

FINANCE COMMITTEE MEETING February 14, 2018 - 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. MONTHLY FINANCIAL STATEMENTS (December)

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

B. FOR FINANCE COMMITTEE APPROVAL

- 1. <u>Contract Payments</u>
 - a. Metro PMT #2 \$24,227.23
 - b. <u>City of Omaha Planning PMT #1 \$33.903.22</u>
 - c. <u>City of Omaha Public Works PMT #2 \$15,613.61</u>
 - d. Douglas County GIS PMT# 2 \$27,549.52
 - e. Lovgren PMT #7 \$15,527.89
 - f. Lovgren PMT #8 \$2,914.35
 - g. Lovgren PMT #9 \$10,659.16

C. <u>RECOMMENDATIONS TO THE BOARD</u>

- 1. <u>New Contract</u> <u>Smart Growth in America – Complete Streets - \$12,500</u>
- 2. <u>Contract Amendment</u> <u>SWIPCO extended to June 30, 2018</u>
- 3. FY 2019 Budget <u>Preliminary Funds Budget</u>

4. <u>Travel</u>

NARC – Orlando, FL – June 3-6, 2018 – 3 MAPA Staff & up to 4 Board Members - \$15,115.45

- D. <u>DISCUSSION/INFORMATION</u>
- E. <u>OTHER</u>
 - 1. Executive Director Performance Appraisal
 - 2. MAPA now subject to Consolidated Omnibus Budget Reconciliation Act (COBRA)
- F. ADJOURNMENT

Executive Session: We reserve the right to enter into an executive session in order to protect the public interest with respect to discussion regarding litigation and personnel.



Metropolitan Area Planning Agency Bank Reconciliation Statement December 2017

AMERICAN NATIONAL BANK

Balance per b	ank, December 31, 2017				\$446,601.39
Less:	Checks Outstanding (12/31/17)			\$15,085.64	<u>(\$15,085.64)</u>
Cash in bank [December 31, 2017				<u>\$431.515,75</u>
General Ledge Cash Receipts	er Balance, November 30, 2017				\$528,419.39 \$173,471.76
Less:	Checks (12/2017) ACH Payroll (12/2017) ACH Federal Payroll Taxes Nationwide Payroll Contribution Blue Cross Blue Shield of NE Health Ins. Nebraska State withholding Tax Postalia Bank Charges Quarterly SUTA Nebraska Sales tax Pay Flex (12/2017) Capital Business Systems Transfer to NPAIT-Capitol Reserve ACH VISA card (12/2017) Auto - Gas/Maintenance Data Processing Media Temple Mail Chimp Other Forums Membership - Reference Materials Miscellaneous Expenses Supplies Travel & Conferences NDC Training Delta Airlines - Anderson Fred Pryor Managing Community Mobility -Rc NADO Other	\$285.00 \$100.00 \$106.89 \$1,237.50 \$268.50 \$239.00 \$141.12 \$89.00 \$179.68	\$43.66 \$491.89 \$141.89 \$202.00 \$130.00 \$90.92 \$2,154.80	\$142,665.16 \$63,483.72 \$22,142.08 \$12,008.33 \$19,942.49 \$3,548.18 \$100.00 \$38.47 \$0.00 \$1,336.04 \$655.77 \$1,200.00 \$3,255.16	
A					\$270,375.40
	er Balances, December 31, 2017				<u>\$431,515.75</u>
Less assigned					(<u>\$197,278.06</u>)
Available Cas	sn Balance				<u>\$234.237.69</u>

STATEMENT ON INVESTMENT **Treasury Bills** December 2017

Deferred Payroll	Money Market		Securilies America	\$ 1,361.07	\$ 814.36	0.030%
Deferred Payroll	CD	9/4/2018	Securities America	\$ 100,077,00	\$ 99,185,64	1,650%
Deferred Payroll	CD	7/23/2019	Securilies America	\$ 1,051.58	\$ 1,068,15	2.100%
Equity	CD	7/23/2019	Securities America	\$ 104,105,93	\$ 103,931.85	2.100%
Equity	CD	5/1/2020	Securities America	\$ 49,634.00	\$ 50,000,00	1.750%
Equity	CD	9/27/2022	Securities America	\$ 64,561,25	\$ 64,342.15	2.300%
Equity	CD	9/28/2022	Securities America	\$ 47,230.00	\$35,657.85	0.000%
Undesignated	CD	10/4/2018	Securities America	\$ 99,878.00	\$ 100,000.00	1.450%
Accrued Interest				\$ 2,414.13		

Total

\$ 470,312.95

NPAIT INVESTMENTS

МАРА	General	Capitol	Ortho Quads	Sarpy Co. Revolving	Special Projects	TOTAL
	MAPA	MAPA	(Aerial Photo)	Loan Fund	МАРА	MAPA
Acct #	001	002	004	005	008	
Beginning Balance	264,296.16	57,624.96	58,309.13	46,504.58	2,986.64	429,721.47
Sponsor Fees	181.38					181.38
Interest	202.97	44.96	44.75	35.69	2.29	330.66
Transfer from General checking		1,200.00				1,200.00
Ending Balance	264,680.51	58,869.92	58,353.88	46,540.27	2,988.93	431,433.51
Less Reserve for other projects	3,889.00					
Available for the Agency	260,791.51					

NPAIT CD Investments

Special Project

6/29/2018 NPAIT \$ 134,936.40 \$

Accrued

\$ 366.01 134,936.40

1.05%

\$ 366.01
\$ 135,302.41
\$

MAPA Foundation	Foundation	NDO	Washington Co.	TOTAL
MAPA Foundation	- MAMA		Revolving Loan Fund	MAPA Foundation
Acct #	003	006	007	
Beginning Balance	33,046.92	121,862.14	184,747.15	339,656.21
Sponsor Fees				-
Interest	25.36	94.29	141.79	261.44
Transfer from Foundation checking		1,687.00		1,687.00
Ending Balance	33,072.28	123,643.43	184,888.94	341,604.65

CD

Metropolitan Area Planning Agency Cash Receipts Report December 2017

			Receipt	Deposit	
Date	Туре	Payer	Number	Number	Amount
12/1/2017	Check	Metro Transit	1015	600	\$2,201.61
12/1/2017	Check	City of Wahoo	1016	600	\$11.99
12/1/2017	Check	Greater Omaha Chamber of Commerce	1017	600	\$546.00
12/1/2017	Check	Greater Omaha Chamber of Commerce	1018	600	\$500.00
12/1/2017	Check	City of Omaha	1019	600	\$4,889.65
12/1/2017	Check	City of Omaha	1020	600	\$500.00
12/1/2017	Check	City of Omaha	1020	600	\$11.99
12/1/2017	Check	City of Plattsmouth	1021	600	\$11.99
12/1/2017	Check	City of Gretna	1022	600	\$11.99
12/1/2017	Check	Southeast Nebraska Development Distric	1023	600	\$70.00
12/1/2017	Check	Siouxland Interstate Metropolitan Planning Council	1024	600	\$140.00
12/1/2017	Check	Sarpy County	1025	600	\$11.99
12/1/2017	Check	Mobilitie	1026	600	\$1,000.00
12/1/2017	Check	City of Bellevue	1027	600	\$11.99
12/1/2017	Check	Central Nebraska Economic Development District	1028	600	\$210.00
12/1/2017	Check	Douglas County	1029	600	\$11.99
12/4/2017	Received EFT	FEDERAL TRANSIT ADMINISTRATION	1030	601	\$65,454.00
12/6/2017	Received EFT	Department of Defense	1031	602	\$37,302.00
12/8/2017	Check	Omaha Community Foundation	1033	603	\$5,000.00
12/8/2017	Check	Northeast Nebraska Economic Development District	1034	603	\$350.00
12/8/2017	Check	South Central Economic Development District, Inc.	1035	603	\$490.00
12/8/2017	Check	JEO Consullting Group, Inc.	1036	603	\$4,275.00
12/12/2017	Check	Panhandle Area Development District	1040	605	\$210.00
12/15/2017	Check	NARC	1039	604	\$60.00
12/22/2017	Check	Karna	1041	605	\$21.30
12/22/2017		Don Gross	1042	605	\$21.30
12/22/2017		Mike Helgerson	1043	605	\$9.97
12/22/2017		Peter Kiewit Foundation	1044	605	\$50,000.00
12/22/2017		Greg Youell	1045	605	\$126.35
12/22/2017	Check	Greg Youell	1046	605	\$10.65
					\$173,471.76

Account Description	Amount
Contracts	\$11,366.26
Due from Employee	\$189.57
Federal Revenue	\$102,756.00
Forums	\$83.93
Forums/Annual Dinner	\$606.00
Heartland 2050 Local Revenue	\$500.00
Miscellaneous	\$56,500.00
Travel & Conferences	\$1,470.00
	\$173,471.76

Metropolitan Area Planning Agency Cash Disbursements

December 2017

Transaction	Transaction		
Number	Date	Reference	Payments
16389	12/13/2017	All Makes Office Equipment Co.	\$250.00
16390	12/13/2017	Birdhouse Interior Design Consulting LLC	\$4,275.00
16391	12/13/2017	City of Gretna	\$7,995.00
16392	12/13/2017	City of Omaha Cashier	\$17,831.78
16393	12/13/2017	The Colonial Press, Inc.	\$1,050.13
16394	12/13/2017	The Daily Nonpareil	\$31.68
16395	12/13/2017	The Daily Record	\$61.50
16396	12/13/2017	DAS State Accounting - Central Finance	\$31.23
16397	12/13/2017	Douglas County GIS	\$14,349.45
16398	12/13/2017	Douglas County Treasurer	\$195.38
16399	12/13/2017	First Nebr. Educators Credit U	\$200.00
16400	12/13/2017	Greater Omaha Chamber of Commerce	\$100.00
16401	12/13/2017	Kissel/ E&S Associates L.L.C.	\$833.33
16402	12/13/2017	Live Well Omaha	\$907.53
16403	12/13/2017	Live Well Omaha	\$774.73
16404	12/13/2017	Lovgren Marketing Group	\$43,087.68
16405	12/13/2017	Metro	\$7,175.00
16406	12/13/2017	National Association of Development Organizations	\$2,500.00
16407	12/13/2017	Pottawattamie County GIS	\$6,322.51
16408	12/13/2017	Sarpy County GIS	\$15,934.57
16409	12/13/2017	Sarpy County Planning	\$12,080.30
16410	12/13/2017	Sue Cutsforth	\$99.00
16411	12/13/2017	Twiner-Herald	\$46.00
16412	12/13/2017	United States Postal Service	\$315.40
16413	12/13/2017	United Way	\$120.00
16414	12/27/2017	AFLAC	\$400.08
16415	12/27/2017	Amanda Morales	\$40.00
16416	12/27/2017	CenturyLink	\$53.68
16417	12/27/2017	DAS State Accounting - Central Finance	\$29.51
16418	12/27/2017	Douglas County Treasurer	\$180.81
16419	12/27/2017	First Nebr. Educators Credit U	\$75.00
16420	12/27/2017	Patti McCoy	\$105.92
16422	12/27/2017	United Way	\$115.00
16423	12/28/2017	Richard Mark Fenton	\$5,097.96
			\$142,665.16

Metropolitan Area Planning Agency Cash Disbursements

December 2017

Check Disbursement Detail

Check Disburse	ement Der	111	
Advertising		\$	93.18
Auto - Gas/Maintenance		\$	298.06
Capital Outlays		\$	4,275.00
Contracts		\$	43,087.68
Data Processing		\$	1,375.00
Employee Benefits/Withholding		\$	910.08
Forums		\$	5,297.96
Membership - Reference Materials		\$	46.00
Miscellaneous Expenses		\$	100.00
Nebraska Withholding		\$	(200.00)
Office Rent		\$	5,800.00
Pass Through Contracts - Planning		\$	66,518.61
Pass Through Contracts - STP		\$	9,677.26
Prepaid Expenses		\$	2,815.40
Printing		\$	1,050.13
Professional Services		\$	833.33
Supplies		\$	434.05
Telephone	1	\$	114.42
Travel & Conferences		\$	139.00
		\$	142,665.16

Metropolitan Area Planning Agency Payroll Register December 2017

Pay Types/Benefits	Hours	Amount
ER H.I.	0.00	\$6,327.86
ER H.I. CH	0.00	\$1,797.72
ER H.I. FA	0.00	\$5,407.52
ER H.I. SP	0.00	\$3,149.58
GC Earnings	0.00	\$10.77
Hourly	277.00	\$4,679.79
Hourly - Reg	960.00	21,252.80
Life & Dis	0.00	\$470.46
Salary	0.00	68,092.00
	Gross Pay	94,035.36
	Gross Benefits	\$17,153.14
	Gross Pay/Benefits	111,188.50

Deductions/Employee Taxes	AdJ. Gross	Amoun
457-\$	N/A	\$1,500.00
457-%	N/A	\$992.58
457-Roth \$	N/A	\$100.00
457-Roth%	N/A	\$542.73
AFLAC	N/A	\$326.88
AT AFLAC	N/A	\$65.28
Credit Union	N/A	\$275.00
Dental Ins	N/A	\$727.92
Flex Plan 17	N/A	\$1,419.14
Gift Cards	N/A	\$10.00
Health Ins	N/A	\$1,725.84
Pension Loan	N/A	\$240.16
Pension Plan	N/A	\$3,604.97
Retirement	N/A	\$71.02
United Way	N/A	\$235.00
VISION	N/A	\$114.52
Federal	83,383.51	\$8,414.7
Medicare	89,721.06	\$1,300.9
Soc Security	89,721.06	\$5,562.7
State - NE	83,383.51	\$3,322.1
	Deductions/Employee Taxes:	\$30,551.6

Employer Expenses	Adj. Gross	Amount
ER Pension	N/A	\$4,956.87
Medicare	89,721.06	\$1,300.94
Soc Security	89,721.06	\$5,562.72
SUTA	720.00	\$3.75
	– Additional Employer Expenses:	\$11,824.28

GRAND TOTAL NET PAY: \$63,483.72

GRAND TOTAL EXPENSE: \$123,012.78

Metropolitan Area Planning Agency Aged Accounts Payable Report December 31, 2017

Vendor Name	Trans. No.	Description	current	31-60	61-90	over 90	Credits	Net Due
Council Bluffs Area Chamber of Comm	erce							
Council Bluffs Area Chamber of Commerce	12,5,17	Membership	\$335.00	\$0.00	\$0.00	\$0.00	\$0.00	\$335.00
	To	tals for Council Bluffs Area Chamber of Commerce:	\$335.00	\$0.00	\$0.00	\$0.00	\$0.00	\$335.00
The Daily Nonpareil			0.40.50	\$0.00	50 00	£0.00	\$0.00	\$42.72
The Daily Nonpareil	12.31.17		\$42.72	\$0.00	\$0,00	\$0.00		
		Totals for The Daily Nonpareil:	\$42.72	\$0.00	\$0.00	\$0,00	\$0.00	\$42.72
The Daily Record					* • • •	2 0.00	# 0.00	5 610 70
The Daily Record	109915		\$19.70	\$0.00	\$0.00	\$0.00	\$0.00	\$19.70
The Daily Record	109914	-	\$20.30	\$0.00	\$0,00	\$0.00	\$0.00	\$20.30
		Totals for The Daily Record:	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00
Hamilton Associates, P.C.			¢0.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00
Hamilton Associates, P.C.	22493	Audit Final Bill	\$0.00					
		Totals for Hamilton Associates, P.C.:	\$0.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00
The Journal Heraid			\$35.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35.00
The Journal Herald	2018	2018 Subscription					\$0.00	\$35.00
		Totals for The Journal Herald:	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00
Live Well Omaha			\$2,530.05	\$0.00	\$0.00	\$0.00	\$0.00	\$2,530.05
Live Well Omaha	34							\$2,530.05
		Totals for Live Well Omaha:	\$2,530.05	\$0.00	\$0.00	\$0.00	\$0.00	\$2,530.05
Lovgren Marketing Group			£25 082 77	\$0.00	\$0.00	\$0.00	\$0.00	\$25,082,77
Lovgren Marketing Group	19285	-	\$25,082.77					
		Totals for Lovgren Marketing Group:	\$25,082.77	\$0.00	\$0.00	\$0.00	\$0.00	\$25,082.77
Metro			¢0.00	\$0.00	\$0.00	\$23,657.80	\$0.00	\$23,657.80
Metro	33343		\$0.00 \$87,802.12	\$0.00	\$0.00	\$23,057.80	\$0.00	\$87,802.12
Metro	33593	8	\$87,802.12 \$55,857.33	\$0.00	\$0.00	\$0.00	\$0.00	\$55,857.33
Metro	33592		\$35,857.35 \$817.15	\$0.00	\$0.00	\$0.00	\$0.00	\$817.15
Metro	33624		\$817.13 \$24,227.23	\$0.00 \$0.00	\$0.00	\$0.00	\$0.00	\$24,227.23
Metro	33695	2				\$23,657.80	\$0.00	\$192,361.63
		Totals for Metro:	\$108,/U3.83	\$0.00	\$0.00	929,097.00	<i>\$0.00</i>	ψ174,501.05
NARC			\$4,676.52	\$0.00	\$0.00	\$0.00	\$0.00	\$4,676.52
NARC	12.12.17	Membership & Transportation Dues					\$0.00	\$4,676.52
		Totals for NARC:	\$4,676.52	\$0.00	\$0.00	\$0.00	20.00	\$4,070.JZ

Metropolitan Area Planning Agency Aged Accounts Payable Report

December 31, 2017

Vendor Name	Trans. No.	Description	current	31-60	61-90	over 90	Credits	Net Due
Payless Office Products, Inc.								
Payless Office Products, Inc.	2915864-0		\$2.19	\$0.00	\$0.00	\$0.00	\$0.00	\$2.19
Payless Office Products, Inc.	2915864-1	Ink	\$41.19	\$0.00	\$0.00	\$0,00	\$0.00	\$41.19
		- Totals for Payless Office Products, Inc.:	\$43.38	\$0.00	\$0.00	\$0.00	\$0.00	\$43.38
Pottawattamie County GIS								
Pottawattamie County GIS	20180108		\$9,120.83	\$0.00	\$0.00	\$0.00	\$0,00	\$9,120.83
		Totals for Pottawattamie County GIS:	\$9,120.83	\$0.00	\$0.00	\$0.00	\$0.00	\$9,120.83
Sarpy County GIS								
Sarpy County GIS	2018-2		\$10,384,87	\$0.00	\$0.00	\$0.00	\$0.00	\$10,384.87
		Totals for Sarpy County GIS:	\$10,384.87	\$0.00	\$0.00	\$0.00	\$0.00	\$10,384.87
Sarpy County Planning								
Sarpy County Planning	2018-2		\$11,372.54	\$0.00	\$0,00	\$0.00	\$0.00	\$11,372.54
		Totals for Sarpy County Planning:	\$11,372.54	\$0.00	\$0.00	\$0.00	\$0.00	\$11,372.54
Standard Printing Company								
Standard Printing Company	93443	What's Happening	\$331.40	\$0.00	\$0.00	\$0.00	\$0.00	\$331.40
		Totals for Standard Printing Company:	\$331.40	\$0.00	\$0.00	\$0.00	\$0,00	\$331.40
Steve Jensen				* 0.00	60.00	\$0.00	\$0.00	\$260.00
Steve Jensen	192		\$260.00	\$0.00	\$0.00			
		Totals for Steve Jensen:	\$260.00	\$0.00	\$0.00	\$0.00	\$0.00	\$260.00
Verizon			#04.0 5	£0.00	£0.00	\$0.00	\$0.00	\$84.85
Verizon	12.18.17		\$84.85	\$0.00	\$0.00			
		Totals for Verizon:	\$84.85	\$0.00	\$0.00	\$0.00	\$0.00	\$84.85
		GRAND TOTALS:	\$233 043 76	\$1,200.00	\$0.00	\$23,657.80	\$0.00	\$257,901.56

A total of 22 transaction(s) listed

Metropolitan Area Planning Agency Aged Accounts Receivable Report December 31, 2017

Aging Balance For	Last Paid	current	31-60	61-90	over 90	Balance
Catering Creations						
Catering Creations	1/5/2018	\$124.00	\$0.00	\$0.00	\$0.00	\$124.00
Totals for Catering Creations:		\$124.00	\$0.00	\$0.00	\$0.00	\$124.00
CHI Health						
CHI Health	1/19/2018	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
Totals for CHI Health:		\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
City of Council Bluffs			Я			
City of Council Bluffs	11/3/2017	\$0.00	\$0.00	\$60.00	\$0.00	\$60.00
Totals for City of Council Bluffs:		\$0.00	\$0.00	\$60.00	\$0.00	\$60,00
City of Gretna						
City of Gretna	12/1/2017	\$0.00	\$0.00	\$30.00	\$0.00	\$30.00
Totals for City of Gretna:		\$0.00	\$0.00	\$30.00	\$0.00	\$30.00
City of Omaha						
City of Omaha	1/26/2018	\$0.00	\$0.00	\$0,00	\$5,497.75	\$5,497.75
Totals for City of Omaha:		\$0.00	\$0.00	\$0.00	\$5,497.75	\$5,497.75
City of Papillion						
City of Papillion	1/12/2018	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
Totals for City of Papillion:		\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
City of Ralston						
City of Ralston	1/26/2018	\$0.00	\$11.99	\$0.00	\$0.00	\$11.99
Totals for City of Ralston:		\$0_00	\$11.99	\$0.00	\$0.00	\$11,99
City of Treynor						
City of Treynor	11/16/2017	\$0.00	\$0.00	\$0.00	\$4,500.00	\$4,500.00
Totals for City of Treynor:		\$0.00	\$0.00	\$0.00	\$4,500.00	\$4,500.00
Cornhusker Motor Club Foundation	I					
Cornhusker Motor Club Foundation	3/30/2017	\$0.00	\$0.00	\$0.00	\$3,500.00	\$3,500.00
Totais for Cornhusker Motor Club F	ou	\$0.00	\$0.00	\$0.00	\$3,500.00	\$3,500.00
Department of Defense						
Department of Defense	12/6/2017	\$0.00	\$0.00	\$22,775.00	\$0.00	\$22,775.00
Totals for Department of Defense:		\$0.00	\$0.00	\$22,775.00	\$0.00	\$22,775.00
District Office						
District Office		\$0.00	\$0.00	\$35.00	\$0.00	\$35.00
Totals for District Office:	Q 950	\$0.00	\$0.00	\$35.00	\$0.00	\$35.00
FEDERAL TRANSIT ADMINISTRATI	ON					
FEDERAL TRANSIT ADMINISTRATI	ON 12/4/2017	\$0.00	\$0.00	\$0.00	\$83,874.59	\$83,874.59
Totals for FEDERAL TRANSIT ADM	INIS	\$0.00	\$0.00	\$0.00	\$83,874.59	\$83,874.59
IOWA COG						
IOWA COG		\$0.00	\$3,100.00	\$0.00	\$0.00	\$3,100.00

Metropolitan Area Planning Agency Aged Accounts Receivable Report

December 31, 2017

Aging Balance For	Last Paid	current	31-60	61-90	over 90	Balance
Totals for IOWA COG:		\$0,00	\$3,100.00	\$0.00	\$0,00	\$3,100.00
IOWA WEST FOUNDATION						
IOWA WEST FOUNDATION	8/25/2017	\$0.00	\$0.00	\$0.00	\$16,250.00	-\$16,250.00
Totals for IOWA WEST FOUNDATION:		\$0.00	\$0.00	\$0.00	\$16,250.00	\$16,250.00
Metro Transit						
Metro Transit	1/26/2018	\$12,127.53	\$0.00	\$0.00	\$0.00	\$12,127.53
Totals for Metro Transit:		\$12,127.53	\$0.00	\$0.00	\$0.00	\$12,127.53
NDOT- Bike Education (Live Well)						
NDOT- Bike Education (Live Well)	1/10/2018	\$2,530.05	\$907.53	\$0.00	\$0.00	\$3,437.58
Totals for NDOT- Bike Education (Live	· · · · · · · · · · · · · · · · · · ·	\$2,530.05	\$907.53	\$0.00	\$0.00	\$3,437.58
NDOT- CMAQ		ě.				
NDOT- CMAQ	5/17/2017	\$0.00	\$0.00	\$0,00	\$164,747.81	\$164,747.81
Totals for NDOT- CMAQ:		\$0.00	\$0.00	\$0.00	\$164,747.81	\$164,747.81
NDOT						
NDOT	1/3/2018	\$192,719.38	\$0.00	\$0.00	\$0.00	\$192,719.38
Totals for NDOT:		\$192,719.38	\$0.00	\$0.00	\$0.00	\$192,719.38
Nebraska Department of Environment	al Quality					
Nebraska Department of Environmental	C 1/24/2018	\$1,031_64	\$0.00	\$0.00	\$0.00	\$1,031.64
Totals for Nebraska Department of En	· —	\$1,031.64	\$0.00	\$0.00	\$0.00	\$1,031.64
Nebraska Department of Health & Hun	nan Services					
Nebraska Department of Health & Huma	1/18/2018	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
Totals for Nebraska Department of He	e	\$5,000,00	\$0.00	\$0.00	\$0.00	\$5,000.00
Omaha Public Power District						
Omaha Public Power District	2/2/2018	\$5,000=00	\$0.00	\$0.00	\$0.00	\$5,000.00
Totals for Omaha Public Power Distri	_	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
Security National Trust						
Security National Trust		\$0.00	\$0.00	\$35.00	\$0.00	\$35,00
Totals for Security National Trust:	-	\$0.00	\$0.00	\$35.00	\$0.00	\$35.00
University of Nebraska Medical Cente	r					
University of Nebraska Medical Center		\$5,000.00	\$0,00	\$0.00	\$0.00	\$5,000.00
Totals for University of Nebraska Med	li:	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
	Grand Totals:	\$227,532.60	\$4,019.52	\$22,935.00	\$278,370.15	\$532,857.27

Metropolitan Area Planning Agency Statement of Financial Position

December 31, 2017

		Actual
Assets		
10-1000	Petty Cash	\$448.60
10-1005	Paypal Account	\$310.07
10-1010	Cash - American National Bank	\$431,515.75
10-1030	Treasury Bills	\$470,312.95
10-1040	NPAIT Investments General	\$260,791.51
10-1045	NPAIT Investments Capitol Reserve	\$58,869.92
10-1050	NPAIT Investments Ortho Quads	\$58,353.88
10-1100	Accounts Receivable	\$532,857.27
10-1110	Due To/Due From Funds	(\$241,001.32)
10-1140	Due from Employee	(\$275.45)
10-1300	Prepaid Expenses	\$12,027.96
10-1310	Prepaid Insurance	\$8,512.44
11-1110	Due To/Due From Funds	\$6,216.03
12-1055	NPAIT Investments Sarpy Co. Revolving Loan	\$46,540.27
13-1200	Furniture, Fixtures & Equipment	\$143,497.20
13-1205	Vehicles	\$51,215.35
13-1220	Less: Accumulated Depreciation	\$157,247.94
15-1040	NPAIT Investments General	\$3,889.00
15-1045	NPAIT Investments Special Projects	\$2,988.93
15-1057	NPAIT CD Investiments	\$135,302.41
15-1110	Due To/Due From Funds	\$234,128.06
20-1020	Cash - ANB Foundation	\$21,974.34
20-1060	NPAIT Investments Foundation	\$33,072.28
20-1065	NPAIT Investments FD NDO	\$123,643,43
20-1070	NPAIT Investments FD Washington County Revolving	\$184,888.94
20-1110	Due To/Due From Funds	\$657.23
20-1415	Note Receivable - Sterling Ambitions, LLC	\$36,110,00
20-1425	Note Receivable KB Quality Meats	\$14,272.00
40-1100	Accounts Receivable	\$356,104.02
Total Assets		\$2,829,975.13

Liabilities and Fund Balance

Liabilities

10-2000	Accounts Payable	\$257,816.71
10-2105	Nebraska Withholding	\$3,522.18
10-2115	AFLAC W/H Payable	(\$144.59)
10-2125	Dental Insurance W/H Payable	(\$361.88)
10-2126	Life & Disability Insurance Payable	(\$329.27)
10-2130	Flex W/H Payable	\$2,513.45
10-2132	Vision Insurance Payable	(\$54.00)
10-2135	Health Insurance Payable	(\$15,339.63)

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Metropolitan Area Planning Agency Statement of Financial Position

December 31, 2017

\$2,829,975.13

		Actual
10-2160	SUTA Tax	\$9.00
10-2210	Accrued Compensated Absences	\$9,116.39
10-2220	Accrued Audit Fees	\$10,800.00
20-2000	Accounts Payable	\$84.65
20-2430	Deferred Revolving Loan	\$260,303.16
40-2000	Accounts Payable	\$462,232.00
Total Liabilities		\$990,168.17

Fund Balance

I Utal Fullu Da	ance	\$1,839,806.96
Total Fund Ba	lance	£1 920 904 04
40-3010	Fund Balance Assigned	(\$106,127.98)
20-3100	Fund Balance Restricted	\$100,591.21
20-3000	Fund Balance Undesignated	\$53,639.20
15-3010	Fund Balance Assigned	\$376,308.40
13-3005	Invested in Capital Assets	\$37,464.61
12-3100	Fund Balance Restricted	\$46,540.27
11-3000	Fund Balance Undesignated	\$6,216.03
10-3020	Fund Balance Committed	\$355,000.00
10-3010	Fund Balance Assigned	\$65,988.77
10-3000	Fund Balance Undesignated	\$904,186.45

Total Liabilities and Fund Balance

Metropolitan Area Planning Agency Statement of Revenues and Expenditures

December 31, 2017

		12/1/17 - 12/31/17		7/1/17 - 12/31/17				
	^	Actual	Budget	Acutual YTD	Budget YTD	% to YTD Budget	Variance to YTD Budget	FY 2018 Budget
Revenues	-							
10-4100	Federal Revenue	\$200,249.38	\$977,967.25	\$1,190,301.80	\$1,955,934.50	60.86 %	\$765,632.70	\$3,911,869.00
10-4200	State Revenue	\$0.00	\$38,144.00	\$79,663.62	\$76,288.00	104.42 %	(\$3,375.62)	\$152,576.00
10-4300	Local Revenue	\$0.00	\$0.00	\$187,078,00	\$196,189.00	95.36 %	\$9,111.00	\$392,378.00
10-4310	Match Contributions	\$0.00	\$18,638.50	\$0.00	\$37,277.00	0.00 %	\$37,277.00	\$74,554.00
10-4350	Heartland 2050 Local Revenue	\$0.00	\$19,800.00	\$30,900.00	\$39,600.00	78.03 %	\$8,700.00	\$79,200.00
10-4400	Contracts	\$6,127.53	\$145,652.00	\$32,228.63	\$291,304.00	11.06 %	\$259,075.37	\$582,608,00
10-4500	Forums/Annual Dinner	\$0.00	\$4,000.00	\$16,936.00	\$8,000.00	211.70 %	(\$8,936.00)	\$16,000.00
10-4510	In-Kind Revenue	\$68,354.96	\$208,578.00	\$308,831,73	\$417,156.00	74.03 %	\$108,324.27	\$834,312.00
10-4520	Investment Earnings	(\$124.99)	\$0.00	\$126.12	\$0.00	0.00 %	(\$126.12)	\$0.00
10-4540	Miscellaneous	\$191,38	\$104,375.00	\$23,700.31	\$208,750.00	11.35 %	\$185,049.69	\$417,500.00
15-4310	Match Contributions	\$20,000.00	\$0.00	\$28,000.00	\$0.00	0.00 %	(\$28,000.00)	\$0,00
15-4520	Investment Earnings	\$120.35	\$0.00	\$770.43	\$0.00	0.00 %	(\$770.43)	\$0.00
15-4540	Miscellaneous	\$50,000.00	\$0.00	\$165,000.00	\$0.00	0.00 %	(\$165,000.00)	\$0.00
Total Revenues	3 	\$344,918.61	\$1,517,154.75	\$2,063,536.64	\$3,230,498.50	63.88 %	\$1,166,961.86	\$6,460,997.00
	2 2							
Expenses								
				C.C.O. 0.C.2. 00	\$681,781.50	73,34 %	\$181,729.41	\$1,363,563.00
10-5000	Salaries	\$77,462.69	\$113,630.25	\$500,052.09	\$57,220,50	79.63 %	\$11,654.04	\$114,441.00
10-5100	FICA	\$6,863.66	\$9,536.75	\$45,566.46	\$37,220,50	6.51 %	\$1,039.12	\$2,223.00
10-5105	Unemployment Taxes	\$3.75	\$185.25	\$72.38		81.12 %	\$21,519.84	\$228,002.00
10-5110	Health Insurance	\$16,682.68	\$19,000.17	\$92,481.14	\$114,000.98	94.07 %	\$166.06	\$5,600.00
10-5115	Life & Disability Insurance	\$470.46	\$466.67	\$2,633.92	\$2,799.98	64.01 %	\$16,084.26	\$89,375.00
10-5120	Retirement Contributions	\$4,956.87	\$7,447.92	\$28,603.22	\$44,687.48		\$78,268.08	\$201,711.00
10-5125	Accrued Salaries & Compensated Absences	\$9,203.04	\$16,809.25	\$22,587.42	\$100,855.50	22,40 %	\$78,208.08	\$18,000.00
10-5200	Advertising	\$99.42	\$1,500.00	\$1,293.54	\$9,000.00	14.37 %		,
10-5210	Membership - Reference Materials	\$3,543.02	\$1,250.00	\$14,603.99	\$12,500.00	116.83 %	(\$2,103.99)	\$20,000.00
10-5220	Printing	\$1,561.24	\$2,916.67	\$12,763.66	\$17,499.98	72,94 %	\$4,736.32	\$35,000.00
10-5300	Business Insurance Expense	\$966.60	\$1,333.33	\$5,737.29	\$7,999.98	71,72 %	\$2,262.69	\$16,000.00
10-5310	Data Processing	\$2,685.24	\$3,750.00	\$17,290.71	\$22,500.00	76.85 %	\$5,209.29	\$45,000.00

