

FINANCE COMMITTEE MEETING
November 30, 2017 - 8:30 a.m.
AGENDA

This meeting of the Metropolitan Area Planning Agency Finance Committee will be conducted in compliance with the Nebraska Statutes of the Open Meeting Act. The Open Meeting Act is available for reference upon request.

A. DRAFT AUDIT REPORT

B. <u>MONTHLY FINANCIAL STATEMENTS</u> (September)	Page
1. Bank Reconciliation (American National Bank) and Statements on Investments..	1
2. Receipts and Expenditures.....	
3. Schedule of Accounts Receivable/Accounts Payable.....	
4. Statement of Financial Position	
5. Statement of Revenues and Expenditures	

C. FOR FINANCE COMMITTEE APPROVAL

1. <u>Contract Payments</u>	
a. Pottawattamie County GIS – PMT # 1 - \$6,322.51	
b. Sarpy County GIS & Planning – PMT #1 - \$28,014.87	
c. City of Omaha Public Works – PMT #1 - \$17,831.78.....	
d. Metro Transit – PMT#1 - \$23,657.82.....	
e. Blackbaud Learn – PMT #2 - \$3,267.00	
f. Hamilton Associates – PMT #1 - \$9,600.00	
g. Douglas County GIS – PMT #1 - \$14,349.45	
h. Live Well Omaha Bike Safety – PMT#1 - \$907.53	
i. Live Well Omaha CMAQ – PMT#16 - \$774.73	
2. <u>Final Contract Payments</u>	
a. City of Gretna - \$7,995.....	

D. RECOMMENDATIONS TO THE BOARD

1. <u>New Contracts</u>	
a. MOU with NIROC Jurisdictions	
i. City of Omaha - \$51,935.25	
ii. Douglas County - \$51,935.25	
iii. Papio-Missouri River NRD - \$50,000.00	

- iv. Omaha Airport Authority - \$15,000.00
 - v. Sarpy County - \$30,900.00
 - vi. Lancaster County - \$1,013,358.00
 - vii. Pottawattamie County - \$380,864.22
 - viii. Metropolitan Utilities District - \$13,275.00
- b. Pictometry \$2,126,219.74 + 10% contingency over six years
- c. Intercultural Senior Center - \$15,900.00
- d. Iowa Department of Public Health – Walkability Process for Council Bluffs - \$10,000
- 2. Contract Amendments
 - a. JLUS – Extension of Time – April 30,2018
- 3. Travel
 - a. NARC's 2018 National Conference of Regions – February 11-14, 2018 – Washington, DC – 3 Staff and up to 4 Board Members - \$15,135.05
- 4. Budget Amendment
 - a. UPWP
- 5. Purchase Approval
 - a. Brandeis Catering for Annual Dinner \$11,355.08
 - i. Previously Approved \$6,300.00
 - ii. Additional Costs for Approval \$5,055.08

E. DISCUSSION/INFORMATION

- 1. Heartland 2050 Funding / Preliminary Budget Discussion

F. OTHER

G. ADJOURNMENT



METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street
Omaha NE 68102-4328
Finance Committee
November 30, 2017

The MAPA Finance Committee met November 30, 2017, 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 (left at 9 a.m.)
Carl Lorenzen, Washington County
Gary Mixan, Sarpy County
Carol Vinton, Mills County

Staff Present

Natasha Barrett
Melissa Engel
Don Gross
Michael Helgerson
Amanda Morales
Greg Youell

Other

Paul Hamilton, Hamilton Associates, (for item A.)

A. Draft Audit Report

Mr. Hamilton from Hamilton Associates, presented the DRAFT Audit Report for the year ended June 30, 2017, to the finance committee. The auditors issued 3 unmodified opinions for 1) the financial statements 2) compliance and internal control over the financial statements and 3) compliance on each major program and internal controls over compliance in accordance with Uniform Guidance. The auditors reported there were no findings or adjustments related to the financial statements. Ms. Engel informed the committee that for FY 2017 \$367,00 was collected as dues from member jurisdictions and \$531,750 of federal funding was passed on to member jurisdictions. The committee agreed that given the Audit results, it was not necessary for Hamilton Associates to present to the Board and that Ms. Engel would provide the report as in past years.

B. Monthly Financial Statements (September 2017)

1. Bank Reconciliation (American National Bank) and Statements on Investments
2. Receipts and Expenditures
3. Schedule of Accounts Receivable/ Accounts Payable
4. Statement of Financial Position
5. Statements of Revenues and Expenditures

Ms. Engel presented the September financials. Mr. Mixan asked if the Accounts Receivable balances that are over ninety days old, totaling \$325,000 would all be collectable. Ms. Engel responded that the agency has followed up on the \$65,000 due from Federal Transit and \$165,000 from Nebraska Department of Transportation, and payments are being processed and should be received shortly. Mr. Youell stated that next week he would follow-up on a \$1,000 outstanding balance from the City of Omaha.

C. FOR FINANCE COMMITTEE APPROVAL

1. Contract Payments
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Mr. Youell presented the contract payments. The Pottawattamie County payment is for their GIS activity through September 2017. Sarpy County Planning & GIS are requesting transportation planning funds for their work in the first quarter of FY 2018. The City of Omaha Public Works payment is for the City's traffic counting program through September 2017. Metro Transit's payment is for their first quarter transportation planning activities. The Blackbaud payment is for year two of a

three-year agreement for continued training and resources on MAPA's accounting software for MAPA's staff members. The Hamilton Associates payment is for services through October 31, 2017 in connection with the FY 2017 audit. Douglas County GIS is requesting transportation planning funds for their work in the first quarter of FY 2018. Live Well Omaha's contract payments are for their work in October on the Commuter Challenge and Bike Education projects.

