

FINANCE COMMITTEE MEETING
January 23, 2019 - 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. INTRODUCTIONS AND WELCOME TO NEW SARPY COUNTY & POTTAWATTAMIE COUNTY COMMITTEE MEMBERS
- B. DRAFT AUDITED FINANCIAL STATEMENTS (Action)
- C. MONTHLY FINANCIAL STATEMENTS (October & November)
 - 1. Bank Reconciliations (American National & Washington County) and Statements on Investments
 - 2. Receipts and Expenditures
 - 3. Schedules of Accounts Receivable & Accounts Payable
 - 4. Statement of Financial Position
 - 5. Statement of Revenues and Expenditures
- D. FOR FINANCE COMMITTEE APPROVAL
 - 1. Contract Payments
 - a. EDR Group, Inc. – Transit Return on Investment Study - PMT #7 - \$15,582.61
 - b. Metro Mini Grant – Transit Development Plan - PMT #2 - \$6,419.66
 - c. Emspice + Lovgren – CMAQ Quality and Reduced Fare Program - PMT #7 - \$9,661.17
 - d. Pottawattamie County - GIS Activities – FY 19 – PMT #2 - \$10,235.69
 - e. Emspice + Lovgren – CMAQ Quality and Reduced Fare Program – PMT #6 - \$6,698.61
 - f. Metro Transit Authority – Transit Activities – FY 19 – PMT #2 - \$13,084.35
 - 2. New Contracts
 - a. Steve Jensen – Heartland 2050, MAPA Advisor – Not to Exceed \$3,900
- E. RECOMMENDATIONS TO THE BOARD

1. Final Contract Payments
 - a. Hamilton Associates – Audit Services - \$800.00
 - b. [Black Hills Works – Offutt Air Force Base - \\$11,141.24](#)
 2. New Contracts
 - a. [The New Blk – On-Call Professional Services Support – Not to Exceed \\$125,000](#)
 - b. [Douglas County – Return GIS Revenue to Douglas County - \\$50,224.18 + Plus Interest](#)
 - c. [Metro Lease Agreement for 3% increase for FY 20 & 1% each year for FY 21-22](#)
 3. Contract Amendments
 - a. [Mills County Hazard Mitigation Contract \(17MILL02\) – Through 4/19/2019](#)
 4. FY 2020 BUDGET
 - a. [County Dues](#)
 - i. The Finance Committee will consider a recommendation to the Board of Directors to keep County dues the same as FY 2019
 - b. [Budget Schedule](#)
- F. DISCUSSION/INFORMATION
1. Impacts of Federal Government Shutdown
 2. [Fund Balance Analytics](#)
- G. OTHER
- H. 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.



OMAHA-COUNCIL BLUFFS METROPOLITAN
AREA PLANNING AGENCY

FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION

JUNE 30, 2018

Draft

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INDEPENDENT AUDITOR'S REPORT

The Board of Directors
Omaha - Council Bluffs Metropolitan Area Planning Agency
Omaha, Nebraska

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Omaha – Council Bluffs Metropolitan Area Planning Agency (MAPA), as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise MAPA's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of MAPA, as of June 30, 2018, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 1 through 5 and 24 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise MAPA's basic financial statements. The combining nonmajor fund financial statements, the schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, "*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*," and the Schedule of State of Iowa Financial Assistance are presented for purposes of additional analysis and are not a required part of the basic financial statements. The combining nonmajor fund financial statements, the schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, "*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*," and the Schedule of State of Iowa Financial Assistance are the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated January 31, 2019, on our consideration of the MAPA's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering MAPA's internal control over financial reporting and compliance.

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

MANAGEMENT'S DISCUSSION AND ANALYSIS

Fiscal Year ending June 30, 2018

MAPA provides this Management's Discussion and Analysis of its financial statements. This narrative overview and analysis of financial activities is for the fiscal year ending June 30, 2018. We encourage readers to consider this information in conjunction with our financial statements, which follow.

FINANCIAL HIGHLIGHTS

MAPA's total governmental fund revenues were \$5,452,676 in fiscal year 2018, an increase of \$1,740,024 or 47% compared to fiscal year 2017. Currently, MAPA is implementing several large, long term studies. In 2018 MAPA passed through \$881,250 in federal funds to the Omaha Transit Authority, dba Metro Transit, to purchase Automatic Vehicle Location (AVL) equipment for their fleet of buses. This equipment will enhance the rider experience through real time information on location and arrival of buses. A summary of some of MAPA's larger projects is included below. In 2018, approximately \$1,246,000 of federal funding was passed on to member jurisdictions as direct support.

Project Name	Funding Source	Total Project Cost	Project Years	2018	2017	Change from Prior Year
MAPA Transportation Planning activities	Department of Transportation		Annual funding	\$ 1,390,210	\$ 1,245,881	\$ 144,329
MAPA Transportation Planning activities	Federal Transit Administration		Annual funding	1,584,122	757,259	826,863
Nebraska-Iowa Orthophotography Project	Local Support	\$ 1,413,896	2016-2019	-	40,000	(40,000)
Nebraska-Iowa Orthophotography Project	Charges for Services	\$ 554,674	2018-2019	393,155	-	393,155
Brownfields petroleum and hazardous substance assessment	Environmental Protection Agency	\$ 835,000	2013-2016	-	51,182	(51,182)
Offut Airforce Base Joint Land Use Implementation	Department of Defence	\$ 140,000	2016-2017	83,552	42,432	41,120
				\$ 3,451,039	\$ 2,136,754	\$ 1,314,285

MAPA's governmental fund expenditures were \$5,154,796 in fiscal year 2018, an increase of \$1,487,437 or 41% compared to fiscal year 2017. A significant amount of this increase is from the AVL project for Metro Transit.