Metropolitan Area Planning Agency Statement of Revenues and Expenditures

December 31, 2017

		12/1/17 - 12/31/17 7/1/17 - 12/31/17		2/31/17				
		Actual	Budget	Acutual YTD	Budget YTD	% to YTD Budget	Variance to YTD Budget	FY 2018 Budget
10-5320	Professional Services	\$885.83	\$13,000.00	\$15,920.40	\$28,000.00	56.86 %	\$12,079.60	\$40,000.00
10-5400	Contracts	\$25,342.77	\$112,382.75	\$91,304.79	\$674,296.50	13.54 %	\$582,991.71	\$1,348,593.00
10-5420	Pass Through Contracts - Planning	\$55,105,47	\$362,769.25	\$146,227.07	\$725,538.50	20.15 %	\$579,311.43	\$1,451,077.00
10-5430	Pass Through Contracts - STP	\$155,001.65	\$112,718.75	\$961,375.52	\$225,437.50	426.45 %	(\$735,938.02)	\$450,875.00
10-5440	In-Kind Expense	\$68,354.96	\$177,734.25	\$308,831.73	\$355,468.50	86.88 %	\$46,636.77	\$710,937.00
10-5500	Equipment Maintenance	\$389.43	\$750.00	\$2,650.86	\$4,500.00	58.91 %	\$1,849.14	\$9,000.00
10-5600	Forums	\$5,315.85	\$14,625.00	\$45,184.70	\$34,250,00	131.93 %	(\$10,934.70)	\$58,500.00
10-5650	Miscellaneous Expenses	\$130.00	\$125.00	\$967.84	\$750.00	129.05 %	(\$217.84)	\$1,500.00
10-5700	Postage	\$210.50	\$458.33	\$1,151.85	\$2,749.98	41.89 %	\$1,598,13	\$5,500.00
10-5710	Supplies	\$268_14	\$1,625.00	\$3,279,10	\$9,750.00	33.63 %	\$6,470.90	\$19,500_00
10-5730	Bank Charges	\$38.47	\$83.33	\$199.97	\$499.98	40.00 %	\$300.01	\$1,000.00
10-5800	Office Rent	\$5,800.00	\$6,250.00	\$34,800,00	\$37,500.00	92.80 %	\$2,700.00	\$75,000.00
10-5810	Telephone	\$83.19	\$250.00	\$717.00	\$1,500.00	47.80 %	\$783.00	\$3,000.00
10-5900	Travel & Conferences	\$1,282.96	\$8,333.33	\$41,962.01	\$49,999.98	83.92 %	\$8,037.97	\$100,000.00
10-5950	Capital Outlays	\$4,275.00	\$0.00	\$4,275.00	\$70,000.00	6.11 %	\$65,725.00	\$70,000.00
10-8000	Transfers	\$0.00	(\$1,866.67)	\$0.00	(\$11,200.02)	0.00 %	(\$11,200.02)	(\$22,400.00)
Total Expenses		\$446,982.89	\$987,064.58	\$2,402,533.66	\$3,280,998.32	73.23 %	\$878,464.66	\$6,460,997.00
NET SURPLUS/(DE	FICIT)	(\$102,064.28)	\$530,090.17	(\$338,997.02)	(\$50,499.82)	671.28 %	\$288,497.20	\$0.00

Metropolitan Area Planning Agency Statement of Revenues and Expenditures December 31, 2017

		12/1/17 - 12/31/17	7/1/17 - 12/31/17
		Actual	YTD
Revenues			
20-4520	Investment Earnings	\$25.48	\$115.77
20-4700	Motorist Assist Income	\$0.00	\$14,101.00
Total Revenues		\$25.48	\$14,216.77

Expenses

Total Expenses		\$84.85	\$32,460.45
20-6098	Vehicle Purchases - Foundation	\$0.00	\$28,389.40
20-6088	Telephone - Foundation	\$84.85	\$504.93
20-6075	Miscellaneous Foundation	\$0.00	\$2,699.22
20-6000	Auto - Gas/Maintenance	\$0.00	\$866.90

NET SURPLUS/(DEFICIT)

(\$18,243.68) (\$59.37)

MAPA Subcontractor Payment Authorization

Contract Number:	18503100103
Contract Party:	Metro Transit Authority
Contract Description:	Transit Activates - FY 2018
Contract Approved by Board of Directors:	June 29, 2017
Contact Amount:	\$80,000.00
Match Amount:	\$34,286.00
Contract Period:	July 1, 2017 - June 30, 2018

Payment # 2

Billed to Date:	\$ 47,885.03	
Less Previous Payments:	\$ 23,657.80	
Amount Due:	\$ 24.227.23	

Payment Recommended By:

Responsible Charge-HMAPA Staff Member

Department Manager

MAPA Executive Director

Approved by MAPA Finance Committee:

Date

MAPA Treasurer/Finance Committee Member

Page:	1	of
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Invoice No. 033695

Date PO Reference #	December 31, 2017
Customer #	20-20112

MAPA CONTRACT 2222 Cuming Street Omaha, NE 68102

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metro

2222 CUMING ST

OMAHA, NE 68102

47-0542132

Phone 402-341-7560 Fax 402-342-0949

Qty	Description	Unit Price	TOTAL
0.00	2020112 - 2017-2018 CONTRACT	0.00	24,227.23
0.00	2020112 - OCT TO DEC 2ND QTR	0.00	0.00
	10-4570 (10,383.10) 10-5440 10,383.10		therization Voucher $\frac{24}{227.23}$ 51 10-5420
Payme	nt Details	SubTotal	24,227.23
⊖ Cash ⊖ Check			L7,221.20
ŏ		TOTAL	24,227.23
		Office Use Only	

METRO AREA TRANSIT MAPA EXPENSES 2017-2018 CONTRACT Billing Period: October 1, 2017 to December 31, 2017

MAPA Billing

- 00

Linda Barritt 2nd Qtr Wages & Fringes	\$0.00
Evan Schweitz 2nd Qtr Wages & Fringes	\$12,562.86
Alicia Andry 2nd Qtr Wages & Fringes	\$7,920.77
Emily Baarson 2nd Qtr Wages	\$3,743.60
2017 - 2018 MAPA Contract - Federal Share	\$24,227.23
Linda Barritt 2nd Qtr Wages & Fringes	\$0.00
Evan Schweitz 2nd Qtr Wages & Fringes	\$5,384.09
Alicia Andry 2nd Qtr Wages & Fringes	\$3,394.61
Emily Baarson 2nd Qtr Wages	\$1,604.40
2017 - 2018 MAPA Contract - Local Match	\$10,383.10
2017 - 2018 MAPA Contract	\$34,610.33
MAPA December Billing	\$24,227.23

METRO

MAPA 546-600 2017-2018

				2011-2018					
MAPA P		OCT HOURS	NOV HOURS	DEC HOURS	2nd QTR	PAYROLL	BENEFITS	TOTAL	YEAR TO
440.01 - Transit Plannir	g Administration						(30.83%)		DATE TOTAL
	TOTAL FOR 440.01	3.00	16.50	15.50	35.00	\$833.70	\$257.03	\$1,090.73	\$1,433.53
440.02 - Short-Range ar	nd Service Planning								
Full-time Employees	-	171.50	135.50	213.00	F20.00				
Part-time Employee		0.00	4.00	0.00	520.00	, = ,,==0.00	\$4,324.49		\$38,186.39
	TOTAL FOR 440.02	171.50	139.50	213.00	4.00	7-42.00	\$0.00	+	
				210.00	524.00	\$14,138.90	\$4,324.49	\$18,463.39	\$40,216.39
440.03 - Long-Range Tra	ansit Planning								
Full-time Employees		6.00	15.00	13.00	34.00	\$1,007.08	6210.40	44 4 4 4 4 4 4 4	
Part-time Employee	_	67.00	35.50	56.50	159.00	+-,	\$310.48	\$1,317.56	\$5,561.20
	TOTAL FOR 440.03	73.00	50.50	69.50	193.00	1 1 1 1 1 1 1 1 1 1	\$0.00 \$310.48	\$4,452.00	\$8,470.00
40.05 40.00 -						<i>\$3,433.0</i> 8	ŞS10.48	\$5,769.56	14,031.20
440.05 - JARC & New Fre		ion							
	TOTAL FOR 440.05	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00
440.07 Control Ometer	T					*	<i>4</i> 0.00	\$0.00	0.00
440.07 - Central Omaha Full-time Employees	Transit Alternative Analy								
Part-time Employee		0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
art-time Employee		4.50	3.00	20.50	28.00	\$784.00	\$0.00	\$784.00	\$784.00
	TOTAL FOR 440.07	4.50	3.00	20.50	28.00	\$784.00	\$0.00	\$784.00	784.00
440.08 - Transit Service S	tandarda							<i></i>	/04.00
Hansit Service 3	TOTAL FOR 440.08								
	101AL FOR 440.08	11.00	8.00	9.00	28.00	\$857.36	\$264.32	\$1,121.68	2,201.23
440.11 - Transit Manager	ment Objectives								,
	TOTAL FOR 440.11	5.00	12.00		_				
		5.00	13.00	8.00	26.00	\$796.12	\$245.44	\$1,041.56	2,061.64
140.13 - Transit Service D	evelopment Update								
	TOTAL FOR 440.13	0.00	3.00	1.00	4.00	* ****			
		0.00	5.00	1.00	4.00	\$122.48	\$37.76	\$160.24	200.30
140.15 - Special Studies									
	TOTAL FOR 440.15	31.50	13.00	17.25	61.75	\$1,824.91	érca ca	AA A A A A	
					01.75	Ş1,024.91	\$562.62	\$2,387.53	2,921.76
40.16 - Program Certifica									
	TOTAL FOR 440.16	10.50	50.50	69.25	130.25	\$2,898.13	\$893.49	¢2 704 ca	
						<i>42,030.13</i>	2055.49	\$3,791.62	4,557.16
otal Individuals									
		310.00	297.00	423.00	1030.00	\$27,714.68	\$6,895.65	\$34,610.33	68,407.21
							, .,	<i>401,010.33</i>	00,407.21
		-	arter Totals						
			APA Share 70	0%		\$19,400.28	\$4,826.95	\$24,227.23	\$47,885.05
		MA	ATCH 30%			\$8,314.40	\$2,068.69	\$10,383.10	
						+	72,000.05	\$10,505.1U	20,522.16

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MAPA Unified Work Program FY-2018 Progress Report Second Quarter

TRANSIT/HUMAN SERVICE TRANSPORTATION (440)

440.01 Transit Planning Administration

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A. Administrative support functions for the transit planning activities highlighted below were conducted during the quarter, including staff meetings, administrative reports, and briefings with the Operations subcommittee of the Metro Board of Directors regarding short and long range service planning as needed.

SCOPE: Work activity conforms to the approved Unified Work Program. SCHEDULE: Work is on schedule. PERCENT COMPLETION: Ongoing

440.02 Short-Range and Service Planning

A. Metro staff has worked to alleviate issues with routes as they arise, such as the placement of bus stops and transfer points, requests for increased service to several locations, or potential adjustments to bus travel times on specific corridors. Staff has implemented several minor schedule adjustments and is currently reviewing potential solutions in other areas. An onboard survey was conducted in October/November 2017, which will provide important information for future service planning, with geocoded responses expected in the third quarter.

SCOPE: Work activity conforms to the approved Unified Work Program. SCHEDULE: Work is on schedule. PERCENT COMPLETION: 50%

440.03 Long Range Transit Planning

A. Metro continues to coordinate with Heartland 2050 efforts as the region works to implement the 2050 vision.

440.08 Transit Service Standards

A. Ridership, Fare collection, Safety & Security, and other performance reporting was conducted during the quarter. Report information was used to monitor existing service and aid in identifying potential areas for future transit improvement. All required information from such reports was submitted to the National Transit Database (NTD) on a monthly basis.

SCOPE: Work activity conforms to the approved Unified Work Program. SCHEDULE: Work is on schedule. PERCENT COMPLETION: Ongoing

440.11 Transit Management Objectives

A. Metro staff reviewed performance indicators to monitor the efficiency of transit and para-transit services, including management and administrative functions supporting transit operations. Measures were taken to reduce fuel consumption, manage fleet and inventory expenses, update fixed-route blocking and scheduling, and optimize labor premium wages for bus and para-transit operators.

SCOPE: Work activity conforms to the approved Unified Work Program. SCHEDULE: Work is on schedule.

PERCENT COMPLETION: Ongoing

440.13 Transit Service Development Update

A. Staff has worked with the Cities of Bellevue, Council Bluffs, Papillion, LaVista, and Ralston to monitor the performance of contracted services. As necessary, potential route adjustments are evaluated to ensure these services continue to meet the needs of each community.

SCOPE: Work activity conforms to the approved Unified Work Program. SCHEDULE: Work is on schedule. PERCENT COMPLETION: Ongoing

440.15 Special Studies

A. Metro contributed to several projects during the quarter, including the Development Review Committee for the City Planning Department, 24th and 30th Street road diet design meetings, and work with the Smart Growth America Transit-Oriented Development peer network, a technical assistance grant program through the Federal Transit Administration.

SCOPE: Work activity conforms to the approved Unified Work Program. SCHEDULE: Work is on schedule. PERCENT COMPLETION: 50%

440.16 Program Certification

A. According to guidance in the National Transit Database Sampling Manual of 2009, Metro conducted a weekly random sampling of four (4) one-way trips with route grouping (express, local, and circulator) during the quarter, contributing to an annual sample size of 208 trips. In conformance with the Average Passenger Trip Length (APTL) method for calculating Annual Passenger Miles Traveled, Metro also reported a 100% count of Unlinked Passenger Trips on a monthly basis during the quarter, as well as other monthly performance

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SCOPE: Work activity conforms to the approved Unified Work Program. SCHEDULE: Work is on schedule. PERCENT COMPLETION: Ongoing

MAPA Subcontractor Payment Authorization

Contract Number:	1850410201
Contract Party:	City of Omaha
Contract Description:	FY 2018 Planning
Contract Approved by Board of Directors:	June 29, 2017
Contact Amount:	\$55,000.00
Match Amount:	\$23,571.00
Contract Period:	July 1, 2017 - June 30, 2018

Payment # 1

Billed to Date: \$ 33,903.22

Less Previous Payments: 💲_____

Amount Due: <u>\$ 33.903.22</u>

Payment Recommended By:

Responsible Charge / MAPA Staff Member

Department Manager

MAPA Executive Director

Approved by MAPA Finance Committee:

Date

MAPA Treasurer/Finance Committee Member

City of Omah	a		Date: 17-JAN-18 Page 1 of 1		
1819 Farnam St. Billing Omaha NE 68183 Contact : (402) 444-5453		Remit To :	City of Omaha Cashier RM H10 1819 Famam St. Omaha NE 68183		
Bill To : MAPA GREG YOUELL 2222 CUMING S OMAHA NE 68	T	Ship To :			
Customer Number :	28392				
Invoice Number :	145580	Terms :	30 NET		
Transaction Type :	PLANNING	Total due :	\$ 17,553.91		

PLEASE RETURN TOP PORTION WITH REMITTANCE

Item No	Description	Qty Invoiced	Unit Price	Extended Price
1	WAGES OCTOBER - DECEMBER 2017	1	15809.91	15809.91
2	WAGES OCTOBER - DECEMBER	1	1744.00	1744.00
	SPECIAL INSTRUCTIONS	DUE DATE		TOTAL DUE
	Invoice Number: 145580	16-FEB-18		\$17,553.91

City of Omaha Cashier RM H10 1819 Farnam St. Omaha NE 68183

> Attn: Accounts Payable MAPA GREG YOUELL, DIRECTOR 2222 CUMING ST OMAHA NE 68102

Cost Breakdown Form for Actual Cost Plus Fixed Fee Agreements

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Omaha Planning - FY 2018						
1819 Farnam Street, Suite 1100						

DR Form 162, April 2014

		MAPA			- 9						
City of Omaha Invoice											
Q2 2017-2018 October - December		Greg Youell, Director									
		2222 Cuming st									
Direct Personnel Costs		Omaha Ne 68102		14000	010203-2022			Budget			
Project	Name	Hourly Rate Description	Hours Total	Federal 70%	Local 30%			puager			
Project 1	Derek Miller	572.46 Effective Rate	36.5 2,644 79	1,851.35	793.44		Gument	Previous	Total	Budget	Balance
Project 1	Kellie Johnston-Dorsey	\$47.76 Effective Rate	D	¥.	0		Current	20,384.17	40,095.80	5 64,278.00	\$ 24,182.20
Project 1	Kevin Carder	SHI 16 Effective Rate	69 3,392.04	2,374 43	1,017 61	Staff time	19,711.63			3	5 1,803.14
Project 1	Stephen Osberg	1 SS0 Im Effective Rate	B2 4,154.12	2,907 88	1,246 24	Travel	2,491.86		-,		
Project 1	Tim Fries	552.04 Effective Rate	0		25	Indirect cost rate (14.58%)	2,873.96	2,972.01	5,845.97	\$ 9,998.00	5 4,152.03
Project 1	Manual Cook	512.92 Effective Rate	127.8 1,651.18	1,155 82	495,36	14					
Projact 2 Projact 2 Projact 2 Projact 2 Projact 2 Projact 2	Derek Miller Kelle Johnston-Dorsey Kevin Carder Stephen Osberg Tim Fries Manual Cook	512.46 Effective Rate 547.76 Effective Rate 589.16 Effective Rate 550.66 Effective Rate 552.08 Effective Rate 512.92 Effective Rate	yett 1 Subtotul 115.3 5 11.42.13 25.5 1,847.73 9 - 8 155.28 78 3551.48 0 1077.02	\$ 8,289.48 1,293.41 275.30 2,766.04 1,173.91	5 3,592.65 554.32 117.98 1,185.44 503.11			đ.			
		17	7,869.51 241.8 5 7,869.51	5 <u>5,508.66</u>	5 2,360,8%	Total	25,077.45	23,356.18	48,433.63	78,571.00	30,137,37

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Stephen Osberg Chicago

Stephen Osberg Chicago



Customer #

		Description: Oct	ober - December 2017	
gilling:		bescription; occ		
2017.11111.109031.0000.41199.0000		ş	15,809.91	
2017 21217 109031.0000 42121.0000			1,744.00	
	Bill effective date			
Customer #	211392			

City of Oma Q1 2017-201	ha Invoice 18 July - September		MAPA Greg Youell, Director 2222 Curning st										
Direct Perso	onnel Costs		Omaha Ne 68102				A CONTRACTOR OF A CONTRACTOR OFTA CONTRACTOR O			Budget	+		
Project	Name	Hourly,Rate		Hours	Total	Federal 70%	Local 30% 663,01		~ ~	Junger			
Project 1	Derek Miller		5 Effective Rate	30.5	2.210.03	1.547.02			Corrent	Previous	Total	Budget	Balance
Project 1	Kellie Johnston-Dorsey		6 Effective Bate	0			1 200 04	Staff time	20,384.17			\$ 64,278.00	
Project 1	Kevin Carder		6 Effective Rate	93.5	4,596.46	3,217.52	1,378.94	Travel				\$ 4,295.00	
Project 1	Stephen Osberg		6 Effective Rate	65		2,305.03	987.87	Indirect cost rate (14.58%)	2.972.01	5.1		\$ 9,998.00	
Project 1	Tim Fries		8 Effective Rate	0	1			Indirect Cost rate (14.56%)	Q 2.972.01			0 0,00000	
Project 1	Manual Cook	\$12.9	2 Effective Rate	133,5	1,724.82	1,207.37	517,45						
		_	Project 1 Subtot	322.5	\$ _ 11,824.21	\$ 8,276,94	\$ 3,547.27						
	o	605-2	6 Effective Bate	27	1,956.42	1,369.49	586.93						
Project 2	Derek Miller		6 Effective Rate	0		4,000,00							
Project 2	Kellie Johnston-Dorsey		6 Effective Rate	2		68.82	29.50						
Project 2	Kevin Carder		6 Effective Rate	95		3,368.89	1,443.81						
Project 2	Stephen Osberg		6 Effective Rate	95		3,300.03	1,41,51,51						
Project 2	Tim Fries		8 Effective Rate	131		1,184.76	507.76						
Project 2	Manual Cook	V \$12.9	2 Effective Rate	131	- 1/055/55	A1495-70							
							a	Tota	23,356.18		23,356-18	78,571.00	55,214.
			Project 2 Subtot	al 255	\$ 8,559.96	\$ 5,991.96	\$ 2,568.00	1013	23/330.10		14,550.00	V	
		_		577.5	20,384.17	14,268.90	6,115.27						
			Subtotal Direct Personnel Costs	5(7,5	2,972.01	2,080.41	891.60						
			Indirect cost rate (14,58%)		2,972.01	2,000.45	0.0						
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			Total	-	23,356.18		1,000,01						
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Billing:			Description: July - September 2017										
	.109031.0000.41199.0000		\$ 16,349.3	L									
2017.11111								and the second sec					
	Bill effective date												
Customer #	Contra Inc.	07											_

	City of O	maha		Routing	
Combined Subsister	ce and Transportatio	on Authorization	and Expense Report	Your monorale	Contraction of the second s
Aut					Abare
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Name:	ephen Osberg	1.41	Department:		Addition and a second
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urpose:		NACTO Designing	Cilles Conference		A A A A A A A A A A A A A A A A A A A
City Council Resolution					·行用: (11 - 15
NOTE: One day auto trips that do for private vehicles, and as gasoline reimbursed for travel that does not	(43244) for City_owned u	chicles Monte will	s milenge (42111) not be	Grant Funds/Reimbursed	Y/N
Estimated Costs:			rce Information	1	
Transportation		Must be com		5 110-1	
Airfare	[e	Budget Year		Dudetum	40
Auto/City (gasoline)	\$ 171.90 \$ 0.00	Fund Organization			rH-11
Auto/Private (mileage)	\$ 0.00	Project	NAME AND ADDRESS OF TAXABLE PARTY OF TAX	Division Manager/ Date	
0 Miles X 1.565 Rate	- 0.00	Travel Accou	int		
Lodging - includes tax	\$ 1,008.58	Registration .	Account 42854	Chri Kockuu	U.
Meals	\$ 333.00	Task		Department Designee/ Date	
Other: Parking, Transfer, Lugga; Subtotal	\$ 0.00	Award	100276	The SLU	LO
Registration Fees (Acct. 428	S 1,513.48 S 895.00		The las	Jean Stu H	ent
	3 895.00	Finance Dep	artnicht John um	10/20/17	-
fotal	\$ 2,408.48	Approval for	Funding 0/19/17	Mayor, City of Omaha/ Date	
Expense Report Sun.	Mon.	Expenses Pa Tues	id Wed. Thurs.	Fri Sat Tata	
Date 10/29	In the local distance	0/31	1 1/7	Fri Sat. Tota	So So
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otal Reimbursable Expenses Claim	ed			\$ 587.96	- 1584.0
certify that the above statement and item	ization of expenses are true a	nd correct are	For Finance Use	Only:	
upported by the attached obtainable recei	pts, and were properly incurre	ed on behalf of	Transportation	· · · · · KRSE	
he City of Organa and are in accordance	pal Code.	of the Omaha	Meals, Lodging, and		
14/1	1. /		Actual Cost Incurred.		
/ Anshen 1	bela / 11/7	1/2017	Total Estimated Cost		
Paye	e/Date		Actual Over Estimate	······	
Lhave examined this itemization of exp	anses any approve the above init of the City of Omaha.	expenses as	Mayor's Approval: 1	If total expenses exceed total estimate	d cast.
Vnnilia	1000	Illin			
		1117	Maria	or of the City of Omaha	
M M Dopartment	Director/Date	_ <u>_</u>	Mayo	n of the City of Offiana	
]

Guest	Stephen Osberg
Arrive	Sunday, October 29, 2017
Depart	Thursday, November 02, 2017
Adults	1
Room	1 Hip & Historic King
» Rates per room	
coom 1: Hip & Historic King (Stephen Osberg - 1 adu	ilts, 0 children)
Sun, Oct 29	US\$211.00
Mon, Oct 30	US\$211.00
Tue, Oct 31	US\$211.00
Wed, Nov 1	US\$211.00
» Costs & Fees	
Subtotal	US\$844.00
Tax Recovery Charges & Service Fees	US\$355.31
Total	US\$1,199.31
» Payment Info	
Payment Method	Visa
Card Number	****************1646
Amount Charged	US\$1,199.31
Your card was charged in United States Dollars	
This payment will be processed in the United States and will ap	pear on your statement as "cci*HOTEL@GETAROOM".
By booking this reservation you have accepted the Terms and C	Conditions.
» Billing Address	
Name	Stephen Osberg
Address	5144 Franklin Street Omaha, AL 68104
Phone	308 440 8378
» Cancellation Policy	2
Each room in this reservation is subject to the ho before 10/26/2017, 11:59 PM (America/Chicago) 10/26/2017, 11:59 PM (America/Chicago) are sul refund for no-shows, early checkouts, or cancella	are fully refundable. Bookings cancelled after b bject to a fee of 1 night's room and tax. There is n

» Booking Ref. Number

3382115577

ransportation Etc

(2/2)

nglé Ride Ticket \$ 2.

a chase Amount: \$ 199

Terms and Conditions are visit the website wow or call 669 8368

3688-350

Porchase Amount: \$ ' on

Laster 18: Gredit Card R: WYXX ++** +*** 3592 Auth B: 672394 Ref M: 000114845834 Trabsaction M:000103599

For Terms and Conditions place visit the debsite below of call 877-669-8368.

war VentraChiegeo, gum

\$ 5.00

\$ 3.00



18 10 19 14:37 11/02 16:21 880.00 1445

\$80.00



Stephen Osberg (Ping) <stephen.osberg@cityofomaha.org>

Fwd: Your ride with Jozana on October 29 1 message

stephen osberg <stephenosberg@gmail.com> To: stephen osberg <stephen.osberg@cityofomaha.org> Sun, Oct 29, 2017 at 11:41 PM

------ Forwarded message ------From: Lyft Ride Receipt <no-reply@lyftmail.com> Date: Sun, Oct 29, 2017 at 7:14 PM Subject: Your ride with Jozana on October 29 To: <stephenosberg@gmail.com>

lyA



Thanks for riding with Jozana!

October 29, 2017 at 7:04 PM

Ride Details

PayPal account	\$7.96
lun Lyft Credits	-\$2.86
Тір	\$3.00
Lyft fare (1.98mi, 8m 21s)	\$7.82

10/29/2017 Allowable amount:





10/30/2017

(2/2)

Longman & Eagle 2657 N Kedzie Ave Chicago, IL, 60647 LONGMANandEAGLE.com

Check #: 4627 Server: Tylor O TAB: Bar 11	10/30/17 7:36 PM
1 Horse Feathers 17 Skate Wing Almondime	12.00 19.00
Sub-total Sales Tax TOTAL	31.00 <u>3.26</u> 34.26
Balance Due 1-9 ft	34.26
+ (

Find us on Instagram @longmanandeagle

Eat. Sleep. Whiskey

\$19.00 Subtotal Tox (10.5%) \$ 2.00 Total \$21.00 + ip (61% of \$9)\$ 5.49 \$26.49



31/2017

(2/2)

The Marq 60 W. ADAMS

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4/1	Chk 2529 Oct31'17 06:		2
Dir	ning		
	en Adobo	21.00	Silley .
	atelle	18.00	
The H		13.00	
	la Eclipse	12.00	
A11 D		6.00	
	urite IPA	7.00	
Sub T	otal	77.00	
Tax		8.86	
TOTAL	DUE	85.86	

THANK YOU

For your convenience, we are

providing the following

gratuity calculations

based on the pre-discount subtotal of: \$77.00

> 18% is \$13.86 20% is \$15,40 22% is \$16,94

The Marg 60 W ADAMS Facebook | Twitter | Instagram @themargchicago Date: Oct31'17 07:48PM Visa Card Type: Acct #: XXXXXXXXXXXX1646 Card Entry: SWIPED Trans Type: PURCHASE Auth Code: 031662 Check: 2529 Table: 4/1 Server: 1055 Steph 1

Subtotal:

85.86

0

TIP

TOTAL

For your convenience, we are providing the following gratuity calculations based on the pre-discount subtotal of: \$77.00

18%	is	\$13.86
20%	1s	\$15.40
22%	15	\$16.94

GUEST COPY

Subtotal 21.00 +=×(11.57.)\$ 2.42 23.42 Total saustip Tip(27% 5.40 74. ftzo 28.82 otal

Daily total \$33.75

11/1/2017

Allow64 : \$74

('/z)

Intelligentsia Coffee – Monadnock
Order #: 1011-176263
Quick Serve
1 Guest
Server: Colin
Cashier: Colin
Register: 10.101.1.31 (receipt)
2017-11-01 09:19:45

1 Cappuccino - BC		
- 6 oz	3 50	
1 Ham & Cheese Croissant	5 00	
Subtotal	8.50	
Sales (10,25% of 8,50)	0.87	
Restaurant (0.25% of 8.50).	0 02	
MPEA (1% of 8.50)	0 09	
Total:	9.48	
Paid with card (3582):	9.48	
Tip: 2.00		
• Total: 11.48		
Amount Due:	0.00	Ś
Sale		X # // L
VISA . 3582 for 9 48		
Tip: 2,00		104
Total: 11.48		
Ref #: 977260991		- Xx
Auth Code: 872791		
		•
Intelligentsia – Monadnock		
53 W. Jackson Blvd		~
Chicago, IL 60604		10
USA		1
412 252 0504		-



HOT WOKS COOL SUSHI 30 S. MICHIGAN AVE CHICAGO, IL 60603 (312)345-1234 www.hotWol.sCoolSushi.com Wednesday 11/1/2017

CHK#: 4987 SVR:EM

Tal	ble #: 32	Gues	t #: 1		
Ord	ler Time: 1	1/01/203	7 12:15:27 PM	! 	
ļ	Silver	Platter	Sashimi	17	95
			11/01/201	12:3	5 PM
			Sub To	tal: 17	ř.95
				Tax: 2	
		b .	Total	\$20.	01

Let us know what you

think al: our website

HotWoksCoolSushi.com

Check#: 4987

Wednesday 11/1/2017 12:36:31 PM www.hotwokscoolsushi.com Total:\$24.01

Powered by LIPINE

312 253 0594

www.intelligentsiacoffee.com

Maithew Rose

HOT WOKS COOL SUSHI 30 S. MICHIGAN AVE CHICAGO, IL 60603 80 (312)345-1234 INSU

+7

Processed at terminal #3 ACCT: **********************1646 APP NAME: Visa Credit ARQC/TC: AE0F603FA3079EA6 AID: A0000000031010 Card Type: VISA User: EVE Svr/Tm: EM Cardholder: OSBERG/STEPHEN W REFERENCE#: 701027 APPROVAL: 001343 ENTRY: CHIP able#: 32

AMOUNT: \$ 20.01

10

Gratuity:

TOTAL:

Cardholder acknowledges receipt of goods and/or service in the amount of the Total shown above and agrees to perform the obligations and terms in the Cardholder Agreement with the server Customer Copy: Retain for your record
11/2/2017

Allowskie \$37

LULA CAFE 2537-43 N Kedzie Boulevard Chicago, IL 60647 773-489-9554 lulacafe.com Ch Date: 11/2/17, 12:55 PM Card Type: VISA Acct #: XXXXXXXXXXXXX1646 Customer: STEPHEN W OSBERG . Card Entry: SWIPED Auth Code: 002988 Check: 5687 Tab: 113 Server: Elena K Amount: 15.47 Balance Due 00 +TIP 47 =TOTAL 6+1 :3 I agree to pay the above total amount pursuant to the card issuer agreement. X

Thank you for dining with us.

Customer Copy



LULA CAFE 2537–43 N Kedzie Bouleva Chicago, IL 60647 773–489–9554 lulacafe.com	ırd
neck #: 5687 Mrver: Elena K MB: 113	11/2/17 12:22 PM
Pasta Yiayiya YIAYIA SIZE: Full	14.00
, -total H.s Tax MAL	14.00 1.47 15.47

Thank you for dining with us.

