

METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street
Omaha NE 68102-4328
FINANCE COMMITTEE MEETING
January 20, 2016

The MAPA Finance Committee met January 20, 2016, in the MAPA conference room. Patrick Bloomingdale called the meeting to order at 8:30 a.m.

ROLL CALL

Members Present

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

Staff

Natasha Barrett
Melissa Engel
Lynn Dittmer
Amanda Morales
Gregory Youell

Members Absent

Clare Duda, Douglas County, Ron Kohn, Mills County, Tom Richards, Sarpy County

A. MONTHLY FINANCIAL STATEMENTS (October & November)

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

Ms. Engel presented the financial statements for October & November.

B. FOR FINANCE COMMITTEE APPROVAL

1. Contract Payments: (Action)
 - a. Heartland Family Service – PMT #21 - \$2,632.24
 - b. Benesch – PMT#39 - \$10,667.77
 - c. HDR – PMT #2 - \$706.43
 - d. Steve Jensen – PMT #3 - \$2,990.00
 - e. City of Omaha Public Works – PMT #3 - \$6,200.66
 - f. City of Omaha Public Works – PMT #4 - \$4,894.69
 - g. Sarpy County GIS – PMT #2 - \$13,722.15
 - h. Sarpy County Planning – PMT #2 - \$7,578.00
 - i. Exis Design Shop – PMT #2 - \$1,500.00

Mr. Youell presented the contract payments listed above. The Heartland Family Service payment is for their "Ways to Work" program for the month of October. Benesch is for work on the Brownfields Project through October 25, 2015. HDR provided on-call travel demand modeling through October 31, 2015. Steve Jensen offered consulting services on Heartland 2050 Implementation through December 2015. The City of Omaha Public Works payments are for the city's traffic counting program for November and December. Sarpy County GIS and Planning have requested reimbursement for their work on transportation planning from October through December 2015. Exis Design billed for their work on the concept design for the American Heroes Park in Bellevue through the middle of December.

MOTION by Lorenzen SECOND by Bloomingdale to approve the contract payments under B. 1. MOTION CARRIED.

2. Contract Payments with Exceptions: (Action)
 - a. Lovgren – PMT #19 - \$12,620.00
 - b. Lovgren – PMT #20 - \$2,092.50
 - c. Intercultural Senior Center – PMT #1 - \$2,161.53

Mr. Youell presented the contract payments listed above. The Lovgren payment is for work on the 2015 "Air Quality Campaign". Upon Board approval of the Lovgren contract amendment for an additional five thousand dollars the payments listed above will be payable. The Intercultural Senior Center is requesting reimbursement for personnel expenses for October through December 2015. They provide transportation services to immigrant and refugee seniors.

MOTION by Hanafan SECOND by Lorenzen to approve the contract payments under B. 2. once all the necessary documentation is received. MOTION CARRIED.

3. New Contracts:
 - a. Kissel Legislative Services - \$10,000.00

Mr. Youell presented the contract listed above. The Kissel contract is an annual renewal for legislative services. For 2016 Kissel has contracted with the state organization NROC bringing the amount MAPA pays directly to Kissel down two thousand dollars to ten thousand for the year.

MOTION by Hanafan SECOND by Lorenzen to approve the Kissel contract as presented.

4. Contract Amendments
 - a. Exis Design Shop – Extension of time

Mr. Youell presented the Exis contract amendment. This amendment will put the completion date of the contract at February 29, 2016.

MOTION by Lorenzen SECOND by Hanafan to approve the amendment of the Exis Design Shop contract as presented.
MOTION CARRIED.

5. Travel:
 - a. AASHTO Peer Exchange - Washington DC – Felschow - \$1,252.00

Mr. Youell presented the travel of Michael Felschow to Washington DC on February 17th and 18th. The Center for Environmental Excellence by AASHTO is funding most if not all of this travel.

MOTION by Hanafan SECOND by Bloomingdale to approve Michael Felschow's travel to Washington DC as presented.
MOTION CARRIED.

C. RECOMMENDATION TO THE BOARD

1. New Contracts:
 - a. Lovgren Marketing Group - Little Steps Big Impact – \$299,270.00

Mr. Youell presented the Lovgren Marketing Group contract. This contract is for the Air Quality Awareness Campaign FY 16 and runs February 1, 2016 through January 31, 2017.