The MAPA Foundation serves two primary functions: 1) it is designated as a Nonprofit Development Organization (NDO) and as such administers Community Development Block Grant (CBDG) loan programs 2) it supports the Metropolitan Area Motorist Assist program (MAMA). The MAMA program utilizes volunteers recruited and supervised by the Nebraska State Patrol to assist motorists stranded on the area's interstates and major highways. The volunteers help to alleviate the workload that would otherwise be the responsibility of local law enforcement. Providing timely and effective assistance to stranded motorists improves the safety and congestion on metro area roadways. The Foundation's total revenues in fiscal year 2018 were \$37,651 a decrease of \$98,760 or 72% compared to fiscal year 2017. The Foundation's total expenses in fiscal year 2018 were \$33,792, a decrease of \$8,343 or 20% compared to fiscal year 2017. The decrease in Foundation revenue was largely due to revolving loan funds becoming defederalized and recognized in revenue in 2017.

MAPA's net position increased \$328,577 from June 30, 2017 to June 30, 2018.

USING THIS MD&A ANNUAL REPORT

This MD&A annual report consists of a series of financial statements and other information, as follows:

Management's Discussion and Analysis introduces the basic financial statements and provides an analytical overview of MAPA financial activities.

Financial Statements consist of Statement of Net Position, Statement of Activities. Balance Sheet – Governmental Funds, Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds, Statement of Net Position-Proprietary Fund, Statement of Revenues, Expenses, and Changes in Net Position – Proprietary Fund, Statement of Cash Flows – Proprietary Fund, Statement of Fiduciary Net Position – Fiduciary Fund and Statement of Changes in Fiduciary Assets – Fiduciary Funds. These provide information about the activities of MAPA as a whole and present an overall view of MAPA.

The Notes to financial Statements provide additional information essential to a full understanding of the data provided in the basic financial statements.

Required Supplementary Information further explains and supports the financial statements with a comparison of MAPA's budget for the year, detail of the non-major funds and the Schedule of Expenditures of Federal Awards.

REPORTING FINANCIAL ACTIVITIES

Government-wide Financial Statements

Government-wide financial statements report information about MAPA as a whole, using accounting methods similar to those used by private-sector companies. The Statement of Net Position includes all of MAPA's assets and liabilities. The purpose of this statement is to present a summary of MAPA to readers of the financial statements. The Statement of Activities accounts for all of current year's revenues and expenses, regardless of when cash is received or paid.

Two government-wide financial statements report MAPA's net position and how they have changed for the period. Net position, the difference between MAPA's assets and liabilities, are one way to measure organizational financial health or position. Over time, increases or decreases in net position are indicators of whether financial position is improving or deteriorating.

Fund Financial Statements

Fund financial statements provide more detailed information about MAPA's funds, focusing on the most significant funds and not the organization as a whole. Funds are accounting devices used to keep track of specific sources of funding and spending on particular programs. MAPA has three types of Funds:

Government funds: Most of MAPA's funds are included in governmental funds, which generally focus on (1) how cash and other financial assets that can be converted to cash, flow in and out, and (2) the balances that are left at year-end that are available for spending. Consequently, governmental fund statements provide a detailed short term view that helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the organization's programs.

Governmental funds include the General Fund along with the non-major Project Fund, the Officials Expense Fund and Revolving Loan Fund. Required financial statements for governmental funds include a Balance Sheet and a Statement of Revenue, Expenditures and Changes in Fund Balances.

Enterprise funds include the MAPA Foundation and have business type activity.

Fiduciary funds: Fiduciary fund types are used to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organization, other governmental units, and/or other funds. MAPA's fiduciary fund is presented in the fiduciary fund financial statements for the pension trust fund for the employees' retirement program.

Required financial statements for fiduciary funds include a Statement of Fiduciary Net Assets-Fiduciary Fund and related Statement of Changes in Fiduciary Net Position-Fiduciary Funds.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Following is a summary of MAPA's net position for the year ended June 30, 2018 compared to June 30, 2017.

CONDENSED STATEMENT OF NET POSITION				
	June 30,			
	2018	2017	Change from Prior Year	
Non-capital Assets	\$ 3,511,001	\$ 3,498,620	\$ 12,381	0%
Capital Asset	106,098	41,614	64,484	155%
Total Assets	<u>\$ 3,617,099</u>	<u>\$ 3,540,234</u>	<u>\$ 76,865</u>	<u>2%</u>
Liabilities	<u>\$ 1,092,462</u>	<u>\$ 1,344,174</u>	<u>\$ (251,712)</u>	<u>-19%</u>
Net Position				
Investments in capital assets, net of related debt	\$ 106,098	\$ 41,614	\$ 64,484	155%
Restricted	146,628	144,989	1,639	1%
Unrestricted				
Designated	615,451	684,766	(69,315)	-10%
Undesignated	1,656,460	1,324,691	331,769	25%
Total net position	<u>\$ 2,524,637</u>	<u>\$ 2,196,060</u>	<u>\$ 328,577</u>	<u>15%</u>
Total liabilities and net position	<u>\$ 3,617,099</u>	<u>\$ 3,540,234</u>	<u>\$ 76,865</u>	<u>2%</u>