QUICK CONNECT E2 CHICAGO INTERNATIONAL AIRPORT

15.47

\$5.6

800014166 Marc

CHK 4309 GST 1 NOVO2'17 2:05PM	
1 WTR FIJI L 4.99 BTL WTR TAX 0.05	
SUBTOTAL 5.04 FODDTX ADD207001 0.57 AMOUNT PAID 5.61 CASH 10.00 CHANGE 4.39 D0014166 Closed	
HANK YOU FOR YOUR BUSINESS! PLEASE COME AGAIN	

Your onder number 18, 4309

		City a	of Omat	ja					Routing	
•								Your supervisor		
Combined Subsistence and Transportation Authorization and Expense Report								A REAL PROPERTY.	Jennie Nielsen	
				ore managers						
Aut										
Be										
Name:	Stephen Osberg Department: Planning									
livision:	Urba	n Planning			Classific	ation:	74.000	City Pl		
nerary:		T	ravel date	es: 10/29 &	11/2; Conferen	ce: 10/30-11/	2		winter and the second	
urpose:	見いれいのと思	Q.18721.047.4			ning Citles Cont					
Contraction in a second	uncil Resolution Nu	mber and Date de			ing cars com		Constant of		C. C. CANADA DE LA CAL	
							A CONTRACTOR		S. BUSINESSESSESSESSESS	
NOTE: One day at for private vehicles,	and as gasoline (43	244) for City-own	ned vehic	les. Meals	ed as mileage (4 will not be	2111)	Grant	Funds/Re	imbursed (Y)	
reimbursed for trav	el that does not inc	lude an overnight	stay.				Shart		APA	
Estimated Costs:				Funding	Source Inform	ation				
Transportation				Must be	completed	1.00	S.	14	A	
Airfare		S 171.	00	Budget	/ car	2017	m	XET	mann	
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Auto/Private (mile		S 0.0		Project		MAG	DIVISIO	ananage		
(0 Miles X	G .			Travel A	ccount	Uppi	- AL	Δ.	1 .	
Lodging - includes	s tax	\$ 1,008	.58	Registrat	ion Account	42854	- CA	u Ra	ckull	
Meals		\$ 333,	00	Task				Department Designee/ Date		
Other: Parking, Tr	ansfer. Lugga	\$ 0.0		Award		100276	T.		SLIL	
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Registration Fe	es (Acct. 428	\$ 895.	00	Finance	Department Maguin			10 /-	20/17-	
Total		\$ 2,408	3.48		il for Funding	19/17	Mayor.		Omaha/ Date	
Providence Providence	B		-	Expense	the second s			1		
Expense Report Date	Sun.	Mon.	10/	ues	Wed.	Thurs.	Fri 11/3	Sat.	Totals	
Transportation	143.70	10/30	101	51	-1/1	11/2	145	WY	261.90	
Lodging	1.2.10		and a state			110.20			691,16	
Meals	HASSES			all U.M.			State and the			
Registration		645.00	<u>gilla</u> -				e Isua Xei	-	645.00	
Other		्र प्रतारित थी								
Total Reimbursable	Expenses Claimed								906 0.000	
					-	or Finance Us				
I certify that the above supported by the attack	statement and itemiza	tion of expenses are	true and e	orrect, are		ortation.				
the Tity of Omaha an	and in accordance with	h Chapter 10, Articl	e VIII of d	he Omaha						
Att. Oleration and the activity of the office of the offic										
Total Estimated										
1 10/	2 4201	1		Actual Over Estimate.						
1	Payee/	Date			<u>*</u>					
I have examined thi	s itemization of expen	ses and approve the	above exp	enses as	Mave	or's Approval	: If total exm	enses exce	ed total estimated cos	
h prot	perty in forred on behal	f of the City of Oma	iha.			F.L.				
1 11 1		La Cal	\sim							
10AV	11 DIN	Mayor of the City of Omaha								
_flv	ULL L	AL ISU				Ma	ayor of the Ci	ity of Oma	ha	

Your trip receipt



Universal Air Travel Card XXXXXXXXXXXXX542

Stephen Osberg

TICKET TOTAL	\$ 143.70
TAXES AND CARRIER-IMPOSED FEES	\$ 19.05
FARE-USD	\$ 124.65



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Baggage Information

Baggage charges for your itinerary will be governed by American Airlines BAG ALLOWANCE -OMAORD-No free checked bags/ American Airlines 1STCHECKED BAG FEE-OMAORD-USD25.00/ American Airlines /UP TO 50 LB/23 KG AND UP TO 62 LINEAR IN/158 LINEAR CM 2NDCHECKED BAG FEE-OMAORD-USD35.00/ American Airlines /UP TO 50 LB/23 KG AND UP TO 62 LINEAR IN/158 LINEAR CM ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY

You have purchased a NON-REFUNDABLE fare. The itinerary must be canceled before the ticketed departure time of the first unused coupon or the ticket has no value. If the fare allows changes, a fee

read, distribute, or take action in reliance upon this message. If you suspect you have received this email in error, please notify the sender and promptly delete this message and its attachments from your computer.

NRID: 1764625046503010381110300

Baggage allowance and charges for this itinerary.

Baggage fees are per traveler

Origin and destination for checked baggage	1 st bag	2 nd bag	Maximum weight and dimensions per piece of baggage Max wt / dim per piece
--	------------------------	------------------------	---

11/2/2017 Chicago, IL (ORD - O'Hare) to Omaha, NE (OMA) 25.00 USD 35.00 USD 50.0lbs (23.0kg) - 62.0in (157.0cm)



Bring your boarding pass or this eTicket Receipt along with photo identification to the airport.

united.com restricted items page FAA website Pack Safe page TSA website Prohibited Items page

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IMPORTANT CONSUMER NOTICES

Notice of Baggage Liability Limitations - For domestic travel between points within the United States (except for domestic portions of international journeys), United's liability for loss of, damage to, or delay in delivery of a customer's checked baggage is limited to \$3,500 per ticketed customer unless a higher value is declared in advance and additional charges are paid (not applicable to wheelchairs or other assistive devices). For such travel, United assumes no liability for high value, fragile, perishable, or otherwise excluded items; excess valuation may not be declared on certain types of valuable articles. Further information may be obtained from the carrier. For international travel governed by the Warsaw Convention (including the domestic portions of the trip), maximum liability is approximately 640 USD per bag for checked baggage, and 400 USD per passenger for unchecked baggage. For international travel governed by the Montreal Convention (including the domestic portions of the trip), maximum liability is 1,131 SDRs per passenger for baggage, whether checked or unchecked. For baggage lost, delayed, or damaged in connection with domestic travel, United requires that customers provide preliminary notice within 24 hours after arrival of the flight on which the baggage was or was to be transported and submit a written claim within 45 days of the flight. For baggage damaged or delayed in connection with most international travel (including domestic portions of international journeys), the Montreal Convention and United require customers to provide carriers written notice as follows: (a) for damaged baggage, within seven days from the date of receipt of the damaged baggage; (b) for delayed baggage, within 21 days from the date the baggage should have been returned to the customer. Please refer to Rule 28 of United's Contract of Carriage for important information relating to baggage and other limitations of liability.

Notice of Incorporated Terms - Transportation is subject to the terms and conditions of United's Contract of Carriage, which are incorporated herein by reference. Incorporated terms may include, but are not limited to: 1. Limits on liability for personal injury or death of the customer, and for loss, damage, or delay of goods and baggage, including high value, fragile, perishable, or otherwise excluded items. 2. Claims restrictions, including time periods within which customers must file a claim or bring an action against the carrier. 3. Rights of the carrier to change terms of the contract. 4. Rules about reconfirmation of reservations, check-in times, and refusal to carry. 5. Rights of the carrier and limits on liability for delay or failure to perform service, including schedule changes, substitution of an alternate air carrier or aircraft, and rerouting. The full text of United's Contract of Carriage is available at united.com or you may request a copy at any United ticket counter. Passengers have the right, upon request at any location where United's tickets are sold within the United States, to receive free of charge by mail or other delivery service the full text of United's Contract of Carriage.

Notice of Certain Terms - If you have purchased a restricted ticket, depending on the rules applicable to the fare paid, one or more restrictions including, but not limited to, the following may apply to your travel: (1) the ticket may not be refundable but can be exchanged for a fee for another restricted fare ticket meeting all the rules/restrictions of the original ticket (including the payment of any difference in fares); (2) a fee may apply for changing/canceling reservations; or (3) select tickets may not be eligible for refunds or changes even for a fee; (4) select tickets have no residual value and cannot be applied towards the purchase of future travel; or (5) travel may be restricted to specific flights and/ or times and a minimum and/or maximum stay may be required. United reserves the right to refuse carriage to any person who has acquired a ticket in violation of any United tariffs, rules, or regulations, or in violation of any applicable national, federal, state, or local law, order, regulation, or ordinance. Notwithstanding the foregoing, you are entitled to a full refund if you cancel a ticket purchased at least a week prior to departure within 24 hours of purchase.

Notice of Boarding Times - For Domestic flights, customers must be at the boarding gate at least 15 minutes prior to scheduled departure. For International flights, customers must be at the boarding gate at least 30 minutes prior to scheduled departure. The time limits provided by United in this Notice are minimum time requirements. Customer and baggage processing times may differ from airport to airport. Please visit united.com for information regarding airport-specific boarding times. It is the customer's responsibility to arrive at the airport with enough time to complete check-in, baggage, and security screening processes within these minimum time limits. Please be sure to check Receipt

CHICAGO

Receipt

Reference Number	26371707
Date Registered	08/15/2017
Statement Date	08/15/2017

Event Designing Cities 2017

Event Detalis	Swissotel Chicago 323 E Wacker Dr Chicago, IL 60601-5282 Chicago Illinois 60601
	United States

Event Date 10/30 - 11/02/2017

Selection Government employee (non-NACT	O member): Stephen Osberg		Cost \$645.00
Implementing Chicago Union			******
Protected Bike Lane Intersect	ion Treatments		
Sub Total:		(8)	\$645.00
		Total	\$645.00
	Billed To		
Billing Company	City of Omaha		
Name	Stephen Osberg		
Address Line 1	5144 Franklin Street		
Address Line 2	Suite 1100		
City	Omaha		
US State	NE		,
Billing Zip/Postal Code	68104		
Country	United States		
Email Address	stephen.osberg@cityofomaha.org		
Date	Transaction Type		
08/15/2017 T	ransaction Amount		\$645.00
08/15/2017	Online Credit Card Payment(xxxxxxxxxxxx1646)		\$-645.00
		Balance	\$0,00

Cancellation Policy

Registration fees will be refunded if a request is received in writing no later than Friday, October 6, 2017. NACTO reserves the right to charge a 20% cancellation fee. There will be no refunds after the October 6 deadline. Direct refund requests by email to events@nacto.org. Be sure to provide your confirmation number.

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https://www.eiseverywhere.com/ereg/invoice.php?id=22cb21a48c383a3fb676f22f309bd97b-MjAxNy0wOCM1OTkzNjlyNGMyMzUw

1/2

		CI	TY OF OM	AHA					
DATE (mo/day/year)	PREPARED BY	REQUESTING ORGANIZATION NAME					тот	AL DOCUMENT COST	
		PLANNING				\$	1,584.96		
11/7/2017	Janie McCarthy-Cheney			FLANNIN	0				
5144 F	n Osberg ranklin st a, NE 68108	-						SEPARATE CHECK YES or NO	
INVOICE	DESCRIPTION	BUDGET FISCAL YEAR	FUND	ORGN	PROJECT	ACCOUNT NUMBER		AMOUNT	
11072017NACT(Travel to Chicago 10/29/17 to 11/2/17 NACTO Designin O Cities Conference	2017	21217	109031	0000	42121	\$	1,584.96	
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									5
	ct Purchasing first for a PO?	Yes	6	No	x				_
Reason for Pa Acceptable Books, Periodic	Travel Reasons For Payment using cals, Subscriptions and Publication sets or license fees	Aut	r horized hature	the	-देव	Ĺ		Date <u>///8/17</u>	
Judgments Public Works F Refunds/ Reim Travel Registrations Petty Cash Some Grants	Right of Way Ibursements (where no "buying" occurs) health insurance, worker's comp. 6	Sig	horized nature (AN	fit) I	(Japare) 11/8/1-	1
Credit cards Background C	checks/Credit checks epeatedly be making purchases ict or service is greater than \$5,		same venc e contact P	lor using the urchasing fo	same accou r a PO, as th	nt string, pl ree quotes	lease r are rec	request a funded PO.* quired before purchasing	g.*

- MTIS
- o Metro Transit
 - BRT Stakeholder Committee Meetings
- o Omaha Public Works
- Papio Missouri River NRD Meetings
- o UNO Sustainability Transportation Sub-Committee
- o Other municipal and county jurisdictions

- o Work orders created to fabricate and install sign assemblies throughout system
- o Leavenworth Road Diet Study / Evaluation Complete
- Programmed Leavenworth St reconfiguration in CIP.
- Working with partners to how to expand the system.
- Complete Streets Design Manual
 - Public Meetings started in October, 2016.
 - o Multiple internal Project Team meetings were held last quarter.
 - A third stakeholder committee and public meeting were held on June 21st and 22nd.
 - Received initial drafts of document chapters.
 - o Currently reviewing and revising internally before sharing with project partners.
- Landscape Handbook and Code Update
 - o Developed list of acceptable trees and shrubs for omahaplants.org
 - o Examined landscape code for areas that need clarification and simplification
 - Begin writing text for new landscape handbook.
- 13th Street Corridor Walkability Study
 - o H2050 mini-grant project
 - Consultant selected.
 - Project currently in scoping phase.

MAPA Unified Work Program Funding Request

Omaha City Planning

Fiscal year: 2018

Project #1

Progress Report Q2

Project Name:

Short Range Planning Projects

Current Period Activities:

- Midtown Downtown Alternatives Analysis Phase II
 - BRT PE/NEPA Complete
 - o Streetcar Financial Analysis Completion Complete
 - o Streetcar Advanced Conceptual Engineering
 - Project kicked off in March, 2017
 - Held two design workshops
 - Will be complete in January, 2018
- North Downtown Pedestrian Bridge Approval and Design
 - o 30% plans approved
 - CE-3 document approved June 22
 - o Advertised for Final Design Consultants, received two proposals,
 - o Interviewed consultants and hired HNTB
 - Negotiating SOS
- Transit Oriented Development Policy and Zoning Amendment Development
 - BRT (Dodge Corridor) -
 - TOD technical assistance grant was awarded to the City of Omaha by Smart Growth America in late 2016.
 - The project kicked off in February of 2017
 - First site visit by technical assistance team was held on May 22, 2017.
 - Draft work agreement was delivered to the city in late June.
 - Initial fiscal analysis received.
 - Workshop held early October with attendance by over 50 stakeholders.

- H2050 Summit
- MTIS
- o Metro Transit
 - BRT Stakeholder Committee Meetings
- o Omaha Public Works
- Papio Missouri River NRD Meetings
- o UNO Sustainability Transportation Sub-Committee
- o Other municipal and county jurisdictions

• Landscape Handbook and Code Update

1

- o Develop list of acceptable trees and shrubs for omahaplants.org
- Examine landscape code for areas that need clarification and simplification
- Begin writing text for new landscape handbook.

MAPA Unified Work Program Funding Request

Omaha City Planning

Fiscal year: 2018

Project #1

Progress Report Q1

Project Name:

Short Range Planning Projects

Current Period Activities:

- Midtown Downtown Alternatives Analysis Phase II
 - BRT PE/NEPA Complete
 - o Streetcar Financial Analysis Completion Complete
 - o Streetcar Advanced Conceptual Engineering
 - Project kicked off in March, 2017
 - Held two design workshops
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 - o CE-3 document approved June 22
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 - o Held interviews
 - o Selected HNTB as the design consultant
- Transit Oriented Development Policy and Zoning Amendment Development
 - BRT (Dodge Corridor)
 - TOD technical assistance grant was awarded to the City of Omaha by Smart Growth America in late 2016.
 - The project kicked off in February of 2017
 - First site visit by technical assistance team was held on May 22, 2017.
 - Draft work agreement was delivered to the city in late June.
 - Initial fiscal analysis received.
 - Workshop planned for early October with invitations sent to approximately 80 stakeholders.

	Estimated hours	Effective		Insurance Cost (Per Year)		
Annual Salary	worked/year	Wage rate		Health~	S	14,777.00
	2080	\$ 30.68	T	Dental~	\$	880.00
ф <u>(00</u> ,0				Accidental Death and Dismemberment (AD&D)		
				Life~	S	100.00
Shaded areas to be com	unleted by the LPA			Vision		
	pieced by the Link			Other Insurance Benefits		
The City of Omaha is se	elf insured, therefore the "quarte	rlv Average per Month/H	our" cost will flucuate	Insurance Cost/Year	\$	15,757.00
The only of Ornana is so				Insurance Cost/Hr	\$	7.58
				Workmen's Compensation		
	Ŵ	orkman's Compensation	Insurance - rate = \$.265	per \$100 of wages (rate + \$100 x Wage Rate = \$.09 per hr.)	\$	0.08
lealth/Dental/Life	Average	Months	Total	Rate per \$100 of coverage		0.27
isan a perior tarene					ė.	20.00

14,777.00

100.00

880.00

12 \$

12 \$

12 \$

Rate per \$100 of coverage	ψ	021
Effective Hourly Effective Wage Rate	\$	30.68

Workman's Compensation Insurance Cost \$ 0.08

FICA/Medicare (7.65 %)

FICA (6.2 Percent of Effective Hourly Wage Rate) \$ 1.90

Medicare (1.45 Percent of Effective Hourly Wage Rate) \$ 0.44

Holiday/Vacation/Sick Leave/Personal/Admi	n Time Off
Vacation days	12_0
Sick Days	15.3
Pers/Adm. Days	1_0
Holidays	12.0
Leave days/year	40.3
Leave hours/year	322.5
Normal Working Hours/day	8.0
Normal Hours/year	2.080.0
Adjusted Working Hours/year	1,757.5
Effective Hourly Wage Rate	\$ 30.68

Holiday/Vacation/Sick Leave/Personal/Admin Time Off Cost \$ 5.63

Pension

Percent of Effective Wage Rate	 18.8%
Pension/Retirement Cost	\$ 5.76

Insurance Cost	Work Comp	6.2% FICA	1.45% Medicare	Holiday Vac Sick	Pension/Retirement	Total fringe/hour
\$7.58	\$0.08	\$1.90	\$0.44	\$5.63	\$5.76	\$21.39
	submitted for reimburser		the RC Reimbursement gu	uidelines		
typical expenses may be	Jubiliteccu for former				Effective housing rate	¢ 30

Effective hourly rate \$ 30.68

Fringe benefits per hour \$ 21.39

Total hourly rate \$ 52.08

	Tim Fries Accumulations:			
Annual	3.70 per pay period	0.05	Per hour	
Sick	4.7 per pay period	0.06	Per hour	
Holidays	8 hours per holiday day	0.1	Per Hour	
Annual Totals				
Annual	96.2			
Sick	122.2			
Holiday	104			
Annual Total Accumulated	322.4			

1231.42

8.33

73.33

TIM

Health/Dental/Life

Life

Dental

	Estimated hours		ective			Insurance Cost (Per Year) Health~	¢	14.777.00
Annual Salary	worked/year	Wag	ge rate				-	
88,734.62	2080	\$	42.66			Dental~	\$	380,00
- Analysis of the		114524			Accidental [Death and Dismemberment (AD&D)		
						Life~	\$	100,00
Shaded areas to be completed I	by the LPA					Vision		
Shaded areas to be completed	by the ELA					Other Insurance Benefits	-	
The City of Omaha is self insur	od therefore the "quarte	erly Average n	er Month/Ho	ur" cost will flucuate		Insurance Cost/Year	\$	15,757.00
The City of Omana is sen insur		city / wordgo p)e	Insurance Cost/Hr	\$	7.58
						Workmen's Compensation		
	v	Vorkman's Co	moensation	nsurance - rate = \$.265 i	per \$100 of wages (rate	÷ \$100 x Wage Rate = \$.09 per hr.)	\$	0.11
	Average	Months	riperisation	Total		Rate per \$100 of coverage		0.27
lealth/Dental/Life		INVIOLUIS		10(0)				

14,777.00

100.00

880.00

12 \$

12 \$

12 \$

Rate per \$100 of coverage	\$ 0_27
Effective Hourly Effective Wage Rate	\$ 42.66

Workman's Compensation Insurance Cost \$ 0.11

FICA/Medicare (7.65 %)

- FICA (6.2 Percent of Effective Hourly Wage Rate) \$ 2.64
- Medicare (1.45 Percent of Effective Hourly Wage Rate) \$ 0.62

Holiday/Vacation/Sick Leave/Personal/Admin	n Time Off
Vacation days	24.4
Sick Days	15 3
Pers/Adm. Days	1.0
Holidays	12.0
Leave days/year	52.7
Leave hours/year	421.3
Normal Working Hours/day	0 8
Normal Hours/year	2,080.0
Adjusted Working Hours/year	1,658.7
Effective Hourly Wage Rate	\$ 42.66
ation/Sick Leave/Personal/Admin Time Off Cost	\$ 10.83

	Derek Miller Accumulations:			
Annual	7.50 per pay period	0.09	Per hour	
Sick	4.7 per pay period	0.06	Per hour	
Holidays	8 hours per holiday day	0.1	Per Hour	
Annual Totals				
Annual	195			
Sick	122.2			
Holiday	104			
Annual Total Accumulated	421.2			

1231.42

8.33

73.33

Average

Health/Dental/Life

Health/Dental/Life

Life

Dental

Holiday/Vacation/Sick Leave/Personal/Admin Time Off Cost \$

Pension	
Percent of Effective Wage Rate	 18.8%
Pension/Retirement Cost	\$ 8.01

la surra cost	Work Comp	6.2% FICA	1.45% Medicare	Holiday Vac Sick	Pension/Retirement	Total fringe/hour
Insurance Cost	\$0.11	\$2.64	\$0.62	\$10.83	\$8.01	\$29.80
\$7.58	\$0.11	72.04	\$0.0E			

Other typical expenses may be submitted for reimbursement as allowed under the RC Reimbursement guidelines

42.66 Effective hourly rate \$ Fringe benefits per hour \$ 29.80

72.46

Total hourly rate \$

Total

12 \$

12 \$

12 \$

STEPHEN OSBERG

Health/Dental/Life

Health/Dental/Life

Annual Total Accumulated

Life

Dental

0	0	Insurance Cost (Per Year)	Effective		Estimated hours	
• \$ 14,777.00	\$	Health~	Wage rate		worked/year	Annual Salary
\$ 880.00	\$	Dental~	29,71	\$	2080	61,786.66
		Accidental Death and Dismemberment (AD&D)			144.62	
• \$ 100,00	\$	Life~				
	\$	Life~ Vision			uhe I PA	d areas to be completed by
	\$,		/ the LPA	d areas to be completed by
1		Vision	, erage per Month/Hou	erly Avera		d areas to be completed by ity of Omaha is self insured

14,777.00

100.00

880.00

Workman's Compensation Insurance - rate = \$.265 per \$100 of wages (rate ÷ \$100 x Wage Rate = \$.09 per hr.) \$ 0.08

Rate per \$100 of coverage	\$ 0 27
Effective Hourly Effective Wage Rate	\$ 29.71

Workman's Compensation Insurance Cost \$ 0.08

FICA/Medicare (7.65 %)

- FICA (6.2 Percent of Effective Hourly Wage Rate) \$ 1.84
- Medicare (1.45 Percent of Effective Hourly Wage Rate) \$ 0.43

Holiday/Vacation/Sick	Leave/Personal/Admin Time Off
-----------------------	-------------------------------

Vacation days	12.0
Sick Days	15_3
Pers/Adm. Days	1_0
Holidays	12.0
Leave days/year	40.3
Leave hours/year	322.5
Normal Working Hours/day	80
Normal Hours/year	2 080 0
Adjusted Marking Hours/vest	1 757 5

Adjusted Wor	king Hours/year	1,757.5
--------------	-----------------	---------

Effective Hourly Wage Rate \$ 29.71

Holiday/Vacation/Sick Leave/Personal/Admin Time Off Cost \$ 5.45

Pension

Percent of Effective Wage Rate	 18.8%
Pension/Retirement Cost	\$ 5.58

Insurance Cost	Work Comp	6.2% FICA	1.45% Medicare	Holiday Vac Sick	Pension/Retirement	Total fringe/hour
¢7 58	\$0.08	\$1.84	\$0.43	\$5.45	\$5.58	\$20.95
\$7.58	30.08	71.01				

Other typical expenses may be submitted for reimbursement as allowed under the RC Reimbursement guidelines

Effective hourly rate \$ 29.71

Fringe benefits per hour \$ 20.95

Total hourly rate \$ 50.66

	Stephen Osberg Accumula	tions:	
Annual	3.7 per pay period	0.05	Per hour
Sick	4.7 per pay period	0.06	Per hour
Holidays	8 hours per holiday day	0.1	Per Hour
Annual Totals			
Annual	96.2		
Sick	122.2		
Holiday	104		

322.4

1231.42

8.33

73.33

Average

Months

	Estimated hours	Effect	ive	Insurance Cost (Per Year)	
Annual Salary	worked/year	Wage	rate	Health~	\$ 14,777_0
59,635_4		\$	28.67	Dental~	\$ 860
53,055	12. 2000			Accidental Death and Dismemberment (AD&D)	
				Life~	\$ 100
- ded using to be convolution	od by the LPA			Life~ Vision	\$ 100
aded areas to be complet	ed by the LPA				\$ 100
		erly Averane per	Month/Hour" cost will flucuate.	Vision	100

Workmen's Compensation

Workman's Compensation Insurance - rate = \$.265 per \$100 of wages (rate + \$100 x Wage Rate = \$.09 per hr.) \$ 0.08 Rate per \$100 of coverage \$

Health/Dental/Life	Average	Months	Total
Health/Dental/Life	1231.42	12	\$ 14,777.00
Life	8.33	12	\$ 100.00
Dental	73.33	12	\$ 880.00
Dental			

FICA/Medicare (7.65 %)

Effective Hourly Effective Wage Rate \$

Workman's Compensation Insurance Cost \$

- FICA (6.2 Percent of Effective Hourly Wage Rate) \$ 1.78
- Medicare (1.45 Percent of Effective Hourly Wage Rate) \$ 0.42

Vacation days	12.0
Sick Days	15 3
Pers/Adm. Days	1,0
Holidays	12.0
Leave days/year	40.3
Leave hours/year	322.5
Normal Working Hours/day	8.0
Normal Hours/year	2,080,0
A diverse of Mandride et Llawrohypop	1 757 5

28.67 0.08

- Adjusted Working Hours/year 1,757.5
 - Effective Hourly Wage Rate \$ 28.67

Holiday/Vacation/Sick Leave/Personal/Admin Time Off Cost \$ 5.26

Pension

Percent of Effective Wage Rate	18.8%
Pension/Retirement Cost	\$ 5.38

Work Comp	6.2% FICA	1.45% Medicare	Holiday Vac Sick	Pension/Retirement	Total fringe/hour
	\$1.78	\$0.42	\$5.26	\$5.38	\$20.49
	Work Comp \$0.08	\$0.08 \$1.78	\$0.08 \$1.78 \$0.42	Work Comp 0.27 read 2 for the to the	Work Comp 6.2% FICA 1.45% intentate Finite and a state Finite and a state \$0.08 \$1.78 \$0.42 \$5.26 \$5.38

- 28.67 Effective hourly rate \$
- 20.49 Fringe benefits per hour \$
 - 49.16 Total hourly rate \$

	Stephen Osberg Accumulation	ons:	
Annual	3.7 per pay period	0.05	Per hour
Sick	4.7 per pay period	0.06	Per hour
Holidavs	8 hours per holiday day	0.1	Per Hour
Annual Totals			
Annual	96.2	10.5	
Sick	122.2		
Holiday	104		
Annual Total Accumulated	322.4		

Total

14,777.00

100.00

880.00

12 \$

12 \$

12 \$

Kellie	Johnston-Dorsey
--------	-----------------

Health/Dental/Life

Health/Dental/Life

Life

Dental

Annual Sala	агу	Estimated hours worked/year	 Effective Vage rate
\$	57,627.96	2080	\$ 27.71

Average

"Shaded areas to be completed by the LPA

~The City of Omaha is self insured, therefore the "quarterly Average per Month/Hour" cost will flucuate.

1231.42

8.33

73.33

Stephen Osberg Accumulations:

Months

Workmen's Compensation

Other Insurance Benefits

Insurance Cost/Year \$

Insurance Cost/Hr \$

Insurance Cost (Per Year)

Accidental Death and Dismemberment (AD&D)

Health~ \$

Dental~ \$

Life~ S Vision

14,777.00

15,757.00

7.58

880.00

- Workman's Compensation Insurance rate = \$.265 per \$100 of wages (rate + \$100 x Wage Rate = \$.09 per hr.) \$ 0.07
 - Rate per \$100 of coverage \$ 0.27
 - Effective Hourly Effective Wage Rate \$ 27.71 Workman's Compensation Insurance Cost \$ 0.07

FICA/Medicare (7.65 %)

- 1.72 FICA (6.2 Percent of Effective Hourly Wage Rate) \$
- Medicare (1.45 Percent of Effective Hourly Wage Rate) \$ 0.40

Holiday/Vacation/Sick	Leave/Personal/Admin Time Off
-----------------------	-------------------------------

Vacation days	12.0	
Sick Days	15.3	
Pers/Adm. Days	10	
Holidays	12.0	
Leave days/year	40.3	
Leave hours/year	322.5	
Normal Working Hours/day	8.0	
Normal Hours/year	2,080.0	
Adjusted Working Hours/year	1,757.5	
Effective Hourly Wage Rate	\$ 27.71	

Holiday/Vacation/Sick Leave/Personal/Admin Time Off Cost \$ 5.08

	Pension	
Perce	ent of Effective Wage Rate	18,8%
	Pension/Retirement Cost	\$ 5.20

Annual	3.7 per pay period	0.05	Per hour
Sick	4.7 per pay period	0.06	Per hour
Holidays	8 hours per holiday day	0.1	Per Hour
Annual Totals			
Annual	96.2		
Sick	122.2		
Holiday	104		
Annual Total Accumulated	322.4		

	Work Comp	6.2% FICA	1.45% Medicare	Holiday Vac Sick	Pension/Retirement	Total fringe/hour
Insurance Cost	50.03	\$1.72	\$0.40	\$5.08	\$5.20	\$20.05
\$7.58	\$0.07	21.72				

Other typical expenses may be submitted for reimbursement as allowed under the RC Reimbursement guidelines

27.71 Effective hourly rate \$

20.05 Fringe benefits per hour \$

Total hourly rate \$ 47.76 Manual Cook Part-time Hourly rate FICA Total \$ 12.00 0.918 \$ 12.92

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Project #2 - Long Range Planning Projects			-		-					-	-	-				-	2.0	100	-	-		_	1000								
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Daily Total	25	0.0	0.0	0.0	0.0	0.0	0.0	3,5	0.0	0.0	0.0	0.0	1.5	0.0	2.0	0.0	2.0	0.0	0.0	0.0	0.0	3.5	.0.0	0.0	0.0	10.0	2.0	2.0	100		Grand To
Non-work days	1021			_	-												_			-	-	_							_		

Martin Candan																Û)ecei	nber	- 201	17													_	
Kevin Carder	-	17			4	5	0		T		5	IŬ .	11	1.0 1	15	14	恒。	16	17	13	1411	20/	-21	-22	20	22.5	-	25	20	100	() 	2-30-1	N	onthly To 30
roject #1 - Short Range Planning Projects	1.5				2.5	1.5	1.5	5	1				1.5	2.5	2		2			া	1	2	3	1	_	-		_	- 2	1.5	2.5			30
evelop and refine the short range transportation tanning process; including project reviews, collect nd maintain data to analyze transportation, ousing and land use trends; utilize and coordinate eographic Information Systems (GIS) and aerial hotography to develop project plans and proposals; ssist in the development of Transportation mprovement Program (TIP); assist in setting the aptiful Improvement Plan (CIP); assist in rogramming, funding and delivery of transportation mprovement projects; develop and maintain enformation measures to track progress toward spond goals.		A DAY OF A DAY OF A DAY	ally and a subject of							The second se						25						15		1.0										
roject #2 - Long Range Planning Projects	-	1	-		-	_	-	+	+	-	-	-				2.5	-	-	-			1.5		1.0	1.0									
Develop and refine the long range transportation tanning efforts; including participation and oordination in external working groups to develop ing range transportation plans including but not mited to updates and creation of elements that are		The second	South States	S. S. W.W.						10.00	The Carlo	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1				1			Real Provide						A. S. S. M. M.	E Shine								
art of the Long Range Transportation Plan.	1:5	0	0	0.0	25	15	1.1	5 1	0	0.0	0.0	0.0	1.5	25	2.0	2.5	21	0.0	0.0	1.0	1.0	3.5	3.0	2.0	0.0	0.0	0.0	0.0	2.0	15	2,5	0.0		35
Daily Total Non-work days	1.0	U	.u1	0.0		1.0		1 1		3/12							-		-									14			_	_	10	Grand To

CITY OF OMAHA, NEBRASKA

Community Development Block Grant

Indirect Cost Rate

(Actual Expenditures for Year Ended December 31, 2015)

Cost Allocation Plan Indirect Costs:

Annual Audit	\$ 2,552
Law Department	2,400
Purchasing	439
Revenue Division	104
Budget and Accounting	7,391
Planning Administration	<u>197,314</u>
Total Allocated Costs Roll Forward	\$ 210,200 <u>-36,778</u>
Proposed Costs	173,422
Wages and Benefits	\$ 1,189,291
Indirect Cost Rate	14.58%
MAPA Subcontractor Payment Authorization

Contract Number:	18504101101
Contract Party:	City of Omaha
Contract Description:	Public Works - FY 2018
Contract Approved by Board of Directors:	June 29, 2017
Contact Amount:	\$63,000.00
Match Amount:	\$27,000.00
Contract Period:	July 1, 2017 - June 30, 2018

Payment # 2

Billed to Date:	\$	33,445.39
Less Previous Payments:	<u>\$</u>	17,831.78
Amount Due:	\$	15.613.61

Payment Recommended By:

Responsible Charge / MAPA Staff Member

11

Department Manager

MAPA Executive Director

Approved by MAPA Finance Committee:

Date

MAPA Treasurer/Finance Committee Member



Item No	Description	Qty Invoiced	Unit Price	Extended Price
1	MAPA TRAFFIC COUNTING PROGRAM, SPR-PL-1(54). OCTOBER - DECEMBER 2017	1	15613.61	15613.61
	SPECIAL INSTRUCTIONS	DUE DATE	E	TOTAL DUE
	Invoice Number : 145699	18-FEB-18		\$15,613.61



