as the Greater Omaha Chamber, ASCE, Locate, NROC, IARC, NARC, NADO, TRB, APA and other organizations. Estimated hours: 200

#### 3. Professional Certifications and Memberships

Staff members apply, take required tests, and actively participate in professional organizations such as the APA's American Institute of Certified Planners (AICP) and other relevant certifications and memberships. Estimated hours: 84

280 End Products		Schedule
1.	Technical & Policy Education Activities	As Needed
2.	Related Association Participation	Ongoing
3.	Professional Certifications & Memberships	As Needed

### 280 Budget

	Federal Cost	Hours
MAPA Activities	\$30,600	610

## Transportation Management (290)

### Objective

Provide for leadership and efficient administration of MAPA's transportation programs

### Previous Work

- Personnel management for transportation activities
- Financial management of budget and contracts
- General administrative activities related to organization support and operations

### Work Activities

1. Program Administration

Provide oversight and administrative support for MAPA transportation and data staff activities. Estimated Hours: 1,010

2. Personnel Management

Ongoing activities related to personnel needs, recruitment, orienting and training, and other human resource activities. Estimated Hours: 750

3. Financial Management

Monitoring and maintenance of MAPA's budget and development of dues schedule and associate membership program. Implementation and coordination for a TIP Administrative Fee. Estimated Hours: 800

4. Contracts and Agreements

Develop and negotiate contracts for programs, develop proposals as well as monitor and report on contracts. Estimated hours: 300

5. Quarterly Reporting and Invoicing (NDOR & Iowa DOT)

Review quarterly reports and invoices for Nebraska Department of Roads and Iowa Department of Transportation. Estimated Hours: 250

290 End Products		Schedule
1.	Program Administration	Ongoing
2.	Contracts	Ongoing
3.	UPWP	Ongoing
4.	Agreements	Ongoing
5.	Quarterly Reporting and Invoicing	Ongoing

### 290 Budget

	Federal Cost	Hours
MAPA Activities	\$155,300	3,110

## Membership Services (300)

### Objective

Provide assistance to MAPA members, including demographic data, mapping, and other service to local, state and regional projects.

### Previous Work

- Provided data and map requests to members.
- Coordinated with members on their projects and methodologies to benefit the regional transportation process.

### Work Activities

1. Member Data Requests  
MAPA staff will respond to requests for demographic, traffic, and other data requests from members.
2. Member Mapping Requests  
MAPA staff will respond to mapping and GIS requests for demographic, traffic, and other data requests from members.

300 End Products		Schedule
1.	Member Data Requests	As Needed
2.	Member Mapping Requests	As Needed

### 300 Budget

	<u>Federal Cost</u>	<u>Hours</u>
MAPA Activities	\$ 19,970	400



## Local and Partner Planning Support (310)

### **Objective**

Provide assistance to local governments and agencies to conduct plans and develop data in support of the regional transportation planning process.

### **Previous Work**

- Douglas County GIS created and maintained GIS data sets that support the regional planning process.
- City of Omaha Public Works conducted the traffic counting program.
- City of Omaha Planning Department worked on Omaha transportation planning projects and coordinated with the regional planning process.
- Sarpy County GIS created and maintained GIS data sets that support the regional planning process.
- Sarpy County Planning Department worked on transportation-related planning projects and coordinated with the region.
- Pottawattamie County GIS created and maintained GIS data sets that support the regional planning process.
- Metro Transit conducted various transit planning activities.

### **Work Activities**

TBD

310 End Products		Schedule
1.		As Needed

### **310 Budget**

	<u>Federal Cost</u>
Contracts & Subrecipients	\$ 441,802

Appendix I: MAPA FY - 2018 UPWP Budget Table																							
Work Activity	FHWA PL				FTA 5305d		RPA-18	CMAQ	FHWA-STBG		FTA-Admin	Total Transportation Funding	Hours										
	Neb.	FY-18	Neb. FY-17	Iowa FY-18	Neb FY-18	Iowa FY-18	Iowa SPR & 5311	Neb CMAQ	Neb STBG	Iowa STBG	5310 VTCLI JARC/NF												
MAPA Activities																							
200 UPWP and Federal Assurances		14,000	2,100	2,000	7,500	1,000	1,115					27,715	550										
210 Board and Committee Support		90,000	13,560	10,000	15,000	4,000	7,195				2,500	142,255	2,850										
220 Regional Transportation Planning		70,000	15,550	15,161	24,280	9,677	5,538				83,052	223,258	4,470										
230 TIP and Local Projects		60,000	9,050	7,500	20,000	5,901	4,785		8,000		7,500	122,736	2,450										
240 Communication and Public Involvement		105,000	15,050	10,000	12,000	1,500	7,970				5,000	156,520	3,130										
250 Regional Data, Mapping & Forecasting		132,000	20,000	8,000	3,000	500	10,500					174,000	3,480										
260 Environment and Energy		22,700	3,420		3,000		1,800	28,008				58,928	1,180										
270 Heartland 2050		30,000	4,500	8,000	20,000		2,400		8,000			72,900	1,460										
280 Training and Education		20,000	3,000	1,500	3,000	1,500	1,600					30,600	610										
290 Management		110,000	16,500	10,000	3,000		8,800				7,000	155,300	3,110										
300 Membership Services		15,000	2,270	1,500			1,200					19,970	400										
310 Local and Partner Planning Support		-	-									-	-										
Subtotal MAPA Activities-Federal Share	\$	668,700	\$	105,000	\$	73,661	\$	110,780	\$	24,078	\$	52,903	\$	28,008	\$	16,000	\$	-	\$	105,052	\$	1,184,182	
Subtotal MAPA Activities-Local Share	\$	112,389	\$	26,250	\$	12,255	\$	27,695	\$	6,020	\$	13,226	\$	7,002	\$	4,000	\$	-	\$	26,263	\$	235,100	
Subtotal MAPA Activities	\$	781,089	\$	131,250	\$	85,916	\$	138,475	\$	30,098	\$	66,129	\$	35,010	\$	20,000	\$	-	\$	131,315	\$	1,419,282	23,690
Contracts and Subrecipients																							
22001 - LRTP Summary & Communications		25,000		\$5,000								30,000											
23006 - Bellevue Bridge Study									112,000			112,000											
25003 - On-Call Modeling		20,000		5,000								25,000											
26001 - Little Steps Big Impact Project								306,208				306,208											
26003 - Rideshare / Travel Demand Mgmt.		10,000	4,000									14,000											
27001 - H2050 Mini-Grant Nebraska									210,000			210,000											
27001 - H2050 Mini-Grant Iowa										80,000		80,000											
27003 - Transit ROI Assessment					152,000							152,000											
31001 - Planning Local Subrecipients		306,802		24,500		10,500						341,802											
31001 - Transit Planning Subrecipient					100,000							100,000											
31001 - Live Well Omaha Bike Education									60,000			60,000											
31001 - 5310 Subrecipients											500,000	500,000											
31001 - JARC/NF Subrecipients											59,302	59,302											
31001 - VTCLI Subrecipients											421,875	421,875											
Additional Studies to be identified			91,000									91,000											
Subtotal Contracts and Subrecipients-Federal Share		361,802	95,000	34,500	252,000	10,500		306,208	382,000	80,000	981,177	2,503,187											
Subtotal Contracts and Subrecipients-Local Share		145,237	23,750	14,786	63,000	2,625		76,552	95,500	20,000	347,431	788,880											
Subtotal Contracts and Subrecipients		507,039	118,750	49,286	315,000	13,125	-	382,760	477,500	100,000	1,328,608	3,292,067	-										
Total Federal Share		1,030,502	200,000	108,161	362,780	34,578	52,903	334,216	398,000	80,000	1,086,229	3,687,369											
Total Local Share		257,626	50,000	27,040	90,695	8,645	13,226	83,554	99,500	20,000	373,694	1,023,980											
Total		1,288,128	250,000	135,201	453,475	43,223	66,129	417,770	497,500	100,000	1,459,923	4,711,349											
Total Hours		25,760	5,000	2,700	9,070	860	1,320	8,360	9,950	2,000	29,200	94,220											
Match Funding																							
Local / Subrecipient Cash		85,626	50,000	4,690	37,795	8,645	13,226	74,554	-	-	26,263	300,799											
Heartland 2050 Foundation Cash		80,000	-	12,000	22,900	-	-	-	-	-	-	114,900											
In-kind Match		92,000	-	10,350	30,000	-	-	9,000	99,500	20,000	347,431	608,281											
Match %		20%	20%	20%	20%	20%	20%	20%	20%	20%	26%	22%											

# **FY - 2018 DRAFT WORK PROGRAM ACTIVITIES: COMMUNITY AND ECONOMIC DEVELOPMENT**

The following pages detail the work activities that MAPA and contract subrecipients will undertake in FY 2018 July 1, 2017 through June 30, 2018). These activities are divided into Community Development Assistance (710) and Economic Development Assistance (720).

## **Community Development Assistance (710)**

**Objective** - To provide technical assistance to jurisdictions in identifying community development needs and the resources to meet those needs.

### **Previous Work**

- Jurisdictional visits to determine local needs and aspirations
- Preparation of local plans, policies, ordinances and studies
- Provide management assistance to local governments and other organizations
- Preparation of applications for financial assistance
- Management of financial assistance awarded

### **Work Activities**

21. Jurisdictional Visits - Meet officials and other community representatives of each community within MAPA region. Document the needs and objectives of each community. To provide technical assistance on methods to address needs and implementing activities consistent with local objectives. Estimated hours: XXXX
22. Local Planning Assistance - Provide local jurisdictions assistance with strategic, comprehensive, disaster mitigation, and capital improvement plans and local regulatory ordinances and policy. Estimated hours: XXXX
23. Local Management Assistance -Provide local jurisdictions with develop and implement redevelopment plans and efforts human resources, and financial and management assistance. Estimated hours: XXXX
24. Grant Writing Assistance - Prepare financial assistance applications for local jurisdictions and other members to address established needs and to implement local plans and strategies. Focus while be placed on place making though downtown redevelopment, public infrastructure, housing rehabilitation and development, quality of life and recreational improvements, and hazard mitigation. Estimated hours: XXXX
25. Grant Management - Contract for the administration of financial assistance awards to ensure compliance with state and federal requirements. This includes completion environmental reviews, monitoring procurement and wage regulations, financial and project managements, and reporting. Estimated hours: XXXX

**710 Budget**

<b>710 Budget - Work Activities</b>		<b>Quantity</b>	<b>Unit</b>	<b>Revenues</b>	<b>Expenditures</b>
21	Jurisdictional Visits	53	Visits		
22	Local Planning Assistance	5	Plans		
	JLUS			\$105,000	
	Mills Co Comp Plan			\$3,000	
	Treynor Comp Plan			\$5,000	
	Washington Strategic Plan			\$1,500	
	Mills Co Hazard Mitigation Plan			\$30,000	
	Anticipated - TBD			\$15,000	
23	Local Management Assistance	1	Projects		
	Anticipated – TBD			\$1,500	
24	Grant Writing Assistance	10	Applications	\$0	
25	Grant Management	9	Projects		
	Cities Administration			\$6,000	
	Macedonia DTR			\$25,000	
	Gretna DTR – I			\$1,500	
	Mills County CDBG			\$25,000	
	Walnut CDBG			\$15,000	
	Anticipated – Ralston DTR - I			\$3,000	
	Anticipated – Carson/Carter Lake			\$25,000	
	RLF Administration			\$5,500	
Total				\$267,000	

## Economic Development Assistance (720)

**Objective** - To provide technical assistance to jurisdictions to identify economic development needs and the resources to meet those needs.