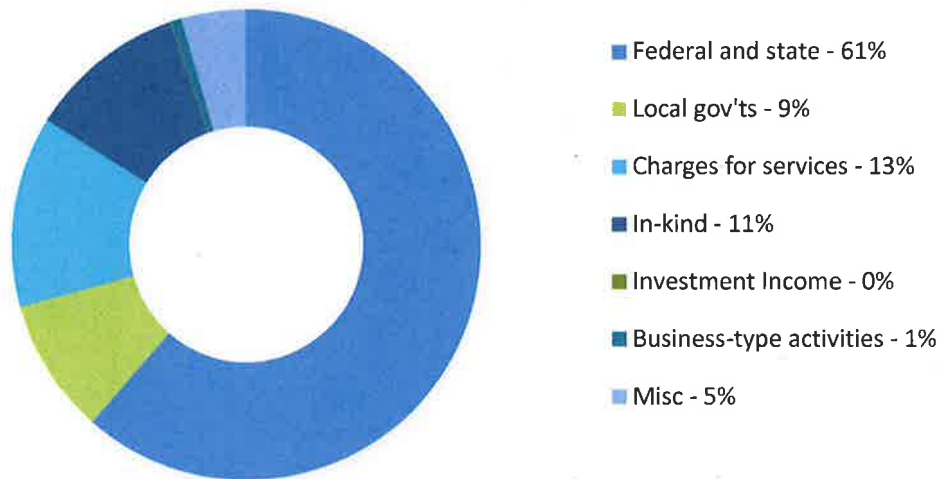
The following summary is a comparison of the changes in net position for the years ending June 30, 2018 and 2017.

The Changes in Net Position reflects an increase in the net position at the end of the fiscal year of \$328,577 or 15%.

CHANGES IN NET POSITION

	Year Ended June 30,		Change from Prior Year	
	2018	2017		
Revenues				
Federal and state	\$ 3,253,996	\$ 2,320,866	\$ 933,130	40%
Local governments	490,954	473,675	17,279	4%
Charges for services	695,775	101,992	593,783	582%
In-kind	576,423	332,923	243,500	73%
Investment income	2,809	3,604	(795)	-22%
Business-type activities	39,164	136,500	(97,336)	-71%
Miscellaneous	238,132	83,488	154,644	185%
Total revenues	\$ 5,297,253	\$ 3,453,048	\$ 1,844,205	53%
Expenses				
Forums	\$ 133,621	\$ 199,899	\$ (66,278)	-33%
Transportation planning	1,079,498	1,174,385	(94,887)	-8%
Regional assistance	301,326	399,634	(98,308)	-25%
Sustainability planning	450,110	227,629	222,481	98%
Public involvement	143,347	136,710	6,637	5%
Environment and energy	200,906	246,561	(45,655)	-19%
Member services	2,159,978	772,115	1,387,863	180%
Management and general administration	344,604	214,343	130,261	61%
Capital outlay	82,335	-	82,335	100%
Business-type activities	33,792	42,135	(8,343)	-20%
Total Expenses	\$ 4,929,517	\$ 3,413,411	\$ 1,516,106	44%
Adjustment for Capital Expenses	(39,159)	(16,869)	(22,290)	132%
Changes in net position	\$ 328,577	\$ 22,768	\$ 305,809	1343%
Beginning net position	2,196,060	2,173,292	22,768	1%
Ending net position	\$ 2,524,637	\$ 2,196,060	\$ 328,577	15%

2018 Revenues



2018 Expenses



CAPITAL ASSETS

MAPA net capital assets increased from \$41,614 to \$106,098 for the period ended June 30, 2018, an increase of \$64,484. In 2018, MAPA had capital outlays of \$82,335 for an office remodel including new cubicles.

ECONOMIC FACTOR

MAPA relies on funding primarily from the U.S. Department of Transportation (USDOT). Continued funding of Transportation initiatives from USDOT and pass-through of those funds is necessary for MAPA to fulfill its mission.

CONTACTING MAPA FINANCIAL MANAGEMENT

This financial report is designed to provide our members, citizens and grant providers with a general overview of MAPA finances and operating activities. If you have any questions or require additional information, please contact the MAPA Executive Director, 2222 Cuming Street, Omaha NE 68102, (402)444-6866.



Omaha - Council Bluffs
Metropolitan Area
Planning Agency

Connect. Plan. Thrive.

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

STATEMENT OF NET POSITON

June 30, 2018

	<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Total</u>
ASSETS			
Cash and cash equivalents (Note 2)	\$ 867,279	\$ 398,344	\$ 1,265,623
Investments	464,236	-	464,236
Accounts receivable	22,640	-	22,640
Due from other governmental agencies	1,687,532	333	1,687,865
Prepaid expenses	30,377	-	30,377
Notes receivable	-	40,260	40,260
Capital assets, net (Note 4)	106,098	-	106,098
Total assets	\$ 3,178,162	\$ 438,937	\$ 3,617,099
LIABILITIES			
Accounts payable	\$ 498,230	\$ 84	\$ 498,314
Due to other governmental agencies	207,527	-	207,527
Due to business-type activities	333	-	333
Compensated absences	70,323	-	70,323
Accrued expenses	54,958	-	54,958
Revolving loan fund	-	261,007	261,007
Total liabilities	\$ 831,371	\$ 261,091	\$ 1,092,462
NET POSITION			
Investments in capital assets, net of related debt	\$ 106,098	\$ -	\$ 106,098
Restricted	46,821	99,807	146,628
Unrestricted			
Designated	537,412	78,039	615,451
Undesignated	1,656,460	-	1,656,460
Total net position	\$ 2,346,791	\$ 177,846	\$ 2,524,637
Total liabilities and net assets	\$ 3,178,162	\$ 438,937	\$ 3,617,099

