

METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street
Omaha NE 68102-4328
FINANCE COMMITTEE MEETING
March 23, 2016

The MAPA Finance Committee met March 23, 2016, in the MAPA conference room. Patrick Bloomingdale called the meeting to order at 8:30 a.m.

ROLL CALL

Members Present

Patrick Bloomingdale, Secretary/Treasurer
Tom Hanafan, Pottawattamie County (arrived @ 8:45 am)
Ron Kohn, Mills County
Carl Lorenzen, Washington County

Staff

Lynn Dittmer (arrived @ 8:33 am)
Melissa Engel
Amanda Morales
Gregory Youell

Members Absent

Clare Duda, Douglas County, Tom Richards, Sarpy County

A. MONTHLY FINANCIAL STATEMENTS (January)

1. Bank Reconciliation (American National Bank) and Statements on Investments
2. Receipts and Expenditures
3. Schedule of Accounts Receivable/Accounts Payable
4. Consolidated Balance Sheet
5. Program Status Report/Line Item Status Report

Ms. Engel presented the financial statements for January 2016.

B. FOR FINANCE COMMITTEE APPROVAL

1. Contract Payments: (Action)
 - a. HDR – PMT #3 - \$3,037.13
 - b. Olsson Associates – PMT #21 - \$6,334.57
 - c. Benesch – PMT #41 - \$5,139.39
 - d. Benesch – PMT #42 - \$3,322.67
 - e. Heartland Family Services – PMT #23 - \$2,565.16
 - f. Heartland Family Services – PMT #24 - \$5,590.38
 - g. HDR – PMT #4 - \$8,175.07
 - h. Black Hills Works – PMT #2 - \$17,715.00

Mr. Youell presented the contract payments listed above. HDR's payments are for on call modeling services through February 20, 2016. The Olsson Associates contract payment is for services through February 6, 2016, on the Plattview Road Land Use and Corridor Study. Benesch payments are for work on the Brownfields project through February 19, 2016. This project is funded through the Environmental Protection Agency (EPA). The Heartland Family Service payments are for their "Ways to Work" program through January 2016. Black Hills Works payment request is for transportation services to and from Offutt for seniors and individuals with disabilities employed by Offutt Air Force Base.

Ms. Dittmer answered the committee's questions concerning a new environmental site to be funded by the EPA. The Omaha Housing authority is looking to redevelop the Southside Terrace which makes up a two block area of multifamily housing units north of the KROC center in Omaha. MAPA has begun working on phase 1 & phase 2 assessment for this project.

MOTION by Lorenzen SECOND by Kohn to approve the contract payments. MOTION CARRIED.

2. New Contracts
 - a. Cities Admin \$7,500.00

Mr. Youell presented the Pottawattamie County Iowa Cities Administration contract. The contract includes projects in the Cities of Avoca, Neola, and Oakland. The effective dates of the contract are March 23, 2016 through March 31, 2019.

MOTION by Kohn SECOND by Lorenzen to approve the Pottawattamie County Cities Administration contract. MOTION CARRIED.

3. Contract Amendments
 - a. Exis Design Shop – extension of time to August 31, 2016
 - b. Crescent Comp Plan – extension of time to August 31, 2016

Mr. Youell presented the contract amendments listed above both contract completions dates would be extended to August

31, 2016. Exis Design shop is creating the concept design for the American Heroes Park in Bellevue Nebraska. MAPA is currently working with the City of Crescent Iowa on their Comprehensive Plan Update.

MOTION by Lorenzen SECOND by Kohn to approve the contract amendments as presented. MOTION CARRIED.

C. RECOMMENDATION TO THE BOARD

1. Travel:

- a. NARC Conference and Exhibition - Salt Lake City, Utah – June 26-29, 2016 – Youell, Felschow, and 4 Board Members -\$12,694.00
- b. Collective Impact Workshop – Loewenstein – San Francisco, CA - \$3,000.00

Mr. Youell presented the travel listed above. Travel to Utah would be for two staff members and up to four Board members to attend the annual NARC conference which will be celebrating its 50th anniversary. Staff member Karna Loewenstein's travel to San Francisco to attend the Collective Impact Workshop would be from May 16th to May 20th 2016.

MOTION Kohn SECOND by Lorenzen to recommend that the Board of Directors approve the travel as presented. MOTION CARRIED.

2. Budget:

- a. Line Item Budget

Mr. Youell presented the line item budget for FY 2017. The direct salaries increase of 16% allows for an additional employee to be hired. A 300% increase in telephone expense comes as the agency begins to inquire about telephone options. The current phone system is no longer supported and there are not enough telephones for each employee to have a phone/extension. In total the FY 2017 budget of \$5,730.393 represents a 9% increase over FY 2016.

MOTION Lorenzen SECOND by Hanafan to recommend that the Board of Directors approve the Line Item Budget as presented. MOTION CARRIED.

D. DISCUSSION/INFORMATION

1. Annual Survey Results

Mr. Youell presented the committee with the results of the 2016 MAPA Annual Survey. The results assist the agency in developing budgets and program prioritizing for the next year. The survey covered Transportation & Data, Community and Economic Development, Potential New Work Areas, and Data Analysis and Research. MAPA is happy to report that participation in the survey was high compared to recent years.

E. OTHER

F. ADJOURNMENT

The meeting adjourned at 9:00 am.