

METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street
Omaha NE 68102-4328
FINANCE COMMITTEE MEETING
May 18, 2016

The MAPA Finance Committee met May 18, 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
Clare Duda, Douglas County
Tom Hanafan, Pottawattamie County (arrived @ 8:45 a.m.)
Ron Kohn, Mills County
Carl Lorenzen, Washington County
Tom Richards, Sarpy County

Staff

Lynn Dittmer
Melissa Engel
Michael Felschow
Amanda Morales
Gregory Youell

A. MONTHLY FINANCIAL STATEMENTS (March)

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 March 2016.

B. FOR FINANCE COMMITTEE APPROVAL

1. Contract Payments: (Action)
 - a. Metro – PMT #3 - \$44,671.53
 - b. Heartland Family Services – PMT #26 - \$2,651.99
 - c. Benesch – PMT #43 - \$29,857.66
 - d. HDR – PMT #5 - \$5,295.90
 - e. Douglas County GIS – PMT #3 - \$16,808.67
 - f. Olsson Associates (Platteview Rd.) – PMT #23 - \$7,233.80
 - g. Olsson Associates (Platteview Rd.) – PMT #22 - \$4,590.17
 - h. City of Omaha Planning – PMT #2 - \$11,073.77

Mr. Youell presented the contract payments listed above. Metro's payment is their FY 2016, 3rd quarter planning request. The Heartland Family Service payment is for their "Ways to Work" program for the month of March. The Benesch payment is for work on the Brownfields Project through April 10, 2016. HDR's payment is for on-call travel demand modeling services provided through March 26, 2016. Douglas County GIS is requesting reimbursement for their work on transportation planning from January through March 2016. The Olsson Associates contract payments are for services through April 9, 2016, on the Plattview Road Land Use and Corridor Study. The City of Omaha Planning is requesting reimbursement for their work on transportation planning for 3rd quarter of FY 2016

MOTION by Lorenzen SECOND by Duda to approve the contract payments as presented. MOTION CARRIED.

2. Contract Payments with exception
 - a. Intercultural Senior Center – PMT #2 - not to exceed \$3,049.69
 - b. Olsson Associates (Sarpy Co. Tr.) – PMT #2 - \$12,298.71 (pending amendment approval)
 - c. Olsson Associates (Sarpy Co. Tr.) – PMT #1 - \$15,455.47 (pending amendment approval)

Mr. Youell presented the contract payments with exceptions. The Intercultural Senior Center is requesting reimbursement for personnel expenses for January through March 2016. Olsson Associates is requesting payment for their work on the "Sarpy County Transit Feasibility Study" through April 09, 2016.

MOTION by Kohn SECOND by Richards to approve the Intercultural Senior Center contract payment with exceptions once all necessary documentation is received and the Olsson Associates contract payments once the Board of Directors approves the Sarpy County Transit Plan budget amendment. MOTION CARRIED.

C. RECOMMENDATION TO THE BOARD

1. New Contracts

- a. JEO – Mills Co. Comp Plan - \$14,100
- b. HDR On-Call Travel Demand Modeling - \$25,000
- c. Douglas County GIS - \$82,000 – Federal; \$35,260 – Match; 5% Admin Fee
- d. Omaha Public Works - \$63,000 – Federal; \$27,090 – Match; 5% Admin Fee
- e. Omaha Planning - \$60,000 – Federal; \$25,800 – Match; 5% Admin Fee
- f. Sarpy County - \$65,000 – Federal; \$27,950 – Match; 5% Admin Fee
- g. Pottawattamie County GIS - \$35,000 – Federal; \$15,050 – Match; 5% Admin Fee
- h. Metro Transit - \$98,000 – Federal; \$42,000 – Match; 5% Admin Fee