See Notes to the Financial Statements

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2018

	Expenses	Program Revenues			Business-type Activities	Total
		Charges for Services	Operating Grants and Contributions	Governmental Activities		
Governmental Activities						
Forums	\$ 133,621	\$ 14,726	\$ 142,673	\$ 23,778	\$ -	\$ 23,778
Transportation planning	1,079,498	556,310	672,718	149,530	-	149,530
Regional assistance	301,326	68,577	260,341	27,592	-	27,592
Sustainability planning	450,110	24,137	501,206	75,233	-	75,233
Public involvement	143,347	28,917	166,180	51,750	-	51,750
Environment and energy	200,906	-	229,251	28,345	-	28,345
Member services	2,159,978	1,810	2,202,391	44,223	-	44,223
Management and general administration	466,098	1,300	-	(464,798)	-	(464,798)
Total governmental activities	\$ 4,934,884	\$ 695,777	\$ 4,174,760	\$ (64,347)	\$ -	\$ (64,347)
Business-type Activities	33,792	-	37,651	-	3,859	3,859
	\$ 4,968,676	\$ 695,777	\$ 4,212,411	\$ (64,347)	\$ 3,859	\$ (60,488)
General Revenues						
Grants and contributions not restricted to specific programs				\$ 380,637	\$ -	\$ 380,637
Interest income				2,809	1,513	4,322
Other revenues				4,106	-	4,106
Transfers				-	-	-
Total general revenues				\$ 387,552	\$ 1,513	\$ 389,065
Change in net position				\$ 323,205	\$ 5,372	\$ 328,577
Net position, beginning				2,023,586	172,474	2,196,060
Net position, end of year				\$ 2,346,791	\$ 177,846	\$ 2,524,637

See Notes to the Financial Statements

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

BALANCE SHEET – GOVERNMENTAL FUNDS

June 30, 2018

	General Fund	Non-major Funds	Total Governmental Funds
ASSETS			
Cash and cash equivalents	\$ 820,458	\$ 46,821	\$ 867,279
Investment	464,236	-	464,236
Accounts receivables	22,640	-	22,640
Due from other governmental agencies	1,526,013	-	1,526,013
Due from general fund	-	1,127	1,127
Prepaid Expenses	30,377	-	30,377
Total assets	\$ 2,863,724	\$ 47,948	\$ 2,911,672
LIABILITIES AND FUND BALANCES			
LIABILITIES			
Accounts payable	\$ 191,424	\$ -	\$ 191,424
Due to other governmental agencies	207,527	-	207,527
Due to proprietary fund	333	-	333
Due to non-major funds	1,127	-	1,127
Compensated absences	70,323	-	70,323
Accrued expenses	54,958	-	54,958
Total liabilities	\$ 525,692	\$ -	\$ 525,692
FUND BALANCES			
Restricted	\$ -	\$ 46,821	\$ 46,821
Committed	355,000	-	355,000
Assigned	326,572	1,127	327,699
Unassigned	1,656,460	-	1,656,460
Total fund balances	\$ 2,338,032	\$ 47,948	\$ 2,385,980
Total liabilities and fund balances	\$ 2,863,724	\$ 47,948	\$ 2,911,672

**RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET ASSETS**

Total fund balances of governmental funds	\$ 2,385,980
Capital assets used in governmental activities are not financial resources and, therefore, are not reported as assets in the governmental funds	106,098
Governmental funds operate on the modified accrual basis as such revenues and expense are recognized when are collectible or payable in 60 days. This represents the difference in long term receivables and payables.	(145,287)
Fund balances reported in the statement of net assets	\$ 2,346,791

See Notes to the Financial Statements

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES – GOVERNMENTAL FUNDS**

For the Year Ended June 30, 2018

	General	Non-major Funds	Total Governmental Funds
REVENUES			
Federal and state	\$ 3,253,996	\$ -	\$ 3,253,996
Local governments	490,954	-	490,954
Charges for services	890,362	-	890,362
In-kind	576,423	-	576,423
Investment income	2,366	443	2,809
Miscellaneous	238,132	-	238,132
Total revenues	\$ 5,452,233	\$ 443	\$ 5,452,676
EXPENDITURES			
Forums	\$ 133,621	\$ -	\$ 133,621
Transportation planning	1,234,926	-	1,234,926
Regional assistance	301,326	-	301,326
Sustainability planning	450,110	-	450,110
Public involvement	143,347	-	143,347
Environment and energy	200,906	-	200,906
Member services	2,159,978	-	2,159,978
Management and general administration	434,374	13,873	448,247
Capital outlay - administration	82,335	-	82,335
Total expenditures	\$ 5,140,923	\$ 13,873	\$ 5,154,796
OTHER FINANCING SOURCES (USES)			
Transfers in	\$ 182,539	\$ 7,624	\$ 190,163
Transfers out	(7,624)	(182,539)	(190,163)
Total other financing sources (uses)	\$ 174,915	\$ (174,915)	\$ -
NET CHANGE IN FUND BALANCES	\$ 486,225	\$ (188,345)	\$ 297,880
FUND BALANCES, BEGINNING	1,851,807	236,293	2,088,100
FUND BALANCES, END OF YEAR	\$ 2,338,032	\$ 47,948	\$ 2,385,980