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

2. Contract Amendments:
 - a. Pictometry second flight \$1,386,698.00

Mr. Youell presented the Pictometry contract amendment. He supplied the committee with a list of agencies who are participating in the project. The contract is not yet finalized and costs are still being worked out. Mr. Youell ask that the recommendation to the Board for the amendment include an additional fifteen thousand dollars bringing the contract to a not to exceed \$1,401,698.

MOTION Hanafan SECOND by Lorenzen to recommend that the Board of Directors approve the Pictometry contract amendment with a fifteen thousand dollar contingency added. MOTION CARRIED.

- b. Lovgren Marketing Group – additional \$5,000.00

Mr. Youell presented the Lovgren contract amendment for the FY 15 Air Quality Awareness Campaign.

MOTION Hanafan SECOND by Lorenzen to recommend that the Board of Directors approve the Lovgren Marketing Group amendment as presented. MOTION CARRIED.

- c. Metro Transit additional \$60,000.00

Mr. Youell presented the Metro Transit amendment, this addition is being funded by additional state transit funds available to MAPA.

MOTION Hanafan SECOND by Lorenzen to recommend that the Board of Directors approve the Metro Transit contract amendment as presented. MOTION CARRIED.

3. Contract Final Payments:
 - a. Hamilton Associates – PMT #2 - \$1,015.00

- b. Metropolitan Community College – PMT #5 - \$7,595.71
- c. Daake – PMT #1 - \$1,200.00
- d. Daake – PMT #3 - \$4,350.00

Mr. Youell presented the contract final payments listed above. Hamilton Associates for the FY 15 audit, Metropolitan Community College for their work on the Brownfield project, and Daake for their work on the website redesign, implementation, content review, and recommendations.

MOTION Hanafan SECOND by Lorenzen to recommend that the Board of Directors approve the contract final payments as presented. MOTION CARRIED.

- 4. FY 2017 Fund Requests:
 - a. County Dues Request

Mr. Youell presented the FY 2017 County dues requests and provided the committee with a listing of peer agencies to compare dues and fees they are charging. MAPA comparatively is charging less than the peer agencies. MAPA currently is not able to utilize the full funding available to the agency because of matching fund requirements. Mr. Youell presented a 5% increase in dues for FY 2017. The 5% increase is necessary in part due to the additional funding from the FAST Act. Member agencies should see additional revenue from the gas tax to help with the increased dues. In the next year Mr. Youell would like to form a committee to analyze the agencies revenue and expenses and funding needs for future years in an effort to be able to utilize more available funding and not continually charge members additional fees for special projects. Supervisor Hanafan would like to see MAPA set a two year request, so members have more time to plan their budget.

MOTION Lorenzen SECOND by Hanafan to recommend that the Board of Directors approve the County dues with a 5%, increase over last year. MOTION CARRIED.

- b. Heartland 2050 Appropriation Request

Mr. Youell presented the Heartland 2050 Appropriation Requests.

MOTION Hanafan SECOND by Lorenzen to recommend that the Board of Directors approve the Heartland 2050 Appropriation Request as presented. MOTION CARRIED.

- 5. FY 2017 Budget Schedule

Mr. Youell presented the FY 2017 Budget Schedule.

MOTION Lorenzen SECOND by Hanafan to recommend that the Board of Directors approve the FY 2017 Budget Schedule as presented. MOTION CARRIED.

D. DISCUSSION/INFORMATION

- 1. Housing Assistance Update

MAPA has been contacted by an individual who is moving to Omaha and has experience in housing assistance. This individual is interested in teaming with MAPA to offer his services that could benefit MAPA's jurisdiction.

F. OTHER

Douglas County and Washington County members requested that MAPA staff supply them with a detail of how MAPA impacts their county. This will allow for the County members to keep their Boards informed of who MAPA is as an agency and how MAPA is benefiting the Counties.

G. ADJOURNMENT

MOTION Hanafan SECOND by Lorenzen to adjourn the meeting at 9:15 am. MOTION CARRIED.