### Previous Work

- Prepare and maintain CEDS
- Planning for distressed areas
- Assisting local jurisdictions with industry attraction and expansion
- Industrial site planning

### Work Activities

21. Economic Development Assistance - Prepare and maintain Certified Economic Development Strategy for the MAPA region including reporting and compliance management. Assist in the economic development planning with emphasis on economically distressed and low and moderate income areas. Assisting local jurisdictions with industry attraction and expansion with emphasis on distressed areas. Monitoring the supply of industrial land and assisting local jurisdictions in the development of fully serviced – go ready industrial sites. Estimated hours: XXXX
22. Housing Activities - Provide local jurisdictions assistance with housing needs assessments and studies. Securing financial assistance for housing rehabilitation, acquisition rehabilitation, and new housing construction with emphasis placed on affordable and work force housing. Estimated hours: XXXX

### 720 Budget

720 Budget - End Products		Quantity	Unit	Revenue	Expenditures
21	Economic Development	1	CEDS	\$70,000	
22	Housing Activities	2	Project/Study		
	Anticipated – Valley/Waterloo			\$50,000	
	Anticipated – Housing Study			\$10,000	
Total				\$120,000	

Total 710 and 720				\$387,000	
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April 7, 2017

**Memorandum**

To: Council of Officials Members

From: Greg Youell, Executive Director

Re: Proposed Revision to the MAPA Interlocal Agreement

By action at its March 30, 2017 meeting, the MAPA Board of Directors is proposing a revision to MAPA's Interlocal Cooperation Agreement. A joint committee including Doug Kindig, Council of Officials President, Tom Hanafan Vice Chairman of the Board of Directors and Vice President of the Council of Officials, and Patrick Bloomingdale, Secretary-Treasurer, reviewed the Interlocal Agreement and provided input on the proposed revisions.

These proposed changes are being submitted to each Council member for a vote. The proposed Agreement has been reviewed and modified with input from MAPA's Legal Counsel. This is the first update to MAPA's Interlocal Agreement since 1984.

Attached with this memo are:

A. Summary of the proposed changes.

B. Ballot with three options:

- 1) Overriding ballot to vote for or against all proposed amendments (top of page)
- 2) Substantive ballot to vote for or against all substantive amendments or to cast individual votes on each section with substantive changes (middle of page on left). A substantive change is one that alters the original intent.
- 3) Clerical ballot to vote for or against all clerical amendments or to cast individual votes on each section with clerical changes (middle of page on right). A clerical change is one that does not alter the intent of a passage, but only changes the grammar, punctuation or another minor item.

The full revised Interlocal Agreement has been sent electronically as part of the Council of Officials meeting packet for the April 12 meeting.

The current Agreement stipulates that revisions must be approved by at least 75%, or 48 of the 64, MAPA member entities. Members are encouraged to attend and submit ballots at the Council of Officials meeting that will be held on Wednesday, April 12 from 11:30 to 1:00 at the new Blair Public Library (2233 Civic Drive, Blair, 68008). If your jurisdiction or organization's Council member is unable to attend the meeting or complete the ballot by April 12, please return a completed ballot by April 28, 2016. Completed and signed ballots may be emailed to Christina Brownell, cbrownell@mapacog.org, or sent to MAPA by US mail (mailing address appears at the bottom left of this memo).

MAPA will host a conference call at 10:00 on Thursday, April 13 to go over the proposed revisions and answer any questions. You may join the conference call by calling 1-800-567-5900 and using the access code 102653. If you have any additional questions, feel free to contact me at 402-444-6866 ext. 220 or, by email, at gyouell@mapacog.org.



**MAPA Articles of Interlocal Cooperation Agreement Amendment**  
**Summary of Proposed Revisions**  
**Last amended August 1, 1984**

**Cass County Expansion**

Amended Interlocal Cooperation Agreement (ILA) expands geographic area to include Cass County: Section 1.04. The Cass County Board has voted to request membership with MAPA which would be effective July 1, 2017.

**“Equity” and “Non-Equity” Member Counties**

Amended ILA allows for the addition of a “Non-Equity Member County”: Section 3.02

- Non-Equity Member Counties are those who are accepted for full membership but not required to contribute the initial “equity” investment in MAPA’s assets as described in Revised Section 7.06.
- Non-Equity Member Counties would not receive proportionate distribution of assets at withdrawal or dissolution of MAPA.

**Financing Options by Non-County members**

Amended ILA allows for financing by members other than the Member Counties: Section 7.07

- Proposal gives authority to the Board of Directors to set a fee schedule for Special Purpose Governments with an affirmative vote of 66  $\frac{2}{3}$ % of the total *Board of Directors* membership. This group is considered to be choice members and therefore have a less stringent level of approval than Member Cities, Villages and Towns as they automatically become members when the County joins.
- Proposal gives authority to the Council of Officials to set a fee schedule for member Cities, Villages and Towns members with an affirmative vote of 66  $\frac{2}{3}$ % of the total *Council of Officials* membership.
- Proposal states that non-county members that default on required fees surrender voting privileges until such time as the default has been corrected when their membership may be reinstated.

**Other Revisions**

- Adds a section of definitions for easy reference: Article II.
- Updates Agreement to agree with current procedures:
  - Previous agreement required 12 monthly Board of Directors meetings. MAPA currently meets 11 times a year. New proposed language requires Board of Directors meetings at least 11 months of the year. Section 6.09
  - Changed the threshold of expenses the Finance Committee and Executive Director can approve to reference the Administrative Procedures document. Section 6.16
  - Changed the requirement to adopt a budget in the month of May to state no later than the month of May. Section 7.01

- Updates procedures for admitting new members:
  - Previously all new members required approval of 66  $\frac{2}{3}$ % of the total membership of the Council of Officials.
  - Amended ILA still requires that additional Member Counties be approved by 66  $\frac{2}{3}$ % of the total membership. Section 3.02
  - Amended ILA grants Board of Directors the authority to approve Special Purpose Government Members by a majority vote of the Board. Section 3.04, 3.05.
- Updates withdrawal procedure to require members to notify the Board in writing and provide 90 days for MAPA to attempt to remedy the grievance. Withdrawing member will still be responsible for all appropriations of the current fiscal year. Section 9.01.



**BALLOT #8**  
**Articles of Interlocal Cooperation Agreement Amendment**  
**April 2017**

By signing this ballot, as a member the Council of Officials, I have reviewed the attached proposed amendments of the Articles of Interlocal Cooperative Agreement and vote for the following action:

Vote for one:

\_\_\_\_\_ I am **FOR ALL** proposed amendments

\_\_\_\_\_ I am **AGAINST ALL** proposed amendments

**--OR--**

**Substantive Ballot (pages 1-7)**

**-AND-**

**Clerical Ballot (pages 8-12)**

**Vote for one:**

\_\_\_\_\_ I am **FOR ALL SUBSTANTIVE** proposed amendments

\_\_\_\_\_ I am **AGAINST ALL SUBSTANTIVE** proposed amendments

\_\_\_\_\_ I am casting individual votes on each section with substantive changes

**Vote for one:**

\_\_\_\_\_ I am **FOR ALL CLERICAL** proposed amendments

\_\_\_\_\_ I am **AGAINST ALL CLERICAL** proposed amendments

\_\_\_\_\_ I am casting individual votes on each section with clerical changes

\_\_\_\_\_  
Jurisdiction

\_\_\_\_\_  
Signature of Council of Officials Member or Designated Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title of Council of Officials Member or Designated Representative

If you selected on the ballot that you would cast individual votes on each section, write your initials next to either \_\_\_For, or \_\_\_Against each time it occurs.

## ARTICLE I. ORGANIZATION

\_\_\_ For

**SECTION 1.04 GEOGRAPHIC LIMITS.** The MAPA region shall be synonymous with the geographic limits of MAPA. The geographic limits within which MAPA will perform its normal functions under this Agreement shall be that geographic area comprised of **Cass**, Douglas, Sarpy, and Washington Counties in Nebraska and Mills and Pottawattamie Counties in Iowa and such other counties as may be admitted under SECTION 1.05 and/or 1.06 of this ~~a~~Agreement.

\_\_\_ Against

## ARTICLE II. DEFINITIONS

\_\_\_ For

**Agreement:** Articles of Interlocal Cooperation Agreement

\_\_\_ Against

**Appropriations:** Funding by Member Counties based on population ratio of the Member County to the entire MAPA region.

**Board of Directors:** MAPA governing body.

**Council of Officials:** MAPA policy board.

**Equity Member County:** County member with participation in the financial investment of MAPA upon joining MAPA, as more specifically defined in Section 3.02.01 below.

**MAPA:** Omaha-Council Bluffs Metropolitan Area Planning Agency

**MAPA Region:** Cass, Douglas, Sarpy, and Washington Counties in Nebraska and Mills and Pottawattamie Counties in Iowa

**Member:** Equity Member County, Non-equity Member County, Member City, Village or Town or Special Purpose Government Member.

**Member City, Villages and Towns:** Membership of Cities, Villages or Towns, as defined by state law, shall be open to any such political subdivision within the geographic limits of MAPA.

**Membership Fee:** Funding provided by Special Government Members and Member Cities, Villages and Towns. Membership Fees may include admission or annual fees, or both, supplemental to Member County Appropriations.

**Non-equity Member County:** County member which did not participate in the financial investment of MAPA upon joining MAPA.

**Small Communities Representative:** A member of the Council of Officials who is an elected official from either Nebraska or Iowa that has been selected to represent both the Member Counties with 50,000 or less in population, as per the last decennial census, and any member

cities, villages or towns in their respective state, other than Omaha and Bellevue, Nebraska and Council Bluffs, Iowa.