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES - GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES**

Net change in fund balances - total governmental funds	\$ 297,880
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This amount is the difference between capital outlays and depreciation.	64,484
Governmental funds operate on the modified accrual basis as such revenues and expenses are recognized when are collectible or payable in 60 days. This represents the difference in receipts on long term receivables and payments on long term payables.	(\$39,159)
	\$ 323,205

See Notes to the Financial Statements

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

STATEMENT OF NET POSITION - PROPRIETARY FUND

June 30, 2018

ASSETS

Current Assets

Cash	\$ 398,344
Current maturities - notes receivable	20,244
Due from the general fund	<u>333</u>
Total current assets	\$ 418,921

Non-current assets

Notes receivable, less current maturities	<u>\$ 20,016</u>
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Total assets	<u>\$ 438,937</u>
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LIABILITIES AND NET ASSETS

Current liabilities

Accounts payable	\$ 84
Revolving loan fund	<u>261,007</u>
Total liabilities	\$ 261,091

NET POSITION

Unrestricted	\$ 78,039
Restricted	<u>99,807</u>

Total net position	\$ 177,846
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Total liabilities and net position	<u>\$ 438,937</u>
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See Notes to the Financial Statements

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

**STATEMENT OF REVENUES, EXPENSES, AND CHANGES
IN NET POSITION - PROPRIETARY FUND**

For the Year Ended June 30, 2018

Operating Revenues	
Contributions	\$ 37,651
Service fees	<u>-</u>
Total operating revenues	\$ 37,651
Operating Expenses	
Motorist assist	\$ 33,792
Revolving loan administration	<u>-</u>
Total operating expenses	\$ 33,792
Operating income	\$ 3,859
Non-Operating Revenues (Expenses)	
Interest income	\$ 1,513
Transfers	<u>-</u>
Total non-operating revenues (expenses)	\$ 1,513
Change in net assets	\$ 5,372
Net Position, beginning	<u>172,474</u>
Net Position, ending	<u>\$ 177,846</u>

See Notes to the Financial Statements

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

STATEMENT OF CASH FLOWS - PROPRIETARY FUND

For the Year Ended June 30, 2018

Cash flows from Operating Activities	
Receipts from contributors	\$ 37,651
Additions to revolving loan fund	26,749
Payments for services	(33,921)
Payments to other funds	<u>(3,000)</u>
Net cash flow from operating activities	<u>\$ 27,479</u>
Cash flows from investing activities	
Interest	\$ 1,513
Payments of notes receivable	<u>20,244</u>
Net cash provided by investing activities	<u>\$ 21,757</u>
Net increase in cash	\$ 49,236
Cash, beginning of year	<u>349,108</u>
Cash, end of year	<u>\$ 398,344</u>

See Notes to the Financial Statements

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

STATEMENT OF FIDUCIARY NET POSITION - FIDUCIARY FUND

June 30, 2018

ASSETS

Investments		\$ 687,921
Receivables		
Participant loans	\$ 7,245	
Total Receivables		<u>\$ 7,245</u>

TOTAL ASSETS		<u>\$ 695,166</u>
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NET POSITION

Held in trust for pension benefits		<u>\$ 695,166</u>
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See Notes to the Financial Statements

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION - FIDUCIARY FUND

For the Year Ended June 30, 2018

Additions

Contributions

Employer	\$	63,689
Plan members		47,171
Rollovers		12,797
Total Contributions	\$	<u>123,657</u>

Investment earnings (losses)	\$	101,152
Loan interest		<u>405</u>

Total additions \$ 225,214

Deductions

Benefits paid	\$	564,297
Forfeiture used to reduce employer contributions		<u>3,066</u>

Total deductions \$ 567,363

CHANGE IN NET POSITION \$ (342,149)

NET POSITION, BEGINNING OF YEAR 1,037,315

NET POSITION, END OF YEAR \$ 695,166

See Notes to the Financial Statements

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended June 30, 2018

Note 1. Summary of Significant Accounting Policies

a. Organization:

MAPA was established in June 1967, as a voluntary three-county regional council of governments under the Nebraska Interlocal Cooperation Act of 1963. The initial three counties comprising MAPA were Douglas and Sarpy counties in Nebraska, and Pottawattamie County in Iowa. Washington County, Nebraska and Mills County, Iowa entered into the Interlocal Cooperation Agreement in 1975 and 1976, respectively.

The operations of MAPA are financed through various federal and state grants and assessments to its members. The Interlocal Cooperation Agreement, as amended, provides that the assessments to each of the five participating counties be determined on a pro rata basis using population figures from the latest official census.

b. Reporting Entity:

MAPA has given consideration to potential component units for which it is financially accountable. The Governmental Accounting Standards Board (GASB) has set forth criteria to be considered in determining financial accountability. These criteria include appointing a voting majority of the Organization's governing body and the ability of the MAPA to impose its will on that Organization to provide specific financial benefits to, or impose specific financial burdens on the Organization. As required by accounting principles generally accepted in the United States of America, these financial statements present MAPA (the primary government) and its component unit. The component unit is included in MAPA's reporting entity because of the significance of their operational or financial relationships with MAPA. The associated entity over which MAPA is considered to be financially accountable is included in MAPA's financial statements and is described below.