City of Omaha Jean Stothert, Mayor

Progress Report – City of Omaha Traffic Counting Program Project Number PL-1(55) Work completed for Current Billing Period: Performed turning movement counts for:

13th & Capitol 13th & Douglas 14th & Harney 14th & Chicago I-480 EB Ramp 17th & Chicago I-480 Ent. Ramp 19th & Jackson 24th & B 24th & L 24th & Poppleton 24th & Woolworth 31st & Leavenworth 33rd & Burt 36th & Ed Babe Gomez 42nd & Leavenworth 51st & Center 60th & Pacific 74th & Pacific 78th & Hickory 78th & Woolworth Avenue 93rd & Blondo 108th & Madison 119th & I Oakview & Hyvee/141st

13th & Pacific 14th & Cass I-480 Exit Ramp 16th & Commercial Avenue 19th & Farnam 19th & St. Mary's 24th & H 24th & Leavenworth 24th & Q 27th Avenue & Cuming 31st & St. Mary's 33rd & Leavenworth 40th & Cuming 45th & Center 52nd & Farnam 72nd & Pine 75th & Pacific 78th & Mercy Road 90th & Harrison 108th & Blondo 108th & Mockingbird Newport & Sorensen St. Mary's & Turner Park

13th & Dodge

Public Works Department

Omaha/Douglas Civic Center 1819 Farnam Street, Suite 601 Omaha, Nebraska 68183-0601 (402) 444-5220 Fax (402) 444-5248

Robert G. Stubbe, P.E. Public Works Director

1 July - 31 December, 2017

120th & Pacific 129th & Fort 132nd & Francis 134th Avenue & West Center 135th Avenue & West Center 138th & Fort 144th & Industrial 156th & Howard 156th & Leavenworth 156th & Q 156th & West Dodge Ramps 156th & Wycliffe 156th & W. Dodge Frontage (S) 160th & West Center 165th & West Maple 173rd & Marcy/Pacific 201st & Pacific Aksarben Drive & Pine Fort & North Oaks Blvd. Pershing Drive & Read Military & Hamilton Oakview & Hascall Turner & Leavenworth

Anticipated Work for Next Billing Period: Information Needed from MAPA/NDOR: Percent of Work Completed to Date: Outstanding Issues:

Michael Gaughen, Traffic Engineering City of Omaha (402) 444-4978

Monthly Traffic Counts None 53.09% None

310502017

Date

Cost Breakdown Form

for Actual Cost Plus Fixed Fee Agreements with Local Funds

Company Name:	City of Omaha		P					
Address:	1819 Farnam, Sui	1819 Farnam, Suite 603, Omaha, Ne 68183						
Project No.:	PL-1(55)	PL-1(55)						
Project Location:	Omaha, Nebraska	omaha, Nebraska						
Control No.:	00978A	1						
Agreement No.:	PL1703							
Invoice No. and Date:	18-1							
Progress Report Date:	31-Dec-17							
% Work Completed:	53.09%							
Current Billing Period:	1 July 2017 - 30 8	eptember 2047	1 October	r 2017 - 21	December 201			
Actual Cost plu			Limiting Max. Amount	Fixed Fee for Profit	Totals			
Amou	nt	100%	\$90,000.00	\$0.00	\$90,000.00			
	Local Share	30%	\$27,000.00	\$0.00	\$27,000.00			
Fed	eral/State Share	70%	\$63,000.00	\$0.00	\$63,000.00			
Amount								
Direct Labor			This Period \$6,356.60	Previously Billed \$7,003.46	To Date \$13,360.06			
	o of Direct Labor		\$2,302.36		\$4,839.01			
Direct Labor			\$11,587.20		\$25,398.38			
Overhead @ 7.65%	of Direct Labor		\$886.42	\$1,056.56	\$1,942.98			
Direct Non-Labor Costs			\$1,172.58	\$1,066.12	\$2,238.70			
Indirect Costs			\$0.00		\$0.00			
Outside Services (Subco	nsultants)							
					\$0.00			
					\$0.00			
					\$0.00			
	·				\$0.00			
Subtotal – Outside Serv 100 % TOTAL COST INC			¢00 005 40	\$25,473.97	\$47,779.13			
30% Local S			\$22,305.16 \$6,691.55		\$47,779.13			
	Amount Due		√\$15,613.61		\$33,445.39			
	ounts are actual and i	n agreement with			\$29,554.61			
I CELUIV UIAL INE UMED AM								

th

DR Form 162c, April 2014

INVOICE - FOR CITY OF OMAHA TRAFFIC COUNTING PROGRAM

For the period of 1 October - 31 December 2017 INVOICE NUMBER: <u>18-2</u> DATE: 31 December 2017

DIRECT LABOR EXPENSES

- x⁰⁰ - 2 - 18

NAME	CLASSIFICATION	HOURS	DIRECT RATE	TOTAL COSTS
Vike Gaughen	Engineering Tech 1	96	\$33.54	\$3,219.84
lames Thompson	Secretary II	36	\$15.43	\$555.48
Todd Pfitzer	City Engineer	36	\$52.24	\$1,880.64
leff Riesselman	City Traffic Engineer	16	\$43.79	\$700.64
Full-time Wages				\$6,356.60
Approved O/H Rate 36.22%				\$2,302.36
Full-time Labor Total				\$8,658.96
Garry Williams	Engineering Aide I	232	\$15.93	\$3,695.76
Ron January	Engineering Aide I	240	\$15.93	\$3,823.20
Duane Williams	Engineering Aide I	276	\$14.74	\$4,068.24
Part-time Wages				\$11,587.20
Approved O/H Rate 7.65%				\$886.42
Part-time Labor Total				\$12,473.62
TOTAL LABOR				\$21,132.58
DIRECT NON-LABOR EXPENSES	QUANTITY	RATE		TOTAL COSTS
Mileage	1,788	\$0.535		\$956.58
Reproduction	1800	\$0.12		\$216.00
TOTAL NON-LABOR COSTS				\$1,172.58
TOTAL DIRECT LABOR AND NON	-LABOR EXPENSES			\$22,305.16
	MAPA'S Contribution			\$15,613.61
	Match			\$6,691.55

MAPA Subcontractor Payment Authorization

Contract Number:	18504101001
Contract Party:	Douglas County
Contract Descriptioin:	GIS Activities - FY 2018
Contract Approved by Board of Directors:	June 29, 2017
Contact Amount:	\$61,500.00
Match Amount:	\$26,357.00
Contract Period:	July 1, 2017 - June 30, 2018

Payment # 2

Billed to Date:	\$	41,898.97
Less Previous Payments:	<u>\$</u>	14,349.45
Amount Due:	\$	27,549.52

Payment Recommended By:

Responsible Charge / MAPA Staff Member

Department Manager

MAPA Executive Director

Approved by MAPA Finance Committee:

Date

MAPA Treasurer/Finance Committee Member

Cost Breakdown Form for Actual Cost Plus Fixed Fee Agreements

Current Billing Period:	Oct 2017 - Dec 2017		
% Work Completed:	68.1%		
Progress Report Date:	2017-12-31	e:	
Invoice No. and Date:	014 - 2018-02-01		
Agreement No.	18504101001		
Control No.			
Project Location	Omaha		
Project No	310 Douglas County (GIS Activities	
Employer (FEIN) No			
Address	1819 Farnam St - Civ	ic Center 402	
Company Name	Douglas County GIS		

Actual Cost plus Fixed Fee Amount >	Limiting Max. Amount \$61,500.00	Fixed Fee for Profit	Total Contract Amount \$61,500.00
		Amount	
	This Period	Previously Billed	To Date
Direct Labor	\$20,597,77	\$10,728.56	\$31,326.33
Overhead @ 33 75% of Direct Labor	\$6,951.75	\$3,620.89	\$10,572.64
Direct Non-Labor Costs	\$0.00	\$0.00	\$0,00
Indirect Costs	\$0.00	\$0.00	\$0,00
Fee for Profit = % of Labor and Overhead	\$0.00	\$0.00	\$0.00
Outside Services (Subconsultants)			
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0,00
			\$0.00
Subtotal – Outside Services	\$0.00	\$0.00	\$0.00
Total Amount Due >	\$27,549.52	\$14,349.45	\$41,898.97
' I certify that the billed amounts are aftual and in agr	eement with the contract ter	ns. Balance:	\$19,601.03
Signature MM	itle GIS Coord	linator	Date: 2/1/2018

DR Form 162, August 2012

MAPA Unified Work Program

Douglas County GIS

Fiscal year: 2017-2018

Project #1

Progress Report Q2

Project Name:

Cityworks Work Order and Asset Management System

Current Period Activities:

- Provided ongoing Cityworks application configuration, database, reporting, and GIS support for City and County Departments managing transportation assets, including the City's Barricade Contractor
- Continued support of Public Works Traffic Maintenance Division roadway assets and Cityworks workflows
- Assisted Traffic, Construction and Parking Divisions with writing new Cityworks Reports and SQL views
- Working on a new Cityworks workflow that would improved reassignment of the service requests amongst different Public Works divisions

MAPA Unified Work Program

Douglas County GIS

Fiscal year: 2017-2018

Project #2

Progress Report Q2

Project Name:

GIS Data Maintenance

Current Period Activities:

For this period, DCGIS worked on the following transportation data activities:

- Administer and perform maintenance on five geospatial database environments hosting transportation data used by City and County employees
- Continued maintenance of countywide address points, street centerlines, and various roadway asset features
- Assisted Omaha Public Works Traffic Division with GIS data analysis and crash data reporting, including integration with new Omaha Police traffic accident reporting system and the State's accident reporting system
- Worked on updated traffic crash data and reports used by Omaha Public Works for transportation planning
- Helped build workflow for Construction Division brick street inventory project, water main break tracking, and ADA curb ramp inventory
- Created new pavement management dataset to manage major and residential road conditions for Omaha Public Works
- Setup new traffic restrictions and closures datasets to support new traffic restrictions public app
- Continued to develop new schema and make data edits to traffic intersections to support various crash analyses
- Processed multiple data requests for transportation-related information (including street centerlines, sewer, contours, various planning layers)

MAPA Unified Work Program

Douglas County GIS

Fiscal year: 2017-2018

Project #3

Progress Report Q2

Project Name:

GIS Applications

Current Period Activities:

For this period, DCGIS worked on the following transportation GIS application activities:

- Hosting and maintenance of various transportation GIS web and mobile applications, including DOGIS public mapping site, traffic intersection and crash editing app, SnowOps snow removal management app, Project Coordinator/Viewer, roadway lane miles viewer, bike route assemblies viewer, ADA curb ramp editor, brick street inventory app, pavement management app, parking facilities app, traffic restrictions app, Geocortex, Citysourced, Pictometry Connect, ESRI Collector, and others
- System administration for GIS server and software architecture supporting transportation GIS apps
- Configuration and publishing of Geocortex GIS web applications for transportation planning, traffic engineering, traffic maintenance, traffic crash inventory, road right-of-way maintenance management, design engineering, snow operations, street sweeping operations, metro-wide project coordinator and viewer, Planning bike rack management application, construction/streets pavement management
- Authoring, publishing, and deploying various web and mobile transportation GIS apps and services using ArcGIS Online and/or ArcGIS Server, including sign collection, bus routes, parking meters, surface parking, parking garages, pavement markings and symbols, roadway construction projects, and various map services to support new Geocortex transportation apps
- Deployed new AVL (fleet tracking) map services and processors to support live tracking of City and contractor vehicles for snow operations and to make info available for public snow plow map
- Setup and training for various mobile GIS apps for collecting and viewing transportation data in the field
- Evaluation and testing of new linear referencing software from ESRI for better roadway asset management

Douglas County GIS Invoice 014														
Q2 2017-2018 (Oct 1 - Dec 31, 2017)														
Direct Personnel Costs														
Project	Name	Hourly Rate	Description	Hours	Total	Federal 70%	Local 30%			Federa	Match - Total Gra	nt \$61,500		
Project 1 - Cityworks	Mike Schonlau	¥ \$50.31	Salary and Wages	23 💲	1,157,13		347.14						100000	8. June 1
Project 1 - Cityworks	Mike Schonlau	V \$27.96	Fringe Benefits	23 S	643 08		192 92			Current	Previous	Total	Budget	Balance
Project 1 - Cityworks	Steve Cacioppo	V \$38.93	Salary and Wages	76,25 5	2,968.41		890.52		Project 1 (Cityworks) Labor	\$ 3,659.71	\$ 2,157.57	\$ \$,857.28		\$ 4 288 72
Project 1 - Cityworks	Steve Cacioppo		Fringe Benefits	76.25 \$	1,804.84					\$ 2,183 22	\$ 1,328,90		5 6,123.00	5 2,610,88 5 2,489,83
Project 1 - Cityworks	Nataliya Lys	J \$32.67	Salary and Wages	33 75 \$	1,102.61				Project 1 (Cityworks) Indirect	\$ 1,971.99	\$ 1,190.18		\$ 5,652.00	
Project 1 - Cityworks	Nataliya Lys	519.88	Fringe Benefits	33.75 \$	670.95	5 469.67 \$	201,28		Project 2 Total	\$ 7,814.92	\$ 4,716.65	\$ 12,531.57	5 21,521.00	5 9,389.43
Project 1 - Cityworks	Craig Carsley		Salary and Wages	0 \$		5 - 5	(a)							
Project 1 - Cityworks	Craig Caruley		Fringe Benefits	0 5		- S			Project 2 (Data) Labor	\$ 2,802.27			\$ 7,992.00	5 3,027.98
Project 1 - Cityworks	Course and the second		Project 1 Subtotal	133 \$	8,347 02	5 5,842.93 \$	2,504.09		Project 2 (Data) Fringe	\$ 1,623.73		\$ 2,864.79	\$ 4,579.00	
									Project 2 (Data) Indirect	\$ 1,493.78			\$ 4,366.00	
Project 2 - Data	Mike Schonlau	550 31	Salary and Wages	10 5 5	528.26	5 369.78 5	158.48		Project 2 Total	\$ 5,919.78	\$ 4,551.26	\$ 10,471.03	\$ 16,937.00	\$ 6,465.97
Project 2 - Data	Mike Schonlau		Fringe Benefits	10.5 S	293.SB	5 205.51 5	88.07							
Project 2 - Data	Steve Cacioppo		Salary and Wages	39 S	1,518.27	5 1,062.79 5	455.48		Project 3 (Apps) Labor	\$ 6,542.58	5 2,384.41	\$ 8,926.99		\$ 1,761.01
	Steve Cacioppo		Fringe Benefits	39 S	923.13	\$ 646.19 \$	276.94		Project 3 (Apps) Fringe	\$ 3,786.26	5 1.414.87			5 914.87
Project 2 - Data	Nataliya Lys		Salary and Wages	7.25 \$	236.86	\$ 165.80 \$	71.06		Project 3 (Apps) Indirect	\$ 3,485.98	5 1,282.26			\$ 1,069.76
Project 2 - Data	Nataliya Lys		Fringe Benefits	7.25 S	144.13	\$ 100.89 \$	43.24		Project 3 Total	\$ 13,814.82	\$ 5,081.54	5 18,896,36	\$ 22,642.00	\$ 3,745.64
Project 2 - Data	Craig Carsley		Salary and Wages	53 S	1,719.85	5 1,203.90	515.95				· · · · · · · · · · · · · · · · · · ·			
Project 2 - Data			Fringe Benefits	53 S	958.77	\$ 671.14 \$	287 63		Tetal	\$ 27,549.52	5 14,549.45	\$ 41,898,97	\$ 61,500.00	\$ 19,601.00
Project 2 - Data	Craig Carsley	510.05	Project 2 Subtotal	109.75 S	6,322.84		1,896.84			V				
									-				151615	
ACCOUNT OF A CONTRACT	Mike Schonlau	550 31	Salary and Wages	86.5 \$	4,351.82	\$ 3,046.27 \$	1,305:55			Total	Federal [70%]	Local (30%)	Billed	
Project 3 Apps	Mike Schonlau		Fringe Benefits	86.5 5	2.418.54	\$ 3,692.98 \$	725.56		Project 1 Budget	5 31,315.00	5 21.920.50		\$ 12,531.57	575
Project 3 - Apps	Steve Cacioppo		Salary and Wages	68.25 5	2,656.97	5 1,859.88 5	797.09	V	Project 2 Budget	5 24,197.00	5 16,937.90	\$ 7,259.10		625
Project 3 - Apps	Steve Cacioppo		Fringe Benefits	68.25 5	1,615.48	5 1,130.83 5	484.65		Project 3 Budget	5 32,346.00	5 22,642.20		\$ 18,896.36	833
Project 3 - Apps	Nataliya Lys		Salary and Wages	43 5	1,404.81	5 985.37 5	421.44						\$ 41,898.97	68.13
Project 3 - Apps	and ned hoped bland and		Fringe Benefits	43 5	854.84	5 598.39 5	256.45							
Project 3 Apps	Nataliya Lys		Salary and Wages	28,75 \$		\$ 653.06 \$	275.84				5.			
Project 3 - Apps	Craig Caroley		Fringe Benefits	28.75	520.09	5 364.06 5	156.03							
Project 3 - Apps	Craig Carsley	210.02	Project 3 Subtotal	226.5 5	14,755:48	\$ 10,328.84 5	4,426.64							
			1.0100.0		1									
			Subtotal Direct Personnel Costs	465.25 5	29.425.35	\$ 20,597.77 \$	8,827.58	1						
		33.75%	A strand a site of a strand a label a damage of the damage of the strand s	5	9,931.05	\$ 6,951.75	2,979,31	1						
	Indirect Cost Rate	33.7370	indirect contra											
				Total \$	39,356.40	\$ 27,549.52 \$	11,805.88							
					4									
	-													
Additional Billing support required:														
			At the time of the first billing the Cour	ity must provide a c	ertification of its c	urrent indirect cost rate. The	cost rate shall be recerti	fied regularity.						
			At the time of the first bining the could	cy made provide a										
l	_													
				-										

		Insurance Cost (Per Month)			Effective	Estimated hours	
1,507.		Health			Wage rate	worked/year	Annual Salary
52.3	\$	Dental			\$ 38.9	2080	80.967.60
		eath and Dismemberment (AD&D)	Accidental De				- , -
2.8	\$	Life					
		Vision				mpleted by the LPA	naded areas to be con
	-	Other Insurance Benefits				u	
1,562.		Insurance Cost/month					
9.(\$	Insurance Cost/hour					
		Workmen's Compensation					
-	\$	\$100 x Wage Rate = \$.09 per hr.)	\$100 of wages (rate ÷	urance - rate = \$	an's Compensation In	Workm	
. (n.	\$	Rate per \$100 of coverage	¢ los el llages (lake		ans compensation in	VVOINII	
38.9	\$	Effective Hourly Effective Wage Rat Workman's Compensation Insurance Cos					
-							
	_	FICA/Medicare (7.65 %)					
2.4	\$	ent of Effective Hourly Wage Rate)	EICA /6 2 Darca				2
0.5	\$	nt of Effective Hourly Wage Rate)	FICA (0.2 FEICE				
0.	Ψ	It of Effective Houry wage Rate)	Medicare (1.45 Percer				
	in Ti	cation/Sick Leave/Personal/Adm	Holiday/Va				
20		Vacation days					
14		Sick Days					
1		Pers/Adm. Days					(à.)
11		Holidays					
46		Leave days/year					
368		Leave hours/year					
8		Normal Working Hours/day					
2,080		Normal Hours/year					
1,712	-	Adjusted Working Hours/year					
38.9	\$	Effective Hourly Wage Rate					
8.3	\$	ve/Personal/Admin Time Off Cost	iday/Vacation/Sick Leav				
		Pension					
8.	1	Percent of Effective Wage Rate					C
3.	\$	Pension/Retirement Cost					
I fringe/ho	Tota	Pension/Retirement	Holiday Vac Sick	1.45% Med	6.2% FICA	Work Comp	Insurance Cost
\$23.67		\$3.31	\$8.37	\$0.56	\$2.41	\$0.00	\$9.02
			sement guidelines	ed under the RC	imbursement as allow	may be submitted for re	her typical expenses n
38.		Effective hourly rate				non rent a sect a second significant	in the subset of
23.		Fringe benefits per hour					
62.	\$	Total hourly rate					

for Responsible Charge - Craig Carsley		
Insurance	Cost (Per Month)	1
	Health \$	
	Dental \$	52
Accidental Death and Dism	mberment (AD&D)	
	Life \$	2
	Vision	
	Insurance Benefits	
	urance Cost/month \$	
	surance Cost/hour \$	
Workme	n's Compensation	
- rate = \$.265 per \$100 of wages (rate ÷ \$100 x Wage		
Rate pe	r \$100 of coverage \$	
Effective Hourly E	ffective Wage Rate \$	3
Workman's Compensa	ion Insurance Cost \$	
FICA/Me	dicare (7.65 %)	
FICA (6.2 Percent of Effective	Hourly Wage Rate) \$	
Medicare (1.45 Percent of Effective	Hourly Wage Rate) \$	
Holiday/Vacation/Sick Lo	ave/Personal/Admin	Time Off
	Vacation days	
	Sick Days	
	Pers/Adm. Days	
	Holidays	
	Leave days/year	
	Leave hours/year	3
Normal	Working Hours/day	
	Normal Hours/year	2,0
	Vorking Hours/year	1,7
Effective	Hourly Wage Rate \$; 3
Holiday/Vacation/Sick Leave/Personal/Ad	min Time Off Cost \$	i
	ension	
	ffective Wage Rate	
	on/Retirement Cost \$	5
45% Medicare Holiday Vac Sick Pensic	n/Retirement To	otal fringe
\$0.47 \$6.08	\$2.76	\$18.09
r the RC Reimbursement guidelines		
	ective hourly rate \$	
Fringe	benefits per hour \$	
	Total hourly rate \$	5

		Insurance Cost (Per Month)					
1,507.5	2	Health			Effective	Estimated hours	
52.3		Dental			Wage rate	worked/year	Annual Salary
JZ.C	φ		Assidental De		\$ 32.67	2080	67,949.60
2.8	¢	eath and Dismemberment (AD&D) Life	Accidental De				
2.0	Φ	Vision					
		Other Insurance Benefits				mpleted by the LPA	haded areas to be cor
1,562.7	¢	Insurance Cost/month					
9.0		Insurance Cost/hour					
9.0	φ						
		Workmen's Compensation					
	\$	\$100 x Wage Rate = \$.09 per hr.)	\$100 of wages (rate ÷ \$	rance - rate = \$.265 per	's Compensation Insu	Workma	
	\$	Rate per \$100 of coverage					
32.6		ective Hourly Effective Wage Rate					
	\$	n's Compensation Insurance Cost	Workmar				
		FICA/Medicare (7.65 %)					
2.0	\$	ent of Effective Hourly Wage Rate)	FICA (6.2 Percel				
0.4	\$	nt of Effective Hourly Wage Rate)	Medicare (1.45 Percen				
me Off	in 1	cation/Sick Leave/Personal/Admi	Holiday/Vac				
12		Vacation days					
14		Sick Days					
1		Pers/Adm. Days					
11	_	Holidays					
38		Leave days/year					
304		Leave hours/year					
8		Normal Working Hours/day					
2,080		Normal Hours/year					
1,776		Adjusted Working Hours/year					
32.6	\$	Effective Hourly Wage Rate					
5.5	\$	ve/Personal/Admin Time Off Cost	day/Vacation/Sick Leav	Holi			
	_	Pension					
8.5		Percent of Effective Wage Rate		•	+		
2.7	\$	Pension/Retirement Cost					
I fringe/ho	To	Pension/Retirement	Holiday Vac Sick	1.45% Medicare	6.2% FICA	Work Comp	Insurance Cost
\$19.88		\$2.78	\$5.59	\$0.47	\$2.03	\$0.00	\$9.02
32.0	\$	Effective hourly rate	sement guidelines	d under the RC Reimbur	nbursement as allowe	may be submitted for re	ther typical expenses i
19.8	C.	Fringe benefits per hour					

		Fringe Benefit Calcul	ation for Responsible	Charge - Mike Schonl	au		
		T ff a still to			Insurance Cost (Per Month)		
	Estimated hours	Effective			Health	\$ 1,507.58	
Annual Salary	worked/year	Wage rate			Dental	\$ 52.34	
\$ 104,646.00	2080	\$ 50.31				5 JZ 34	20
				Accidental D	eath and Dismemberment (AD&D) Life	\$ 2.86	
				N		\$ 2.00	
Shaded areas to be col	mpleted by the LPA				Vision		
					Other Insurance Benefits	. 4 500 70	
					Insurance Cost/month	\$ 1,562.78	
					Insurance Cost/hour	\$ 9.02	
					Workmen's Compensation		
	Work	man's Compensation Insu	rance - rate = \$.265 pe	er \$100 of wages (rate +	\$100 x Wage Rate = \$.09 per hr.)	s -	
	,7011				Rate per \$100 of coverage	Þ =	
				Eff	ective Hourly Effective Wage Rate	\$ 50.31	
				Workma	an's Compensation Insurance Cost	\$ -	
					FICA/Medicare (7.65 %)		
				FICA (6.2 Perce	ent of Effective Hourly Wage Rate)	\$ 3.12	
				Medicare (1.45 Perce	nt of Effective Hourly Wage Rate)	\$ 0.73	
A				Wedicare (1. for ered			
				Holiday/Va	cation/Sick Leave/Personal/Adm	in Time Off	
				nonuay/ve	Vacation days	20.0	
					Sick Days	14.0	
					Pers/Adm. Days	1_0	
					Holidays	11_0	
					Leave days/year	46.0	
						368.0	
					Leave hours/year	300.0	
						0.0	
					Normal Working Hours/day	8.0	
					Normal Hours/year	2 080 0	
					Adjusted Working Hours/year	1,712.0	
					Effective Hourly Wage Rate	\$ 50.31	
			H	oliday/Vacation/Sick Lea	ve/Personal/Admin Time Off Cost	\$ 10.81	
					Pension		
					Percent of Effective Wage Rate	8.5%	<u></u>
					Pension/Retirement Cost	\$ 4.28	
		C 00/ EIOA	1.45% Medicare	Holiday Vac Sick	Pension/Retirement	Total fringe/hour	
Insurance Cost	Work Comp	6.2% FICA	\$0.73	\$10.81	\$4.28	\$27.96	
\$9.02	\$0.00	\$3.12			7.002		
Other typical expenses	may be submitted for re	eimbursement as allowed	under the RC Reimbur	sement guidennes	Effective hourly rate	\$ 50.31	
					Fringe benefits per hour		
					Total hourly rate	\$ 78.27	
					Total houry rate	ψ 10.21	

METROPOLITAN AREA PLANNING AGENCY 2222 Cuming Street Omaha, Nebraska 68102

Subcontractor's Payment Authorization

Contractor: Lovgren Marketing Group

Project Title: 2017 CMAQ Air Quality and Reduced Fare Program

Contract Approved by Board of Directors: February 23, 2017

Effective: February 1, 2017 - January 31, 2018

Contract Amount of: \$196,000

Payment # 7

1. <u>Computation of Payment</u>

Bill to Date	\$156,575.86
Less Previous Payments	<u>\$141,047.97</u>
Payment Due this Date	\$ 15,527.89

2. Payment Approved

RECOMMENDED PAYMENT BY:

Staff Member

Responsible Charge & Department Manager

Executive Director

Payment approved by Finance Committee

Treasurer

	809 N Oma Metropol 2222 Cur Omaha	EN MARKETING GROUP orth 96 Street Suite 2 ha NE 68114-2498 402-397-7158 itian Area Planning Agency (MAPA) ming Street NE 68102-4328 engel@mapacog.org scutsforth@mapacog.org	STATEMENT Lovgren Murkethig Group Date 11/30/2017 10/1/2017- 10/31/2017 Project #CM-D2 (107) g.org						
Date	Invoice	Transaction	Amount						
11/30/2017	19358	CMAQ REDUCED FARE CAMPAIG	N \$15,527.89						
	1	AMOUNT DUE*PLEASE REM	IIT \$15,527.8						

LOVGREN MARKETING GROUP 809 North 96 Street Suite 2	INVOICE
Omaha NE 68114-2498 402-397-7158	Loveren
	LOVBren Marketing Group
Metropolitian Area Planning Agency (MAPA) 2222 Cuming Street	Invoice # 19358
Omaha NE 68102-4328	11/30/2017
E-Mail: mengel@mapacog.org scutsforth@mapacog.org	10-1-2017 - 10-31-2017 Project #CM-D2 (107)
Services	Amount
CMAQ Reduced Fare Campaign**Project #CM-D2-(107)	
TASK 1 * PROJECT MANAGEMENT	
1.3 Progress & Client Meetings	
Principal Manager* Linda Lovgren 1.25 Hrs @ \$190	\$237.50
1.5 Administrative Duties	
Project Administration* Donna Maxey 2.00 Hrs @ \$85	\$170.00
TASK 2 * SURVEY	
2.1.1 Collect Survey Bids	
Principal Manager* Linda Lovgren 2.00 Hrs @ \$190	\$380.00
2.1.2 Meet Research Company	
Principal Manager* Linda Lovgren 1.25 Ars @ \$190	\$237.50
2.1.3 Present Survey Questionnaire	·····
Principal Manager* Linda Lovgren 2.00 Hrs @ \$190	\$380.00
Page 1 of 3	

23

LOVGREN MARKETING GROUP	INV	DICE
809 North 96 Street Suite 2		
Omaha NE 68114-2498	X	
402-397-7158	Lovgr Marketing G	en roup
Metropolitian Area Planning Agency (MAPA)	and the state of the second	ice #
2222 Cuming Street	and the second se	358
Omaha NE 68102-4328	11/30	/2017
E-Mail: mengel@mapacog.org scutsforth@mapacog.org		10-31-2017 M-D2 (107)
Services	n nile⇒o— ⇒o	Amount
CMAQ Reduced Fare Campaign**Project #CM-D2-(107)		
TASK 4 * MEDIA COORDINATION		
4.1.3 Recommend Media Schedule		
Principal Manager* Linda Lovgren .25 Hrs @ \$190	1	\$47.50
4.4.2 Coordinate Invoicing/Payments		
Project Administration* Donna Maxey 2.00 Hrs @ \$85		\$170.00
4.4.3 Provide Detailed Billing Summary		
Project Administration* Donna Maxey 4.00 Hrs @ \$85		\$340.00
TASK 5 * PUBLIC RELATIONS		
5.2.2 Inititate Earned Media Opps		
Principal Manager* Linda Lovgren 2.00 Hrs @ \$190		\$380.00
5.4.2 Strategic Plan Social Media Platform		
Principal Manager* Linda Lovgren 1.25 Hrs @ \$190		\$237.50
Page 2 of 3		