**Special Purpose Government Member:** Other general or special purpose units of government, boards, agencies, commissions or authorities within the geographical limit of MAPA.

### ARTICLE III. MEMBERSHIP

**SECTION 3.02 MEMBER COUNTIES.** Member counties shall be represented on the Council of Officials by the Chairman of their respective Board of County Commissioners or Board of Supervisors. Additional counties within the geographical limits of MAPA, as defined Section 1.04, shall be admitted as a Member County upon approval by sixty-six and two-thirds percent (66 2/3%) of the membership of the Council of Officials membership and financial contribution as required herein.

**SECTION 3.02.01 EQUITY MEMBER COUNTY.** An Equity Member County shall be defined as a county which shared in the financial investment of MAPA for property holdings and operating capital when the county first joined the membership of MAPA. Calculation of the financial investment is described SECTION 7.06. Equity County Members include: Douglas, Sarpy, and Washington counties in Nebraska and Mills and Pottawattamie counties in Iowa.

**SECTION 3.02.02 NON-EQUITY MEMBER COUNTY.** A Non-equity Member County shall be defined as a county that did not share in the financial investment of MAPA when the county first joined the membership of MAPA. Non-equity member counties shall be considered on a case-by-case basis and require approval of sixty-six and two-thirds percent (66 2/3%) of the membership of the Council of Officials. Non-equity Member Counties shall have the same privileges as Equity Member Counties except they will not be entitled to distribution of assets upon withdrawal or dissolution as described in SECTIONS 9.01 and 9.02. Cass County Nebraska joined as a Non-equity County Member.

**SECTION 3.04 ~~ADDITIONAL~~ SPECIAL PURPOSE GOVERNMENT MEMBERS.** ~~Other~~ General or special purpose units of governments, boards, agencies, commissions or authorities, which operate within the geographic limits of MAPA may be accepted as Special Purpose Government Members of MAPA by an affirmative vote of the ~~sixty-six and two-thirds percent (66 2/3%)~~ majority of the total membership of the Board of Directors. Such additional members shall be represented on the Council of Officials as prescribed in Sections 3.01 and 3.05 of this Agreement. Financial obligations of such additional members to MAPA shall be as prescribed in Article VII of this Agreement. Privileges and responsibilities of all members of MAPA shall be extended to and accepted by additional members upon the effective date of such additional membership.

## ARTICLE V. COUNCIL OF OFFICIALS

\_\_\_ For  
\_\_\_ Against

SECTION 5.07 SMALL COMMUNITIES REPRESENTATIVE. The Council of Officials shall elect an Iowa Small Communities representative and a Nebraska Small Communities representative to serve on the Board of Directors. Each Small Communities Representative shall be an elected official of a Member county, city, village or town who is a resident of that county, city, village or town and will represent the Member Counties of 50,000 or less population as per the last decennial census and any member cities, villages or towns in their respective state other than Omaha and Bellevue, Nebraska and Council Bluffs, Iowa. The Small Communities Representative may also serve as the President or Vice-President of the Council of Officials but it is not required.

\_\_\_ For  
\_\_\_ Against

SECTION 5.08 ELECTION OF SMALL COMMUNITIES REPRESENTATIVE. The Small Communities Representative shall be elected annually in a manner directed by the President of the Council of Officials.

\_\_\_ For  
\_\_\_ Against

SECTION 6.16 RESPONSIBILITIES OF THE BOARD OF DIRECTORS. Responsibilities of the Board of Directors are to:

- Implement policies adopted by the Council of Officials
- Orient work programs to goals and objectives adopted by the Council of Officials
- Establish and adopt policies governing activities of the Board of Directors
- Establish, adopt and amend operating by-laws for the Board of Directors
- Consider matters concerning planning or other governmental operations which may or should involve interlocal governmental coordination or cooperation
- Review progress of current planning programs and projects being prepared by MAPA
- Recommend additions, deletions or modifications regarding current planning programs and project plans, studies and reports for recommendation and transmittal to the Council of Officials
- Instruct the MAPA staff to effect the additions, deletions or modifications of plans, studies or reports
- Recommend planning program or project plans, studies or reports for consideration of adoption to the Council of Officials
- Recommend implementation of adopted plans, studies and reports to members and non-members
- Prepare and adopt an annual work program and supporting budget for MAPA for each fiscal year
- Perform regional clearinghouse review and comment for federally assisted or insured programs and projects, and for other programs and projects submitted by other organizations
- Approve or disapprove membership for members within the geographic limits of MAPA

- Appoint and fix compensation for qualified professional planner as the Executive Director
- Determine type of and MAPA participation in employee benefit programs
- Contract with state, federal or private agencies or organizations for participation in planning projects and programs
- Contract with consulting firms and professional organizations for technical and professional services
- Contract for use and maintenance of equipment
- Lease office space, equipment and other property
- Acquire and hold title to equipment and other property
- Solicit, review and expend planning assistance grants and other funds, and to invest idle funds
- Designate official MAPA Depository and Depository for all MAPA and grant funds
- Develop and maintain a fiscal accounting and record system
- Provide for an annual audit of MAPA fiscal and record system
- Provide for surety of fidelity insurance of MAPA officials and employees to protect MAPA and grant funds
- Provide for casualty insurance protection of MAPA property and important documents
- Provide for automobile insurance protection for MAPA officials, employees and automobiles
- Provide for workmen's compensation insurance on MAPA employees
- Set compensation for Legal Counsel to advise MAPA Council of Officials and the Board of Directors
- Publish and disseminate plans, studies, reports and other information
- Authorize special ~~a~~Appropriations
- Create and adopt operating rules for, advisory committees and boards to assist the Board of Directors and Council of Officials
- Refer matters to advisory committees and boards to solicit recommendations for action by the Board of Directors
- Exercise powers with reference to increase or decrease of membership as set forth in this Agreement
- Consider and decide other matters regarding the Agency which are deemed appropriate considerations of the Board of Directors
- Contract with member jurisdictions and agencies for provision of planning services

Through the approved MAPA Administrative Procedures, the Board of Directors shall have the power to delegate administrative responsibilities to the Finance Committee or Executive Director.

- Finance Committee Responsibilities
  - Monitor the financial status of the agency

- Recommend policies governing financial activities to the Board of Directors
- Act on any expenditure, which does not exceed ~~twenty-five hundred (\$2,500.00) dollars per month~~ the threshold identified in MAPA's Administrative Procedures, as delegated by the Board of Directors when such expenditure is provided for in the adopted budget and reviewed by the Board of Directors each month
- Executive Director Responsibilities
  - Hire and fix compensation for such additional personnel as may be required to conduct planning programs or projects of MAPA
  - Implement discharges, demotions, promotions and compensation adjustments of all MAPA employees
  - Act on any expenditure, which does not exceed ~~one thousand (\$1,000.00) dollars per month~~ the threshold identified in MAPA's Administrative Procedures, as delegated by the Board of Directors when such expenditure is provided for in the adopted budget and reviewed by the Board of Directors each month
  - Contract for services in amounts ~~of \$1,000 or less~~ specified in the MAPA Administrative Procedures, and
  - Invest idle funds with review by the Finance Committee

## ARTICLE VII. FINANCING

\_\_\_ For  
\_\_\_ Against

SECTION 7.06 APPROPRIATIONS BY ADDITIONAL MEMBER COUNTIES. ~~Additional~~ €Counties which may be accepted as members of MAPA as set forth in Section 3.02 subsequent to the adoption of this Agreement, shall provide to MAPA all ~~a~~Appropriations required to share the financial investment of MAPA for property holdings and operating capital. Such Member Counties shall be considered an Equity Member County (as defined in Section 3.02.01). Each such additional Equity ~~m~~Member €County's share of the MAPA property holdings and operating capital shall be determined by the ratio of each respective Equity ~~m~~Member €County's total population to the total population of all Equity ~~m~~Member €Counties; such ratio shall be applied to the value of such property holdings and operating capital as reflected in the accounting records of MAPA at the close of the previous fiscal year and shall be due and payable prior to or on the effective date of, and shall be a condition to, membership of such additional county.

The Council of Officials may consider the adding a county, as provided herein, and exempt them from making Appropriations to share in the financial investment of MAPA for property holdings and operating capital. Counties admitted in this manner shall be considered a Non-equity Member County as described in Section 3.02.02.

~~In addition, e~~Each ~~such additional m~~Member €County added pursuant to this Section shall provide to MAPA, prior to initiating work, all local ~~a~~Appropriations ~~support~~ required to update existing and current planning programs and projects of MAPA by including such additional

~~Member County is~~ in such planning programs and projects; ~~such a~~ Appropriations by additional ~~Member Counties~~ shall be based on estimated costs to complete ~~such~~ updated planning work ~~with reconciliation of cost being~~ based on actual cost at the time such work is completed. ~~In addition, e~~ Each such additional ~~Member County~~ shall provide to MAPA an annual appropriation required of all ~~Member Counties~~ as described in Sections 7.01 through 7.04 of this Agreement.

\_\_\_ For

\_\_\_ Against

#### SECTION 7.07 APPROPRIATIONS BY MEMBERS OTHER THAN MEMBER COUNTIES.

The Board of Directors may set a Membership Fee schedule for Special Purpose Government Members with an affirmative vote of sixty-six and two thirds percent (66 2/3%) of the total membership of the Board of Directors. A Membership Fee may consist of admission or annual fees, or both, to supplement Member County Appropriations. Annual increases or decreases in Membership Fees shall be approved annually by the Board of Directors and Council of Officials as part of the annual budget process.

The Council of Officials may set a Membership Fee schedule for Member Cities, Villages and Towns with an affirmative vote of sixty-six and two thirds percent (66 2/3%) of the total membership of the Council of Officials. Annual increases or decreases in Membership Fees shall be approved annually by the Board of Directors and Council of Officials as part of the annual budget process.

In the event that any Member defaults in the payment of the required Membership Fees, the Member shall surrender membership in good standing in MAPA and surrender all voting and other privileges of a member of both the Council of Officials and the Board of Directors. Members not in good standing may have their membership reinstated upon satisfactory correction of default in requisitioned Appropriations.

