

METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street
Omaha NE 68102-4328
Finance Committee
May 22, 2017

The MAPA Finance Committee met May 17, 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
Tom Hanafan, Pottawattamie County (arrived at 8:40 a.m.)
Carl Lorenzen, Washington County
Gary Mixan, Sarpy County (arrived at 8:40 a.m.)
Carol Vinton, Mills County

Staff

Grant Anderson
Natasha Barrett
Melissa Engel
Mike Helgersen
Amanda Morales
Greg Youell

Other

Board Chair Mayor Rita Sanders (arrived at 9:15 a.m.)

A. Monthly Financial Statements (March 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 March financials. The year to date deficit of \$195,405.98 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.

B. FOR FINANCE COMMITTEE APPROVAL

1. Contract Payments: (Action)
 - a. Black Hills Works – PMT #1 - \$13,230.50
 - b. City of Omaha Planning – PMT #3 - \$15,852.61
 - c. Live Well Omaha – CMAQ – PMT #10 - \$1,734.16
 - d. Live Well Omaha – Bike Safety – PMT#29 - \$3,826.25
 - e. City of Omaha Public Works – PMT #3 - \$17,344.37

Mr. Youell presented the contract payments. 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. The City of Omaha Planning is requesting reimbursement for their work on transportation planning for the third quarter of FY 2017. Live Well Omaha's contract payments are for their work in April on the Commuter Challenge and Bike Education projects. The City of Omaha Public Works payment is for the city's traffic counting program for December 2016 through April 2017.

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

2. Appointment of Finance Committee Member to Benefits Committee (Action)

The ballot was accepted & Carol Vinton will serve on the Benefit Committee.

MOTION Duda to nominate Carol Vinton to be appointed to Benefits Committee, Lorenzen moved that the nomination cease. MOTION CARRIED.

C. RECOMMENDATION TO THE BOARD

1. Final Contract Payment
 - a. Metro Transit - \$28,174.79

Mr. Youell presented the Metro Transit FY 2017, final contract payment for their third quarter transportation planning activities.

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

2. New Contracts:
 - a. Omaha Affordable Housing \$15,400
 - b. City of Walnut \$15,000.00
 - c. Mills County Emergency Management Agency \$30,000.00

Mr. Youell presented the new contracts. The Omaha Affirmative Fair Housing Assessment contract is with the City of Omaha for MAPA to provide public outreach services. The contract is not to exceed \$15,400, and is effective March 1, 2017 through April 30, 2018. The \$15,000 contract with the City of Walnut is for the general grant administration of the Community Development Block Grant (CDBG) that the city was awarded to construct a new drinking water well. MAPA staff will ensure that the City remains in compliance and adheres to the environmental and reporting regulation of the CDBG funding. The contract is effective March 22, 2017 through March 31, 2020. With the Mills County Emergency Management Agency contract of \$30,000, MAPA will assist the County in updating their Local Hazard Mitigation Plan, which is federally mandated to be updated every five years. The contract is effective January 19, 2017 through January 19, 2019.

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

3. Contract Amendment
 - a. The New BLK – extension of time

Mr. Youell presented The New BLK contract amendment which extends the completion date of the Heartland 2050 website redesign and development from June 30th to December 31, 2017.

MOTION Vinton SECOND by Hanafan to recommend that the Board of Directors approve The New BLK contract amendment as presented. MOTION CARRIED.

4. Budget
 - a. FY 2017
 - i. Line Item Budget Amendment

Ms. Engel presented the FY 2017 Line Item Budget Amendment. The amendment includes a reduction in gross revenues of \$250,000. This reduction is due to a preliminary grade assessment that was initially budgeted for the Platte View Road project which has been removed from the project. The \$250,000 includes \$200,000 in federal planning funds and \$50,000 in matching funds. This amendment allows MAPA to deobligate the funding for FY 2017 so it may be available for FY 2018. There were a few reclassifications of line item revenue to meet actual year to date dollars which have no net effect to gross revenue.