Omaha NE 68114-2498 402-397-7158 Invoice # 19356 Metropolitian Area Planning Agency (MAPA) 2222 Cuming Street Ornaha NE 68102-4328 Invoice # 19356 11/30/2017 E-Mail: mengel@mapacog.org scutsforth@mapacog.org Invoice # 19356 11/30/2017 Invoice # 19356 10-1-2017 - 19-31-2017 E-Mail: mengel@mapacog.org scutsforth@mapacog.org Invoice # 19356 Services Amount CMAQ Reduced Fare Campeign**Project #CM-D2-(107) Invoice # 19356 TASK 5 * PUBLIC RELATIONS \$ 5.5.2 Develop Network of Corp/Business/Schools Principal Manager* Linda Lovgren .50 Hrs @ \$190 \$95.00 Sub-CONSULTANTS \$ 50cial Media Consulting* October 2017 \$ 11,100.01 MEDIA ADVERTISING \$ 500.01 \$ 500.01 Social Media* Facebook Paid Posts October 2017 \$ 500.01 \$ 500.01 WOWT 9/11/17 - 9/22/17 20 Spots \$ 3,960.01 \$ 50,710.2 MSR GROUP* Impact Survey – Partial Billing \$ 6,710.2 \$ 6,710.2	LOVGREN MARKETING GROUP 809 North 96 Street Suite 2	INVOICE
Metropolitian Area Planning Agency (MAPA) 2222 Curning Street Omaha NE 68102-4328 Invoice # 19358 11/30/2017 Invoice # 19358 11/30/2017 Invoice # Invoice # Omaha NE 68102-4328 Invoice #		X
2222 Cuming Street 19358 Omaha NE 68102-4328 11/30/2017 Image:	402-397-7158	Lovgren
2222 Cuming Street 19358 Omaha NE 68102-4328 11/30/2017 Image:		
Omaha NE 68102-4328 11/30/2017 Image: Im		Invoice #
E-Mail: mengel@mapacog.org scutsforth@mapacog.org 10-1-2017 - 10-31-2017 Project #CM-D2 (107) Services Amount CMAQ Reduced Fare Campaign**Project #CM-D2-(107) Amount TASK 5 * PUBLIC RELATIONS 5.5.2 Develop Network of Corp/Business/Schools Principal Manager* Linda Lovgren .50 Hrs @ \$190 \$95.00 Social Media Consulting* October 2017 \$1,100.00 MEDIA ADVERTISING \$562.6 Social Media* Facebook Paid Posts October 2017 \$582.6 Social Media* Twitter October 2017 \$582.0 WOWT 9/11/17 - 9/22/17 20 Spots \$3,960.0 Direct Costs Direct Costs		and the second se
E-Mail: mengel@mapacog.org scutsforth@mapacog.org Project #CM-D2 (107) Services Amount CMAQ Reduced Fare Campaign**Project #CM-D2-(107) Amount TASK 5 * PUBLIC RELATIONS 5.5.2 Develop Network of Corp/Business/Schools Principal Manager* Linda Lovgren .50 Hrs @ \$190 \$95.00 SUB-CONSULTANTS \$000000000000000000000000000000000000		11/30/2017
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CMAQ Reduced Fare Campaign**Project #CM-D2-(107) TASK 5 * PUBLIC RELATIONS 5.5.2 Develop Network of Corp/Business/Schools Principal Manager* Linda Lovgren .50 Hrs @ \$190 SUB-CONSULTANTS Social Media Consulting* October 2017 MEDIA ADVERTISING Social Media* Facebook Paid Posts October 2017 \$582.6 Social Media* Twitter October 2017 \$582.6 WOWT 9/11/17 - 9/22/17 20 Spots Direct Costs	E-Mail: mengel@mapacog.org scutsforth@mapacog.org	Project #CM-D2 (107)
TASK 5 * PUBLIC RELATIONS 5.5.2 Develop Network of Corp/Business/Schools Principal Manager* Linda Lovgren .50 Hrs @ \$190 SUB-CONSULTANTS Social Media Consulting* October 2017 MEDIA ADVERTISING Social Media* Facebook Paid Posts October 2017 Social Media* Facebook Paid Posts October 2017 Social Media* Twitter October 2017 WOWT 9/11/17 - 9/22/17 20 Spots Direct Costs		
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5.5.2 Develop Network of Corp/Business/Schools Principal Manager* Linda Lovgren .50 Hrs @ \$190 \$95.00 SUB-CONSULTANTS Social Media Consulting* October 2017 \$1,100.00 MEDIA ADVERTISING Social Media* Facebook Paid Posts October 2017 \$582.6 Social Media* Twitter October 2017 \$582.6 WOWT 9/11/17 - 9/22/17 20 Spots \$3,960.0 Direct Costs		
Principal Manager* Linda Lovgren .50 Hrs @ \$190 \$95.04 SUB-CONSULTANTS Social Media Consulting* October 2017 \$1,100.04 MEDIA ADVERTISING Social Media* Facebook Paid Posts October 2017 \$582.6 Social Media* Twitter October 2017 \$580.0 WOWT 9/11/17 - 9/22/17 20 Spots \$3,960.0 Direct Costs	TASK 5 * PUBLIC RELATIONS	
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Social Media Consulting* October 2017 \$1,100.04 MEDIA ADVERTISING \$582.64 Social Media* Facebook Paid Posts October 2017 \$582.64 Social Media* Twitter October 2017 \$580.0 WOWT 9/11/17 - 9/22/17 20 Spots \$3,960.0 Direct Costs \$3,960.0	Principal Manager* Linda Lovgren .50 Hrs @ \$190	\$95.0
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MEDIA ADVERTISING Social Media* Facebook Paid Posts October 2017 Social Media* Twitter October 2017 WOWT 9/11/17 - 9/22/17 20 Spots Direct Costs	Social Media Consulting* October 2017	\$1 100 (
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Social Media* Twitter October 2017 \$500.0 WOWT 9/11/17 - 9/22/17 20 Spots \$3,960.0 Direct Costs \$3,960.0		
WOWT 9/11/17 - 9/22/17 20 Spots \$3,960.0 Direct Costs		
Direct Costs		\$000.t
	WOWT 9/11/17 - 9/22/17 20 Spots	\$3,960.0
MSR GROUP* Impact Survey Partial Billing \$6,710.2	Direct Costs	
	MSR GROUP* Impact Survey Partial Billing	\$6 710
	in a la bining	$\psi 0_1 / 10_2$
AMOUNT DUE*PLEASE REMIT \$15,527.8	AMOUNT DUE*PLEASE REMIT	\$15.527

LOVGREN MARKETING GROUP 809 North 96 Street Suite 2 Omaha NE 68114-2498 402-397-7158

Project #: CM-D2 (107) Control #: 22553 Agreement #: BK1710 Location: Douglas County & Sarpy County

PROGRESS REPORT



Invoice #19358

10-1-2017 - 10-31-2017

Page 1

Project Activity During this Period:

The following is a summary of project work performed by the Lovgren Marketing Group team for CMAQ AIR QUALITY & REDUCED FARE PROGRAM 2017

Task 1 PROJECT MANAGEMENT

Prep Meeting Materials & Agenda for Distribution; Committee Meetings Administrative duties-prepare copies for reports

Task 2 AIR QUALITY AWARENESS SURVEY

Survey Bids-review & discuss; Prep for meeting regarding survey; Meet Survey Firm; discuss time & direction Review survey questions make revisions; followup on changes; discuss questions

Task 3 CREATIVE/GRAPHICS

**No Activity

Task 4 MEDIA COORDINATION

Media Performance report (tv); Check docs for placement accuracy on spots; Prep reports for billing/invoicing

Task 5 PUBLIC RELATIONS

Teacher interviews-review materials/discussion; Media monitoring; Press release - Howard Kennedy; Revisions/distribution/coordinate social media

Direct Costs*(Printing/Production)Media Advertising, Radio, Television, Social Media, Bus Tails

Sub-Consultant*Social Media Consulting Services-Oct 2017 Twitter-Paid Posts & Facebook-Paid Posts for Oct 2017; Media-TV spots Survey- research study - initial development

Lovgren Marketing Group							N	MAPA* CMA	Q	Reduced Fa	ire (Campaign**	Proj	ect #CM-D	2-(1	(07)					
Task Name	Т	sk Order Total		voice #19358 October 2017		ivoice #19285 ptember 2017		nvoice #19244 August 2017		avoice #19177 Јију 2017		voice #19114 June 2017		voice #19086 May 2017		April 2017	1	Billed to Date		Remaining Budget	% of Projec Completed
ask I Project Management & Administration®Direct Labor	s	22,820.00	\$	407.50	\$	550.00	s	1,066.25	\$	815.00	\$	2,102.50	\$	2,491.25	\$	5,282.50	\$	12,715.00	s	10,105.00	56
ask 2 Air Quality Awareness Survey*Direct Labor	\$	3,990.00	s	997.50	\$		\$		s	-	s	-	\$	8	\$	-	\$	997.50	\$	2,992.50	25
ask 3.1 Graphic Design * Direct Labor	\$	18,125.00	\$	8	\$	688.75	s	398.75	\$	1,921.25	\$	4,422.50	\$	7,105.00	\$	3,588.75	\$	18,125.00	s	-	100
ask 4 Media Planning & Placement * Direct Labor	\$	11,965.00	\$	557,50	\$	1,002.50	\$	2,180.00	\$	557.50	\$	2,220.00	\$	522.50	\$	1,532.50	\$	8,572.50	\$	3,392.50	72'
ask 5 Public Relations * Direct Labor	s	11,020.00	\$	712.50	\$	1,615.00	\$	1,140.00	\$	237.50	s	332.50	s	1,377.50	s	1,947.50	\$	7,362.50	\$	3,657.50	67'
Sub-Total:	\$	67,920.00	s	2,675.00	\$	3,856.25	s	4,785.00	\$	3,531.25	s	9,077.50	S	11,496.25	s	12,351.25	\$	47,772.50	s	20,147.50	709
Direct Expenses																2					
Direct Costs:																					
rinting Collateral; Production-Radio, TV, Outdoor, Website Iedia*Print Ads, Radio Spots, TV, Outdoor Brds, On-line, Social Media ocial Media Consultant urvey*Survey Subconsultant	\$ \$ \$ \$	16,080.00 85,000.00 12,000.00 15,000.00	\$ \$	5,042.64 1,100.00 6,710.25	\$	1,797.85 18,328.67 1,100.00	\$	1,202.68 36,000.00 1,100.00	\$		5 5 5 5	15,576.83 1,800.00 -		2,903.80 1,100.00 -		2,817.48 - -	\$ \$ \$ \$	89,675.10		10,261.99 (4,675.10) 5,400.00 8,289.75	369 1069 559 459
ub-Total:	\$	128,080.00	\$	12,852.89	\$	21,226.52	S	38,302.68	\$	12,223.16	s	17,376,83	s	4,003.80	\$	2,817.48	S	108,803.36	\$	19,276.64	85%
RAND TOTAL:	S	196,000.00	S	15,527.89	s	25,082.77	\$	43,087,68	S	15,754.41	s	26,454.33	s	15,500.05	Ŝ	15,168.73	\$	156,575.86	s	39,424.14	80%

Lovgren Marketing Group				МАРА* СМ	AQ Reduced F	are Campaign	**Project #CM	-D2-(107)			
Task Name	Task Order Hrs Budgeted	Invoice #19358 Oct 2017 Hrs Billed	Invoice #19285 Sept 2017 Hrs Billed	Invoice #19244 Aug 2017 Hrs Billed	Iavoice #19177 July 2017 Hrs Billed	Invoice #19114 June 2017 Hrs Billed	Invoice #19086 May 2017 Hrs Billed	Invoice #19013 April 2017 Hrs Billed	Hrs Billed to Date	Budget Hrs Remaining	% of Budget Hrs Completed
Task 1 Project Management & Administration*Direct Labor	143.00	3.25	4.00	7.25	5.75	13.00	14.00	28.75	76.00	67.00	53%
Task 2 Air Quality Awareness Survey*Direct Labor	21.00	5.25	0.00	0.00	0.00	0.00	0.00	0.00	5.25	15.75	25%
Fask 3.1 Graphic Design * Direct Labor	125.00	0.00	4.75	2.75	13.25	30.50	49.00	24.75	125.00	0.00	100%
Task 4 Media Planning & Placement * Direct Labor	100.00	6.25	10.25	17.00	6.25	15.00	2.75	15.25	72.75	27.25	73%
Task 5 Public Relations * Direct Labor	58.00	3.75	8.50	6.00	1.25	1.75	7.25	10.25	38.75	19.25	67%
Fotal Hours:	447.00	18.50	27.50	33.00	26.50	60.25	73.00	79.00	317.75	129.25	71%



Cost Breakdown Form

Specific Rates of Compensation (Fixed Labor) Agreements

Company Name:	OVGREN MARI	KETINC	GROUP		
Control No.:	22553		Project No.: 0	CM-D2 (107)	
Project Location:	Douglas County a				
Agreement No.:	3K1710		Expire Date:	lanuary 31, 2018	
Invoice No.:	19358		Invoice Date: (Dotober 31, 2017	
% Work Completed:	30%				
Current Billing Period:	10/1/2017	thru	10/31/2017		
Agreement No: Agreement amount thr	BK171	ः स्वरूक्षणार्थ	Maximum Not-to- Exceed Amount	\$196,00	00.00
				Amount	
			This Period	Previously Billed	To Date
Direct Labor			\$2,675.00	\$45,097.50	\$47,772.50
Direct Costs (Non-Labor)			\$11,752.89	\$90,450.47	\$102,203.36
Outside Services (Subconsult	ants):				+
	<u>Max Amount</u>		l.		
Canary & Coal	\$12,000.00		\$1,100.00	\$5 ,500 .0 0	\$6,600.00
Marine Marine and Strategy and				$\sum_{i=1}^{n} \sum_{j \in \mathcal{I}_i} \left(\sum_{i \in \mathcal{I}_i} \left(\sum_{i \in \mathcal{I}_i} \left(\sum_{j \in \mathcal{I}_i} \left(\sum_{i \in \mathcal{I}_i} \left(\sum_{j \in \mathcal{I}_i} \left(\sum_{i \in \mathcal{I}} \left(\sum_{i \in \mathcal{I}_i} \left(\sum_{i \in \mathcal{I}_i} \left(\sum_{i \in \mathcal{I}_i} \left(\sum_{i \in \mathcal{I}_i} \left(\sum_{i \in \mathcal{I}} \left($	\$0.00
					\$0.00
					\$0.00
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					\$0.00
Adjustments: Description:		Antorna			* *
	. 등 11월일 - 2011년 11월 2013년 12월 2013년 12월 11월 2013년 12월 2013년 12	1997 - 14 1997 - 14			\$0.00
	otal Amount D	UE >>	\$15,527.89	\$141,047.97	\$156,575.80
By submitting this form electronically to S submitted costs are actual and allowed b		tifies	Total Agreem	\$39,424.14	
Signature (typed or signed name require	<u>d):</u>	<u>Title:</u>			Date:
Donna Maxey	1	Busines	ss/Accounting Mgr*Lovg	ren Marketing Group	11/30/2017
Consultant's email contact for	invoice-related que	estions [.]	maxev@lovgrep.com		

DR Form 162a, v16.1230

TIME SHEET



Employee No: 01

Name Linda Lovgren

METROPOLITAN AREA PLANNING AGY

TASK 5.5.2 Develop Network of Corp/Business/Schools

Date	Client	Job#	Hours	Description
10/2/17	MAPA	Develop Network	0.50	Discussion-Teacher Interviews on Radio
			1.1.1.1	
TOTAL:			0.50	

TIME SHEET



Employee No: 01

Linda Lovgren

METROPOLITAN AREA PLANNING AGY

TASK 5.4.2 Strategic Plan Social Media Platform

Date	Client	Job#	Hours	Description
10/16/17	MAPA	Strat Plan*Social Media Platform	0.75	Revisions/Distribution for Social Media
10/17/17	MAPA	Strat Plan*Social Media Platform	0.50	Add'l revisions for Social Media*Coordinate with Randa
			F	
TOTAL:			1.25	

Name

TIME SHEET



Employee No: 01

Name

-

Linda Lovgren

METROPOLITAN AREA PLANNING AGY

TASK 5.2.2 Initiate Earned Media Opps

Date	Client	Job#	Hours	Description
10/2/17	MAPA	Initiate Earned Media Opps	0.75	Review Materials for Teacher Interviews
10/2/17	МАРА	Initiate Earned Media Opps	1.25	Media Monitoring* Howard Kennedy Release
	21			
				÷ 2 ÷
TOTAL:			2.00	

		T	ME SHEE	T
Name	Donna Ma	xev	Lovgren Markeding Group	Employee No: 0
			METROPOLITAN AREA PLANNING AGY TASK 4.4.3 Provide Detailed Billing Summary	
oster Date series	Client	Job#	Hours	
10/31/17	MAPA	Coordinate Involcing/Payments	4.00	Prepare reports/invoices for billing to client
2 1	v			
TOTAL:			4.00	B

		т	IME SHEE	T
			Lovgren Marketing Group	Employee No: 07
Name	Donna Ma	axey		METROPOLITAN AREA PLANNING AGY
		ις.		TASK 4.4.2 Coordinate Invoicing/Payments
Date	Client	Job#	Hours	Description
10/31/17	MAPA	Coordinate Invoicing/Payments	2.00	Check docs for invoicing/vendor invoices/accuracy
		-		
TOTAL:			2.00	

5¥

TIME SHEET							
			Lovgren Markeling Group	Employee No: 01			
Name	Linda Lov	/gren					
				METROPOLITAN AREA PLANNING AGY			
				TASK 4.1.3 Recommend Media Schedule			
Date	Client	Job#	Hours	Description			
10/12/17	МАРА	Recommend Media Schedule	0.25	Preformance Rept-KETV			
TOTAL:			0.25				

		TIN	NE SHEET	
			Lovgren Markeilag Group	Employee No: 01
Name	Linda Lo	ovgren	N 8	—
				METROPOLITAN AREA PLANNING AGY
				TASK 2.1.3 Present Survey Questionnaire
Date	Client	Job#	Hours	Description
10/16/17	MAPA	Present Survey Questionnaire	0.75	Revisions to Survey/Distribute to Sue
10/17/17	MAPA	Present Survey Questionnaire	0.50	Survey Followup & Changes
10/19/17	MAPA	Present Survey Questionnaire	0.75	Review Survey & Discuss with Sue
TOTAL:			2.00	

		TI	ME SHEE	Т
			Lovgren	Employee No: 01
Name	Linda Lo	vgren		
				TASK 2.1.2 Meet Research Company
Date	Client	Job#	Hours	Description
10/13/17	MAPA	Meet Research Company	1.25	Meeting Survey Firm & Discuss Timeline/Direction
				5
			,	
>		·		
		1		
TOTAL:			1.25	

		V	TIME SHEE	T
			Lovgren Marketing Group	Employee No: 01
Name	Linda Lov	gren		
				METROPOLITAN AREA PLANNING AGY
				TASK 2.1.1 Collect Survey Bids
Date	Client	Job#	Hours	Description
10/3/17	MAPA	Collect Survey Bids	1.50	Survey Bids*Review
10/12/17	MAPA	Collect Survey Bids	0.50	Prep for meeting to discuss survey bids
		2		
	с			
TOTAL:			2.00	

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		1	FIME SHEE	T	
			Lovgren Marketing Group	Employee No: 0	
Name	Donna Ma	ахеу		METROPOLITAN AREA PLANNING AGY	
				TASK 1.5 Administrative Duties	
Date	Client	Job#	Hours	Description	
10/30/17	MAPA	Administrative Duties	2.00	Prep documents/copies for billing	
a.					
TOTAL:			2.00		

Randa Zalman October 2017 | Consulting Hours

Date	Hours	Task	Task Description	Person	Description of Task
10/1/2017	1.50	5.4	Engage social media	Randa Zaiman	Upload editorial calendar into Facebook, Hootsuite
10/2/2017	0.25	5.4	Engage social media	Randa Zalman	Community management, post and respond.
10/4/2017	0.25	5.4	Engage social media	Randa Zalman	Community management, post and respond.
10/5/2017	0.25	5.4	Engage social media	Randa Zalman	Community management, post and respond.
10/6/2017	0.25	5.4	Engage social media	Randa Zalman	Community management, post and respond.
10/8/2017	1.50	5.4	Engage social media	Randa Zalman	Gather September reporting; Community management, post and respond.
10/9/2017	0.50	5.4	Engage social media	Randa Zalman	Provide September reporting
10/10/2017	0.25	5.4	Engage social media	Randa Zalman	Community management, post and respond.
10/12/2017	1.00	5.4	Engage social media	Randa Zalman	Write editorial calendar; Community management, post and respond.
10/13/2017	1.00	5.4	Engage social media	Randa Zalman	Write editorial calendar;
10/14/2017	0.25	5.4	Engage social media	Randa Zalman	Community management, post and respond.
10/15/2017	0.25	5.4	Engage social media	Randa Zalman	Community management, post and respond.
10/16/2017	0.75			Randa Zalman	Write editorial calendar;
10/17/2017	1.00	5.4	Engage social media	Randa Zalman	Send editorial calendar for review; Community management, post and respond.
10/18/2017	0.50	5.4	Engage social media	Randa Zalman	Update editorial calendar with feedback;
10/19/2017	1.00	4.2	Social / Digital Placement	Randa Zalman	Set paid placement campaign; Community management, post and respond.
10/21/2017	0.50	4.2	Social / Digital Placement	Randa Zalman	Check on paid placement campaign;
10/22/2017	0.25	5.4	Engage social media	Randa Zalman	Community management, post and respond.
10/23/2017	0.25	5.4	Engage social media	Randa Zalman	Community management, post and respond.
10/26/2017	0.25	5.4	Engage social media	Randa Zalman	Community management, post and respond.
10/27/2017	0.25	5.4	Engage social media	Randa Zalman	Community management, post and respond.
10/28/2017	0.25	5.4	Engage social media	Randa Zalman	Community management, post and respond.
10/30/2017	0.75	4.2	Social / Digital Placement	Randa Zalman	Check on paid placement campaign; Community management, post and respond.
10/31/2017	0.25	5.4	Engage social media	Randa Zalman	Community management, post and respond.

		Т	IME SHEE	Т
			Lovgren Markenha Group	Employee No: 01
Name	Linda Lov	gren		
				METROPOLITAN AREA PLANNING AGY
			2	TASK 1.3 Progress & Client Meetings
Date	Client	Job#	Hours	Description
10/12/17	MAPA	Progress & Client Mtgs	1.25	Progress Meeting with Partners
				1
				=
	1.4			24
				×
			1.25	


To: Linda Lovgren, President & CEO Lovgren Marketing Group e: <u>lovgren@lovgren.com</u>; <u>maxey@lovgren.com</u>

From:

Canary & Coal Randa Zalman, President & CEO 2111 South 67th St., Ste. 300 Omaha, NE 68106 C: 402-321-0051 E: <u>randa@canaryandcoal.com</u>

Date De

Description

Amount

October 2017

L7 MAPA LSBI Consulting Hours

TOTALS:

\$1,100.00

\$1,100.00

Please pay upon receipt.

Thank you for this opportunity!

SUB – CONSULTANT OCT 2017

Receipt for Little Steps Big Impact Account ID: 893568200785745

Payment Date Oct 31, 2017 6:09am

,

Payment Method VISA*9694 Reference Number: BEMV9DJP72

Transaction ID 1357911104320329-2908085

Product Type Instagram



Paid \$17.34 USD

Remaining ad costs at the end of the month.

Campaigns

L\$Bi July 2017 Video Ad		\$9.10
From Jun 28, 2017 12:30pm to Col 30, 2017 10:30em		
LSBI - July 2017 - Video Ad	12 Impressions	\$0,10
Engagement		
From Jun 26, 2017 12:30pm to Oct 30, 2017 10:30am		\$8.12
MAPA LSB! June 2017 Engagement Post Boost	23 Impressions	\$0.12
LSBi - July 2017 - Engagement Post 1		\$9.01
From Jun 26, 2017 12:30pm to Oct 30, 2017 10:30am		4 474 I
LSBI - July 2017 - Engagement Post 1	f impression	\$0.01
LSBI - September 2017 - Video Views		\$0.18
From Jun 26, 2017 12:30pm to Oct 80, 2017 10:30am		90,10
e LSBI - September 2017 - Video Views	17 Impressions	\$0.18
1.981 - Öctober 2017 - Resch		6 /6 65
From Jun 26, 2017 12:30pm to Oct 30, 2017 10:30am		\$16.93
LSBI - October 2017 - Reach	4,089 impressions	\$16,93

Facebook Inc. 1304 Willow Road Mento Park: CA 94025-1462 United States

Receipt for Little Steps Big Impact Account ID: 693536200765745

Payment Date Oct 31, 2017 6:09am

Payment Method VISA*9894 Reference Number: 6EMV8DJP72

Transaction ID 1357911084320331-2908084

Product Type Facebook



Paid \$565.30 USD

Remaining ad costs at the end of the month.

Campalgne

LSBI - September 2017 - Page Likes From Sep 29, 2017 2:30pm to Oct 30, 2017 12:00pm		\$93.73
LSBI - September 2017 - Page Likes	1,279 Impressione	\$33,73
1581 - October 2017 - Reach From Sep 29, 2017 2:30pm to Oct 30, 2017 12:00pm		\$83.07
LSBI - October 2017 - Reach	27,875 Impressions	\$83.07
LSBI - October 2017 - Page Likes From Sep 29, 2017 2:30pm to Oct 30, 2017 12:00pm		\$400.00
L6BI - October 2017 - Pege Likes	11,406 Impressions	\$400.00
LSBI - September 2017 - Video Viewe From 8ep 29, 2017 2:30pm to Oct 30, 2017 12:00pm		\$48,58
e L681 - September 2017 - Video Views	2,191 Impressions	\$48.60

Facebook, Inc. 1601 Willow Scont Menile Park, CA 94025-1452 United States



Twitter Inc

1355 Market Street, Sulte 900 San Francisco, CA 94103

Invoice number 60000004300987 Invoice date October 25, 2017 Billing period October 1 - October 23, 2017

Date	Description	Total amount In (USD \$)
October 23, 2017	LSBI - October 2017 - Awareness · #16374749 LSBI - October 2017 - New Follower · #16374736	\$50.00 \$9.00
	Το	tal \$59.00



Twitter inc

1355 Market Street, Suite 900 San Francisco, CA 94103

Invoice number 60000004306636 Invoice date October 28, 2017 Billing period October 24 - October 26, 2017

Date	Description	Total amount in (USD		
October 24, 2017	LSBI - October 2017 - Awareness · #16374749 LSBI - October 2017 - New Follower - #16374736	\$49.95 \$110.00		
October 25, 2017	LSBI - October 2017 - Awareness · #16374749 LSBI - October 2017 - New Follower · #16374736	\$0.05 \$74.27		
October 26, 2017	LSBI - October 2017 - New Follower · #16374736	\$69.04		

Total

\$303.31

MEDIA* TV/SOCIAL MEDIA OCT 2017



Twitter Inc

1355 Market Street, Suite 900 San Francisco, CA 94103

Invoice number 60000004321186 Invoice date November 2, 2017 Billing period October 27 - October 31, 2017

Date	Description	Total amount in (USD \$)
October 27, 2017	LSBI - October 2017 - New Follower · #16374736	\$94.49
October 28, 2017	LSBI - October 2017 - New Follower · #16374736	\$43.20

Total

\$137.69

WOWT	INVOICE			1290 - 190			
3501 Farnam St. Ornaha NE 68131	Invoice # 645892-2	Invoice Date 10/29/17	Invoice Month October 2017	Invoice Period 09/25/17 - 10/06/17			
WOWT · OMAHA	Station Account WOWT Mary Wil	Executive son	Sales Office Omaha Local	Sales Region			
2 × *	Advertiser Little Steps - Big Impact (1456	i31)	IDB#				
	Agency Lovgren Advertising (3579)	19	Order # 645892	Alt Order #			
320		Flight Dates 09/1 1/17 - 10/06/1	7 Broadcast	Billing Type Cash			
Lovgren Advertising	Send Payment To:	Advertiser Code	Product Code	Estimate Number Air Quality			
809 N 96th St Omaha NE 68114	WOWT P.O. Box 14200	Little Steps, Big In	Product Description Little Steps, Big Impact				
	Tallahassee FL 32317-4	For E	For Billing Inquiries Call: (402) 346-6666				

ine Starl Date	End Date	Description			Start/End Time	MTM	/TFSS	Length	Spots / Week	Rate		Туре	
1.1	09/11/17	10/06/17			EM News Rotator M-F	5:00 AM	AM-6:00	 24	:30	1	3	\$60.00	
ipots # Ch Day	<u>Air Date</u>	Air Time	Description		Start/End Tit	ne	Length	Ad-ID				Rate	Туре
B WOWT M	09/25/17	05:52 am	EM News Rotator M-F		5:00 AM-6:0	0 AM	:30	MAPA01H					
7 WOWT T	09/26/17	05:13 am	EM News Rotator M-F		5:00 AM-6:0	0 AM	:30	MAPA01H				\$60.00	NM
9 WOWT T	09/28/17	05:58 am	EM News Rotator M-F		5:00 AM-6:0		:30	MAPA01H				\$60.00	NM
11 WOWT T	10/03/17	05:29 am	EM News Rotator M-F		5:00 AM-6:0		:30	MAPA01H				\$60.00	NM
13 WOWT T	10/05/17	05:10 am	Daybreak @ 5a		5a-530a	0701	:30	MAPA01H				\$60.00	NM
MG f	or 1.12 10/0	2	. 0		44 8666		.00					\$60.00	NM
10 WOWT F	10/06/17	05.49 am	EM News Rotator M-F	_	5:00 AM-6:0	0 AM	:30	MAPA01H				\$60.00	NM
Law 2007 0									Spots /			400.00	100
ine Start Date	End Date	Description			Start/End Time	MTV	TFSS	Length	Week	Rate		Туре	
1.2	09/11/17	10/06/17			News @ 6p M-F	5590			:30	Trate	2	\$275.00	
pots # Ch Day	Air Date	Air Time	Description		Start/End Ti		Length	Ad-ID			4	and the second s	-
5 WOWT T	09/28/17	06:13 pm	News @ 6p M-F		559p-7p	-	:30	MAPA01H	I			Rate	Type
6 WOWT F	09/29/17	06:20 pm	News @ 6p M-F		559p-7p		:30	MAPA01H		3		\$275.00	NM
7 WOWT T	10/03/17	06:53 pm	News @ 6p M-F		559p-7p		:30	MAPA01H				\$275.00	NM
W TWOW B	10/04/17	06:25 pm	News @ 6p M-F		559p-7p		:30	MAPA01H				\$275.00	NM
							.00				-	\$275.00	NM

Line Slart Date	End Date	Description	1	Start/End Time	MTWT	FSS	Length	Spots / Week	Rate		Туре	
13	09/11/17	10/06/17		Graphic	Non-Sp	toc	MTWTE-	:00		5	\$250.00	
Spots # Ch Da	y <u>Air Date</u>	Air Time	Description	Star/End T	ime I	Length	Ad-ID				Rate	Tunn
11 WOWT M	09/25/17	12:00 am	Graphic	Non-Spot		:00						Type
12 WOWT T	09/26/17	12:00 am	Graphic	Non-Spot		:00					\$250.00	NS
13 WOWT W	09/27/17	12:00 am	Graphic	Non-Spot		:00					\$250.00	NS
14 WOWT T	09/28/17	12:00 am	Graphic	Non-Spot		:00					\$250.00	NS
15 WOWT F	09/29/17	12:00 am	Graphic	Non-Spot		:00			× .		\$250.00	NS
16 WOWT M	10/02/17	12:00 am	Graphic	Non-Spot							\$250.00	NS
17 WOWT T	10/03/17	12:00 am	Graphic	- 1-		:00					\$250.00	NS
18 WOWT W	10/04/17	12:00 am	Graphic	Non-Spot		:00					\$250.00	NS
19 WOWT T	10/05/17	12:00 am	Graphic	Non-Spot		:00					\$250.00	NS
20 WOWT F	10/06/17	12:00 am		Non-Spot		:00					\$250.00	NS
20 //01/11	TU/UUTT	12.00 dill	Graphic	Non-Spot		:00					\$250.00	NS
				Total Spots		2	20		1		1	

Payment Terms 30 days

US Funds Only Due Date: 11/28/2017

Gross Total \$3,960.00



1121 North 102nd Court, Suite 100 Omaha, NE 68114-1947

BILL TO

Lovgren Marketing Group, Inc. Attn: Linda Lovgren 809 N. 96th Street, Suite 2 Omaha, NE 68114

DATE	INVOICE #
10/17/2017	28390

Invoice

		P.O. NO.	TERMS		PROJECT
		Lovgren	Due on receipt	Little	Steps Big Impa.
QUANTITY	DESCRIPTION		RAT	E	AMOUNT
	Project: Little Steps Big Impact Survey Advance billing (as per approved Quote) Group to conduct the research study labe in advance of one-half estimated project for all remaining charges will be sent up study.) to engage The MSR eled above. These fees expenses. Final billin	are	,710.25	6,710.25

 ate law but not to exceed 1.5% per month or 18% per annum on all amounts not paid in all within 30 day from invoice date.

 Phone #
 Fax #

 Tax I.D. Number

80-0107273

402-392-1068

402-392-0755

Web Site

www.theMSRgroup.com

DIRECT COSTS OCT 2017

METROPOLITAN AREA PLANNING AGENCY 2222 Cuming Street Omaha, Nebraska 68102

Subcontractor's Payment Authorization

Contractor: Lovgren Marketing Group

Project Title: 2017 CMAQ Air Quality and Reduced Fare Program

Contract Approved by Board of Directors: February 23, 2017

Effective: February 1, 2017 - January 31, 2018

Contract Amount of: \$196,000

Payment # 8

1. Computation of Payment

Bill to Date	\$159,490.21			
Less Previous Payments	<u>\$156,575.86</u>			
Payment Due this Date	<u>\$ 2,914.35</u>			

2. Payment Approved

RECOMMENDED PAYMENT BY

Staff Member-

Responsible Charge & Department Manager

Executive Director

Payment approved by Finance Committee

Treasurer

	809 N Omal Metropoli 2222 Cur Omaha E-Mail: m	N MARKETING GROUP orth 96 Street Suite 2 ha NE 68114-2498 402-397-7158 tian Area Planning Agency (MAPA) ning Street NE 68102-4328 engel@mapacog.org scutsforth@mapacog.org	12/ 11/1/20 [.]	en Innup Date 29/2017 17- 11-30/2017 #CM-D2 (107)
Date	Invoice	Transaction		Amount
12/29/2017	19450	CMAQ REDUCED FARE CAMPAIGN	1	\$2,914.35
		AMOUNT DUE*PLEASE REM	IT	\$2,914.35

LOVGREN MARKETING GROUP	INVOICE
809 North 96 Street Suite 2	1.000.00
Omaha NE 68114-2498	X
402-397-7158	Lovgren Markeling Group
Metropolitian Area Planning Agency (MAPA)	Invoice #
2222 Cuming Street	19450
Omaha NE 68102-4328	12/29/2017
	11-1-2017 - 11/30/2017
E-Mail: mengel@mapacog.org scutsforth@mapacog.org	Project #CM-D2 (107)
	Project #CM-02 (101)
Services CMAQ Reduced Fare Campaign**Project #CM-D2-(107)	Amount
CIVAQ Reduced Fale Campaign Floject #CIVI-D2-(107)	
TASK 1 * PROJECT MANAGEMENT	
1.5 Administrative Duties	
Project Administration* Donna Maxey 2.00 Hrs @ \$85	\$170.00
TASK 2 * SURVEY	
2.1.4 Monitor Survey Progress/Schedules	
Graphics Manager* Tom Nemitz 4.50 Hrs @ \$145	\$652.50
TASK 4 * MEDIA COORDINATION	
4.11 Monitor Placement Schedule/Billing	
Project Administration*Pam Haizlip 7.00/Hrs @ \$85	\$595.00
4.4.2 Coordinate Invoicing/Payments	
Project Administration* Donna Maxey 2.00 Hrs @ \$85	\$170.00
Page 1 of 2	

LOVGREN MARKETING GROUP	INVOICE	1
809 North 96 Street Suite 2 Omaha NE 68114-2498		
402-397-7158	Loveren	
	Lovgren Marketlig Group	
Metropolitian Area Planning Agency (MAPA)	Invoice #	-
2222 Cuming Street	19450	1
Omaha NE 68102-4328	12/29/2017	1
	11-1-2017 - 11/30/2017	
E-Mail: mengel@mapacog.org scutsforth@mapacog.org	Project #CM-D2 (107)	
Services	Amount	
CMAQ Reduced Fare Campaign**Project #CM-D2-(107)		1
SUB-CONSULTANTS		
Social Media Consulting* November 2017	\$1,100.00	
		-
	· · · · ·	
MEDIA ADVERTISING		
Social Media* Facebook Paid Posts November 2017	¢00.00	
Social Media* Facebook Paid Posts November 2017	\$83.89 \$17.96	
=		11
Social Media* Twitter November 2017 Social Media* Twitter November 2017	\$51.00	
	\$74.00	
	· · · · · · · · · · · · · · · · · · ·	
5		
1		
AMOUNT DUE*PLEASE REMIT	\$2,914.3	2



Cost Breakdown Form

Specific Rates of Compensation (Fixed Labor) Agreements

Company Name:	LOVGREN M	LOVGREN MARKETING GROUP					
Control No.:	22553	1000	Project No.: 0	CM-D2 (107)			
Project Location:	Douglas Cour	nty and Sar	py County				
Agreement No.:	BK1710		Expire Date: J	January 31, 2018	122		
Invoice No.:	19450		Invoice Date: [December 29, 2017			
% Work Completed:	81%	4		1977 1978 AVE - LUC			
Current Billing Period:	11/1/2017	thru	11/30/2017				
Agreement Agreement amou	t No: BK17 Int thru supplement		Maximum Not-to- Exceed Amount	\$196,000	.00		
				Amount			
			This Period	Previously Billed	To Date		
Direct Labor			\$1,587.50	\$47,772.50	\$49,360.00		
Direct Costs (Non-Labor)			\$226.85	\$102,203.36	\$102,430.21		
Outside Services (Subco	onsultants):						
Name	<u>Max Amount</u>						
Canary & Coal	\$12,000.0	00	\$1,100.00	\$ 6, 600.00	\$7,700.00		
-		95			\$0.00		
					\$0.00		
		<u>84</u>			\$0.00		
					\$0.00		
A discolation and a s		31Ê	<u>n p</u> anti seriangan s		\$0.00		
Adjustments: Description:					¢0.00		
Description	Total Amoun	t DUE >>	\$2,914.35	\$156,575.86	\$0.00 \$159,490.2 1		
			φ2,014.00	\$100,010.00	\$109,490.2		
By submitting this form electronic submitted costs are actual and al		t certilies	Total Agreem	ent Amount Remaining:	\$36,509.79 🧳		
Signature (typed or signed name		Title:		Di	ato:		
Donna Maxey		Busines	ss/Accounting Mgr*Love	gren Marketing Group	12/29/ 2017		

Consultant's email contact for invoice-related questions: maxey@lovgren.com



To: Linda Lovgren, President & CEO Lovgren Marketing Group e: lovgren@lovgren.com; maxey@lovgren.com

From: **Canary & Coal Randa Zalman, President & CEO** 2111 South 67th St., Ste. 300 Omaha, NE 68106 C: 402-321-0051 E: <u>randa@canaryandcoal.com</u>

DateDescriptionAmountNovember
2017MAPA LSBI Consulting Hours\$1,100.00

TOTALS:

\$1,100.00

Please pay upon receipt.