### ARTICLE IX. WITHDRAWAL OR DISSOLUTION

\_\_\_ For

\_\_\_ Against

SECTION 9.01 WITHDRAWAL. In the event that any Equity Member County or Non-equity Member County wishes to withdrawal from MAPA they shall notify the Board of Directors in writing, which shall include any grievance(s). The withdrawing Member County shall allow reasonable time for MAPA to cure or address any such stated grievance(s). In the event MAPA cannot cure or address stated grievance(s) within a reasonable time, the withdrawing Member County shall submit a written declaration of withdrawal, stating the reasons for withdrawal, a rejection of any efforts to cure or address grievance(s) and an effective date for withdrawal. The effective date for withdrawal, shall be at least ninety (90) days from the effective date of such written declaration of withdrawal is delivered to the Council of Officials. In that event, the withdrawing Member County shall be responsible for all Appropriations requisitioned through the current fiscal year.

In the event of the withdrawal of any Equity Member County from MAPA such Equity Member County shall be entitled to a share of the value of MAPA property and operating

capital as reflected in said ~~€~~County's equity record of MAPA as of the close of the fiscal year during with such withdrawal is ~~effecte~~effective, as provided for above. Any withdrawing Equity ~~Member~~ ~~€~~County may waive rights to its share of the value of MAPA property and operating capital in possession of MAPA. The Board of Directors shall authorize funds for payment to withdrawing Equity Member Counties which shall be provided for in the next succeeding MAPA annual budget and shall be due and payable to the respective withdrawing Equity ~~Member~~ ~~€~~County within six (6) months following the first of the fiscal year during which such funds are budgeted.



If you selected on the ballot that  
you would cast individual votes on  
each section, write your initials next  
to either \_\_\_For, or \_\_\_Against each  
time it occurs.

## ARTICLE I. ORGANIZATION

\_\_\_ For

\_\_\_ Against

**SECTION 1.02 STATUTORY AUTHORITY.** The undersigned general and special purpose units of governments, boards, agencies, commissions and authorities enter into this agreement under and by virtue of the power to do so granted by the Interlocal Cooperation Act, Sections 13-801 through 13-802~~7~~, Revised Statutes of Nebraska, ~~1983-2012~~ as amended and by Chapter 28-E, Sections 28-E.1 through 28-E.~~1442~~, entitled "Joint Exercise of Governmental Powers", Code of Iowa as amended.

## ARTICLE III. MEMBERSHIP

\_\_\_ For

\_\_\_ Against

**SECTION 3.01 MEMBERS.** Membership in MAPA shall be synonymous with membership on the Council of Officials. Each ~~member general and special purpose unit of government, board, agency, commission and authority~~County, City, Village, Town or Special Purpose Government Member shall be represented on the Council of Officials by the principal elected or appointed official of such member. Elected public officials shall comprise at least sixty-six and two-thirds percent (66 2/3%) of the total voting membership of the Council of Officials.

\_\_\_ For

\_\_\_ Against

**SECTION 3.06 RESPONSIBILITIES OF MEMBERS.** All ~~m~~M members of MAPA shall have the responsibility to adopt and execute the MAPA Articles of Interlocal Cooperation Agreement; to attend and participate in all appropriate and officially called meetings of the Council of Officials and, as appropriate, the Board of Directors; to provide technical cooperation with MAPA and members of MAPA; to accept appointments to advisory committees, and to perform other related duties as requested by the Council of Officials and the Board of Directors.

\_\_\_ For

\_\_\_ Against

**SECTION 3.07 PRIVILEGES OF MEMBERS.** All ~~m~~M members of MAPA shall have the privilege to attend all meetings of the MAPA Council of Officials, Board of Directors, and advisory committees and boards; to vote at official meetings of the MAPA Council of Officials, Board of Directors or advisory committees or boards to which their membership extends as prescribed in the Agreement and to avail their respective organization of the technical and advisory services provided by MAPA.

## ARTICLE V. COUNCIL OF OFFICIALS

\_\_\_ For

\_\_\_ Against

**SECTION 5.10 REMOVAL OF OFFICERS.** The President and Vice-President may be removed from office for good and sufficient cause ~~spread upon the minutes~~as stated in the

minutes of the Council of Officials by an affirmative vote of seventy-five percent (75%) of the members present.

\_\_\_ For

\_\_\_ Against

**SECTION 5.18 VOTING.** Each ~~an~~Member in good standing of the Council of Officials shall have one vote on matters of business before the Council of Officials. Actions concerning matters of business, except as otherwise prescribed in Sections 1.05, 5.08, and 10.02 of this Agreement, shall be decided by an affirmative vote of a majority of members present at duly constituted official meetings.

\_\_\_ For

\_\_\_ Against

**SECTION 5.20 RESPONSIBILITIES OF THE COUNCIL OF OFFICIALS.** The responsibilities of the Council of Officials are to:

- Establish and adopt policies, goals and objectives for the overall operations of MAPA
- Review and recommend amendments to this Agreement
- Represent local, general and special purpose units of governments, boards, agencies, commissions and authorities in deliberations of MAPA
- Consider matters concerning planning and other governmental operations which may or should involve interlocal governmental coordination or cooperation
- Recommend matters to the Board of Directors that may be studied by the Board of Directors and recommend priorities for scheduling such studies
- Review progress of current planning programs and projects being prepared by MAPA
- Recommend additions, deletions or modifications regarding current planning programs and projects being prepared by MAPA
- Receive from the Board of Directors recommended reports
- Schedule and conduct public hearings concerning plans, studies or reports under consideration for adoption by MAPA
- Adopt planning program and project plans, studies and reports
- Instruct the Board of Directors to effect additions, deletions or modifications of plans, studies or reports as adopted by the Council of Officials
- Recommend implementation of adopted plans, studies and reports to members and non-members
- Refer matters to advisory boards and committees for recommendations therefrom
- Establish, expand and contract limits of MAPA as prescribed in this Agreement, and
- Consider and decide other matters regarding the overall Agency operations of MAPA which are deemed appropriate consideration of the Council of Officials

## ARTICLE VI. BOARD OF DIRECTORS

\_\_\_ For

\_\_\_ Against

**SECTION 6.07 REMOVAL OF OFFICERS OR LEGAL COUNSEL.** The Chairman, Vice Chairman, Secretary, Treasurer or Legal Counsel may be removed from office for good and sufficient cause ~~spread upon the minutes~~as stated in the minutes of the Board of Directors by

an affirmative vote of sixty-six and two-thirds percent (66 2/3%) of all the members of the Board of Directors.

\_\_\_ For

\_\_\_ Against

SECTION 6.09 MEETINGS OF BOARD OF DIRECTORS. The Board of Directors shall schedule one official meeting of the Board of Directors during ~~each month~~ at least eleven months of the year. The Board of Directors may reschedule such meeting to another date.

\_\_\_ For

\_\_\_ Against

SECTION 6.12 NOTICE OF MEETINGS OF THE BOARD OF DIRECTORS. Written notice stating the time, date and place of all monthly meetings of the Board of Directors and an agenda enumerating items of business to be considered at such meetings shall be served upon or mailed via first class or electronic mail to each member of the Board of Directors at least six (6) days in advance of monthly meetings and at least twenty-four (24) hours in advance of special meetings.

\_\_\_ For

\_\_\_ Against

SECTION 6.14 VOTING. Each member in good standing of the Board of Directors shall have one vote on matters of business before the Board of Directors with the exception of the following:

The member representing Douglas County will be entitled to two votes; and either member representing the City of Omaha may cast all of the votes to which the City of Omaha is entitled if the other member is not present.

And further provided, in the case of matters of business involving project reviews, each member representing the applicant with the exception of Douglas County shall be entitled to an additional vote, or in cases of an application of Douglas County, that member representing Douglas County would be entitled to two additional votes. Any City or County applicant who is also a member of the Council of Officials and who is represented on the Board of Directors by the Small Communities Representative ~~small cities/communities/counties representative~~ would be entitled to cast one vote on behalf of its jurisdiction when an elected official appears from that jurisdiction on behalf of the application.

Actions concerning matters of business, except as otherwise prescribed in Sections 1.06, ~~3.04~~ and 6.07 of this Agreement before the Board of Directors shall be decided by an affirmative vote of a majority of members present at duly constituted official meetings.

## ARTICLE VII. FINANCING

\_\_\_ For

\_\_\_ Against

SECTION 7.02 LOCAL APPROPRIATIONS FOR ANNUAL BUDGET. Local ~~a~~Appropriations for normal budgeted activities will be provided to MAPA by ~~the member counties~~ both Equity Member Counties and Non-equity Member Counties of MAPA and shall be based on the ratio of each respective ~~m~~Member ~~e~~County's population to the total population of all ~~m~~Member ~~e~~Counties according to the latest official census. Local

~~a~~Appropriations shall be requisitioned of each ~~m~~Member ~~e~~County and shall be due and payable to the Treasurer of MAPA in equal payments, the first payment being due and payable within sixty (60) days following the first day of the fiscal year of MAPA and the second payment being due and payable within one-hundred eighty (180) days following the first day of the fiscal year.

\_\_\_ For  
\_\_\_ Against

SECTION 7.03 SPECIAL APPROPRIATIONS. Special ~~a~~Aappropriations as may be required shall be authorized by the Board of Directors and shall be requisitioned of the ~~m~~Member ~~e~~Counties. Special ~~a~~Aappropriations based on Board approved allocations requisitioned of each ~~m~~Member ~~e~~County shall be due and payable to the Treasurer of MAPA as soon as possible following the date of the requisition. Appropriations required for support of budgeted special planning programs or projects for which MAPA may contract with members or non-members shall be provided to MAPA by such members or non-members.

\_\_\_ For  
\_\_\_ Against

SECTION 7.04 DEFAULT IN REQUISITIONED APPROPRIATIONS. In the event that one or more ~~m~~Member ~~e~~Counties defaults in its requisitioned ~~A~~appropriation for support of MAPA annual budget or support of requisitioned special ~~a~~Aappropriations, the Member County is default and all members within such ~~m~~Member ~~e~~County surrender membership in good standing in MAPA and surrender all voting and other privileges of members of both the Council of Officials and the Board of Directors. Members not in good standing may have their membership reinstated upon satisfactory correction of default in requisitioned ~~a~~Aappropriations. All defaulted ~~a~~Aappropriations shall be requisitioned of each ~~m~~Member ~~e~~County remaining in good standing and shall be based on the ratio of the respective remaining ~~m~~Member ~~e~~County's population to the total population of all remaining member counties according to the latest official census.

\_\_\_ For  
\_\_\_ Against

SECTION 7.05 APPROPRIATIONS BY ADDITIONAL PROSPECTIVE MEMBER. ~~Additional~~ ~~e~~Counties under consideration for membership in MAPA shall enter into a mutually acceptable agreement with MAPA for the preparation of a work program and budget describing work that may be required to update existing and current planning and projects of MAPA to include such additional counties. Under the terms of such Agreement, the Board of Directors shall requisition of each such additional county, the estimated cost to complete such preparation of a work program and budget, with reconciliation of cost under such agreement being based on actual costs at the time of such work is completed.