Blended Component Unit - The MAPA Foundation is a legally separate entity from MAPA, but is so intertwined with MAPA that it is, in substance, the same as the Organization. It is reported as a part of MAPA as a Proprietary Fund.

c. Financial Statements

MAPA's financial statements include both government-wide (reporting MAPA as a whole) and fund financial statements (reporting MAPA's major funds). Both government-wide and fund financial statements categorize primary activities as either government or business type.

Government-Wide Statements:

In the statement of net assets, the governmental activities column is presented on a consolidated basis and is reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. MAPA's net assets are reported in three parts – invested in capital assets, net of related debt; restricted net assets; and unrestricted net assets.

The statement of activities reports both the gross and net cost of each of MAPA's functions. General government revenues also support the functions. The statement of activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants. Program revenues must be directly associated with the function. Operating grants include operating-specific and discretionary grants while the capital grants reflect capital-specific grants.

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended June 30, 2018

Note 1. Summary of Significant Accounting Policies (Continued)

The net costs (by function) are normally covered by general revenue. The government-wide focus is more on the sustainability of MAPA as an entity and the change in MAPA's net assets resulting from current year's activities.

Fund Financial Statements:

The financial transactions of MAPA are reported as individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, reserves, fund equity, revenues and expenditures/expenses. The various funds are reported by generic classification within the financial statements.

The emphasis in fund financial statements is on the major funds in the governmental activities category. Non-major funds by category are summarized into a single column. GASB No. 34 sets forth minimum criteria (percentage of the assets, liabilities, revenues or expenditures/expenses of either fund category) for the determination of major funds.

The following fund types are used by MAPA:

Governmental Funds:

The focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental funds of MAPA.

General Fund – The primary operating fund is used to account for current financial resources not accounted for in other funds.

Special Revenue Funds – The special revenue fund consists of funding from local jurisdictions to support regional planning and GIS projects. The revolving loan fund consists of funding from various local jurisdictions available to provide loans to eligible businesses and economic development projects. The officials' expense provides for the funding and support of activities, travel, and other expenses related to the elected and appointed officials of MAPA or their designated alternate. Transfers to this fund are from earnings on treasury bills and various other non-governmental revenues.

MAPA designates fund balances in the Governmental Funds as follows:

Restricted - The fund balance is restricted by external impositions such as creditors, grantors, or laws or regulations of other governments.

Committed - The fund balance has been designated by the Board for a specific purpose.

Assigned - The fund balances has not been designated by the Board for a specific purpose, but has been separated based on the type of revenue.

Unassigned - The portion of the General Fund not restricted, committed, or assigned for a specific purpose.

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended June 30, 2018

Note 1. Summary of Significant Accounting Policies (Continued)

Enterprise Funds:

MAPA Foundation - The MAPA Foundation provides for the funds and support of the safety program, Metro Area Motorist Assist Program, and for the education of local elected and appointed officials for alternative methods to deliver programs and projects. The Foundation is designated as a National Development Organization (NDO). As a NDO the Foundation administers Community Development Block Grant Loan programs.

Fiduciary Funds

Fiduciary funds are used to report assets held in a trustee or agency capacity for others and therefore are not available to support MAPA programs. The reporting focus is on net assets and changes in net assets and are reported using accounting principles similar to proprietary funds.

MAPA's fiduciary fund is presented in the fiduciary fund financial statements for the pension trust fund. Since by definition these assets are being held for the benefit of a third party (pension participants) and cannot be used to address activities or obligations of the government, these funds are not incorporated into the government-wide statements.

d. Basis of Accounting

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

Accrual – The governmental activities in the government-wide financial statements, proprietary fund financial statements and the fiduciary fund financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

Modified Accrual – The governmental funds financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e. both measurable and available. "Available" means collectible within the current period or within 60 days after year-end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred.

e. Investments:

Investments are stated at fair value. Investments in the Pension Trust Fund are carried at fair value and are administered by a third party.

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended June 30, 2018

Note 1. Summary of Significant Accounting Policies (Continued)

f. Capital Assets:

Capital assets purchased or acquired with an original cost of \$1,000 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at fair value as of the date received. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line method over the following estimated useful lives: furniture, fixtures, and equipment at 5-7 years and automobiles at 5 years.

g. Accrued Compensated Absences:

Employees accumulate earned but unused vacation and sick pay benefits. Vacation pay is expected to be liquidated with expendable available financial resources and is reported as an expenditure and a liability of the General Fund. Accumulated sick pay is recorded at the maximum amount allowed as a termination payment, using the termination payment method.

h. Budgets:

The board of directors adopts an annual budget for its General Fund. The amount appropriated for expenditures represents the expenditure limit. Original appropriations are modified by transfers among budget categories or by increases in funding sources. The board of directors approves the original budget and all significant changes.

i. Income Taxes:

MAPA is a governmental subdivision of the State of Nebraska and, accordingly, no provision for federal or state income taxes is required.

j. Reported Reimbursable Costs:

Revenue is received from federal, state, and county sources, and is based on reported costs as defined by the funding sources and on provision of services. The accompanying financial statements reflect reported costs, which are subject to review by the funding sources and contractors. In the opinion of management, reported costs represent proper costs as defined by funding contract criteria and the various funding sources or contractors have questioned no amounts reported at June 30, 2018.

k. Accounting Estimates:

The preparation of purpose financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from these estimates.

l. Subsequent Events:

MAPA has evaluated subsequent events through January 31, 2019, the date on which the financial statements were issued. MAPA has concluded there are no subsequent events, which have occurred from June 30, 2018 through January 31, 2019 which require additional disclosure.

