

METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street
Omaha NE 68102-4328
FINANCE COMMITTEE MEETING
June 22, 2016

The MAPA Finance Committee met June 22, 2016, in the MAPA conference room. Clare Duda called the meeting to order at 8:30 a.m.

ROLL CALL

Members Present

Clare Duda, Douglas County
Tom Hanafan, Pottawattamie County (arrived @ 8:40 a.m.)
Tom Richards, Sarpy County

Staff

Natasha Barrett
Melissa Engel
Michael Felschow
Amanda Morales
Matt Roth

Members Absent

Patrick Bloomingdale, Secretary/Treasurer, Ron Kohn, Mills County, Carl Lorenzen, Washington County

A. MONTHLY FINANCIAL STATEMENTS (April)

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 April 2016.

B. FOR FINANCE COMMITTEE APPROVAL

1. Contract Payments: (Action)
 - a. Olsson Associates: Sarpy Co. Transit – PMT #3 - \$14,677.16
 - b. Lovgren: CMAQ FY 2016 – PMT #1 - \$4,341.94
 - c. Lovgren: CMAQ FY 2016 – PMT #2 - \$4,163.20
 - d. Benesch – PMT #44 - \$5,274.42
 - e. Heartland Family Services – PMT #27 - \$2,530.90
 - f. Black Hills Works – PMT #3 - \$10,063.00
 - g. Pictometry – PMT #1 - \$462,233.00
 - h. City of Omaha Public Works – PMT #7 – \$6,113.46
 - i. Steve Jensen – PMT #4 - \$3,737.50
 - j. Live Well Omaha: CMAQ – PMT #1 - \$2,281.59
 - k. Olsson Associates: Platteview Road – PMT #24 - \$4,177.66

Mr. Felschow presented the contract payments listed above. Olsson Associates is requesting payment for their work on the “Sarpy County Transit Feasibility Study” through May 7, 2016. Lovgren’s payments are for the 2016, “Little Steps Big Impact Ozone Awareness Campaign” expenses through April 2016. The Benesch payment is for work on the Brownfields Project through May 8, 2016. The Heartland Family Service payment is for their “Ways to Work” program for the month of April. Black Hills Works payment request is for transportation services to and from Offutt for seniors and individuals with disabilities employed by Offutt Air Force Base for the 3rd quarter of FY 2016. The Pictometry payment is the first of three annual payments for the aerial photography project. The City of Omaha Public Works payments are for the city’s traffic counting program for March. Steve Jensen provides consulting services on Heartland 2050 Implementation and has invoiced MAPA through March of 2016. The Live Well Omaha payment is for their work April 11th through June 3rd, on the “Live Well Omaha Commuter Challenge”. Olsson Associates contract payments are for services through May 7, 2016, on the Plattview Road Land Use and Corridor Study.

2. Contract Payments with exception
 - a. Live Well Omaha: Bike Ed – PMT #19 - \$1,300.96
 - b. Live Well Omaha: Bike Ed – PMT #20 - not to exceed \$8,644.73

Mr. Felschow presented the contract payments with exceptions, for Live Well Omaha’s Bike Safety Education program.

MOTION by Richards SECOND by Hanafan to approve the contract payments under B1 as presented and the contract payments with exceptions under B2 once all necessary documentation is received. MOTION CARRIED.

C. RECOMMENDATION TO THE BOARD

1. Contract Final Payments:
 - a. City of Omaha Public Works – Final Payment - \$13,272.35

Ms. Engel presented the City of Omaha Public Works final payment.

2. New Contracts
 - a. Department of Defense JLUS Implementation Agreement \$140,000.00
 - b. Treynor Comp Plan \$18,000.00

Ms. Engel presented the new contracts listed above. Mr. Roth outlined the JLUS Implementation Agreement tasks for the Finance Committee. MAPA will develop strategies and technical tools to meet the primary land use goals of ensuring the public's health, safety, and welfare, recognize private land owners' current property rights, and ensure capability of current and future mission activities on Offutt Air Force Base. The JLUS contract has a 10% local match contribution in which MAPA will contribute \$4,000 and ten local jurisdictions will contribute \$1,000 each.

The City of Treynor, Iowa Comprehensive Plan Update is effective July 1, 2016 – August 31, 2017.

3. Contract Amendments
 - a. EDA Amendment \$12,000.00 for Fiscal Years 2015-2017

Ms. Engel presented the Economic Development Administration (EDA) Amendment for an additional \$12,000 to support the continued implementation of MAPA's economic planning program. Funds will be available to be drawn down by MAPA between July 1, 2016 and June 30, 2018.

4. FY 2017 Salary Adjustment
 - a. MAPA management request a 1% cost of living adjustment to be provided to all employees effective July 1, 2016. In addition, a 2% merit pool is requested for FY2017. An allowance for this salary adjustment was included in the FY2017 budget.

Ms. Engel presented the FY 2017 salary adjustment. A copy of the Consumer Price Index for April 2016 was provided to the committee. The Consumer Price Index displays a combined cost of living increase of 1.1% for the twelve months ended April 2016.

5. FY 2017 Depository Resolution

Ms. Engel presented the annual Depository Resolution designating depositories for all agency funds. The designated depositories are the Executive Director, Director of Finance and Operations, and the MAPA Treasurer.

6. Record Retention Policy Amendment

Ms. Engel presented a record retention policy amendment. The amendment provides more detail as to document type and an updated retention period given current regulations and or recommendations. A responsible position or department is also an addition to the record retention policy.

MOTION by Hanafan SECOND by Richards to recommend that the Board of Directors approve all agenda items under C. as presented. MOTION CARRIED.

D. DISCUSSION/INFORMATION

Ms. Engel asked Mr. Richards if there would be any interest in MAPA determining eligibility of Economic Development Administration (EDA) funding available to assist displaced employees as a result of the Fort Calhoun power plant closing by the end of the 2016. Mr. Richards told Ms. Engel that he would look into that matter and get back to her.

E. OTHER

F. ADJOURNMENT

The meeting adjourned at 9:10 am.