

METROPOLITAN AREA PLANNING AGENCY  
2222 Cuming Street  
Omaha NE 68102-4328  
Finance Committee  
June 21, 2017

The MAPA Finance Committee met June 21, 2017, in the MAPA conference room. Supervisor Patrick Bloomingdale called the meeting to order at 8:30 a.m.

ROLL CALL

Members Present

Patrick Bloomingdale, Secretary/Treasurer  
Clare Duda, Douglas County  
Carol Vinton, Mills County (arrived at 8:33 a.m.)

Staff

Natasha Barrett  
Melissa Engel  
Don Gross (left at 8:58 a.m.)  
Greg Youell

Members Absent

Tom Hanafan, Pottawattamie County; Carl Lorenzen, Washington County; Gary Mixan, Sarpy County;

A. Monthly Financial Statements (April 2017)

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

Ms. Engel presented the April financials. The year to date deficit of \$251,797 is expected. Ms. Engel explained that at year end a deficit is anticipated because of the budgeting and timing of the actual revenue and expense recognition for the Aerial Photography project. Mr. Duda asked Ms. Engel what the RLF Service Fee Revenue entails on the MAPA Foundations Statement of Revenue and Expenditures. Ms. Engel explained that MAPA charges an administrative fee on new loans in the Revolving Loan Fund (RLF).

B. FOR FINANCE COMMITTEE APPROVAL

1. Contract Payments: (Action)
  - a. The New BLK – PMT #3 - \$7,200.00
  - b. Florence Home – PMT #4 - \$13,914.40
  - c. Lovgren Marketing – PMT #1 - \$15,168.73
  - d. Live Well Omaha – Bike Ed. – PMT #30 - \$15,815.85
  - e. Live Well Omaha – CMAQ – PMT #11 - \$2,176.82

Mr. Youell presented the contract payments. The New BLK is requesting payment for percentage complete on phase three and four of the Heartland 2050 website redesign and development. Florence Home for the Aged is requesting Federal Transit Administration (FTA), 5310 funding for paratransit services provided in March and April, to their elderly, disabled, and veteran residents. Lovgren is requesting reimbursement for March and April expenses associated with the 2017 CMAQ Air Quality and Reduced Fare Program. Live Well Omaha's contract payments are for their work in May on the Commuter Challenge and Bike Education projects.

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

2. New Contracts (Action)
  - a. Council Bluffs Affordable Housing \$4,168
  - b. Gretna Funding Agreement \$7,995

Mr. Youell presented the new contracts. The Council Bluffs Affordable Housing contract is effective March 1, 2017, through August 15, 2017. MAPA will provide meeting facilitation and outreach to assist the City of Council Bluffs, Iowa and the Municipal Housing Agency with the preparation of an Affirmatively Furthering Fair Housing Assessment (AFFH) as required by the U.S. Department of Housing and Urban Development. The Gretna agreement is effective June 21, through September 1, 2017. The funding is intended to reimburse Gretna for the development of a main street toolkit. This is part of the Downtown Revitalization Plan project and the development of a Form Based Code which is intended to be used as a model for other communities in the MAPA region.

MOTION Duda SECOND by Vinton, to approve the new contracts as presented. MOTION CARRIED.

### C. RECOMMENDATION TO THE BOARD

1. Final Contract Payments with exceptions
  - a. Olsson Associates - \$271.53

Mr. Youell presented the Olsson Associates final contract payment with exceptions explaining that final payment will be released once final reports on the Sarpy County Transit Feasibility Study are delivered to MAPA.

MOTION Duda SECOND by Vinton to recommend that the Board of Directors approve the final contract payment once all deliverables are received. MOTION CARRIED.

2. New Contracts:
  - a. Douglas County - \$61,500 federal & \$26,357 match
  - b. Omaha Planning - \$55,000 federal & \$23,571 match
  - c. Omaha Public Works - \$63,000 federal & \$27,000 match
  - d. Sarpy County - \$80,000 federal & \$34,286 match
  - e. Pottawattamie County - \$30,000 federal & \$12,857 match
  - f. Papio-Missouri River NRD - \$8,000 federal & 3,429 match
  - g. Metro Transit - \$80,000 federal & \$34,286 match
  - h. Pottawattamie County – CITIES Admin \$10,000

Mr. Youell presented the new contracts. Items C.2.a through C.2.e are renewed pass through transportation planning contracts for FY 2018. Douglas County will continue to manage and maintain transportation related assets for the county through the Cityworks GIS-based program. Omaha Planning will continue to develop and refine the transportation planning process on approved transportation activities. The Omaha Public Works contract will continue to conduct traffic counting. The Sarpy County Planning Department will work on development review, regional coordination of transportation planning efforts, planning for future local public transportation standards and systems, and planning financing of future highway programs and local public transportation system. Sarpy County GIS will create, maintain and manage geospatial data within the county. Pottawattamie County GIS will continue to actively maintain numerous transportation related geographic datasets offered in numerous forms to users. The Papio-Missouri River NRD, City of Omaha Parks Department, and MAPA are coordinating an update of the "Paths of Discovery, Metro Area Trails Map" for public distribution. Metro Transit will continue their work on various planning activities to support the regional transit system for the Omaha–Council Bluffs urbanized area. MAPA will provide grant administration assistance to Pottawattamie County to carry out the 2017 Community Improvement to Increase Economic Stability (CITIES) Program included in this contract are the cities of Macedonia, Minden, Treynor and Walnut.

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

3. Contract Amendment
  - a. Metro – Lease Agreement - \$34,800 for six months (\$5,800 each month)
  - b. Steve Jensen – \$36,000 - extension of time to October 31, 2017

Mr. Youell presented the contract. The Metro Lease Agreement Extension extends the original agreement to June 30, 2018, and will be a month-to-month rental of \$5,800 per month of MAPA's current office space and amenities. Steve Jensen's contract extension will allow for his continued Heartland 2050 Advisory Support through October, 2017.

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

#### 4. FY 2018 Depository Resolution

Mr. Youell 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.

MOTION Duda SECOND by Bloomingdale to recommend that the FY 2018 Depository Resolution as presented. MOTION CARRIED

5. Admin Policy Amendment
  - a. Use of agency vehicle

Ms. Engel & Mr. Youell presented the Administrative Policy amendment. The Administrative Policy prior to amendment did not address non-business passengers. Mr. Youell has expressed the desire to have family members in the car during his commute. When Ms. Engel inquired about the coverage of family members on the agencies current auto policy the policy premium increased \$265 per year. Mr. Youell also expressed a desire to car pool during his commute. The Committee would like to remove number 1. under E. Use of Agency Vehicle in the Administrative Policy and replace it with wording that would allow for non-family members to ride in the company vehicles, but employees who are engaging in this type of travel would pay an annual fee meant to cover any additional insurance premiums for the allowance of non-family members.

The Committee would like to revise number 3. under E. Use of Agency Vehicle in the Administrative Policy to allow for use of handheld cell phones, but continue to prohibit texting while behind the wheel of a moving vehicle being used on company business.

MOTION Vinton SECOND by Duda to recommend that the Board of Directors approve the Admin policy amendment once aforementioned revisions are made. MOTION CARRIED

E. OTHER

F. ADJOURNMENT

The committee entered into closed session at 9:20 am to discuss agenda item 6.a. FY 2018 salary adjustment. Members and staff present during closed session include; Patrick Bloomingdale, Clare Duda, Carol Vinton, Melissa Engel, and Greg Youell. Closed session ended at 9:54 a.m. The meeting adjourned at 9:54 a.m. after the closed session ended.