Thank you for this opportunity!

N/

Randa Zalman | LSBI November 2017 | Consulting Hours

Date	Hours	Task	Task Description	Person	Description of Task
11/1/2017	0.25	5.4	Engage social media	Randa Zalman	Community management, post and respond.
11/3/2017	0.25	5.4	Engage social media	Randa Zalman	Community management, post and respond.
11/4/2017	0.25	5.4	Engage social media	Randa Zalman	Community management, post and respond.
11/5/2017	1.25	5.4	Engage social media	Randa Zalman	Uploaded November editorial calendar into Facebook, Twitter
11/6/2017	1.25	5.4	Engage social media	Randa Zalman	Provide October Reporting and Highlights; Community management, post and respond.
11/8/2017	0.25	5.4	Engage social media	Randa Zalman	Community management, post and respond.
11/9/2017	0.25	5.4	Engage social media	Randa Zalman	Community management, post and respond.
11/11/2017	0.50	5.4	Engage social media	Randa Zalman	Community management, post and respond.
11/12/2017	0.25	5.4	Engage social media	Randa Zalman	Community management, post and respond.
11/13/2017	0.75	5.4	Engage social media	Randa Zalman	Build Twitter lists
11/14/2017	0.25	5.4	Engage social media	Randa Zalman	Community management, post and respond.
11/15/2017	0.25	5.4	Engage social media	Randa Zalman	Community management, post and respond.
11/16/2017	0.50	5.4	Engage social media	Randa Zalman	Community management, post and respond.
11/18/2017		5.4	Engage social media	Randa Zalman	Community management, post and respond.
11/19/2017	0.25	5.4	Engage social media	Randa Zalman	Community management, post and respond.
11/22/2017	0.25	5.4	Engage social media	Randa Zalman	Community management, post and respond.
11/23/2017	1.5	5.4	Engage social media	Randa Zalman	Brainstorm for 2018 - Graphics, Functionality, Posts, Engagement
11/24/2017	1	4.2	Social / Digital Placement	Randa Zalman	Set Paid Placement; Community management, post and respond.
11/26/2017	2	5.4	Engage social media	Randa Zalman	Compile December editorial calendar from previous posts
11/28/2017	0.50	4.2	Social / Digital Placement	Randa Zalman	Check Paid Placement
11/29/2017	0.25	5.4	Engage social media	Randa Zalman	Community management, post and respond.
11/30/2017	0.25	5.4	Engage social media	Randa Zalman	Community management, post and respond.

Receipt for Little Steps Big Impact 14.014

Account ID: 893568200765745

Payment Date Nov 30, 2017 6:44em

Payment Method VI9A*9694 Reference Number; NZHXQDWP72

Transaction ID 1419546762390099-2990411

2211 72 (2011) 731 721

S4 - C435

LSBI - November 2017 - Engagement 1

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From Nov 27, 2017 4:00pm to Nov 30, 2017 12:00am

LSBI - November 2017 - Engagement 1

0.031345

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(1,2)

Product Type Instagram

Campaigns

Paid

\$17.96 USD

Remaining ad costs at the end of the month.

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2024 20202 4

238 Impressions

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104 R. H. 100

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Facebook, Inc. 1601 Willow Road Menic Park, CA 94025-1452 United States



\$17.96

\$17.96

004243-002.52

sector of scales

Receipt for Little Steps Big Impact Account ID: 893568200765745

111262

N 1993 N

Ho:

0.00

00 H

Payment Date Nov 30, 2017 6:44am

Payment Method VI&A*9694 Reference Number: MZHXQDWP72

Transaction ID 1410548759856766-2990410

Product Type Facebook



Paid

\$83.89 USD

Section (1993) 21 - 12

Remaining od costs at the end of the month.

Campaigns

	a , k o na a 18.8.28	())
LSBI - November 2017 - Engagement 1		*** **
From Nov 27, 2017 3:05pm to Nov 30, 2017 12:00am		\$23.50
and a second	이 눈 사이 있는 것을 위해 사람이 있는 것을 못 하는 것을 못 한다.	l e m
LSBI - November 2017 - Engagement 1	628 Impressions	\$23.56
A NY WARREN A A SUME MARKET	the state of the s	
LSBi - November 2017 - Page Likes		400.00
From Nov 27, 2017 3:05pm to Nov 30, 2017 12:00am		\$60.33
·· · · · · · · · · · · · · · · · · · ·	10 E - 1886.0000 H - 20	
LSBI - November 2017 - Page Likes	2,412 impressions	\$60,33
er men same a Wind à com	-Here 2(4) 1 Victor 1	

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12 1020 00

101.51

Facebook, Inc. 1601 Willow Road Menio Park. CA 94025-1452 United States

6.4



 (\mathbf{x})

Twitter Inc

1355 Market Street, Suite 900 San Francisco, CA 94103

Invoice date

Invoice number 60000004387279 December 2, 2017 Billing period November 28 - November 30, 2017

Date	Description	Total amount in (USD \$)
November 28, 2017	LSBI - November 2017 - Follower Campaign - #16705767	\$30.00
November 29, 2017	LSBI - November 2017 - Follower Campaign - #16705767	\$21.00
		Total \$51.00



ii,

Twitter Inc

1355 Market Street, Suite 900 San Francisco, CA 94103

Invoice number 6 Invoice date 1 Billing period 1

600000004374621 November 29, 2017 November 1 - November 27, 2017

Date	Description	Total amount in (USD \$)
November 27, 2017	LSBI - November 2017 - Engagement 1 · #16705757 LSBI - November 2017 - Follower Campalgn · #16705767	\$50.00 \$24.00
	Total	\$74.00

Lovgren Marketing Group												
Task Name	Task Order Hrs Budgeted	Invoice #19450 Nov 2017 Hrs Billed	Invoice #19358 Oct 2017 Hrs Billed	Invoice #19285 Sept 2017 Hrs Billed	Invoice #19244 Aug 2017 Hrs Billed	Invoice #19177 July 2017 Hrs Billed	Invoice #19114 June 2017 Ers Billed	Invoice #19086 May 2017 Hrs Billed	Invoice #19013 April 2017 Ers Billed	Hrs Billed to Date	Budget Hrs Remaining	% of Budget Hrs Completed
Task 1 Project Management & Administration*Direct Labor	143.00	2.00	3.25	4.00	7.25	5.75	13.00	14.00	28.75	78.00	65.00	55%
Task 2 Air Quality Awareness Survey*Direct Labor	21.00	4.50	5.25	0.00	0.00	0.00	0.00	0.00	0.00	9.75	11.25	46%
Task 3.1 Graphic Design * Direct Labor	125.00	0.00	0.00	4.75	2.75	13.25	30.50	49.00	24.75	125.00	0.00	100%
Task 4 Media Planning & Placement * Direct Labor	100.00	9.00	6.25	10.25	17.00	6.25	15.00	2.75	15.25	81.75	18.25	82%
Task 5 Public Relations * Direct Labor	58.00	0.00	3.75	8.50	6.00	1.25	1.75	7.25	10.25	38.75	19.25	67%
Total Hours:	447.00	15.50	18.50	27.50	33.00	26.50	60.25	73.00	79.00	333.25	113.75	75%

Lovgren Marketi Bill To: METROPOLITIAN AREA PLANNING AGENC 2222 Cuming Street	ng Group**Progress Report CMAQ REDUCED FARE CA Y (MAPA)	AMPAIGN Date: 12-29-2017 Invoice #19450
Omaha NE 68102-4328		Project #: CM-D2 (107) Control #: 22553 Agreement #: BK1710 Location: Douglas County & Sarpy County
Project Activity During This Period: The following is a summary of project work performed by	the Lovgren Marketing Group Team for CMAQ AIR QUALITY & REDUCED FARE PROGRAM 2017	
Task #	Description of Services	
Fask1 Project Management	Administrative Duties-prep docs for reports	
ask2 Air Quality Awareness Survey	Discuss edits with survey group; make revisions; proof questions - client approvals	
Task 3 Creative/Graphics	No activity	ñ
ask 4 Media Coordination	Media traffic coordination of schedules; prep reports for billing/invoicing	
Task 5 Public Relations	No activity	
Direct Costs* Printing/Production; Media Advertising	Sub-Consultant* Social Media Consulting November 2017 Twitter*Paid Posts & Facebook*Paid Posts for November 2017	
	2.	

Name	Donno Ma		Lovgren Markeling Group	T Employee No: 07
Name	Donna Ma	Тхеу		METROPOLITAN AREA PLANNING AGY TASK 1.5 Administrative Duties
Date	Client	Job#	Hours	Description
11/30/17	MAPA	Administrative Duties	2.00	Prep documents/copies for billing
)
			9	
TOTAL:	-		2.00	

TIME SHEET



Employee No: 76

Name Tom Nemitz

METROPOLITAN AREA PLANNING AGY

TASK 2.1.4 Monitor Survey Progress-Schedules

Date	Client	Job#	Hours	Description
11/1/17	MAPA	Monitor Survey Progress	0.75	Discuss Survey Edits with MSR Group*Revisions
11/1/17	MAPA	Monitor Survey Progress	1.00	Survey Revisions; send to clt for approval
11/1/17	MAPA	Monitor Survey Progress	1.75	Proof Survey Questions-Final Draft for Approval
11/ <u>2/</u> 17	MAPA	Monitor Survey Progress	1.00	Approvals and final -send to MSR
TOTAL:			4.50	

		TIA	NE SHEET	ſ
				<i>P</i>
		I	JOVGTEN arketing Group	Employee No: 60
Name	Pam Haiz		arketing Group	
INAME				METROPOLITAN AREA PLANNING AGY
				TASK 4.4.1 Monitor Placement/Schedule/Billing
Date	Client	Job#	Hours	Description
	1		E 00	Coordinate Traffic-Placement Schedules on Media
11/7/17	MAPA	Media Placement/Schedules	5.00	Coordinate Trainc-Flacement Scheddles on Media
11/8/17	MAPA	Media Placement/Schedules	2.00	Coordinate Traffic-Placement Schedules on Media
11/0/17		Media Flacementochedules	2.00	Δ.
· · · · · · · · · · · · · · · · · · ·				
				s
TOTAL:			7.00	

Name	Donna Ma	axev	Lovgren Marketing Group	Employee No: 07
Name _	Donna Ma	axev		
		J		METROPOLITAN AREA PLANNING AGY
				TASK 4.4.2 Coordinate Invoicing/Payments
Date	Client	Job#	Hours	Description
11/30/17	MAPA	Coordinate Invoicing/Payments	2.00	Check docs for invoicing/vendor invoices/accuracy
			() ()	
	-			
			1	
TOTAL:			2.00	

Lovgren Montality Crown								MAP	A* 0	MAQ Redu	ced	Fare Campa	aign	n**Project #	СМ	(-D2-(107)							
Lavgren Markeung Group	Ta	sk Order Total		voice #19450 vember 2017		voice #19358 stober 2017		ptember 2017	Lo	roice #19244 .ugust 2017	La	vaice #19177 July 2017	Lav	voice #19114 June 2017	La	voice #19086 May 2017		oice #19013 April 2017	Di	lled to Date		emaining Budget	% of Project Completed
Task Name	s	22,820.00	s	170.00	s	407.50	s	550.00	\$	1,066.25	\$	815.00	s	2,102.50	s	2,491.25	s	5,282.50	s	12,885.00	s	9,935.00	56
rask 2 Air Quality Awareness Survey*Direct Labor	\$	3,990.00	s	652.50	\$	997.50	s	*	s		s	-	s	-	\$	-	s	-	\$	1,650.00	\$	2,340.00	41
iask 3.1 Graphic Design * Direct Labor	s	18,125.00	s		\$	<u>s</u>	s	688.75	\$	398.75	\$	1,921.25	\$	4,422.50	\$	7,105.00	\$	3,588.75	\$	18,125.00	\$	-	100
Task 4 Media Planning & Placement * Direct Labor	\$	11,965.00	\$	765.00	\$	557.50	s	1,002.50	\$	2,180.00	\$	557.50	\$	2,220.00	\$	522.50	\$	1,532.50	S	9,337.50			78
Task 5 Public Relations * Direct Labor	s	11,020.00	s	2	\$	712.50	s	1,615.00	s	1,140.00	\$	237.50	s	332.50	\$	1,377.50	\$	1,947.50		.,=		3,657.50	67
Sub-Total:	\$	67,920.00	s	1,587.50	5	2,675.00	\$	3,856.25	s	4,785.00	s	3,531.25	\$	9,077.50	\$	11,496.25	S	12,351.25	\$	49,360.00	\$ 1	18,560.00	73
Direct Expenses																							
Direct Costs:																		0.017.40		5,818.01		10 261 00	36
Printing Collateral; Production-Radio,TV, Outdoor, Website Media*Print Ads, Radio Spots, TV, Outdoor Brds, On-line, Social Media Social Media Consultant Survey*Survey Subconsultant	\$ \$ \$ \$	16,080.00 85,000.00 12,000.00 15,000.00	\$ \$ \$	226.85 1,100.00		5,042.64 1,100.00 6,710.25	\$	1,797.85 18,328.67 1,100.00	\$		5 5 5 5	- 11,823.16 400.00 -			\$ \$ \$ \$		\$ \$ \$ \$		5555	89,901.95 7,700.00	\$ \$	(4,901.95) 4,300.00	106 64 45
Sub-Total:	\$	128,080.00	s	1,326,85	s	12,852.89	\$	21,226,52	s		_	12,223.16	-		-	4,003.80	-	2,817.48				17,949.79	86
GRAND TOTAL:	5	196,000.00	\$	2,914.35	\$	15,527.89	5	25,082.77	\$	43,087,68	s	15,754.41	s	26,454.33	S	15,500.05	S	15,168.73	S	159,490.21	\$:	36,509.79	81

METROPOLITAN AREA PLANNING AGENCY 2222 Cuming Street Omaha, Nebraska 68102

Subcontractor's Payment Authorization

Contractor: Lovgren Marketing Group

Project Title: 2017 CMAQ Air Quality and Reduced Fare Program

Contract Approved by Board of Directors: February 23, 2017

Effective: February 1, 2017 - January 31, 2018

Contract Amount of: \$196,000

Payment # 9

1. Computation of Payment

Bill to Date	\$1	70,149.37
Less Previous Payments	<u>\$1</u>	59,490.21
Payment Due this Date	\$	10,659.16

2. Payment Approved

RECOMMENDED PAYMENT BY:

Staff Member

Responsible Charge & Department Manager

Executive Director

Payment approved by Finance Committee

Treasurer

	809 N Omał Metropoli 2222 Cur Omaha	N MARKETING GROUP orth 96 Street Suite 2 na NE 68114-2498 402-397-7158 tian Area Planning Agency (MAPA) ning Street NE 68102-4328	1/: 12/1/20 Project	22.3 (Applie)
Date	Invoice	Transaction		Amount
1/29/2018	19464	CMAQ REDUCED FARE CAMP	PAIGN	\$10,659.16
		AMOUNT DUE*PLEASE F	REMIT	\$10,659.16

LOVGREN MARKETING GROUP	INVOICE
809 North 96 Street Suite 2	- 16.241
Omaha NE 68114-2498	×
402-397-7158	Lovgren Marketing Group
	283 7
Metropolitian Area Planning Agency (MAPA)	Invoice #
2222 Cuming Street	19464
Omaha NE 68102-4328	1/29/2018
	12/1/2017- 12/29/2017
E-Mail: mengel@mapacog.org scutsforth@mapacog.org	Project #CM-D2 (107)
Services	Amount
CMAQ Reduced Fare Campaign**Project #CM-D2-(107)	
TASK 1 * PROJECT MANAGEMENT	
1.5 Administrative Duties	
Project Administration* Donna Maxey 2.00 Hrs @ \$85	\$170.00
2/	
TASK 2 * SURVEY	
2.1.2 Meet Research Company	
Principal Manager * Linda Lovgren 1.75 Hrs @ \$190	\$332.50
2.1.4 Monitor Survey Progress/Schedules	
Principal Manager * Linda Lovgren .50 Hrs @ \$190	\$95.00
2.3.1 Coordinate Survey Executive Summary	
Principal Manager * Linda Lovgren 1.50 Hrs @ \$190	\$285.00
2.3.2 Present Survey Results	
Principal Manager * Linda Lovgren 2.75 Hrs @ \$190	\$522.50
2.3.3 Detailed Survey Report	1 Andreg
Principal Manager * Linda Lovgren 1.00 Hrs @ \$190	\$190.00
Page 1 of 2	

LOVGREN MARKETING GROUP	INVOICE
809 North 96 Street Suite 2	55
Omaha NE 68114-2498	
402-397-7158	Lovgren Marketing Group
	Markoung Group
Metropolitian Area Planning Agency (MAPA)	Invoice #
2222 Cuming Street	19464
Omaha NE 68102-4328	1/29/2018
	12/1/2017- 12/29/2017
E-Mail: mengel@mapacog.org scutsforth@mapacog.org	Project #CM-D2 (107)
Services	Amount
CMAQ Reduced Fare Campaign**Project #CM-D2-(107)	
TASK 4 * MEDIA COORDINATION	
4.4.2 Coordinate Invoicing/Payments	
Project Administration* Donna Maxey 2.00 Hrs @ \$85	\$170.00
TASK 5 * PUBLIC RELATIONS	
5.6.1 Meetings/Briefings/Presentations	
Principal Manager * Linda Lovgren 1.00 Hrs @ \$190	\$190.00
SUB-CONSULTANTS	
Social Media Consulting* December 2017	\$1,100.00
MEDIA ADVERTISING	
Social Media* Facebook Paid Posts December 2017 Social Media* Facebook Paid Posts December 2017	\$15.29 \$204.12
Direct Costs	
MSR GROUP* Impact Survey Partial Billing	\$7,384.75
AMOUNT DUE*PLEASE REMIT	\$10,659.16



Cost Breakdown Form

Specific Rates of Compensation (Fixed Labor) Agreements

Company Name:	LOVGREN MA	RKETING	GROUP		
Control No.:	22553		Project No.:	CM-D2 (107)	
Project Location:	Douglas Count	ty and Sar	py County		
Agreement No.:	BK1710	30.0	Expire Date:	January 31, 2018	
Invoice No.:	19464		Invoice Date:	January 29, 2018	
% Work Completed:	87%	<u> </u>			
Current Billing Period:	12/1/2017	thru	12/29/2017		
Agreement Agreement amour	No: BK17 It thru supplement	Sec. Sec.	Maximum Not-to- Exceed Amount	\$196,00)0.00
				Amount	
			This Perlod	Previously Billed	To Date
Direct Labor			\$1,955.00	\$49,360.00	\$51,315.00
Direct Costs (Non-Labor)			\$7,604.16	\$102,430.21	\$110,034.37
Outside Services (Subcor	nsultants):		1		
<u>Name</u>	<u>Max Amount</u>				
Canary & Coal	\$12,000.0	0	\$1,100.00	\$7,700.00	\$8,800.00
n de la construcción de la constru La construcción de la construcción d La construcción de la construcción d					\$0.00
Construction of the		š			\$0,00
					\$0.00
					\$0.00
		<u>5</u> #			\$0.00
Adjustments:		alana-maret	en Frankriger (* 1990) 1990 - Station Marketon	2011 1 - XXXXXX 40 45 42 15 - 3 - 5 - 5 - 5 - 5 - 5 - 5 - 5 - 5 -	
Description:		di Balanti	ar state W.S. S.S.S.		\$0.00
	Total Amount	DUE >>	√\$10,659.16	\$159,490.21	\$170,149.37
By submitting this form electronica submitted costs are actual and allo	lly to State, Consultant wed by contract	certifies	Total Agreem	nent Amount Remaining:	\$25,850.63
Signature (typed or signed name re	aquired):	<u>Title:</u>			Date:
Donna Maxey		Busines	ss/Accounting Mar*Love	gren Marketing Group	[°] 1/29/2018

DR Form 162a, v16.1230

	_		Lovgren Markeling Group	T Employee No: 0
Name	Donna Ma	ixey		METROPOLITAN AREA PLANNING AGY TASK 1.5 Administrative Duties
Date	Client	Job#	Hours	Description
12/29/17	MAPA	Administrative Duties	2.00	Prep documents/copies for billing
				2
TOTAL:			2.00	

		Т	IME SHEE	T
			Lovgren Marketing Croup	Employee No: 0 ⁴
lame	Linda Lov	vgren		
				METROPOLITAN AREA PLANNING AGY
				TASK 2.1.2 Meet Research Company
Date	Client	Job#	Hours	Description
12/18/17	MAPA	Meet Research Company	1.75	Meeting MSR to discuss survey results
· · · · · · · · · · · · · · · · · · ·		12		
			17	
				5
			in dela com	
>				
TOTAL:			1.75	
1.9	3	TI	ME SHEET	
---------	----------	-----------------------------------	-----------------------------	--
	27		Lovgren Marienflüt Group	Employee No: 01
Name	Linda Lo	ovgren		METROPOLITAN AREA PLANNING AGY
				TASK 2.1.4 Monitor Survey Progress-Schedules
Date	Client	Job#	Hours	Description
12/6/17	MAPA	Monitor Survey Progress/Schedules	0.25	Progress updates-survey
12/8/17	MAPA	Monitor Survey Progress/Schedules	0.25	Survey schedule followup
TOTAL:			0.50	

		TIM	E SHEET	
_			Lovgren Marketält Croop	Employee No: 07
Name	Linda Lov	gren		METROPOLITAN AREA PLANNING AGY
				TASK 2.3.1 Coordinate Survey-Exec Summary
Date	Client	Job#	Hours	Description
12/7/17	MAPA	Survey-Executive Summary	0.25	Discussion with MSR - summary
12/19/17	MAPA	Survey-Executive Summary	1.25	Prep for meeting on Executive Summary
2				
1				
t i constante de la constante d				
			- 1447 - 14	
			876075 8 (M)	
TOTAL:			1.50	

		TI	NE SHEET	15
			Lovgren	Employee No: 01
Name	Linda Lovo	gren		METROPOLITAN AREA PLANNING AGY
				TASK 2.3.2 Present Survey Results
Date	Client	Job#	Hours	Description
12/18/17	MAPA	Present Survey Results	1.00	Review Survey results for presentation
12/19/17	МАРА	Present Survey Results	1.75	Presentation of survey results
TOTAL:			2.75	

		TIN	NE SHEET	
			Lovgren Markethar Group	Employee No: 0 ⁴
Name	Linda Lovo	gren		METROPOLITAN AREA PLANNING AGY TASK 2.3.3 Detailed Survey Report
Date	Client	Job#	Hours	Description
12/19/17	MAPA	Detailed Survey Report	1.00	Survey Report for Client
	1			
•				
		5.		
				Development (Development (Development))
			· · · · · · · · · · · · · · · · · · ·	
TOTAL:			1.00	

			INC OUEE	
			IME SHEE	
			Lovgren Marketing Group	Employee No: 07
Name	Donna M	axey		
				METROPOLITAN AREA PLANNING AGY
				TASK 4.4.2 Coordinate Invoicing/Payments
Date	Client	Job#	Hours	Description
12/29/17	MAPA	Coordinate Invoicing/Payments	2.00	Check docs for invoicing/vendor invoices/accuracy
TOTAL:	-		2.00	

		TIM	E SHEET	
Nome			Lovgren Marketing Group	Employee No: 01
Name	Linda Lov	/gren		METROPOLITAN AREA PLANNING AGY
				TASK 5.6.1 Meetings Briefings Presentation
Date	Client	Job#	Hours	Description
12/29/17	MAPA	Meetings Briefings Presentations	1.00	Discussion-Social Media issue with DC Health
	-			
				N
TOTAL:			1.00	



INVOICE

To: Linda Lovgren, President & CEO Lovgren Marketing Group e: <u>lovgren@lovgren.com</u>; <u>maxey@lovgren.com</u>

From:

Canary & Coal Randa Zalman, President & CEO 2111 South 67th St., Ste. 300 Omaha, NE 68106 C: 402-321-0051 E: <u>randa@canaryandcoal.com</u>

Date	Description	Amount
December 2017	MAPA LSBI Consulting Hours	\$1,100.00

TOTALS:

\$1,100.00

Please pay upon receipt.

Thank you for this opportunity!

Randa Zalman | LSBI December 2017 | Consulting Hours

Date	Hours	Task	Task Description	Person	Description of Task	
12/2/2017	1.25	5.4	Engage social media	Randa Zalman	Collect, analyize and send November reporting	
12/3/2017	2.00	5.4	Engage social media	Randa Zalman	Consolidate previously approved posts and schedule for Facebook, Twitter	
12/4/2017	0.25	5.4	Engage social media	Randa Zalman	Community management, post and respond.	
12/6/2017	0.25	5.4	Engage social media	Randa Zalman	Community management, post and respond.	
12/7/2017	0.25	5.4	Engage social media	Randa Zalman	Community management, post and respond.	
12/9/2017	0.25	5.4	Engage social media	Randa Zalman	Community management, post and respond.	
12/10/2017	0.25	5.4	Engage social media	Randa Zalman	Community management, post and respond.	
12/14/2017	0.25	5.4	Engage social media	Randa Zalman	Community management, post and respond.	
12/15/2017	0.25	5.4	Engage social media	Randa Zalman	Community management, post and respond.	
12/19/2017	0.25	5.4	Engage social media	Randa Zalman	Community management, post and respond.	
12/20/2017	1	4.2	Social / Digital Placement	Randa Zalman	Set Paid Placement; Community management, post and respond.	
12/21/2017	0.50	4.2	Social / Digital Placement	Randa Zalman	Check Paid Placement	
12/23/2017	0.25	5.4	Engage social media	Randa Zalman	Community management, post and respond.	
12/24/2017	0.25	5.4	Engage social media	Randa Zalman	Community management, post and respond.	
12/26/2017	0.50	4.2	Social / Digital Placement	Randa Zalman	Check Paid Placement	
12/28/2017	0.50	5.4	Engage social media	Randa Zalman	Troubleshoot Douglas County Health Department inquiry; Correspondence with Linda and Sue	
12/29/2017	0.25	5.4	Engage social media	Randa Zalman	Community management, post and respond.	
12/31/2017	0.50	4.2	Social / Digital Placement	Randa Zalman	Check Paid Placement	

9.00

Receipt for Little Steps Big Impact

Account (D: 893568200765745

Payment Date Dec 31, 2017 6:37am

Payment Method Visa*9694 Reference Number: KBZBZDWP72

Transaction ID 1439871762790932-3066344

Product Type Instagram



Paid \$15.29 USD

Remaining ad costs at the end of the month.

Campaigns

From Nov 30, 2017 12:00am to Dec 31, 2017 12:00am	is the first of the state of the state of the state of the	••••••
.\$BI - December 2017 - Reach		\$9.13
LSBI - December 2017- Traffic	15 Impressions	\$0.22
From Nov 30, 2017 12:00am to Dec 31, 2017 12:00am		*********
SBI - December 2017- Traffic		\$0.22
LSBI - November 2017 - Engagement 1	113 Impressions	\$5.04
rom Nov 30, 2017 12:00am to Dec 31, 2017 12:00am		•8.04
SBI - November 2017 - Engagement 1		\$5.94

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Facebook, inc. 1601 Willow Road Menlo Park, CA 94025-1452 United States

Receipt for Little Steps Big Impact

Account ID: 893568200765745

Payment Date Dec 31, 2017 6:37am

Payment Method Visa*9694	Paid
Reference Number: JBZBZDWP72	\$204.12 USD
Transaction ID 1439871759457599-3066343	Remaining ad costs at the end of the month.
Product Type Facebook	
	And the constrained on the second s
Campaigns	

Campaigns

LSBI - November 2017 - Page Likes		
From Nov 29, 2017 10:30pm to Dec 31, 2017 12:00am		\$14.00
LSBI - November 2017 - Page Likes	519 Impressions	\$14.00
LSBI - November 2017 - Engagement 1		101111-1010-10101-10111-10-1011-10-1011-10-10
From Nov 29, 2017 10:30pm to Dec 31, 2017 12:00am		\$2,54
LSB) - November 2017 - Engagement 1	63 Impressions	\$2.54
LSBI - December 2017- Traffic		
From Nov 29, 2017 10:30pm to Dec 31, 2017 12:00am		\$44.01
LSBI - December 2017- Traffic	5,035 Impressione	\$44.01
LSB) - December 2017 - Reach	The ALVIER MARKE AND ADDRESS (1995) (1996)	
From Nov 29, 2017 10:30pm to Dec 31, 2017 12:00am		\$45.15
US - 18+	13,930 Impressions	\$45.15
LSBI - December 2017 - Page Likes		
From Nov 29, 2017 10:30pm to Dec 31, 2017 12:00am		\$47.59
LSBI - December 2017 - Page Likes	936 Impressions	\$47.59
LSBI - December 2017 - Video Views		na na 1920 ani
From Nov 29, 2017 10:30pm to Dec 31, 2017 12:00am		\$50.83
LSBI - December 2017 - Video Views	2,553 Impressions	\$50.83

The second second

Facebook, Inc. 1601 Willow Road Menio Park, CA 94025-1452 United States



1121 North 102nd Court, Suite 100 Omaha, NE 68114-1947

BILL TO

Lovgren Marketing Group, Inc. Attn: Linda Lovgren 809 N. 96th Street, Suite 2 Omaha, NE 68114

		P.O. NO.	TERMS		PROJECT	
		Lovgren	Net 30	Little	Steps Big Impa.	
QUANTITY	DESCRIPTION		RATE		AMOUNT	
	Project: Little Steps Big Impact Survey 2017	7				
2	Client consultation, project supervision and r Programming revisions and/or development Hours managing sample for study. Data Collection. Data analysis and report generation of resear Credit for advance invoice #28390 paid with	ch findings.	6 8,2 3,5	00.00 00.00 75.00 60.00 85.00 10.25	1,500.00 600.00 150.00 8,260.00 3,585.00 -6,710.25	
	A finance charge will be incurred at the maximum rate allowe ot to exceed 1.5% per month or 18% per annum on all amou	d by applicable nts not paid in	Fotal		\$7,384.75	

DA' 12/18/

TE	INVOICE #
/2017	28526

Invoice

full within 30 day from invoice date.