## ARTICLE IX. WITHDRAWAL OR DISSOLUTION

\_\_\_ For  
\_\_\_ Against

SECTION 9.02 DISSOLUTION. In the event of complete dissolution of MAPA, all MAPA property shall be sold and the proceeds from such sale ~~shall~~ be combined with the current MAPA cash assets to determine total cash assets of MAPA. The total cash assets of MAPA shall

be distributed to the respective Equity ~~Member~~ Countys which are parties to the complete dissolution of MAPA. The share of the total cash assets to be distributed to each Equity ~~Member~~ County shall be according to the ratio of the current equity record of each respective Equity ~~Member~~ County to the total equity of all remaining Equity ~~Member~~ Countys.



Connect. Plan. Thrive.

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# ARTICLES OF INTERLOCAL COOPERATION AGREEMENT

AMENDED

As of April 12, 2017

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## ARTICLE I. ORGANIZATION

**SECTION 1.01 NAME OF ORGANIZATION.** The name of the organization formed by these Articles of Interlocal Cooperation Agreement (hereinafter referred to as the Agreement) shall be the Omaha-Council Bluffs Metropolitan Area Planning Agency (herein referred to as MAPA).

**SECTION 1.02 STATUTORY AUTHORITY.** The undersigned general and special purpose units of governments, boards, agencies, commissions and authorities enter into this agreement under and by virtue of the power to do so granted by the Interlocal Cooperation Act, Sections 13-801 through 13-807, Revised Statutes of Nebraska, ~~1983-2012~~ as amended and by Chapter 28-E, Sections 28-E.1 through 28-E.1442, entitled “Joint Exercise of Governmental Powers”, Code of Iowa as amended.

**SECTION 1.03 PURPOSE.** MAPA is a regional planning agency, the purpose of which is to promote and preserve the public health, safety and welfare of the citizens in the MAPA region. The purpose of MAPA shall be achieved through:

<ul style="list-style-type: none"><li>• preparation and adoption of comprehensive and technical physical development and service plans</li></ul>	<ul style="list-style-type: none"><li>• provision of technical, advisory and administrative services</li></ul>
<ul style="list-style-type: none"><li>• studies and reports</li></ul>	<ul style="list-style-type: none"><li>• review of proposed planning and development or service programs and projects</li></ul>
<ul style="list-style-type: none"><li>• dissemination of information</li></ul>	<ul style="list-style-type: none"><li>• and providing a forum for encouraging coordination of actions</li></ul>

**SECTION 1.04 GEOGRAPHIC LIMITS.** The MAPA region shall be synonymous with the geographic limits of MAPA. The geographic limits within which MAPA will perform its normal functions under this Agreement shall be that geographic area comprised of ~~Cass~~, Douglas, Sarpy, and Washington Counties in Nebraska and Mills and Pottawattamie Counties in Iowa and such other counties as may be admitted under SECTION 1.05 and/or 1.06 of this ~~a~~Agreement.

**SECTION 1.05 EXPANSION OR CONTRACTION OF GEOGRAPHIC LIMITS.** Upon recommendation of the Board of Directors, the geographic limits of MAPA may be expanded or contracted upon an affirmative vote of sixty-six and two-thirds percent (66 2/3%) of the total membership of the Council of Officials.

**SECTION 1.06 TEMPORARY EXPANSION OF GEOGRAPHIC LIMITS.** The geographic limits of MAPA may be expanded temporarily by a special interlocal cooperation agreement upon an affirmative vote of sixty-six and two-thirds percent (66 2/3%) of the total membership of the Board of Directors.

## ARTICLE II. DEFINITIONS

**Agreement:** Articles of Interlocal Cooperation Agreement

**Appropriations:** Funding by Member Counties based on population ratio of the Member County to the entire MAPA region.

**Board of Directors:** MAPA governing body.

**Council of Officials:** MAPA policy board.

**Equity Member County:** County member with participation in the financial investment of MAPA upon joining MAPA, as more specifically defined in Section 3.02.01 below.

**MAPA:** Omaha-Council Bluffs Metropolitan Area Planning Agency

**MAPA Region:** Cass, Douglas, Sarpy, and Washington Counties in Nebraska and Mills and Pottawattamie Counties in Iowa

**Member:** Equity Member County, Non-equity Member County, Member City, Village or Town or Special Purpose Government Member.

**Member City, Villages and Towns:** Membership of Cities, Villages or Towns, as defined by state law, shall be open to any such political subdivision within the geographic limits of MAPA.

**Membership Fee:** Funding provided by Special Government Members and Member Cities, Villages and Towns. Membership Fees may include admission or annual fees, or both, supplemental to Member County Appropriations.

**Non-equity Member County:** County member which did not participate in the financial investment of MAPA upon joining MAPA.

**Small Communities Representative:** A member of the Council of Officials who is an elected official from either Nebraska or Iowa that has been selected to represent both the Member Counties with 50,000 or less in population, as per the last decennial census, and any member cities, villages or towns in their respective state, other than Omaha and Bellevue, Nebraska and Council Bluffs, Iowa.

**Special Purpose Government Member:** Other general or special purpose units of government, boards, agencies, commissions or authorities within the geographical limit of MAPA.

## ARTICLE III. MEMBERSHIP

**SECTION 3.01 MEMBERS.** Membership in MAPA shall be synonymous with membership on the Council of Officials. Each ~~member general and special purpose unit of government, board, agency, commission and authority~~ County, City, Village, Town or Special Purpose Government Member shall be represented on the Council of Officials by the principal elected or appointed official of such member. Elected public

officials shall comprise at least sixty-six and two-thirds percent (66 2/3%) of the total voting membership of the Council of Officials.

**SECTION 3.02 MEMBER COUNTIES.** Member counties shall be represented on the Council of Officials by the Chairman of their respective Board of County Commissioners or Board of Supervisors. Additional counties within the geographical limits of MAPA, as defined Section 1.04, shall be admitted as a Member County upon approval by sixty-six and two-thirds percent (66 2/3%) of the membership of the Council of Officials membership and financial contribution as required herein.

SECTION 3.02.01 EQUITY MEMBER COUNTY. An Equity Member County shall be defined as a county which shared in the financial investment of MAPA for property holdings and operating capital when the county first joined the membership of MAPA. Calculation of the financial investment is described SECTION 7.06. Equity County Members include: Douglas, Sarpy, and Washington counties in Nebraska and Mills and Pottawattamie counties in Iowa.

SECTION 3.02.02 NON-EQUITY MEMBER COUNTY. A Non-equity Member County shall be defined as a county that did not share in the financial investment of MAPA when the county first joined the membership of MAPA. Non-equity member counties shall be considered on a case-by-case basis and require approval of sixty-six and two-thirds percent (66 2/3%) of the membership of the Council of Officials. Non-equity Member Counties shall have the same privileges as Equity Member Counties except they will not be entitled to distribution of assets upon withdrawal or dissolution as described in SECTIONS 9.01 and 9.02. Cass County Nebraska joined as a Non-equity County Member.

**SECTION 3.03 MEMBER CITIES, VILLAGES AND TOWNS.** Member cities, villages and towns shall be represented on the Council of Officials by the mayor or chairman of the board of each respective city, village or town. In addition, the City of Omaha shall also be represented on the Council of Officials by the President of the City Council, and the Chairman of the City Planning Board; in addition, the City of Council Bluffs shall also be represented on the Council of Officials by the Chairman of the Planning Commission.

**SECTION 3.04 ~~ADDITIONAL SPECIAL PURPOSE GOVERNMENT~~ MEMBERS.** ~~Other~~ General or special purpose units of governments, boards, agencies, commissions or authorities, which operate within the geographic limits of MAPA may be accepted as Special Purpose Government Members of MAPA by an affirmative vote of the ~~sixty-six and two-thirds percent (66 2/3%)~~ majority of the total membership of the Board of Directors. Such additional members shall be represented on the Council of Officials as prescribed in Sections 3.01 and 3.05 of this Agreement. Financial obligations of such additional members to MAPA shall be as prescribed in Article VII of this Agreement. Privileges and responsibilities of all members of MAPA shall be extended to and accepted by additional members upon the effective date of such additional membership.

**SECTION 3.05 ALTERNATE REPRESENTATIVES.** Members of the Council of Officials and the Board of Directors may officially designate, by written notice to the presiding officer, a maximum of two (2)

alternate representatives to act in their behalf during such member's absence at official meetings of the Council of Officials and the Board of Directors.

**SECTION 3.06 RESPONSIBILITIES OF MEMBERS.** All ~~mapa~~Members of MAPA shall have the responsibility to adopt and execute the MAPA Articles of Interlocal Cooperation Agreement; to attend and participate in all appropriate and officially called meetings of the Council of Officials and, as appropriate, the Board of Directors; to provide technical cooperation with MAPA and members of MAPA; to accept appointments to advisory committees, and to perform other related duties as requested by the Council of Officials and the Board of Directors.

**SECTION 3.07 PRIVILEGES OF MEMBERS.** All ~~mapa~~Members of MAPA shall have the privilege to attend all meetings of the MAPA Council of Officials, Board of Directors, and advisory committees and boards; to vote at official meetings of the MAPA Council of Officials, Board of Directors or advisory committees or boards to which their membership extends as prescribed in the Agreement and to avail their respective organization of the technical and advisory services provided by MAPA.

**SECTION 3.08 NON-VOTING MEMBERS.** The Council of Officials may appoint non-voting members to the Council of Officials and the Board of Directors may appoint non-voting members to the Board of Directors. All non-voting members have no responsibilities or voting privileges, but may participate in official meetings.

**SECTION 3.09 MEMBERS IN GOOD STANDING.** County members of MAPA shall be members in good standing when the respective member county has fulfilled its financial obligations to MAPA as prescribed in ARTICLE VII. Members of MAPA, other than county members, shall be members in good standing as long as their respective parent county is considered to be in good standing.

## ARTICLE IV. POWERS

**SECTION 4.01 GENERAL POWERS.** MAPA shall have the power to:

- Establish, expand or contract the geographic limits of MAPA for performance of its normal functions under this Agreement
- Review and amend this Agreement
- Establish policies, goals and objective to guide the operations of MAPA
- Establish and adopt operating by-laws for the official bodies of MAPA
- Appoint advisory committees and boards to assist the official bodies of MAPA, and
- Designate both voting and non-voting members to the official bodies of MAPA as set forth in ARTICLES II, V AND VI of this Agreement

**SECTION 4.02 FUNDS.** MAPA shall also have the power to:

- Designate an official depository and an official depository for the receipt, deposit and disbursement of MAPA, state federal and other funds entrusted to MAPA

- Solicit and receive funds from governmental a non-governmental agencies and organizations
- Provide for a fiscal accounting and record system and provide for an annual audit thereof, and
- Invest idle funds.