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

2. Final Contract Payments
 - a. City of Gretna \$7,995

Mr. Youell presented Gretna's final payment for the development of a main street toolkit. This is part of the Downtown Revitalization Plan project and the development of a Form Based Code which is intended to be used as a model for other communities in the MAPA region.

MOTION Duda SECOND by Vinton, to approve the City of Gretna's final payment as presented. MOTION CARRIED.

D. RECOMMENDATION TO THE BOARD

1. New Contracts
 - a. MOU with NIROC Jurisdictions
 - i. City of Omaha - \$51,935.25
 - ii. Douglas County - \$51,935.25
 - iii. Papio-Missouri River NRD - \$50,000.00
 - iv. Omaha Airport Authority - \$15,000.00
 - v. Sarpy County - \$30,900.00
 - vi. Lancaster County - \$1,013,358.00
 - vii. Pottawattamie County - \$380,864.22
 - viii. Metropolitan Utilities District - \$13,275.00
 - b. Pictometry \$2,126,219.74 + 10% contingency over six years

Mr. Youell presented the new contracts a. and b. The MOUs are between MAPA and the jurisdictions receiving high resolution aerial photography. Mr. Youell stated that the Metropolitan Utilities District MOU has been updated to \$20,000. Many of the counties are increasing the photography flights to every two years. The majority of the jurisdictions have opted to only contract for the first flight and contract for future flights at a later date.

The total flight cost payable to Pictometry is \$2,126,220 with a 10% contingency. This contract allows for the cost adjustments due to change orders by the jurisdictions and is for services through 2023.

MOTION Vinton SECOND by Duda to recommend that the Board of Directors approve the MOU's with NIROC jurisdictions and Pictometry payment as presented. MOTION CARRIED.

- c. Intercultural Senior Center - \$15,900.00

Mr. Youell presented the Intercultural Senior Center contract for operating expenses in relations to the transportation services they provide to their facility for the elderly and individuals with disabilities.

MOTION Duda SECOND by Mixan to recommend that the Board of Directors approve the Intercultural Senior Center contract as presented. MOTION CARRIED.

- d. Iowa Department of Public Health – Walkability Process for Council Bluffs - \$10,000

Mr. Helgerson presented the Iowa Department of Public Health contract. This contract is for MAPA to facilitate in Council Bluffs' Complete Streets, Walkability process. The expected contract period is January 1, 2018 through September 30, 2018. The contract is in the process of being prepared, MAPA hopes to receive the contract within the next week.

MOTION Vinton SECOND by Duda to recommend that the Board of Directors approve Iowa Department of Public Health contract as presented. MOTION CARRIED.

2. Contract Amendments
 - a. JLUS – Extension of Time – April 30,2018

Mr. Youell presented JLUS contract amendment to extent the completion date from December 31, 2017 to April 30, 2018.

MOTION Duda SECOND by Vinton to recommend that the Board of Directors approve the JLUS contract amendment as presented. MOTION CARRIED.

3. Travel

NARC's 2018 National Conference of Regions – February 11-14, 2018 – Washington, DC – 3 Staff and up to 4 Board Members - \$15,135.05

Mr. Youell presented the 2018 National Conference of Regions travel to Washington, DC, on February 11th through the 14th. Board and Staff members attending the conference include Tom Hanafan, Rita Sanders, Carol Vinton, Sue Cutsforth, Don Gross and Michael Helgersen. An additional Board member may also attend the conference.

MOTION Duda SECOND by Mixan to recommend that the Board of Directors approve the NARC travel as presented.
MOTION CARRIED.

4. Budget Amendment
a. UPWP

Mr. Youell presented the UPWP amendment. For FY 2018 MAPA condensed down the work activity project codes, so many of the adjustments in the UPWP amendment are reclassifications between work activities. The Aerial Photography project has also been added to the budget. This project counts as local match for the agency. The UPWP amendment includes a total local funding increase of \$143,000.

MOTION Vinton SECOND by Duda to recommend that the Board of Directors approve the Budget Amendment as presented.
MOTION CARRIED.

5. Purchase Approval
a. Brandeis Catering for Annual Dinner \$11,355.08
i. Previously Approved \$6,300.00
ii. Additional Costs for Approval \$5,055.08

Mr. Youell presented a revise purchase order for Brandies Catering for the Council of Officials Annual Dinner. Ms. Engel explained that the quote provided by Brandies did not include a head count for the entrees which was overlooked when the original purchase order was prepared and approved.

MOTION Duda SECOND by Vinton to recommend that the Board of Directors approve the Brandeis additional costs.
MOTION CARRIED.

E. DISCUSSION/INFORMATION

1. Heartland 2050 Funding / Preliminary Budget Discussion

Mr. Youell presented the committee with the recommendation of charging a TIP fee for every TIP project obligated. A 1% fee on federal funding would generate an estimated \$163,000 annually. The fee would allow for MAPA to no longer request Heartland 2050 funding from local cities, and utilize more federal funding that is available to the agency by generating additional local revenue more effectively than increasing county dues.

E. OTHER

F. ADJOURNMENT

The meeting adjourned at 9:35 a.m.