\$7,384.75

Phone #	Fax #	Tax I.D. Number
402-392-0755	402-392-1068	80-0107273

www.theMSRgroup.com

Web Site

Loveren								8	MAPA* CMA	0	Reduced Fare	Can	npaign**Pr	roject	#CM-D2-	(107	<i>n</i>							
Lovgrea Marketing Group	1	k Order Total		oice #19464 cember2017		e #19450 ber 2017	Invoice #1935 October 201		invoice #19285 eptember 2017	Ŀ	avoice #19244 August 2017	Inv	eice #19177 July 2017	Invo	lce #19114 me 2017	Im	voice #19086 May 2017		pril 2017	81	led to Date		emaining Budget	% of Project Completed
Task Name ** % of Services Completed	s		s	170.00	s	170.00	\$ 407.:	0 5	550,00	s	1,066.25	\$	815.00	s	2,102.50	s	2,491.25	\$	5,282.50	s	13,055.00	s	9,765,00	57%
Task 1 Project Management & Administration*Direct Labor Task 2 Air Quality Awareness Survey*Direct Labor	s		s	1,425.00	S	652,50	\$ 997.	٥s	-	\$	50	s	-	\$	- 1	\$	-	s	-	\$	3,075.00	\$	915.00	77%
Task 2 Air Quelity Awareness Survey Direct Labor Task 3.1 Graphic Design * Direct Labor	s	18,125.00	s		\$	- 1911 -	s -	s	688.75	s	398.75	\$	1,921.25	s	4,422.50	s	7,105.00	s	3,588.75	\$	18,12 5.0 0	s	-	100%
Task 4 Media Planning & Placement * Direct Labor	s	11,965.00	s	170,00	s	765.00	\$ 557.	0 \$	1,002.50	\$	2,180.00	\$	557.50	s	2,220.00	\$	522_50	\$	1,532.50	s	9,507.50	ŝ	2,457.50	79%
Task 5 Public Relations * Direct Labor	s	11,020.00	s	190.00	\$	5 8 2	\$ 712.5	o s	1,615.00	s	1,140.00	s	237.50	\$	332.50	\$	1,377.50	s	1,947.50	\$	7,552.50	\$	3,467.50	69%
Sab-Total:	\$	67,920,00	\$	1,955.00	\$	1,587.50	\$ 2,675.	0 5	3,856.25	s	4,785.00	\$	3,531.25	\$	9,077.50	\$	11,496.25	5 1	12,351.25	\$	51,315.00	5	16,605.00	76%
Direct Expenses						-																		
Direct Costs:																¢		\$	2,817.48	s	5,818.01	s	10,261.99	36%
Printing Collateral; Production-Radio, TV, Outdoor, Website Media*Print Ads, Radio Spots, TV, Outdoor Brds, On-line, Social Media Social Media Consultant	\$ \$ \$	16,080.00 85,000.00 12,000.00 15,000.00	\$ \$	219.41 1,100.00 7,384 75		226.85 1,100.00	\$ 5,042.0 \$ 1,100.0 \$ 6,710.2	4 \$ 0 \$	18,328.67 1,100.00	S		\$ \$ \$ \$	11,823 16 400.00	\$ \$ \$	15,576.83 1,800.00	\$ \$ \$	2,903 80 1,100.00	\$		s	90,121.36 8,800.00 14,095.00	\$		106% 73% 94%
Survey*Survey Subconsultant Sob-Total:	S	128,080.00		8,704.16		1,326.85	\$ 12,852.	9 5	21,226.52	S	38,302.68	5	12,223.16	5 1	7.376.83	\$	4,003.80	s	2,817.48	\$ 1	18,834.37	\$	9.245.63	93%
GRAND TOTAL:		196,000.00		/	5	2,914.35	S 15.527.	9 5	25,082.77	s	43,087.68	\$	15,754.41	\$ 2	26,454.33	\$	15,500.05	S	15,168.73	\$ 1	70,149,37	\$ 2	25,850.63	87%
		Ψŕ		1																	V		1	

Lovgren Marketing Group					MAPA* CM	AQ Reduced F	are Campaign*	Project #CM-	D2-(107)				
Task Name **HOURS RECAP	Task Order Hrs Budgeted	Invoice #19464 Dec 2017 Hrs Billed	Invoice #19450 Nov 2017 Hrs Billed	Invoice #19358 Oct 2017 Hrs Billed	Invoice #19285 Sept 2017 Hrs Billed	Invoice #19244 Aug 2017 Hrs Billed	Invoice #19177 July 2017 Hrs Billed	Invoice #19114 June 2017 Hrs Billed	Invoice #19086 May 2017 Hrs Billed	Invoice #19013 April 2017 Hrs Billed	Hrs Billed to Date	Budget Ers Remaining	% of Budget Hrs Completed
				3,25	4,00	7.25	5.75	13.00	14.00	28.75	80.00	63.00	56%
Task 1 Project Management & Administration*Direct Labor	143.00	2,00	2.00	3,45	4,00	1.63	0,10						
	-	7.60	4.50	5.25	0.00	0.00	0.00	0.00	0.00	0.00	17.25	3.75	82%
Task 2 Air Quality Awareness Survey*Direct Labor	21.00	7.50	4.50	0.000	4.00								
	125,00	0.00	0.00	0.00	4.75	2.75	13,25	30,50	49.00	24.75	125.00	0.00	100%
Task 3.1 Graphic Design * Direct Labor	12.5,00	0.00	0.00										84%
	100.00	2.00	9.00	6.25	10.25	17.00	6.25	15.00	2.75	15.25	83.75	16.25	8476
Task 4 Media Planning & Placement * Direct Labor	100.00	2,00	2,00										(00)
and a second state of the	58.00	1.00	0.00	3.75	8.50	6.00	1.25	1.75	7,25	10.25	39.75	18.25	69%
Task 5 Public Relations * Direct Labor	50,00										215 85	101.25	77%
Total Hours:	447.00	12.50	15.50	18.50	27.50	33.00	26.50	60.25	73.00	79.00	345.75	101.25	1176

CMAQ REDUCED FARE CAMPAIGN Lovgren Marketing Group**Progress Report Date: 1-29-2018 BIII TO: METROPOLITIAN AREA PLANNING AGENCY (MAPA) Invoice #19464 2222 Curning Street Omaha NE 68102-4328 Project #: CM-D2 (107) Control #: 22553 Agreement #: BK1710 Location: Douglas County & Sarpy County Project Activity During This Period: The following is a summary of project work performed by the Lovgren Marketing Group Team for CMAQ AIR QUALITY & REDUCED FARE PROGRAM 2017 Description of Services Task # Administrative Duties-prep docs for reports Task 1 Project Management Discuss survey results with MSR; Progress updates/follow-up; Prep meetings; executive summary & presentation of results; Task 2 Air Quality Awareness Survey survey report No activity Task 3 Creative/Graphics Prep reports for billing/invoicing Task 4 Media Coordination Social Media-discuss issues Task 5 Public Relations Sub-Consultant* Social Media Consulting December 2017 Direct Costs* Printing/Production; Media Advertising Facebook*Paid Posts for December 2017 (No Twitter for December 2017) Survey* Conclude research study & final results $\mathcal{L}_{\mathcal{A}}$

MAPA CONTRACT COVER PLATE

CONTRACT IDENTIFICATION

1.	Contract Parties:	MAPA-Smart G	rowth America				
2.	Project Title:	National Compl	ete Streets Coalition Workshop	1890310004			
3.	Effective Date:	February 22, 20)18				
4.	Completion Date:	June 30, 2018					
	CONTRACT PARTIES						
5.	5. Contractor Name and Address:		Smart Growth America 1152 15 th St NW, Ste 450 Washington, DC 20005				
6.	The Planning Agency:		The Omaha-Council Bluffs Metro 2222 Cuming Street Omaha, Nebraska 68102	opolitan Area Planning Agency			

ACCOUNTING DATA

 Contract -\$12,500 of Public Health Block Grant Complete Streets and CFDA 20.205 Highway Planning and Construction funds less independent audit and inspection fees, unless acceptable compliance with 2 CFR 200 can be substituted.

1

DATES OF SIGNING AND MAPA BOARD APPROVAL

- 8. Date of MAPA Board Approval -
- 9. Date of Legal Review –
- 10. Date of FTA Release of Funds –

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT entered into this twenty-second day of February, 2018, by and between Smart Growth American, 1152 15th St NW, Ste. 450, Washington, DC 20005, herein after referred to as "the Contractor", and the Omaha-Council Bluffs Metropolitan Area Planning Agency, 2222 Cuming Street, Omaha, Nebraska 68102, hereinafter referred to as "MAPA", providing for professional services described herein.

NOW, THEREFORE, it is mutually understood and agreed by the parties hereto as follows:

1. EMPLOYMENT OF THE CONTRACTOR

The Contractor agrees to facilitate a Complete Streets Workshop. This Agreement shall be subject to all required provisions of Public Health Block Grant Complete Streets Project attached and incorporated hereto by reference (Exhibit A).

2. AREA COVERED

The service area to be covered under this Agreement shall be the Council Bluffs area.

3. SCOPE OF SERVICES

- A. The Contractor shall do, perform, and carry out the duties stated herein Exhibit B.
- B. The Contractor will cooperate with MAPA in the preparation of information and reports to meet, in a timely manner, the requirements of the Iowa Department of Public Health (IDPH). MAPA will be provided a copy of data and reports developed as a result of this Agreement.
- C. The Contractor will be available to provide an oral report to the MAPA Transportation Committee and the MAPA Board of Directors when necessary, and will submit written progress reports with invoices. These progress reports will provide the following information: work performed during the completed quarter, conformance to approved project scope, percent completed, if on schedule, and planned activities for the next quarter. These reports need to be submitted no later than 30 days after the end of the project.

4. PERSONNEL

- A. The Contractor represents that it has, or will secure all personnel required in performing the services under this Agreement without exceeding the project budget. Such personnel will not have any other financial interest pertaining to work covered by this Agreement.
- B. All of the services required hereunder shall be performed by the Contractor or under its supervision and all personnel engaged in the work shall be fully qualified and authorized under state and local law to

perform such services.

C. All subcontracted services covered by this Agreement shall be reviewed and approved prior to contracting by MAPA and IDPH. The Contactor must follow the federal requirements as it pertains to the procurement of goods and services. The Contractor shall provide to MAPA, as well as State and Federal Agencies, upon request proof of the procurement process.

5. RESIDENCY VERIFICATION

Pursuant to Neb. Rev. Stat. § 4-114 *et seq.*, each party shall use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. § 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

6. TIME OF PERFORMANCE

The Contractor agrees to perform the services of this Agreement as stated herein, within the time of this Agreement. The agreement shall cover work performed beginning February 22, 2018 and ending June 30, 2018.

7. COMPENSATION

MAPA agrees to pay for the services rendered by the Contractor under the terms of this Agreement, compensation on a cost reimbursement basis for costs incurred and to include direct costs not to exceed in any event twelve thousand five hundred dollars (\$12,500) less independent audit and inspection fees, unless acceptable compliance with 2 CFR 200 can be substituted. The Contractor agrees to contribute in cash or in services a minimum requirement of twelve thousand five hundred dollars (\$12,500). Services shall be defined as staff time paid with non-federal dollars or equipment purchased with non-federal dollars. (Exhibit C)

- A. <u>Direct Labor Costs</u> are the earnings that individuals receive for the time they are working directly on the project.
 - a. <u>Hourly Rates:</u> For hourly employees, the hourly earnings rate shall be their employee's straight time hourly rate for the pay period in which the work was performed plus overhead. The approved rates and estimated hours are included in the budget (Exhibit C).
 - b. <u>Time Reports</u>: The hours charged to the project must be supported by adequate time distribution records that clearly indicate the distribution of hours to all projects/activities on a

daily basis for the entire pay period. Time reports must provide a clear identifying link to the projects: such as project description, project number, pertinent work phase, dates of service, and the individual's name and position. There must be an adequate system of internal controls in place to ensure that time charges are correct and have the appropriate supervisory approval.

B. <u>Direct Non-Labor Costs</u>: These costs include all necessary, actual, and allowable costs related to completing the work under the agreement, including but not limited to: meals, lodging, mileage, subject to the limitations outlined below; communication costs; reproduction and printing costs; special equipment and materials required for the project; special insurance premiums if required solely for this agreement; and such other allowable items. Meal and lodging expenses shall not exceed Iowa Department of Administrative Services published per diem rates for the region which are \$8.00/breakfast, \$12/lunch and \$23/dinner; lodging maximum \$98 plus taxes per night and mileage maximum of \$0.39 per mile. Alcoholic beverages are not considered to be an allowable expense and are not reimbursable.

A non-labor cost charged as a direct cost cannot be included in the Consultant's overhead rate. If for reasons of practicality, the consultant is treating a direct non-labor cost category, in its entirety, as an overhead cost, then costs from that category are not eligible to be billed to this project as a direct expense.

Consultant shall submit to the Planning Agency an invoice or billing itemizing all direct non-labor costs claimed for work under this agreement, and all supporting receipts or invoices.

8. RECORDS AND AUDITS

- A. The Contractor shall establish and maintain accounts for the project in a manner in accordance with applicable provisions of 2 CFR, Subtitle A, Chapter 2, Part 200, Subpart F.
- B. Expenditures shall be in conformance with the standards for allowability of costs and the contract cost principles and procedures set forth in 2 CFR 200.
- C. The Contractor shall establish and maintain separate accounts for expenditures under IDPH #58880B01 and Iowa Department of Transportation Highway Planning and Construction 17MPO-MAPA.

D. If necessary, the Federal award information needed for the SEFA includes: Federal Grantor: Public Health Pass-Through Grantor: Omaha-Council Bluffs Metropolitan Area Planning Agency Program Title: Public Health Block Grant Complete Streets Project CFDA Number: xx.xxx Project Number: 1890310004

Federal Grantor: United States Department of Transportation
Pass-Through Grantor: Omaha-Council Bluffs Metropolitan Area Planning Agency
Program Title: Highway Planning and Construction
CFDA Number: 20.205
Project Number: 1890310004

- E. The Contractor shall maintain an accurate cost-keeping system as to all costs incurred in connection with the subject of this Agreement and shall produce for examination books of account, bills, invoices and other vouchers, or certified copies thereof if originals are lost, at such reasonable time and place as may be designated by MAPA, IDOT, IDPH or a designated Federal representative and shall permit extracts and copies thereof to be made during the period and for three (3) years after the final IDOT-MAPA audit is completed, resolved and closed.
- F. The Contractor shall at all times afford a representative of MAPA, IDOT, IDPH, or any authorized representative of the Federal government, reasonable facilities for examination and audits of the cost account records, shall make such returns and reports to a representative as may be required, shall produce and exhibit such books, accounts, documents and property as the representative may desire to inspect, and shall in all things aid the representative in the performance of audit duties.
- G. If any amount paid by MAPA to the Contractor under this Agreement as found to be ineligible for reimbursement from the sponsoring federal agency, the Contractor shall pay such amount back to MAPA.

9. SUBMISSION OF VOUCHERS/INVOICES

- A. The Contractor may submit monthly, but no less than quarterly, documented invoices of costs incurred for the work elements and work activities that were previously identified in Sections 3A of this Agreement. Said reports shall account for the expenditure of Federal and Contractor shares, shall indicate work program percentage completion, and shall contain a statement of the Contractor's estimate of the percentage of work completed and be signed by a responsible representative of the Contractor's certifying that all of the items herein are true and correct for the work performed under the terms of this Agreement. Final payment shall be made upon determination by MAPA, IDOT and IDPH that all requirements hereunder have been completed, which determination shall not be unreasonably withheld. MAPA may withhold ten percent (10%) of the total compensation pending satisfactory receipt of all deliverables as identified in Exhibit B.
- B. All invoices shall be taken from the books of account kept by the Contractor shall have available copies of payroll distribution, receipted bills or other documents reasonably required by MAPA. The Contractor shall use actual labor rates for billing purposes.
- C. The Contractor shall have available a listing of all Contractor personnel positions that may be selected or assigned to the work contemplated herein. Said listing shall indicate the title or classification and salary range of each such position. It is agreed that employees of the Contractor, whose time is directly

assignable to the FY 2018 Program, shall keep and sign a time record showing the work element and work activity of the FY 2018 Program, date and hours worked, and title of position.

10. TERMINATION OF AGREEMENT FOR CAUSE

- A. If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Agreement, or refuse to accept changes required by IDOT, IDPH, MAPA shall thereupon have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specifying the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings and reports prepared by the Contractor shall be made available to MAPA, and the Contractor shall be entitled to receive compensation for all expenses incurred or obligated on all work mutually agreed to be satisfactorily completed through the effective date of termination.
- B. The above also applies when the contract may be terminated because of circumstances beyond the control of MAPA or the Contractor.

11. CHANGES

The Contractor or MAPA may, from time to time, request changes in the Scope of Services set forth in this Agreement to be performed by the Contractor. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between MAPA and the Contractor, and subject to the approval of the FTA, shall be incorporated in written amendments to this Agreement.

12. PROHIBITED INTEREST

- A. No member of or delegate to the Congress of the United States shall be admitted to any share or part of this contract or to any benefit arising therefrom.
- B. No member, officer, or employee of MAPA or of a local governing public body during his tenure or one year thereafter shall have any interest, direct or indirect, in this Contract or the proceeds thereof.

13. ASSIGNABILITY

Neither the Contractor nor MAPA shall assign any interest in this Agreement, and shall not transfer any interest in the same (whether by assignment or novation), without prior written mutual consent.

14. CLAIMS

Both parties indemnify, save and hold harmless the other party, and all its agents and employees of and from any and all claims, demands, actions or causes of action of whatever nature or character arising out of, or by reason of, the work to be performed by either party. Each party further agrees to defend, at its own sole cost and expense, any action or proceeding commenced for the purpose of asserting any such claim

of whatever character arising as a result of its actions. It is further agreed that any and all employees of either party while engaged in the performance of any work or service required or provided for herein to be performed by that party, shall not be considered employees of the other party, and that any and all claims that may or might arise under the Worker's Compensation Act of the State of Nebraska on behalf of said employees, while so engaged, and any and all claims made by any third parties as a consequence of any act or omission on the part of said employees, shall in no way be the obligation or responsibility of the other party.

15. INTEREST OF THE CONTRACTOR

The Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required to be performed under this Agreement. The Contractor further covenants that in the performance of this Agreement, no person having any such interest shall be employed.

16. IDENTIFICATION OF DOCUMENTS

A. All reports, maps, and other documents completed as part of this Agreement, other than documents completed exclusively for internal use within MAPA, shall carry the following notation on the front cover or a title page (or, in the case of maps in the same block) containing the name of MAPA, the Contractor and the following:

"The preparation of this report, document, etc. was financed in part through a Federal grant from the Department of Transportation under Highway and Planning Construction and Public Health Block Grant "

Together with the date (month and year) the document was prepared.

B. Originals of all documents including computer tapes, tracings, drawings, estimates, specifications, field notes, investigations, studies, etc., as instruments of service under terms of this Agreement are to be the joint property of the political jurisdiction and governmental agencies participating in the transportation planning process. Copies of said documents will be made available to such participants upon request at costs of such reproduction.

17. PUBLICATION OR RELEASE OF INFORMATION

- A. Papers, interim reports, forms or other material which are a part of the work under contract will not be copyrighted without written approval of IDOT or IDPH.
- B. Either party to the Agreement may initiate a request for publication of the final or interim reports, or any portions thereof.
- C. Publication by either party shall give credit to the other party and to US Department of Transportation. However, if US Department of Transportation does not wish to subscribe to the findings or conclusions

of the study the following statement shall be included on the credit sheet: "The opinions, findings and conclusions expressed in this publication are those of the authors and not necessarily those of US Department of Transportation."

- D. In the event of failure of agreement between US Department of Transportaion and the Contractor relative to the publication of any reports during the period of the contract, each party reserves the right to publish independently, in which event the nonconcurrence of the other party shall be set forth, if requested.
- E. Both written and oral releases are considered to be within the context of publication. However, there is no intention to limit discussion of the study with participants in the Transportation Planning Program, small technical groups or lectures to employees or students. Lectures to other groups which describe the plans are permissible.
- F. Neither party shall publish nor otherwise disclose, nor permit to be disclosed or published, the results of the investigation herein contemplated, during the period of the Agreement, without notifying the other party.
- G. When the scheduled time for presentation of a paper does not permit formal review and approval of a complete report, abstracts may be used for notification of intent to present a paper based on the study. Such presentation must protect the interest of the other party by the inclusion of a statement in the paper and in presentation to the effect that the paper had not been reviewed by the State.

18. NONDISCRIMINATION

- A. In connection with the execution of this Agreement, the Contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.
- B. The Contractor agrees to comply with the requirements of Title VI of the Civil Rights Act of 1964.
- C. The Contractor further agrees to comply with any and all requirements of the U. S. Department of Transportation and the Federal Transit Administration regarding equal employment opportunity and nondiscrimination.

19. DISADVANTAGED BUSINESS ENTERPRISE

In connection with the performance of this Agreement, the Contractor will cooperate with the project sponsor in meeting commitments and goals with regard to the maximum utilization of disadvantaged business enterprises and will use its best efforts to ensure that disadvantaged business enterprises shall have the maximum practicable opportunity to compete for subcontract work under this Agreement.

21. COPELAND "ANTI-KICKBACK" ACT (18 U.S.C. 874 and 40 U.S.C. 276c)

The Consultant or subcontractor shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which

he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.

22. DAVIS-BACON ACT, as amended (40 U.S.C. 276a to a-7)

The Consultant and subcontractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency.

23. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. 327-333)

The Consultant and subcontractors shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 11/2 times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

24. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT

Any performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

25. DEBARMENT AND SUSPENSION (E.O.s 12549 and 12689)

The Consultant and all subcontractors assert the organization or individuals are not listed on the government-wide Excluded Parties List System, in accordance with the OMB guidelines at 2 CFR part 180 that implement E.O.s 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List System contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than E.O. 12549.[69 FR 26281, May 11, 2004, as amended at 70 FR 51879, Aug. 31, 2005]

26. HOLD HARMLESS

The Consultant agrees to and shall indemnify, save and hold harmless the Planning Agency, its members, officers, employees, and agents, from all claims and liability of whatsoever kind or character due to or arising out of the acts and conduct of the Consultant, its officers, agents, employees, subcontractors, and others acting for or under the direction of the Consultant doing the work herein contracted for, or by or in consequence of any negligence in the performance of this Agreement, or by or on account of any omission in the performance of this Agreement, and also from all claims of damage for infringement of any patent in fulfilling this Agreement. The Consultant will procure and maintain adequate public liability and property damage insurance to protect the Planning Agency, its members, officers, employees, and agents, and will, upon request of the Planning Agency, furnish proof of compliance with this requirement.

27. DRUG FREE POLICY

Both parties have established and maintain drug free workplace policies.

28. ENTIRE AGREEMENT

This Agreement contains the entire agreement of the Parties. The provisions of this Agreement may not be explained, supplemented, or qualified through evidence of trade usage or prior course of dealings. No representations were made or relied upon by either Party other than those that are expressly set forth herein. No agent, employee or other representative of either Party is empowered to alter any of the terms hereof except as provided herein. IN WITNESS WHEREOF, the parties have hereto caused this Agreement to be executed by their proper officers and representatives.

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

Attest:	by	Date
	Chairman, Board of Directors	
	SMART GROWTH AMERICA	
Attest:	by Geoff Anderson, Preside	
	Federal ID#27-0038938	
APPROVED AS TO LEGAL FORM		
DATE		

Signed_____

Legal Counsel



IDPH Iowa Department of Public Health Protecting and Improving the Health of Iowans

Gerd W. Clabaugh, MPA Director	Kim Reynolds Governor	Adam Gregg Lt. Governor				
CONTRACT #: 5888OB01	PROJECT TITLE: Public Health B Complete Streets Project	lock Grant				
CONTRACTOR LEGAL NAME AND ADDRESS: Metropolitan Area Planning Agency 2222 Cuming Street Omaha, NE 68102	PROJECT PERIOD : January 1, 2018 to September 30, 2018					
STATE OF IOWA DEPT. OF ADMINISTRATIVE SERVICES VENDOR #: 00003006886	CONTRACT PERIOD : January 1, 2018 to September 30, 2	018				
IOWA CODE CHAPTER 8F DESIGNATION:	TOTAL CONTRACT AMOUNT: \$9,	500				
This contract is covered by Iowa Code chapter 8F X This contract is NOT covered by Iowa Code chapter 8F	FUNDING SOURCE: FEDERAL: \$9,500 STATE: \$0					
At the time of execution, this contract is NOT covered by Iowa Code chapter 8F, if the Contractor executes additional contracts with the Department, the	OTHER:\$0 Interagency State: \$0 Interagency Federal: \$0 Private/Fees/Other:\$0					
aggregate of which exceed \$ 500,000, the contract will be covered.	Federal Subrecipient Addendum Needed? YES					
The Contractor agrees to perform the work and to provide the services described in the Special conditions for the consideration stated herein. The duties, rights and obligations of the parties to this contract shall be governed by the Contract Documents, which include the Special Conditions, General Conditions, Request for Proposal and Application. The Contractor has reviewed and agrees to the Iowa Department of Public Health General Conditions Effective July 1, 2016 as posted on the Department's Web site under <i>Funding Opportunities</i> : http://idph.iowa.gov/ or as available by contacting Marilyn Jones (515) 281-6047. The contractor specifies no changes have been made to the Special Conditions.						
The parties hereto have executed this contract on the	day and year last specified below.					
For and on behalf of the Department:	For and on behalf of the Contra	actor:				
By: Brenda Dobson, MS, RDN, LD Director, Division of Health Promotion and Chronic Disease Prevention	By: Metropolitan Area Planning Agency Insert Date (required if not a digital signa	ature):				

Lucas State Office Building, 321 E. 12th Street, Des Moines, IA 50319-0075
515-281-7689
www.idph.iowa.gov DEAF RELAY (Hearing or Speech Impaired) 711 or 1-800-735-2942

Article I- Identification of Parties:

This contract is entered into by and between the Iowa Department of Public Health (hereinafter referred to as Department) and the Contractor, as identified on the contract face sheet.

Article II - Designation of Authorized State Official:

Brenda Dobson, Director, Division of Health Promotion and Chronic Disease Prevention is the Authorized State Official for this contract. Any changes in the terms, conditions, or amounts specified in this contract must be approved by the Authorized State Official. Negotiations concerning this contract should be referred to Marilyn Jones, Program Planner II at (515) 281-6047.

Article III - Designation of Contract Administrator:

Greg Youell has been designated by the Contractor to act as the Contract Administrator. This individual is responsible for financial and administrative matters of this contract. Negotiations concerning this contract should be referred to: Greg Youell; (402) 444-6866; gyouell@mapacog.org.

It is the Contractor's sole responsibility to ensure appropriate individual(s) have registered within IowaGrants. The Contractor acknowledges that all assigned individuals to the Grant Tracking site have full rights (add, modify, and delete) for all Grant Tracking components including contractual forms, reporting forms, and claims submission.

The Contract Administrator designates Greg Youell as the Grantee Contact in IowaGrants (<u>www.IowaGrants.gov</u>) who shall regulate and assign access of appropriate individuals to this grant site.

Article IV – Key Personnel:

The following individual(s) shall be considered key personnel for purposes of this contract: Department Personnel

Name	Title	Email Address				
Jill Lange	Bureau Chief	jill.lange@idph.iowa.gov				
Sarah Taylor Watts	Program Consultant	sarah.taylorwatts@idph.iowa.gov				
Marilyn Jones	Program Contract Manager	marilyn.jones@idph.iowa.gov				

Key Contractor Personnel

Name	Title	Email Address			
Mike Helgerson	Project Manager	mhelgerson@mapacog.org			
Karna Loewenstein	Project Coordinator	kloewenstein@mapacog.org			
Jeff Spiehs	Communication Relations Manager	jspiehs@mapacog.org			
Court Barber	Assistant Planner	cbarber@mapacog.org			

The Contractor shall notify the department in writing within ten (10) working days of any change of Key Personnel identified in this section.

Article V - Statement of Contract Purpose:

The purpose of this contract is to educate member cities of the Metropolitan Area Planning Agency (MAPA) on complete streets. MAPA staff will provide education through their committees, share model complete streets language with member cities, and coordinate training events. Complete streets are streets designed with all users in mind pedestrians, cyclists, transit and motor vehicle users and for users of all ages and abilities.

Article VI - Description of Work and Services:

In compliance with the Department-approved work plan within IowaGrants, the Contractor shall:

- 1. Provide education to Metropolitan Area Planning Agency (MAPA) cities and counties on complete streets.
- 2. Provide education to the technical committee and policy committee on complete streets.
- 3. Share model complete streets policy language with member cities and counties.
- 4. Provide technical assistance to cities and counties pursuing complete streets.
- 5. Pursue complete streets initiatives at the RPA organizational level.
- 6. Host a training event on complete streets. Training will be for RPA staff, city and county planners, engineers and elected officials, local and state health department staff. Provide the Department with attendance list and evaluation results from event.
- 7. Collaborate with local and state health departments including inviting Pottawattamie County Health Department and state health department to participate in applicable training events and other public events.
- 8. Coordinate other strategic communication strategies targeting stakeholders and the general public.

Article VII – Performance Measure

An incentive of \$500 will be provided if the Contractor submits a success story on one member community or county making progress towards or adopting a complete streets policy. The success story must be submitted on the template provided by the Department by September 30, 2018.

The Contractor shall submit any documentation required for the performance measure into the

Article VIII – Reports:

The Contractor shall complete and submit the following reports in the grant site located in IowaGrants.

Report Title	Form Frequency/Type	Date Due
Subcontracts- draft, unsigned	Type: Subcontract Documents	NA
Complete Streets Progress Report	Quarterly	March 30, 2018 June 30, 2018
Complete Streets Performance Measure	Performance Measure	September 30, 2018
Complete Streets Annual Program Report	Final	September 30, 2018

Article IX - Budget:

Direct Cost Category	Department Budget
Salary and Fringe	\$3,216
Equipment	\$200
Subcontract	\$5,000
Other	\$70
Direct Cost Subtotal	\$8,486
Indirect Rate (31.52%) based on salary and fringe	\$1,014
TOTAL:	\$9,500

- This contract contains a potential incentive amount to be paid to the Contractor as described in the Performance Measure section of this contract. The award amount listed within the IowaGrants grant site (budget form and award amount) may be higher than the total amount listed in the contract budget and the total amount listed on the face page of this contract. Contractor expenditures shall not exceed the total amount listed in the contract budget(s).
- 2. Expenditure variance against direct cost budget line amounts are allowed up to a maximum of 10% of the contractual amount on a cumulative basis not to exceed the contractual total. The Contractor shall submit a written justification and request for a

contract amendment to the department prior to the obligation of an expense which will exceed the allowed 10% cumulative variance. The Contractor shall submit a written justification and request for a contract amendment when expenditures against a budget line not previously approved are anticipated.

3. The Contractor shall receive written approval from the Department prior to spending the final three (3) percent of all funds awarded.

Article X - Payments:

 Submission of Claims for contract period: The Contractor shall complete and submit a claim for services rendered in accordance with this Contract. The claim shall be submitted monthly in the grant site located in lowaGrants within 45 days of the month of expenditures.

The Department shall verify the Contractor's performance of the provision of Services/Deliverables and timeliness of claims before making payment. The Department may elect not to pay claims that are considered untimely.

- 2. End of State Fiscal Year Claims Submission: Notwithstanding the timeframes above, and absent:
 - i. longer timeframes established in federal law or
 - ii. the express written consent of the Department,

the Contractor shall submit all claims to the Department by August 10th for all services performed in the preceding state fiscal year (the State fiscal year ends June 30).

The Department will not automatically pay end of state fiscal year claims that are considered untimely. If the Contractor seeks payment for end of state fiscal year claim(s) submitted after August 10th, the Contractor may submit the late claim(s), as well as a justification for the untimely submission. The justification and request for payment must be submitted within the Correspondence component of this grant site. The Department may reimburse the claim if funding is available after the end of the fiscal year.

If funding is not available after the fiscal year, the claim may be submitted to State Appeal Board in accordance with instructions for consideration. Instructions for this process may be found at: <u>http://www.dom.state.ia.us/appeals/general_claims.html</u>.

- 3. The Department shall pay all approved invoices/claims in arrears. The Department may pay in less than sixty (60) days, but an election to pay in less than sixty (60) days shall not act as an implied waiver of Iowa law.
- 4. The Department provides contractual payments on the basis of reimbursement of actual expenses in accordance with Iowa Code 8A.514.
- 5. The Department will **not** reimburse travel amounts in excess of limits established by lowa Department of Administrative Services.
 - a. Instate maximum allowable amounts for food are \$8.00/breakfast, \$12.00/lunch and \$23.00/dinner; lodging maximum \$98.00 plus taxes per night and mileage maximum of \$0.39 per mile.

- b. Out of state maximum allowable amounts for meals are available upon request. There is no restriction on airfare or lodging but the incurred expenditures are to be reasonable.
- 6. Final payment may be withheld until all contractually required reports have been received and accepted by the Department. At the end of the contract period, unobligated contract amount funds shall revert to the Department.

Article XI – Additional Conditions

- As a condition of the contract, the Contractor shall assure linkage with the local board of health in each county where services are provided. The Contractor will assure that the local board of health has been actively engaged in planning for, and evaluation of, services. It will also maintain effective linkages with the local board of health, including timely and effective communications and ongoing collaboration.
- All work plan revisions must be approved by the Department prior to implementation. Requests for work plan revisions must be received by the department on or before June 30, 2018.





National Complete Streets Coalition

National Complete Streets Coalition Workshop Agreement

The National Complete Streets Coalition (herein referred to as NCSC), a program of Smart Growth America, is working to provide Complete Streets workshops to communities around the country. This contract is between NCSC and the Metropolitan Area Planning Agency (herein referred to as The Client) to support greater understanding of Complete Streets concepts in the metropolitan Omaha region.