**SECTION 4.03 PERSONNEL, PROPERTY, EQUIPMENT.** MAPA shall also have the power to:

- Recruit, hire and maintain staff personnel to assist the official bodies of MAPA
- Provide for legal counsel to advise and assist the official bodies of MAPA
- Lease or acquire office and other space necessary for the normal functions of MAPA
- Acquire and hold title to and to lease equipment and other property, and
- Provide for appropriate insurance, compensation and bonding coverage for protection of personnel, property, funds and records of MAPA or of other governmental or non-governmental agencies or organizations entrusted to MAPA

**SECTION 4.04 PLANNING POWERS.** MAPA shall also have the power to:

- Undertake planning studies, adopt program and project plans or reports and recommend implementation of such plans or reports
- Consider matters which may or should involve interlocal governmental coordination or cooperation
- Perform regional clearinghouse review and comment concerning planning and development programs and projects, and
- Schedule and conduct public hearings

**SECTION 4.05 CONTRACT POWERS.** MAPA shall also have the power to:

- Contract with member and non-member general and special purpose units of government, boards, agencies, commissions and authorities for the provision of planning and administrative services
- Contract with state, federal and private agencies or organizations for technical or financial participation in planning and administrative programs and projects, and
- Contract with consulting firms and professional organizations for technical and professional services

**SECTION 4.06 OTHER POWERS.** MAPA shall exercise other powers consistent with the purposes of MAPA as prescribed in Section 1.03 of this Agreement, provided that such powers may also be legally and independently exercised by each general-purpose unit of government.

**SECTION 4.07 CONSTRAINTS ON POWERS OF MAPA.** MAPA does not have the power, except under contract with such jurisdiction, to exercise administrative authority other than to conduct planning studies for or within any general or special purpose units of government, boards, agencies, commissions and authorities; to levy taxes for the support of MAPA operations; or to implement programs or projects recommended by adopted studies, plans or reports.

## ARTICLE V. COUNCIL OF OFFICIALS

**SECTION 5.01 NAME OF POLICY BODY.** The name of the policy body of MAPA shall be the Council of Officials.

**SECTION 5.02 COMPOSITION OF THE COUNCIL OF OFFICIALS.** The membership of the MAPA Council of Officials shall be those members prescribed in ARTICLE III of this Agreement.

**SECTION 5.03 INCREASE AND DECREASE IN MEMBERSHIP OF COUNCIL OF OFFICIALS.** The membership of the MAPA Council of Officials may be increased as prescribed in ARTICLE III and may be decreased as prescribed in Section 7.04 of this Agreement or by notification of action by the governing board of the member to withdraw from the agency.

**SECTION 5.04 QUALIFICATIONS FOR OFFICERS OF COUNCIL OF OFFICIALS.** The offices of the Council of Officials shall consist of a President and Vice-President. The President and Vice-President of Council of Officials shall be elected officials officially representing their respective member jurisdictions. The President and Vice-President shall not be representatives from the same state.

**SECTION 5.05 ELECTION AND APPOINTMENT OF OFFICERS.** The President and the Vice President of the Council of Officials shall be elected by an affirmative vote of a majority of the members present at the regularly scheduled meeting of the Council of Officials immediately preceding July 1 of each year and shall assume office on July 1 following the election.

**SECTION 5.06 VACANCIES IN APPOINTIVE OR ELECTIVE OFFICES.** A vacancy of the offices of President or Vice-President shall be filled by an affirmative vote of a majority of members present at the next official meeting of the Council of Officials after the vacancy occurs.

**SECTION 5.07 SMALL COMMUNITIES REPRESENTATIVE.** The Council of Officials shall elect an Iowa Small Communities representative and a Nebraska Small Communities representative to serve on the Board of Directors. Each Small Communities Representative shall be an elected official of a Member county, city, village or town who is a resident of that county, city, village or town and will represent the Member Counties of 50,000 or less population as per the last decennial census and any member cities, villages or towns in their respective state other than Omaha and Bellevue, Nebraska and Council Bluffs, Iowa. The Small Communities Representative may also serve as the President or Vice-President of the Council of Officials but it is not required.

**SECTION 5.08 ELECTION OF SMALL COMMUNITIES REPRESENTATIVE.** The Small Communities Representative shall be elected annually in a manner directed by the President of the Council of Officials.

**SECTION 5.09 TERMS OF OFFICE.** The term of President, Vice-President and Small Community Representatives of the Council of Officials shall be one year and said officers or representatives may be duly reelected or reappointed. The term of an officer or representative selected to fill a vacancy shall terminate concurrent with the term of office being filled.

**SECTION 5.10 REMOVAL OF OFFICERS.** The President and Vice-President may be removed from office for good and sufficient cause ~~spread upon the minutes~~ as stated in the minutes of the Council of Officials by an affirmative vote of seventy-five percent (75%) of the members present.

**SECTION 5.11 DUTIES OF OFFICERS.** The President of the Council of Officials shall:

- Preside at all meetings of the Council of Officials
- Shall appoint advisory committees as necessary
- Shall preside at all public hearings conducted by the Council of Officials
- Shall execute council resolutions and other official documents of the Council of Officials
- Shall provide for official notice of all official meetings of the Council of Officials

In the absence of the President, the Vice-President of the Council of Officials shall perform the duties of the President and shall record, certify, and publish minutes of all official regular meetings, special meetings, and public hearings of the Council of Officials; and shall certify true copies of all official documents of the Council of Officials.

In the absence of the President and Vice-President, a presiding officer shall be elected from the members present by an affirmative vote of a majority of the members present.

**SECTION 5.12 MEETINGS OF THE COUNCIL OF OFFICIALS.** The Council of Officials shall schedule and hold regular official meetings of the Council of Officials at a minimum of at least three meetings per year.

**SECTION 5.13 ANNUAL MEETING OF THE COUNCIL OF OFFICIALS.** The Council of Officials shall hold an annual meeting in October of each year at which meeting the Council of Officials will review progress of the various planning programs and projects and other activities of the MAPA Board of Director for the previous fiscal year.

**SECTION 5.14 SPECIAL MEETINGS OF THE COUNCIL OF OFFICIALS.** Special meetings of the Council of Officials may be called by the President or upon written request of five (5) members of the Board Directors, or the Council of Officials. Items of business to be considered at special meetings shall be limited to the items listed in the meeting agenda.

**SECTION 5.15 NOTICE OF MEETINGS OF THE COUNCIL OF OFFICIALS.** Written notice stating the time, date, and place of all regular, annual and special meetings of the Council of Officials and an agenda enumerating items of business to be considered at such meetings shall be served upon or mailed to each member of the Council of Officials at least six (6) days in advance of regular meetings and at least twenty-four (24) hours in advance of special meetings.

**SECTION 5.16 THE TIME, DATE, AND PLACE OF MEETINGS OF THE COUNCIL OF OFFICIALS.** The time, date, and place of all regular, annual and special meetings of the Council of Officials shall be determined by the President of the Council of Officials.



**SECTION 5.17 QUORUM FOR MEETING OF THE COUNCIL OF OFFICIALS.** The presence of ten (10) or more members of the total membership of the Council of Officials, or their designated alternate representative at an officially called meeting shall constitute a quorum.

**SECTION 5.18 VOTING.** Each ~~m~~Member in good standing of the Council of Officials shall have one vote on matters of business before the Council of Officials. Actions concerning matters of business, except as otherwise prescribed in Sections 1.05, 5.08, and 10.02 of this Agreement, shall be decided by an affirmative vote of a majority of members present at duly constituted official meetings.

**SECTION 5.19 PRESIDING OFFICER-CONDUCT OF BUSINESS.** The presiding officer shall have authority to establish time limits for discussions or presentations by members and nonmembers of the Council of Officials and to take other appropriate actions necessary to conduct all business in an orderly manner. Roberts of Rules of Order Newly Revised shall govern the conduct of meetings where not otherwise specifically provided by this Agreement.

**SECTION 5.20 RESPONSIBILITIES OF THE COUNCIL OF OFFICIALS.** The responsibilities of the Council of Officials are to:

- Establish and adopt policies, goals and objectives for the overall operations of MAPA
- Review and recommend amendments to this Agreement
- Represent local, general and special purpose units of governments, boards, agencies, commissions and authorities in deliberations of MAPA
- Consider matters concerning planning and other governmental operations which may or should involve interlocal governmental coordination or cooperation
- Recommend matters to the Board of Directors that may be studied by the Board of Directors and recommend priorities for scheduling such studies
- Review progress of current planning programs and projects being prepared by MAPA
- Recommend additions, deletions or modifications regarding current planning programs and projects being prepared by MAPA
- Receive from the Board of Directors recommended reports
- Schedule and conduct public hearings concerning plans, studies or reports under consideration for adoption by MAPA
- Adopt planning program and project plans, studies and reports
- Instruct the Board of Directors to effect additions, deletions or modifications of plans, studies or reports as adopted by the Council of Officials
- Recommend implementation of adopted plans, studies and reports to members and non-members
- Refer matters to advisory boards and committees for recommendations therefrom
- Establish, expand and contract limits of MAPA as prescribed in this Agreement, and
- Consider and decide other matters regarding the overall Agency operations of MAPA which are deemed appropriate consideration of the Council of Officials

## ARTICLE VI. BOARD OF DIRECTORS

**SECTION 6.01 NAME OF GOVERNING BODY.** The name of the governing body of MAPA shall be the Board of Directors.

**SECTION 6.02 COMPOSITION OF THE BOARD OF DIRECTORS.** The MAPA Board of Directors shall be comprised of:

- The Chairman of the member County Boards of Commissioners or Supervisors of those ~~E~~counties exceeding 50,000 population as per the last decennial census
- The Mayors of the Cities of Omaha, Council Bluffs, and Bellevue
- The President of the City Council of Omaha
- The Small Communities Representatives (2) from the Council of Officials, see Section 5.07

**SECTION 6.03 QUALIFICATIONS FOR OFFICERS AND LEGAL COUNSEL OF BOARD OF DIRECTORS.** The officers and Legal Counsel of the Board of Directors shall consist of a Chairman, Vice-Chairman, Secretary, Treasurer and Legal Counsel.

The Chairman and Vice-Chairman shall be elected officials officially representing their respective member jurisdictions on the Board of Directors. The Chairman and Vice-Chairman shall not be representative from the same state.