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended June 30, 2018

Note 2. Cash and Short-term Investments

a. Deposits

At year end, MAPA's carrying amount of deposits was \$1,099,515. The bank balances for all funds totaled \$1,099,189. For purposes of classifying categories of custodial risk, the bank balances of MAPA's deposits, as of June 30, 2018, \$210 held with Paypal were not insured or collateralized.

MAPA also had \$932,240 deposited in the Nebraska Public Agency Investment Trust (NPAIT). NPAIT is a public entity investment pool operated under the direction of a thirteen-member Board of Trustees. Securities held by NPAIT are not held in MAPA's name, are held in a pooled fund and, therefore, are not categorized as to credit risk.

b. Investments:

As of June 30, 2018, MAPA had the following investments.

Investment Name	Maturity	Credit Rating	Fair Value
Certificate of Deposit	9/4/2018	N/A	\$ 100,494
Certificate of Deposit	10/4/2018	N/A	100,923
Certificate of Deposit	7/23/2019	N/A	105,499
Certificate of Deposit	5/1/2020	N/A	49,257
Certificate of Deposit	9/27/2022	N/A	63,163
Certificate of Deposit	9/28/2022	N/A	44,900
			<u>\$ 464,236</u>

Interest Rate Risk – MAPA's investment goal, as a political subdivision, is to focus on minimizing risk, rather than maximizing funds. In order to control interest rate risk MAPA's investment policy limits the maturity of its investments. The maturity date of any investment shall not exceed ten years. Funds restricted for agency closing costs shall have the following limitations related to maturity dates: At least 25% shall have a maturity date of two years or less. At least 50% shall have a maturity date of 5 years or less.

Credit Risk - State law limits requires all investments to be fully insured or collateralized. MAPA's investment policy limits its investment choices to certificates of deposit, treasury bonds and notes, and NPAIT deposit accounts. The chart above notes the Moody's Investors Service credit ratings as of June 30, 2018.

Concentration of Credit Risk - MAPA places no limit on the amount it may invest in any one issuer. All of MAPA's investments are in Certificates of Deposit as of June 30, 2018.

Investments in Employee's Retirement System:

Investments in the employees' retirement system are carried at fair value. At June 30, 2018, the balances of investments in the employees' retirement system were \$695,166. The investments consist of mutual funds and similar pooled arrangements and, therefore, are not categorized as to credit risk.

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended June 30, 2018

Note 3. Notes Receivable, Notes Payable and Revolving Loan Fund

The MAPA Foundation contracts with its members to administer their Community Development Block Grant loan programs. As part of the grant, federal funds are loaned to eligible businesses for business growth and development. The loans are lent at 0% interest. As of June 30, 2018, \$40,260 remained in notes receivable. As of June 30, 2018, MAPA held \$261,007 for revolving fund loans from multiple projects. These funds shall continue to meet federal compliance standards until MAPA collects on the second set of loans.

Note 4. Capital Assets

Capital asset activity for the year ended June 30, 2018 is as follows:

	Beginning Balance		Additions		Disposals		Ending Balance
Furniture, fixtures, and equipment	\$ 139,223	\$	82,335	\$	(58,976)	\$	162,852
Automobiles	51,215		--		--		51,215
	\$ 190,438	\$	82,335	\$	(58,976)	\$	213,797
Less Accumulated Depreciation	(148,824)		(16,766)		57,891		(107,699)
	\$ 41,614	\$	65,569	\$	(1,085)	\$	106,098

Note 5. Retirement Plan

In June 1976, the board of directors approved the MAPA employees' retirement program (a money-purchase pension plan). This plan, known as the MAPA Pension Trust, is a defined contribution plan. Participation in the plan is mandatory for employees hired after July 1, 1976. A minimum of 9.5% of each eligible employee's annual compensation is contributed to the plan. 5.5% of the contribution is made by MAPA and the employee makes 4%. Employees may also make voluntary contributions not to exceed an additional 6% of their annual compensation. The current year covered payroll was \$1,157,969 and the total current year payroll was \$1,219,979. At June 30, 2018, the retirement plan had assets with a fair value of \$695,166. The participants are 100% vested in employee contributions. Employer contributions vest over a five-year period. During the current year the employer contributed \$63,689. The employees contributed \$47,171, of which \$46,319 (4.0% of covered payroll) was regular contributions and \$852 was employee voluntary contributions.

Note 6. Deferred Compensation Plan

MAPA sponsors a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all MAPA employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, total and permanent disability, retirement, death, or unforeseeable emergency. The plan assets are held in trust by a third party for the employees and are not reflected in these financial statements.

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended June 30, 2018

Note 7. Lease Commitments

MAPA leases two pieces of equipment under non-cancelable operating leases. The scheduled future minimum lease payments are as follows:

<u>Year Ending June 30,</u>	
2019	\$ 8,109
2020	<u>4,054</u>
	<u>\$ 12,163</u>

Lease expenditures paid were \$77,709 for the year ended June 30, 2018.