Through funding provided by The Client, NCSC will facilitate a one-day long Complete Streets Workshop on March X, 2018 to build a common understanding among decision-makers and residents of Complete Streets and their economic, health and safety benefits.

This contract supports the following additional services to enhance the efficacy of that Complete Streets workshop:

Metropolitan Area Planning Agency Complete Streets Workshop on March X, 2018

NCSC will conduct a Complete Streets workshop to bring together regional planning agency staff, local municipal leaders from the City of Council Bluffs, and X to build a common understanding of Complete Streets policies and practices. The period of performance for this workshop will cover all preparatory work, holding the workshop, as well as the creation of follow up materials and will cover from the date of execution of this workshop agreement until one month after the date of the workshop, April 30, 2018.

The Client, will host this workshop and will nominate up to 30 participants with input from NCSC and include representatives from metropolitan Omaha. Staff members of NCSC will staff the workshop, with expertise from other, relevant speakers from the Coalition and its partners. This could include Mr. John Robert Smith, Smart Growth America's Senior Policy Advisor and former mayor of the City of Meridian, MS, among others. They will present on the different types of Complete Streets policies and articulate their economic, safety, healthy, and livability benefits.

PROPOSED LEARNING OBJECTIVES

- Participants will build a common understanding of what Complete Streets means and why it is important.
- Participants will have a better understanding of the different ways in which communities adopt Complete Streets policies and best practices.
- Participants will develop an understanding of how more bikeable and walkable communities contribute to economic prosperity, safety, livability, and healthier lifestyles.

Task 1 – Preparation

NCSC and the local planning team will collaborate in identifying participants to engage and refining learning objectives for the one-day workshop. NCSC will create a locally relevant agenda and review

it with the local planning team. NCSC will then develop presentations and other materials as appropriate to reflect approved agendas.

Proposed Planning Calls

- Call 1: Call between NCSC and the local planning team to identify a workshop date, stakeholders, and key challenges and opportunities for complete streets to support expanded transit networks as well as local decision-making.
- Call 2: Planning call to discuss the agenda and other logistics for the workshop.
- Other Calls, as needed: to check in, answer questions, and provide feedback.

Work to be accomplished

- Client will designate a local workshop planning coordinator(s) to assist NCSC in planning the workshop;
- NCSC and the local planning coordinator/team refine the target audience, draft workshop agenda and timing for the workshop;
- NCSC and the local planning coordinator/team participate in prep calls to refine objectives and agenda;
- Local planning coordinator/team invites participants to attend the workshop
- NCSC provides guidance on logistics process for the workshop;
- Local planning coordinator/team secures a workshop venue based on guidance from NCSC about appropriate venues;
- Local planning coordinator/team secures catering, a projector, and other materials such as flipcharts and easels as necessary/appropriate, and;
- NCSC develops presentations and other materials as needed.

Task 2 – Workshop

Staff and another identified expert from NCSC (potential bios included below) will facilitate a oneday Complete Streets workshop for up to 30 key stakeholders in the metropolitan Omaha region – which could include elected officials, transportation staff, community leaders, and other stakeholders identified during planning calls.

At the end of the workshop, NCSC will distribute and collect anonymous participant feedback forms to evaluate the effectiveness of the workshop. NCSC will share the results of this survey with The Client as requested.

Work to be accomplished

- NCSC delivers the workshop, and;
- NCSC collects and compiles participant feedback forms.

Task 3: Summary memo and follow-up call

Following the workshop, NCSC will provide The Client and local planning team with a 3-5 page "next steps memo" which presents recommendations for ways in which the participating cities could adopt strong Complete Streets policies, as well as potential strategies for strengthening the

implementation of those policies. NCSC will also participate in a follow-up call with the local planning team to provide guidance on next steps.

Work to be accomplished

- NCSC drafts memo for local review;
- NCSC revises draft to incorporate comments, and;
- NCSC participates in follow-up call with the local planning team to provide guidance on next steps.

Exemplary technical assistance consultants:

• John Robert Smith is senior policy advisor for Smart Growth America and serves as chairman of Transportation for America. In these dual roles, he provides policy advice and direction to the Southern Rail Commission and administers technical assistance programs and workshops for federal partners focusing on downtown revitalization as well as economic and fiscal health. He frequently serves as a keynote speaker on these issues including Complete Streets, walkability, transit-oriented development, and national trends impacting local communities.

He served for 20 years in local government; 16 years as mayor of Meridian, MS, whose Union Station, his signature project, is recognized as one of the best multi-modal transportation centers in the country. Having served as a mayor of a city with a wealth of late 19th century buildings, he worked with developers to restore those buildings, and is a strong advocate for historic preservation, believing that each community must respect its past and play to its strengths in order to develop and maintain a strong community identity. He helped define Meridian's role as a cultural center with the restoration of the Grand Opera House of Mississippi, the creation of the Riley Education and Performing Arts Center, and the selection of Meridian as the site for the Mississippi Arts and Entertainment Center. Additionally, he secured \$17 million in HUD HOPE VI funding to develop low- and middle-income housing.

• Mae Hanzlik is a program associate for the National Complete Streets Coalition and Transportation for America. She coordinates the Complete Streets workshops and contributes to projects for Transportation for America and the National Complete Streets Coalition.

Prior joining Smart Growth America, Mae served at the Bicycle Alliance of Minnesota where she collaborated with rural communities around bikeability. She also worked for the Metropolitan Council on their worksite wellness initiatives. Mae holds a Bachelor of Individualized Studies in Public Health, Management and Global Studies from the University of Minnesota.

Technical Assistance Cost

Term and Termination

The Term of this Agreement shall begin on the Effective Date, and shall end April 30, 2018, unless extended in writing by the parties or otherwise earlier terminated as provided herein. If either party

breaches any provision of this agreement and if such breach is not cured within thirty (30) days after receiving written notice from the other party specifying such breach in reasonable detail, the non-breaching party shall have the right to terminate this agreement by giving written notice thereof to the party in breach, which termination shall go into effect immediately on receipt.

Payment

For the services described above and performed under this Agreement, payment shall be made to Smart Growth America in the total amount of \$12,500 and shall include all costs associated with planning, travel and expenses to the workshop location, as well as follow up from the workshop.

Payment Schedule

An invoice will be sent to The Client at the conclusion of the workshop. Payment for services rendered in this contract shall be made as specified in the attached scope of work. Within 30 days of receipt of the invoice, payments should be addressed and mailed to:

Ms. Elizabeth Schilling Accounting Manager & Grants Director Smart Growth America 1152 15th St NW Ste. 450 Washington, DC 20005

Budget: See more information about compensation and allowable costs in Section 7. Compensation of this agreement

One Day Workshop (2 Instructors)					
	Rate	Flat Fee	# Hrs	counts	1-Day Workshop Totals
Workshop Staffing					
Director	\$94.15		32	1	\$3,012.80
Program Manager	\$39.23		68	1	\$2,667.64
Communication Associate	\$47.08		8	1	\$376.64
Instructor	\$150.00		23	1	\$3,450.00
Staffing Total					\$9,507.08
Hard Costs					
Airfare & Ground Transportation		\$750.00		3	\$1,300.00
Materials		\$847.00		1	\$847.00
Per diem meals/day		\$162.00		3	\$486.00
Lodging/day		\$120.00		3	\$360.00
Fixed Costs Total					\$2,993.00
Subtotal					\$12,500.08
CS Member Discount 8%					\$0
T4A Member Discount 5%					\$0
TOTAL Workshop Fee					\$12,500
MAPA CONTRACT COVER PLATE (Amendment 1)

CONTRACT IDENTIFICATION

- 1. Contract Number: 180222004 JARC NE-37-x008-04 Capital Purchase
- 2. Project: MAPA-Southwest Iowa Planning Council/Southwest Iowa Transit Agency
- 3. Effective Date: July 5, 2017
- 4. Completion Date: June 30, 2018

CONTRACT PARTIES

5. Contractor Name and Address:

Southwest Iowa Planning Council (SWIPCO) 1501 SW 7th St Atlantic, Iowa 50022

6. The Planning Agency:

The Omaha-Council Bluffs Metropolitan Area Planning Agency 2222 Cuming Street Omaha, Nebraska 68102

ACCOUNTING DATA

 Contract -\$106,000 of FTA Job Access Reverse Commute (CFDA 20.516) funds less independent audit and inspection fees, unless acceptable compliance with 2 CFR 200 can be substituted, plus \$26,500 in matching funds.

DATES OF SIGNING AND MAPA BOARD APPROVAL

- 8. Date of MAPA Board Approval -
- 9. Date of Contractor Approval

AMENDMENT TO THE AGREEMENT BETWEEN THE OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY AND SOUTHWEST IOWA TRANSIT AGENCY

This amendatory agreement made and entered into as of this twenty-second day of February, 2018 by and between Southwest Iowa Planning Council/Southwest Iowa Transit Agency (SWIPCO/SWITA), 1501 SW 7th St, Atlantic, IA 50022, (herein called "the Contractor") and the Omaha-Council Bluffs Metropolitan Area Planning Agency, 2222 Cuming Street, Omaha, Nebraska 68102 (herein called the "Planning Agency"),

WITNESSETH:

WHEREAS, the Planning Agency and the Contractor entered into an agreement dated July 5, 2017 and,

WHEREAS, the parties to that Amendment now desire to amend the completion date as on the Contract Cover Plate of said Agreement and the Time of Performance paragraph on page 3 of said Agreement.

WHEREAS, the parties hereto do mutually agree as follows:

THAT, the Completion Date, on the Contract Cover plate of said Agreement dated July 5, 2017 be and is hereby amended to read as follows:

"Completion Date: June 30, 2018"

AND THAT, the Time of Performance paragraph on page 3 of said Agreement dated July 5, 2017 be and is hereby amended to read as follows:

"5. <u>Time of Performance.</u> The services of the Consultant are to commence July 5, 2017 and end June 30, 2018."

The parties hereto further agree that except as herein expressly provided the Agreement entered into by the parties on July 5, 2017 shall be unchanged and remain in full force and effect.

IN WITNESS WHEREOF the Planning Agency and the Consultant have executed this Contract as of the date first above written.

SOUTHWEST IOWA PLANNING COUNCIL/ SOUTHWEST IOWA TRANIST AGENCY

Attest:	Date	Ву	Date:
		Title	
		OMAHA-COUNG AREA PLANNIN	CIL BLUFFS METROPOLITAN IG AGENCY
Attest:	Date	By Board Chair	Date:



FY19 Funds Budget

				FY19 Less Pass rough/Vendo						FY18 Less Pass Through/ Vendor			(C	ncrease/ Decrease)
	G	ross Award	r.	Agreements		Net Award	G	ross Award	A	greements		Net Award	F	Y18-FY19
Federal Grants														
Transportation	<u>,</u>	4 050 000	4	250.000	4		<u>,</u>	4 000 500				600 60 0		
FHWA - Nebraska PL	\$	1,050,000	Ş	250,000	Ş	800,000	\$	1,030,502	Ş	331,900	Ş	698,602	\$	101,398
FHWA - Nebraska PL-C/O		100,000		100,000		-		200,000		32,125		167,875		(167,875)
FHWA- CMAQ		210,520		170,000		40,520		334,216		306,208		28,008		12,512
FHWA - IDOT, MPO PL		110,000		30,000		80,000		108,161		41,500		66,661		13,339
FHWA - STPG/TE		240,000		240,000		-		493,500		477,500		16,000		(16,000)
FHWA - IDOT, RPA SPR		30,500				30,500		30,604				30,604		(104)
FTA - 5310 Funding		550,000		500,000		50,000		550,000		500,000		50,000		-
FTA - Veteran's One -Call Center		-		-		-		448,382		421,875		26,507		(26,507)
FTA - Nebraska 5305d		300,000		80,000		220,000		362,780		184,591		178,189		41,811
FTA - Nebraska 5305d - C/O		80,000		80,000		-								-
FTA - JARC/NF Grants		-		-		-		87,847		59,302		28,545		(28,545)
FTA - IDOT MPO 5305d		35,000		10,500		24,500		34,578		10,500		24,078		422
FTA - IDOT RPA 5311		22,500				22,500		22,299				22,299		201
Subtotal Transportation Federal Grants	\$	2,728,520	\$	1,460,500	\$	1,268,020	\$	3,702,869	\$	2,365,501	\$	1,337,368	\$	(69,348)
Community Development														
HUD Mills Co. Disaster Resilience	\$	20,000			\$	20,000	\$	25,000				25,000	\$	(5,000)
FEMA Mills Co. Hazard Mitigation Plan		30,000				30,000		30,000				30,000		-
Economic Development Administration		70,000				70,000		70,000		-		70,000		-
Dept. of Defense - JLUS		-		-		-		84,000		-		84,000		(84,000)
Subtotal Comm Dev Federal Grants	\$	120,000	\$	-	\$	120,000	\$	209,000	\$	-	\$	209,000	\$	(89,000)
Total Federal Grants	\$	2,848,520	\$	1,460,500	\$	1,388,020	\$	3,911,869	\$	2,365,501	\$	1,546,368	\$	(158,348)



2/9/2018

FY19 Funds Budget

	Gro		L	ess Pass					L	ess Pass				
	Gro		L	acc Dacc										
	Gro			Less Pass					Т	'hrough/			Ir	ncrease/
	Gro		Thro	ough/Vendo						Vendor			(D	ecrease)
		oss Award	r A	greements	Ν	let Award	Gi	oss Award	Ag	reements	Ν	et Award	F١	(18-FY19
State Funding														
Community Development														
Nebraska DED	\$	76,500	\$	-	\$	76,500	\$	141,400	\$	84,000	\$	57,400	\$	19,100
Nebraska Affordable Housing Trust Fund		315,000		290,000		25,000								25,000
Iowa COG Assistance		10,000		-		10,000		11,176		-		11,176		(1,176)
	\$	401,500	\$	290,000	\$	111,500	\$	152,576	\$	84,000	\$	68,576	\$	42,924
Local Funding														
Transportation														
RPA County Dues	\$	6,481			\$	6,481	\$	6,481			\$	6,481	\$	-
TIP Fee		180,000		-		180,000								180,000
Aerial Photography		296,000		296,000		-		462,233		462,233		-		-
5310 Grants - In-kind		220,000		220,000		-		220,000		220,000		-		-
STP Local Match		60,000		60,000		-		123,375		123,375		-		-
In-kind Match-NE PL		107,143		107,143		-		114,643		114,643		-		-
In-kind Match-IA PL		12,857		12,857		-		12,857		12,857		-		-
In-kind Match - NE FTA		34,286		34,286		-		34,286		34,286		-		-
In-kind Match - Veteran's		-		-		-		105,469		105,469		-		-
In-kind Match - JARC/NF		-		-		-		21,962		21,962		-		-
In-kind Match-CMAQ		-		-		-		9,000		9,000		-		-
CMAQ Match		34,000		34,000		-		74,554		67,552		7,002		(7,002)
Subtotal Transportation Local Funding	\$	950,767	\$	764,286	\$	186,481	\$	1,184,860	\$	1,171,377	\$	13,483	\$	172,998
Community Development														
JLUS Local In-kind Match	\$	-	\$	-	\$	-	\$	21,000	\$	21,000	\$	-	\$	-
Existing Community Development Contracts		10,000				10,000		57,000		-		57,000		(47,000)
Projected Community Development Contracts		20,000		-		20,000		44,500		-		44,500		(24,500)
CITIES Admin		5,250				5,250								5,250
Council Bluffs Housing Trust Fund Admin		15,000				15,000								15,000
CDBG Admin: Hancock Sewer		15,000				15,000								15,000
CDBG Admin: Pott Co. Downtown Revitalization		20,000				20,000								20,000
Subtotal Comm Dev Local Funding	\$	85,250	\$	-	\$	30,000	\$	122,500	\$	21,000	\$	101,500	\$	(71,500)



FY19 Funds Budget

	Gi	ross Award	Thr	FY19 Less Pass ough/Vendo Agreements		Net Award	G	ross Award		FY18 Less Pass Through/ Vendor greements	1	Net Award	(De	crease/ ecrease) 18-FY19
Heartland 2050														
Member Contributions	\$	-	\$	-	\$	-	\$	60,000	Ś	-	\$	60,000	\$	(60,000)
City of Omaha Grant	Ŷ	5,000	Ŷ		Ŧ	5,000	Ŷ	10,000	Ŧ		Ŧ	10,000	Ŷ	(5,000)
Foundations		100,000		-		100,000		417,500		147,884		269,616	(169,616)
Travel fees for site visit		9,200				9,200		9,200		,		9,200	```	,
Event registration and sponsorship		10,000				10,000		10,000				10,000		_
H2050 In-kind				-				171,720		171,720				-
Subtotal H2050 Local Funding	\$	124,200	\$	-	\$	124,200	\$	678,420	\$		\$	358,816	\$ (234,616)
General														
County Memberships	\$	385,897	\$	-	\$	385,897	\$	385,897	\$	-	\$	385,897	\$	-
Capital Funds Transfer		50,000				50,000		50,000				50,000		-
Administrative Fees on Contracts		18,000		-		18,000		18,875		-		18,875		(875)
Event Registrations/Sponsor		6,000		-		6,000		6,000		-		6,000		-
Subtotal General Local Funding	\$	459,897	\$	-	\$	459,897	\$	460,772	\$	-	\$	460,772	\$	(875)
Total Local Funding	\$	1,620,114	\$	764,286	\$	800,578	\$	2,446,552	\$	1,511,981	\$	934,571	\$ (133,993)
Total Funding	\$	4,870,134	\$	2,514,786	\$	2,300,098	\$	6,510,997	\$	3,961,482	\$	2,549,515	\$ (249,417)
Transportation		3,679,287		2,224,786		1,454,501		4,887,729		3,536,878		1,350,851		103,650
Community Development		606,750		290,000		261,500		484,076		105,000		379,076	(117,576)
Heartland 2050		124,200		-		124,200		678,420		319,604		358,816	(234,616)
General		459,897		-		459,897		460,772		-		460,772		(875)
		4,870,134		2,514,786		2,300,098		6,510,997		3,961,482		2,549,515	(249,417)
										Change	in N	let Award %		-10%

Person Traveling :		Greg Youell	
Dates of Travel:		June 3 - 6, 2018	
Departure Time: 8	3:00 AM R	eturn Time:	8:00 PM
Traveling to :		Orlando, FL	
Purpose:	NARC 52	2nd Annual Conference	ce
Coding:	28	000-01 16NDOR02	
Block Rate Deadline:		Unknown	
# Traveling:		7	
Estimated Travel Expenses:			
Registration \$525.00	Transp. Fare	s \$200.00	Parking \$50.00
Flights \$550.00	Auto Rento		Other \$50.00
Highis \$550.00	Auto Kenik		
MAPA Vehicle Miles 1	0 Personal Ve	ehicle Miles	
MAPA Vehicle Mileage \$5.	.45 Personal Vel	nicle Mileage \$0.0	0 Rate \$0.545
		- <u> </u>	
Per Diem: Start Day	Between Days	x # of days	End Day
Day's Max. \$44.25	\$59.00	2	\$44.25
Breakfast \$9.75	\$13.00	x 2	\$9.75
Lunch \$11.25	\$15.00	x 2	\$11.25
Dinner \$19.50	\$26.00	x 2	\$19.50
Incidental \$3.75	\$5.00	x 2	\$3.75
Meals &			
Incidental			
Total \$44.25	\$59.00	x 2	\$44.25
Lodging \$159.00	\$159.00	x 2	
Taxes &			
Fees on			
Lodging \$31.80	\$31.80	x 2	
Deduction for M	eals Provided at Confe	erences	
Total Lodging \$572.40	Total Moals	and Incidentals	\$206.50
Total Lodging \$572.40	Total Meals		\$206.30
Total Estimated Travel Expenses:		\$2,159.35	
		ų_,:07.00	
Date Submitted:	by		
	Employee Trave	ling	
Date Approved:	by		
	Department Dire	ector	
Date Approved:	by		
	Executive Direct	or	
Date Approved:	by		
			(1000)
	Finance Commi	ttee Chair/Member	it amount is over \$1000)
Date Approved:	by		f amount is over \$1000)

Person Tr	aveling :		MAPA	A Staf	f Member 1		
Dates	of Travel:		Ju	ine 3	- 6, 2018		
Departu	ure Time:	8:00 A	M Ret	urn Ti	me:	8:00 PM	
Trav	eling to :				ndo, FL		
	Purpose:		NARC 52n	d Anr	nual Conferenc	е	
	Coding:		2800	0-01	16NDOR02		
Block Rate D					nown		
# T	raveling:				7		
Estimated Tr	avel Expenses:						
	gistration \$525.00		Transp. Fares	\$20	00.00	Parking \$5	0.00
Ke	Flights \$550.00	-	Auto Rental	ψΖΟ	0.00	<u> </u>	0.00
	111g11130000.00	-	, olo kernar				0.00
MAPA	Vehicle Miles	10	Personal Veh	icle N	Ailes		
MAPA Ve	ehicle Mileage \$5	5.45	Personal Vehic	le Mi	leage \$0.00	Rate	\$0.545
			-				
Per Diem:	Start Day	_	Between Days	х	# of days	End	Day
Day's Max.	\$44.25	_	\$59.00		2	\$4	4.25
Breakfast	\$9.75		\$13.00	х	2	\$9	9.75
Lunch	\$11.25	-	\$15.00	х	2	\$1	1.25
Dinner	\$19.50	-	\$26.00	х	2	\$1	9.50
Incidental	\$3.75	-	\$5.00	х	2	\$3	8.75
Meals &	·						
Incidental							
Total	\$44.25		\$59.00	х	2	.\$4	4.25
Lodging	\$159.00	-	\$159.00	x	2	φ.	1120
Taxes &	<i><i>q101</i>00</i>			~			
Fees on							
Lodging	\$31.80		\$31.80	х	2		
	φοτισο.						
	Deduction for N	leals I	Provided at Confere	ences	i		
							_
Total Lodgi	ng \$572.40	_	Total Meals ar	nd Inc	cidentals	\$206.50	_
Total Estimo	ated Travel Expenses:				\$2,159.35		
Date Submitted	d:	by					
			Employee Travelin	g			
Date Approved	d:	by					
			Department Direc	tor			
Date Approved	d:	by					
			Executive Director				
Date Approved	d:	by					
			Finance Committe	e Ch	air/Member (i	f amount is ove	er \$1000)
Date Approved	d:	by					
			Board of Directors	Chai	r/Member (if	amount is over	\$2000)

Person Tro	aveling :		MAPA	A Staf	f Member 2	
Dates o	of Travel:		Ju	ne 3	- 6, 2018	
Departu	vre Time:	8:00 A	M Ret	Jrn Tii	me:	8:00 PM
Trave	eling to :			Orlar	ido, FL	
F	Purpose:		NARC 52n	d Anr	nual Conference	e
	Coding:		2800	0-01	16NDOR02	
Block Rate D	eadline:			Unkr	nown	
# Tr	aveling:				7	
Estimated Tr						
	avel Expenses: gistration \$525.00		Transp. Fares	\$20	0.00	Parking \$50.00
Keg	Flights \$550.00	_	Auto Rental	φΖΟ	0.00	Other \$50.00
	111g1113000.00	-	Auto Kernar			011161
MAPA V	/ehicle Miles	10	Personal Veh	icle N	Ailes	
MAPA Ve	hicle Mileage	5.45	Personal Vehic	le Mi	leage \$0.00	Rate \$0.545
			-			
Per Diem:	Start Day	_	Between Days	х	# of days	End Day
Day's Max.	\$44.25	_	\$59.00		2	\$44.25
Breakfast	\$9.75	_	\$13.00	х	2	\$9.75
Lunch	\$11.25	_	\$15.00	х	2	\$11.25
Dinner	\$19.50	-	\$26.00	х	2	\$19.50
Incidental	\$3.75	-	\$5.00	х	2	\$3.75
Meals &						
Incidental						
Total	\$44.25		\$59.00	х	2	\$44.25
Lodging	\$159.00	-	\$159.00	х	2	
Taxes &	•	-				
Fees on						
Lodging	\$31.80		\$31.80	х	2	
<u> </u>	1	-				
	Deduction for M	1eals F	Provided at Confere	ences		
Total Lodgir	ng \$572.40	_	Total Meals an	id Inc	identals	\$206.50
Total Estima	ited Travel Expenses				\$2,159.35	
Data Submitta	۱.	by				
Date Submitted	1.	by		~		
	1.	I · ·	Employee Travelin	g		
Date Approved	1:	by	<u> </u>			
	1.		Department Direc	for		
Date Approved	1:	by	Even eventive Director			
	1.		Executive Director			
Date Approved	1:	by	Finance Committee		oir/Marshaw /	f ourse ou ust is ou us = #10001
	1.		Finance Committe	e Ch	air/Member (i	f amount is over \$1000)
Date Approved	1:	by	Deered of Direct	<u>Ck - '</u>	r///	
			Board of Directors	Chal		amount is over \$2000)

Person Tr	aveling :		MAPA	Boar	d Member 1		
Dates o	of Travel:		JL	une 3	- 6, 2018		
	ure Time:	8:00 A	M Ret	turn Ti	me:	8:00 P <i>I</i>	Ν
Trave	eling to :				ndo, FL		
	Purpose:				nual Conferenc	е	
	Coding:		11-6080		8-01 No Grant		
Block Rate D					nown		
# Tr	raveling:				7		
Estimated Tr	avel Expenses:						
	gistration \$525.00)	Transp. Fares	\$20	00.00	Parking	\$50.00
	Flights \$550.00		Auto Rental	1		Other	\$50.00
	/ehicle Miles	10	Personal Ver	nicle A	Ailos		
		\$5.45	Personal Vehi			D/	ate \$0.545
MALAVE		д Ј.45	reisonal venia				JIE \$0.545
Per Diem:	Start Day		Between Days	х	# of days	E	nd Day
Day's Max.	\$44.25		\$59.00		2		\$44.25
Breakfast	\$9.75		\$13.00	х	2	. <u> </u>	\$9.75
Lunch	\$11.25		\$15.00	х	2	. <u> </u>	\$11.25
Dinner	\$19.50		\$26.00	х	2	. <u> </u>	\$19.50
Incidental	\$3.75		\$5.00	х	2		\$3.75
Meals &	·						
Incidental							
Total	\$44.25		\$59.00	х	2		\$44.25
Lodging	\$159.00		\$159.00	х	2		
Taxes &							
Fees on							
Lodging	\$31.80		\$31.80	х	2		
	Deduction for	Meals H	Provided at Conference	ences			
Total Lodgir	ng \$572.40		Total Meals a	nd Inc	cidentals	\$206.50	
	<u> </u>					+	
Total Estime	ated Travel Expense	es:			\$2,159.35		
Date Submitted	4.	by					
Dule Sobrillied		Dy	Employee Travelir	a			
Date Approved	4.	by		ig			
		Dy	Department Direc	tor			<u> </u>
Date Approved	4.	by	Deputitieni Direc	101			
		Dy	Executive Directo	r			<u> </u>
Date Approved	4.	by	Executive Directo				
2010 / 0010100			Finance Committe	e Ch	air/Member (i	f amount is c	over \$1000)
Date Approved	d:	by					, , , , , , , , , , , , , , , , , , , ,
		~~~/	Board of Directors	Chai	r/Member (if	amount is o	ver \$2000)
			_ 54.4 6. 0. 0. 000	0.101	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		

Dates of Travel:			
	June	3 - 6, 2018	
Departure Time: 8:00 AM	Return	Time:	8:00 PM
Traveling to :	Orlo	ando, FL	
Purpose:	NARC 52nd Ar	nnual Conference	
Coding:	11-6080 999	998-01 No Grant	
Block Rate Deadline:	Un	iknown	
# Traveling:		7	
Fating ato al Travial Evropaga			
Estimated Travel Expenses:		200.00	Dertring \$50.00
	· · ·	200.00	Parking \$50.00
Flights \$550.00	Auto Rental		Other \$50.00
MAPA Vehicle Miles 10 F	Personal Vehicle	e Miles	
MAPA Vehicle Mileage \$5.45 Pe	ersonal Vehicle N	Vileage \$0.00	Rate \$0.545
	_		
	veen Days x	<u>·</u>	End Day
	\$59.00	2	\$44.25
	\$13.00 x		\$9.75
	\$15.00 x		\$11.25
· · · · · · · · · · · · · · · · · · ·	\$26.00 x		\$19.50
Incidental \$3.75	\$5.00 x	2	\$3.75
Meals &			
Incidental			
	\$59.00 x		\$44.25
Lodging\$159.00\$	\$159.00 x	2	
Taxes &			
Fees on			
Lodging \$31.80	\$31.80 x	2	
Deduction for Meals Provide	d at Conforance		
Deduction for medis Fronde	u ul comelence		
Total Lodging \$572.40 To	otal Meals and Ir	ncidentals	\$206.50
<u> </u>			
Total Estimated Travel Expenses:		\$2,159.35	
Date Submitted: by	Table		
	oyee Traveling		
Date Approved: by			
	rtment Director		
Date Approved: by			
	itive Director		
Date Approved: by			
	ce Committee C	Chair/Member (if	amount is over \$1000)
Date Approved: by	l of Directors Cha		amount is over \$2000)
		our/Manabar life	

Person Travelir	ng :		MAPA	Boar	rd Member 3		
Dates of Trav	vel:		Ju	ne 3	- 6, 2018		
Departure Tir	ne: 8:	:00 A	M Retu	urn Ti	me:	8:00 F	PM
Traveling	to :		(	Orlar	ndo, FL		
Purpo	se:		NARC 52nd	d Anı	nual Conferenc	e	
Codi	ng:		11-6080	9999	8-01 No Grant		
Block Rate Deadli	ne:			Unk	nown		
# Traveli	ng:				7		
	_						
Estimated Travel E			T	¢0(		D. L.	¢ 50.00
Registrat			Transp. Fares	\$2U	00.00	Parking	\$50.00
Flig	hts \$550.00		Auto Rental			Other_	\$50.00
MAPA Vehic	le Miles 10	)	Personal Vehi	cle I	Miles		
MAPA Vehicle			Personal Vehic	le M	ileage \$0.00	F	Rate \$0.545
	0		_		0		·
<u>Per Diem:</u> S	tart Day		Between Days	х	# of days		End Day
Day's Max.	\$44.25		\$59.00		2		\$44.25
Breakfast	\$9.75		\$13.00	х	2		\$9.75
Lunch	\$11.25		\$15.00	х	2		\$11.25
Dinner	\$19.50		\$26.00	х	2		\$19.50
Incidental	\$3.75		\$5.00	х	2		\$3.75
Meals &							
Incidental							
Total	\$44.25		\$59.00	х	2		\$44.25
Lodging	\$159.00		\$159.00	х	2		T
Taxes &	1		1				
Fees on							
Lodging	\$31.80		\$31.80	х	2		
<u> </u>			i				
Γ	Deduction for Me	eals F	Provided at Confere	nces	s		
Total Lodging	\$572.40		Total Meals an	d Inc	cidentals	\$206.50	
Total Estimated T					¢0 150 25		
Total Estimated T	ruver expenses.				\$2,159.35		
Date Submitted:		by					
		,	Employee Traveling	a			
Date Approved:		by	1/	5			
		,	Department Direct	or			
Date Approved:		by	Bopannon Broo	01			
Bale Appleved.		ω,	Executive Director				
Date Approved:		by	Executive Director				
		ω,	Finance Committe	e Ch	air/Member li	f amount is	over \$1000)
Date Approved:		by					0,01,01000
2 310 / pp10100.		~,	Board of Directors	Chai	ir/Member (if	amount is a	over \$2000)
				2.10			2. 31 ¥2000j

Person Tro	aveling :		MAPA	Boar	d Member 4		
Dates c	of Travel:		Ju	une 3	- 6, 2018		
Departu	ıre Time:	8:00 A	M Ret	urn Ti	me:	8:00 PM	
Trave	eling to :				ndo, FL		
F	Purpose:		NARC 52n	d Anr	nual Conference	e	
	Coding:		11-6080		8-01 No Grant		
Block Rate De					nown		
# Tr	aveling:				7		
Estimated Tra	avel Expenses:						
	istration \$525.00		Transp. Fares	\$20	00.00	Parking \$50.00	
Ŭ	Flights \$550.00		Auto Rental			Other \$50.00	_
ΜΑΡΑ Μ	ehicle Miles	10	Personal Ver		Ailes		
		\$5.45	Personal Vehic			Rate \$0	.545
		JJ.4J			160ge		.040
Per Diem:	Start Day		Between Days	х	# of days	End Day	
Day's Max.	\$44.25	_	\$59.00		2	\$44.25	
Breakfast	\$9.75		\$13.00	х	2	\$9.75	
Lunch	\$11.25		\$15.00	х	2	\$11.25	
Dinner	\$19.50		\$26.00	х	2	\$19.50	
Incidental	\$3.75		\$5.00	х	2	\$3.75	
Meals & Incidental							
Total	\$44.25		\$59.00	х	2	\$44.25	
Lodging	\$159.00		\$159.00	х	2		
Taxes & Fees on							
Lodging	\$31.80		\$31.80	х	2		
Total Lodgir		Meals F	Provided at Confere Total Meals ar			\$206.50	_
Total Estima	ted Travel Expense	s:			\$2,159.35		
Date Submitted	ı.	by					
	•	_ ~,	Employee Travelir	a			
Date Approved	:	by	Department Direc	Ŭ			
Date Approved	:	by					
Date Approved	:	by	Executive Director			f #100	0)
Date Approved	:	by				f amount is over \$100	
			Board of Directors	Chai	r/Member (if	amount is over \$2000	))