The Secretary and the Treasurer shall be an elected or appointed official officially representing their respective member jurisdictions on the Board of Directors.

The Legal Counsel shall be an attorney-at-law licensed to practice law in either the State of Iowa and/or the State of Nebraska, and may be a paid employee of one of the member jurisdictions party to this Agreement.

**SECTION 6.04 ELECTION AND APPOINTMENT OF OFFICERS AND LEGAL COUNSEL.** The Chairman and the Vice Chairman of the Board of Directors shall be elected by an affirmative vote of a majority of the members present from the membership of the Board of Directors at the regular April meeting of the Board of Directors, and newly elected Chairman and Vice Chairman shall assume office July following the election.

The Secretary and the Treasurer of the Board of Directors shall be appointed by the newly elected Chairman of the Board of Directors and ratified by an affirmative vote of the majority of the members present at the June meeting of the Board of Directors. The Chairman may appoint the same person to a joint office of Secretary-Treasurer. The Board of Directors may set compensation for the Secretary and the Treasurer for performance of their duties.

The Legal Counsel of MAPA shall be appointed by the newly elected Chairman of the Board of Directors and ratified by an affirmative vote of a majority of the members present at the regular June meeting of the Board of Directors. The Board of Directors may set compensation for performance of duties of Legal

Counsel unless said appointed Legal Counsel is Counsel for one of the member jurisdictions in which event the Legal Counsel shall receive no compensation.

**SECTION 6.05 TERMS FOR OFFICERS AND LEGAL COUNSEL.** The Chairman, Vice Chairman, Secretary and Treasurer of the Board of Directors and the Legal Counsel of MAPA shall be duly elected or appointed for a term of one year. All officers and Legal Counsel are eligible to succeed themselves through duly appointive or elective action.

**SECTION 6.06 VACANCIES IN OFFICE OF BOARD OF DIRECTORS.** A vacancy in the offices of Chairman or Vice Chairman shall be filled by an affirmative vote of a majority of the members present at the meeting of the Board of Directors after the vacancy occurs. A vacancy in the offices of Secretary, Treasurer or Legal Counsel shall be filled as soon as possible in a manner prescribed in Section 6.04. Any vacancy so filled shall be for the remainder of the unexpired term.

**SECTION 6.07 REMOVAL OF OFFICERS OR LEGAL COUNSEL.** The Chairman, Vice Chairman, Secretary, Treasurer or Legal Counsel may be removed from office for good and sufficient cause ~~spread upon the minutes~~ as stated in the minutes of the Board of Directors by an affirmative vote of sixty-six and two-thirds percent (66 2/3%) of all the members of the Board of Directors.

**SECTION 6.08 DUTIES OF OFFICERS AND LEGAL COUNSEL.** The Chairman of the Board of Directors shall:

- Preside at all meetings of the Board of Directors
- Shall appoint advisory committee members as necessary
- Shall execute Board of Directors resolutions, planning assistance grant applications, contracts and other official documents of the Board of Directors
- Shall provide for official notice of the official meetings of the Board of Directors

In the absence of the Chairman, the Vice Chairman of the Board of Directors shall perform the duties of the Chairman.

The Secretary of the Board of Directors shall:

- Perform the duties of the Chairman and Vice Chairman in the absence of both Officers
- Record, certify and publish minutes of all regular and special meetings of the Board of Directors, and
- Certify true copies of all official documents of MAPA

The Treasurer of the Board of Directors shall:

- Perform the duties of the Chairman, Vice Chairman and Secretary in the absence of those Officers
- Receive, deposit with the official MAPA depository, and co-sign warrants for disbursement of MAPA funds as authorized by the Board of Directors
- Keep complete records of all financial transactions of MAPA

- Prepare a monthly financial report for the Board of Directors and an annual financial report for the Council of Officials, and
- Prepare other reports upon request of the Board of Directors

The Legal Counsel of the MAPA shall:

- Render opinions on legality of proposed actions by MAPA Council of Officials, Board of Directors and MAPA staff
- Review contracts for services being considered by MAPA and advise Officials and MAPA staff as to legal form
- Render opinions on legal status of MAPA, and
- Otherwise provide advice and legal services to MAPA as may be requested by officials of MAPA

**SECTION 6.09 MEETINGS OF BOARD OF DIRECTORS.** The Board of Directors shall schedule one official meeting of the Board of Directors during ~~each month~~ at least eleven months of the year. The Board of Directors may reschedule such meeting to another date.

**SECTION 6.10 SPECIAL MEETINGS OF THE BOARD OF DIRECTORS.** Special meeting of the Board of Directors may be called by the Chairman or at the written request of any five (5) members of the Board of Directors. Items of business to be considered at special meetings of the Board of Directors shall be limited to items listed in the meeting agenda.

**SECTION 6.11 THE TIME, DATE AND PLACE OF MEETINGS OF THE BOARD OF DIRECTORS.** The time, date and place of all monthly and special meetings of the Board of Directors shall be determined by the Chairman of the Board of Directors.

**SECTION 6.12 NOTICE OF MEETINGS OF THE BOARD OF DIRECTORS.** Written notice stating the time, date and place of all monthly meetings of the Board of Directors and an agenda enumerating items of business to be considered at such meetings shall be served upon or mailed via first class or electronic mail to each member of the Board of Directors at least six (6) days in advance of monthly meetings and at least twenty-four (24) hours in advance of special meetings.

**SECTION 6.13 QUORUM FOR MEETINGS OF THE BOARD OF DIRECTORS.** The presence of fifty percent (50%) of the total membership of the Board of Directors at an officially called meeting shall constitute a quorum.

**SECTION 6.14 VOTING.** Each member in good standing of the Board of Directors shall have one vote on matters of business before the Board of Directors with the exception of the following:

The member representing Douglas County will be entitled to two votes; and either member representing the City of Omaha may cast all of the votes to which the City of Omaha is entitled if the other member is not present.

And further provided, in the case of matters of business involving project reviews, each member representing the applicant with the exception of Douglas County shall be entitled to an additional vote, or in cases of an application of Douglas County, that member representing Douglas County would be entitled to two additional votes. Any City or County applicant who is also a member of the Council of Officials and who is represented on the Board of Directors by the Small Communities Representative ~~small cities/communities/counties representative~~ would be entitled to cast one vote on behalf of its jurisdiction when an elected official appears from that jurisdiction on behalf of the application.

Actions concerning matters of business, except as otherwise prescribed in Sections 1.06, ~~3.04~~ and 6.07 of this Agreement before the Board of Directors shall be decided by an affirmative vote of a majority of members present at duly constituted official meetings.

**SECTION 6.15 PRESIDING OFFICER CONDUCT OF BUSINESS.** The presiding officer shall have authority to limit discussion or presentation by members and non-members of the Board of Directors or to take other appropriate actions necessary to conduct all business in an orderly manner. Roberts Rules of Order Newly Revised shall govern the conduct of meetings where not otherwise specifically provided by this Agreement.

**SECTION 6.16 RESPONSIBILITIES OF THE BOARD OF DIRECTORS.** Responsibilities of the Board of Directors are to:

- Implement policies adopted by the Council of Officials
- Orient work programs to goals and objectives adopted by the Council of Officials
- Establish and adopt policies governing activities of the Board of Directors
- Establish, adopt and amend operating by-laws for the Board of Directors
- Consider matters concerning planning or other governmental operations which may or should involve interlocal governmental coordination or cooperation
- Review progress of current planning programs and projects being prepared by MAPA
- Recommend additions, deletions or modifications regarding current planning programs and project plans, studies and reports for recommendation and transmittal to the Council of Officials
- Instruct the MAPA staff to effect the additions, deletions or modifications of plans, studies or reports
- Recommend planning program or project plans, studies or reports for consideration of adoption to the Council of Officials
- Recommend implementation of adopted plans, studies and reports to members and non-members
- Prepare and adopt an annual work program and supporting budget for MAPA for each fiscal year
- Perform regional clearinghouse review and comment for federally assisted or insured programs and projects, and for other programs and projects submitted by other organizations
- Approve or disapprove membership for members within the geographic limits of MAPA
- Appoint and fix compensation for qualified professional planner as the Executive Director

- Determine type of and MAPA participation in employee benefit programs
- Contract with state, federal or private agencies or organizations for participation in planning projects and programs
- Contract with consulting firms and professional organizations for technical and professional services
- Contract for use and maintenance of equipment
- Lease office space, equipment and other property
- Acquire and hold title to equipment and other property
- Solicit, review and expend planning assistance grants and other funds, and to invest idle funds
- Designate official MAPA Depository and Depository for all MAPA and grant funds
- Develop and maintain a fiscal accounting and record system
- Provide for an annual audit of MAPA fiscal and record system
- Provide for surety of fidelity insurance of MAPA officials and employees to protect MAPA and grant funds
- Provide for casualty insurance protection of MAPA property and important documents
- Provide for automobile insurance protection for MAPA officials, employees and automobiles
- Provide for workmen's compensation insurance on MAPA employees
- Set compensation for Legal Counsel to advise MAPA Council of Officials and the Board of Directors
- Publish and disseminate plans, studies, reports and other information
- Authorize special ~~a~~Appropriations
- Create and adopt operating rules for, advisory committees and boards to assist the Board of Directors and Council of Officials
- Refer matters to advisory committees and boards to solicit recommendations for action by the Board of Directors
- Exercise powers with reference to increase or decrease of membership as set forth in this Agreement
- Consider and decide other matters regarding the Agency which are deemed appropriate considerations of the Board of Directors
- Contract with member jurisdictions and agencies for provision of planning services

Through the approved MAPA Administrative Procedures, the Board of Directors shall have the power to delegate administrative responsibilities to the Finance Committee or Executive Director.

- Finance Committee Responsibilities
  - Monitor the financial status of the agency
  - Recommend policies governing financial activities to the Board of Directors
  - Act on any expenditure, which does not exceed ~~twenty-five hundred (\$2,500.00) dollars per month~~ the threshold identified in MAPA's Administrative Procedures, as delegated by the Board of Directors when such expenditure is provided for in the adopted budget and reviewed by the Board of Directors each month
- Executive Director Responsibilities

- Hire and fix compensation for such additional personnel as may be required to conduct planning programs or projects of MAPA
- Implement discharges, demotions, promotions and compensation adjustments of all MAPA employees
- Act on any expenditure, which does not exceed ~~one thousand (\$1,000.00) dollars per month~~ the threshold identified in MAPA's Administrative Procedures, as delegated by the Board of Directors when such expenditure is provided for in the adopted budget and reviewed by the Board of Directors each month
- Contract for services in amounts ~~of \$1,000 or less~~ specified in the MAPA Administrative Procedures, and
- Invest idle funds with review by the Finance Committee

## ARTICLE VII. FINANCING

**SECTION 7.01 ANNUAL BUDGET.** An annual budget for the Agency's operations shall be adopted ~~during no later than~~ the month of May of the current year. It shall be based on the adopted work program and shall be for a fiscal year from July 1 of the current year through June 30 of the succeeding year.