Mr. Youell presented the new contracts listed above. The contract with JEO Consulting Group, Inc., is for planning support services related to the “Mills County, Iowa, Comprehensive Plan Update”. The contract period for the JEO agreement is May 6, 2016, through the project completion date. The HDR contract is for an estimated 198 hours of on-call travel demand modeling for FY 2017. Items C.1.c through C.1.h are renewed pass through transportation planning contracts for FY 2017. Douglas County will continue to manage and maintain transportation related assets for the county through the Cityworks GIS program. The Omaha Public Works contract will continue to conduct traffic counting. Omaha Planning will continue to develop and refine the transportation planning process on approved transportation activities. The Sarpy County Planning Department will conduct a Sarpy County Comprehensive Plan, development review and development regulations update. Sarpy County GIS will create, maintain and manage geospatial data. Pottawattamie County GIS will continue to actively maintain numerous transportation related geographic datasets and websites. Metro Transit will continue their work on various planning activities to support the regional transit system for the Omaha–Council Bluffs urbanized area.

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

- 2. Contract Amendments
 - a. Olsson Associates – Sarpy Co. Transit Plan Budget Amendment

Mr. Youell presented the Olsson Associates contract amendment. This amendment includes a revised budget for personnel and hours related to the Sarpy County Transit Plan. The overall contract amount remains unchanged.

- 3. Travel
 - EDA Conference – Lynn Dittmer & 2 Staff Members - \$4,848.00

Mr. Youell presented the EDA conference travel. Grant Anderson and up to two additional staff members are planning to travel to the conference in Denver, Colorado July 31 through August 3, 2016.

MOTION by Hanafan SECOND by Lorenzen to recommend that the Board of Directors approve as presented the Olsson contract amendment under C.2. and travel to the EDA conference under C.3. MOTION CARRIED.

- 4. FY 2016 Year End Budget Revision
 - a. Line Item Budget Revision
 - b. UPWP Revision

Mr. Youell presented the FY 2016 budget revisions. The revisions are slight adjustments between line item expenses and work activity elements, but no change in total funding.

MOTION by Lorenzen SECOND by Hanafan to recommend that the Board of Directors approve the FY 2016 year end budget revision as presented. MOTION CARRIED.

- 5. FY 2017 Budget
 - a. Funds Budget
 - b. Line Item Budget
 - c. Program Budget
 - d. Work Program

Mr. Youell presented the FY 2017 budget items. The Funds Budget breaks out the projected FY 2017 gross revenues of \$6,286,158 by funding source. The Line Item Budget details the FY 2017 expenses of \$6,286,158. The Program Budget allocates the \$6,286,158 budget by program work element and funding source. The increased revenue and expense of \$145,000 over the prior budget drafts is in connection with the Platteview Road Study. The Unified Planning Work Program outlines the transportation related activities and projects that MAPA plans to be involved in for FY2017.

MOTION by Kohn SECOND by Duda to recommend that the Board of Directors approve the FY 2017 budget as presented. MOTION CARRIED.

- 6. FY 2017 General Insurance Renewal

Ms. Engel presented the general insurance renewals. The Business Owner’s Package premium is increasing 6% over last

year. Worker's Compensation premium is decreasing 1%. The Director's and Officer's and Crime Bond premiums will both remain the same. The Commercial Auto premiums are increasing 27%, but the agency did add an additional vehicle to the policy during FY 2016.

MOTION by Hanafan SECOND by Richards to recommend that the Board of Directors approve the general insurance renewals as presented. MOTION CARRIED.

D. DISCUSSION/INFORMATION

The Department of Labor (DOL) has finalized changes to the overtime exemptions under the Fair Labor Standards Act (FLSA), effective December 1, 2016. This changes the overtime exempt salary threshold to \$913/week or \$47,476/year, double the current salary threshold. MAPA currently has three employees that would be affected by this change. The Benefits Committee would like to meet next week after the Board of Directors meeting to discuss this and possible changes in the employee leave policy.

E. OTHER

F. ADJOURNMENT

The meeting adjourned at 9:20 am.