\$250,000 has been removed from contract expense. Professional fees have been increased by \$14,000, Forums by \$8,000, and Salaries have been reduced by \$22,000. The FY 2017 Amended Budget is \$6,036,158.

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

- b. FY 2018
 - i. Funds Budget
 - ii. Line Item Budget
 - iii. Program Budget
 - iv. Work Program

Mr. Youell presented the FY 2018 Budget items. The Funds Budget breaks out the projected FY 2018 gross revenues of \$6,420,222 revised from the preliminary figure of \$6,346,585 by funding source. The Line Item Budget details the FY 2018 expenses of \$6,420,222. The Program Budget allocates the \$6,420,222 budget by program work element and funding source. The Unified Planning Work Program outlines the transportation related activities and projects that MAPA plans to be involved in for FY 2018. \$81,000 in state appropriation funding has been approved and will be added all or the budget reports before they are presented to the MAPA Board of Directors.

MAPA would like to move \$50,000 from the Capital Reserve Account in FY 2018 as outlined in the budget for office reconfiguration related expenses if the agency decides to remain at the current office location. As the Agency grows it has come apparent that reconfiguration of staff workspace is necessary.

MOTION Hanafan SECOND by Duda to recommend that the Board of Directors approve the FY 2018 budget items and Work Program with the additional state funding as presented. MOTION CARRIED

5. July Insurance Renewals
 - a. General Insurance
 - b. Life / AD&D
 - c. Long Term Disability
 - d. Dental Plan

Ms. Engel presented the July insurance renewals. The General Insurance has an overall increase of 4%. The Workers Compensation portion of the General Insurance will increase 28%, because of the agencies addition of the housing program. Life / AD&D will increase 7.2%. Long Term Disability will increase 8.6%. Life / AD&D and Long Term Disability are 100% agency paid. The Dental Plan Premiums which are 100% employee paid will increase 4.9%. MAPA is negotiating for additional benefits on the Dental plan and is looking into additional Vision Plan options. Vision is also 100% employee paid. Carol Vinton asked if MAPA would choose to pay a portion of Dental premiums. Ms. Engel explained that when Dental and Vision benefits were added that the Agency decided to have the employees pay 100% of those benefits since the agency pays 100% of employees Health Insurance premiums plus 75% of employees' family Health Insurance premium, but this is something could be readdressed if the need arises.

MOTION Duda SECOND by Lorenzen to recommend that the Board of Directors approve the July insurance renewals as presented. MOTION CARRIED

D. DISCUSSION/INFORMATION

1. NROC – Cass County

Mr. Youell presented the committee with a statement that Nebraska Regional Officials Council (NROC) issued in regards to not supporting Changes in Development District boundaries "unless it is agreed to by adjourning districts for the mutual benefit of all". This is in response to Cass Counties request to become member of MAPA. NROC issued the statement without prior notification or a chance for review by MAPA. The statement has been signed by the remaining seven member agencies of NROC, with a request that Mr. Youell sign for MAPA. NROC would like Mr. Youell to provide them with the contact information to MAPA 's Board of Directors members so they may send the statement to each MAPA board member. Mr. Youell has provided the committee with his emailed response to NROC. MAPA's goal is to have a comparable resolution to this matter. MAPA has encouraged Cass County and Southeast Nebraska Development District (SEND) to take the time necessary to see if changes made at SEND will allow them to be comfortable with continuing their membership there and not joining MAPA. The MAPA Staff and the Finance Committee would like to wait on any action being taken at this time until Cass County confirms in writing their continued desire to become a member of MAPA. Greg provided the committee with a copy of the current state statute concerning Nebraska planning and development regions, and shared comments and concerns from the City of Plattsmouth.

E. OTHER

F. ADJOURNMENT

MOTION Bloomingdale to adjourn the meeting at 9:30 a.m. MOTION CARRIED