**SECTION 7.02 LOCAL APPROPRIATIONS FOR ANNUAL BUDGET.** Local ~~a~~Appropriations for normal budgeted activities will be provided to MAPA by ~~the member counties~~ both Equity Member Counties and Non-equity Member Counties of MAPA and shall be based on the ratio of each respective ~~m~~Member ~~e~~County's population to the total population of all ~~m~~Member ~~e~~Counties according to the latest official census. Local ~~a~~Appropriations shall be requisitioned of each ~~m~~Member ~~e~~County and shall be due and payable to the Treasurer of MAPA in equal payments, the first payment being due and payable within sixty (60) days following the first day of the fiscal year of MAPA and the second payment being due and payable within one-hundred eighty (180) days following the first day of the fiscal year.

**SECTION 7.03 SPECIAL APPROPRIATIONS.** Special ~~a~~Appropriations as may be required shall be authorized by the Board of Directors and shall be requisitioned of the ~~m~~Member ~~e~~Counties. Special ~~a~~Appropriations based on Board approved allocations requisitioned of each ~~m~~Member ~~e~~County shall be due and payable to the Treasurer of MAPA as soon as possible following the date of the requisition. Appropriations required for support of budgeted special planning programs or projects for which MAPA may contract with members or non-members shall be provided to MAPA by such members or non-members.

**SECTION 7.04 DEFAULT IN REQUISITIONED APPROPRIATIONS.** In the event that one or more ~~m~~Member ~~e~~Counties defaults in its requisitioned ~~A~~appropriation for support of MAPA annual budget or support of requisitioned special ~~a~~Appropriations, the Member County is default and all members within such ~~m~~Member ~~e~~County surrender membership in good standing in MAPA and surrender all voting and other privileges of members of both the Council of Officials and the Board of Directors. Members not in good standing may have their membership reinstated upon satisfactory correction of default in requisitioned ~~a~~Appropriations. All defaulted ~~a~~Appropriations shall be requisitioned of each ~~m~~Member



~~C~~ounty remaining in good standing and shall be based on the ratio of the respective remaining ~~m~~Member ~~e~~County's population to the total population of all remaining member counties according to the latest official census.

**SECTION 7.05 APPROPRIATIONS BY ADDITIONAL PROSPECTIVE MEMBER.** ~~Additional-e~~Counties under consideration for membership in MAPA shall enter into a mutually acceptable agreement with MAPA for the preparation of a work program and budget describing work that may be required to update existing and current planning and projects of MAPA to include such additional counties. Under the terms of such Agreement, the Board of Directors shall requisition of each such additional county, the estimated cost to complete such preparation of a work program and budget, with reconciliation of cost under such agreement being based on actual costs at the time of such work is completed.

**SECTION 7.06 APPROPRIATIONS BY ADDITIONAL MEMBER COUNTIES.** ~~Additional-e~~Counties which may be accepted as members of MAPA as set forth in Section 3.02 subsequent to the adoption of this Agreement, shall provide to MAPA all ~~a~~Appropriations required to share the financial investment of MAPA for property holdings and operating capital. Such Member Counties shall be considered an Equity Member County (as defined in Section 3.02.01). Each such additional ~~Equity m~~Member ~~e~~County's share of the MAPA property holdings and operating capital shall be determined by the ratio of each respective ~~Equity m~~Member ~~e~~County's total population to the total population of all ~~Equity m~~Member ~~e~~Counties; such ratio shall be applied to the value of such property holdings and operating capital as reflected in the accounting records of MAPA at the close of the previous fiscal year and shall be due and payable prior to or on the effective date of, and shall be a condition to, membership of such additional county.

The Council of Officials may consider the adding a county, as provided herein, and exempt them from making Appropriations to share in the financial investment of MAPA for property holdings and operating capital. Counties admitted in this manner shall be considered a Non-equity Member County as described in Section 3.02.02.

~~In addition, e~~Each ~~such additional m~~Member ~~e~~County added pursuant to this Section shall provide to MAPA, prior to initiating work, all local ~~a~~Appropriations ~~support~~ required to update existing and current planning programs and projects of MAPA by including such additional ~~m~~Member ~~e~~County ~~is in~~ such planning programs and projects; ~~such a~~Appropriations by additional ~~m~~Member ~~e~~Counties shall be based on estimated costs to complete ~~such updated~~ planning work ~~with reconciliation of cost being~~ based on actual cost at the time such work is completed. ~~In addition, e~~Each such additional ~~m~~Member ~~e~~County shall provide to MAPA an annual appropriation required of all ~~m~~Member ~~e~~Counties as described in Sections 7.01 through 7.04 of this Agreement.

**SECTION 7.07 APPROPRIATIONS BY MEMBERS OTHER THAN MEMBER COUNTIES.** The Board of Directors may set a Membership Fee schedule for Special Purpose Government Members with an affirmative vote of sixty-six and two thirds percent (66 2/3%) of the total membership of the Board of Directors. A Membership Fee may consist of admission or annual fees, or both, to supplement Member County Appropriations. Annual increases or decreases in Membership Fees shall be approved annually by the Board of Directors and Council of Officials as part of the annual budget process.



The Council of Officials may set a Membership Fee schedule for Member Cities, Villages and Towns with an affirmative vote of sixty-six and two thirds percent (66 2/3%) of the total membership of the Council of Officials. Annual increases or decreases in Membership Fees shall be approved annually by the Board of Directors and Council of Officials as part of the annual budget process.

In the event that any Member defaults in the payment of the required Membership Fees, the Member shall surrender membership in good standing in MAPA and surrender all voting and other privileges of a member of both the Council of Officials and the Board of Directors. Members not in good standing may have their membership reinstated upon satisfactory correction of default in requisitioned Appropriations.

## ARTICLE VIII. DURATION

SECTION 8.01 DURATION. It is the intent of the signators of this Agreement that MAPA be a permanent organization.

## ARTICLE IX. WITHDRAWAL OR DISSOLUTION

SECTION 9.01 WITHDRAWAL. In the event that any Equity Member County or Non-equity Member County wishes to withdraw from MAPA they shall notify the Board of Directors in writing, which shall include any grievance(s). The withdrawing Member County shall allow reasonable time for MAPA to cure or address any such stated grievance(s). In the event MAPA cannot cure or address stated grievance(s) within a reasonable time, the withdrawing Member County shall submit a written declaration of withdrawal, stating the reasons for withdrawal, a rejection of any efforts to cure or address grievance(s) and an effective date for withdrawal. The effective date for withdrawal, shall be at least ninety (90) days from the effective date of such written declaration of withdrawal is delivered to the Council of Officials. In that event, the withdrawing Member County shall be responsible for all Appropriations requisitioned through the current fiscal year.

In the event of the withdrawal of any Equity ~~Member~~ ~~County~~ from MAPA such Equity ~~Member~~ ~~County~~ shall be entitled to a share of the value of MAPA property and operating capital as reflected in said County's equity record of MAPA as of the close of the fiscal year during with such withdrawal is effectedeffective, as provided for above. Any withdrawing Equity ~~Member~~ ~~County~~ may waive rights to its share of the value of MAPA property and operating capital in possession of MAPA. The Board of Directors shall authorize funds for payment to withdrawing Equity Member Counties which shall be provided for in the next succeeding MAPA annual budget and shall be due and payable to the respective withdrawing Equity ~~Member~~ ~~County~~ within six (6) months following the first of the fiscal year during which such funds are budgeted.

SECTION 9.02 DISSOLUTION. In the event of complete dissolution of MAPA, all MAPA property shall be sold and the proceeds from such sale shall be combined with the current MAPA cash assets to determine total cash assets of MAPA. The total cash assets of MAPA shall be distributed to the respective

Equity ~~Member~~ Counties which are parties to the complete dissolution of MAPA. The share of the total cash assets to be distributed to each Equity ~~Member~~ County shall be according to the ratio of the current equity record of each respective Equity ~~Member~~ County to the total equity of all remaining Equity ~~Member~~ Counties.

## ARTICLE X. AMENDMENT OF ARTICLES OF INTERLOCAL COOPERATION AGREEMENT

**SECTION 10.01 REVIEW OF ARTICLES.** The Council of Officials or the Board of Directors may provide for periodic review of the MAPA Articles of Interlocal Cooperation Agreement to determine possible need for amendment of the Articles.

**SECTION 10.02 AMENDMENT OF ARTICLES.** Amendments of the MAPA Articles of Interlocal Cooperation Agreement shall be proposed by the Council of Officials or the Board of Directors. The MAPA Articles of Interlocal Cooperation Agreement shall be amended by an affirmative vote of a majority of the total membership of the Council of Officials except the following sections of the MAPA Articles of Interlocal Cooperation Agreement which must be amended by an affirmative vote of seventy-five percent (75%) of the total membership of the Council of Officials:

- 3.01 Members
- 3.02 Member Counties
- 3.03 Member Cities, Villages and Towns
- 3.04 Special Purpose Government Member
- 4.07 Constraints on Powers of MAPA
- 5.01 Name of Policy Body
- 5.02 Composition of the Council of Officials
- 5.03 Increase and Decrease in Membership of Council of Officials
- 5.18 Voting
- 6.01 Name of Governing Body
- 6.02 Composition of the Board of Directors
- 6.14 Voting
- 7.01 Annual Budget
- 7.02 Local Appropriations for Annual Budget
- 7.03 Special Appropriations
- 7.04 Default in Requisitioned Appropriations
- 7.05 Appropriations by Additional Prospective Members
- 7.06 Appropriations by Additional Member Counties
- 7.07 Appropriations by Members Other Than Member Counties
- 9.01 Withdrawal
- 9.02 Dissolution
- 10.02 Amendment of Articles

## ARTICLE XI. SUPERSESSION OF PREVIOUS ARTICLES

**SECTION 11.01 SUPERSESSION OF PREVIOUS ARTICLES.** Adoption and execution of these Articles of Agreement thereby supersedes and renders null and void all previous Articles of Interlocal Cooperation Agreement for the organization of MAPA, but does not affect any other existing official actions by MAPA special purpose Interlocal Cooperation Agreements or contracts between MAPA and other general or special purpose units of governments, boards, agencies, commissions or authorities.