Note 8. Net Position

Restricted and designated net position as of June 30, 2018 is as follows:

	Governmental Activities	Business-type Activities	Total
Restricted			
Revolving Loan Fund	\$ 46,821	\$ 99,807	\$146,628
Unrestricted, Designated			
Projected agency operating and closing costs in the event MAPA would cease operations	355,000	--	355,000
Local match for federal aid projects	66,846	--	66,846
Nebraska-Iowa Regional Orthophotography Consortium (NIROC)	102,072	--	102,072
State and Local Projects	12,367	--	12,367
Officials Expense Fund	1,127	--	1,127
Metropolitan Area Motorist Assist (MAMA)	--	78,039	78,039
Total Unrestricted, Designated	\$ 537,412	\$78,039	\$ 615,451

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended June 30, 2018

Note 9. Transfers

Transfers from the General Fund to the Non-Major Funds consisted of \$7,624 for the Officials Fund. Transfers from the Non-Major Funds to the General Fund consisted of \$182,539 from the Special Revenue Fund.

Note 10. Risk Management

MAPA is exposed to various risk of loss related to torts, theft, damage or destruction of assets, errors or omissions, injuries to employees, and risks normally associated with a governmental subdivision. These risks are transferred to independent insurance carriers and no self-insurance program is maintained by MAPA beyond normal insurance policy deductible provisions.

Note 11. Commitments and Contingent Liabilities

MAPA participates in a number of federally assisted grant programs. Compliance with the grants is subject to audit by various government agencies, which may impose sanctions in the event of noncompliance. Management believes that they have complied with all aspects of the various grant provisions and the results of adjustments, if any, relating to such audits would be immaterial to the accompanying combined financial statements.

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

**COMPARISON OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES – GOVERNMENTAL FUNDS**

For the Year Ended June 30, 2018

	Budget Original	Budget Final	Actual Amounts	Variance Favorable (Unfavorable)
REVENUES				
Federal and state	\$ 4,064,445	\$ 4,003,545	\$ 3,253,996	\$ (749,549)
Local governments	471,578	471,578	490,954	19,376
Charges for services	598,608	849,737	890,362	40,625
In-kind	834,312	670,092	576,423	(93,669)
Investment income	-	-	2,809	2,809
Miscellaneous	492,054	347,054	238,132	(108,922)
Total revenues	<u>\$ 6,460,997</u>	<u>\$ 6,342,006</u>	<u>\$ 5,452,676</u>	<u>\$ (889,330)</u>
EXPENDITURES				
Forums	\$ 162,415	\$ 171,778	\$ 133,621	\$ 38,157
Transportation planning	1,621,057	1,664,577	1,234,926	429,651
Regional assistance	548,441	544,681	301,326	243,355
Sustainability planning	1,163,855	1,069,447	450,110	619,337
Public involvement	189,845	156,321	143,347	12,974
Environment and energy	432,650	422,793	200,906	221,887
Member services	1,785,494	1,784,249	2,159,978	(375,729)
Management and general administration	537,240	508,160	448,247	59,913
Capital outlay - administration	70,000	70,000	82,335	(12,335)
Total expenditures	<u>\$ 6,510,997</u>	<u>\$ 6,392,006</u>	<u>\$ 5,154,796</u>	<u>\$ 1,237,210</u>
OTHER FINANCING SOURCES (USES)				
Transfers in	\$ -	\$ -	\$ 190,163	\$ 190,163
Transfers out	-	-	(190,163)	(190,163)
Total other financing sources (uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
NET CHANGE IN FUND BALANCES	<u>\$ (50,000)</u>	<u>\$ (50,000)</u>	<u>\$ 297,880</u>	<u>\$ 347,880</u>
FUND BALANCES, BEGINNING	<u>2,088,100</u>	<u>2,088,100</u>	<u>2,088,100</u>	<u>-</u>
FUND BALANCES, END OF YEAR	<u>\$ 2,038,100</u>	<u>\$ 2,038,100</u>	<u>\$ 2,385,980</u>	<u>\$ 347,880</u>

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

COMBINING BALANCE SHEET – NONMAJOR GOVERNMENTAL FUNDS

June 30, 2018

	Special Revenue Fund	Revolving Loan Fund	Officials Expense Fund	Total Non- major Funds
ASSETS				
Cash and cash equivalents	\$ -	\$ 46,821	\$ -	\$ 46,821
Due from general fund	-	-	1,127	1,127
Total assets	<u>\$ -</u>	<u>\$ 46,821</u>	<u>\$ 1,127</u>	<u>\$ 47,948</u>
FUND BALANCES				
Restricted	\$ -	\$ 46,821		\$ 46,821
Assigned			1,127	1,127
Total fund balances	<u>\$ -</u>	<u>\$ 46,821</u>	<u>\$ 1,127</u>	<u>\$ 47,948</u>
Total liabilities and fund balances	<u>\$ -</u>	<u>\$ 46,821</u>	<u>\$ 1,127</u>	<u>\$ 47,948</u>

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

**COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES – NONMAJOR GOVERNMENTAL FUNDS**

For the Year Ended June 30, 2018

	Special Revenue Fund	Revolving Loan Fund	Officials Expense Fund	Total Non- major Funds
REVENUES				
Investment income	\$ -	\$ 443	\$ -	\$ 443
Miscellaneous	-	-	-	-
Total revenues	\$ -	\$ 443	\$ -	\$ 443
EXPENDITURES				
Forums	\$ -	\$ -	\$ -	\$ -
Administration	-	-	13,873	13,873
Total expenditures	\$ -	\$ -	\$ 13,873	\$ 13,873
OTHER FINANCING SOURCES (USES)				
Transfers in	\$ -	\$ -	\$ 7,624	\$ 7,624
Transfers out	(182,539)	-	-	(182,539)
Total other financing sources (uses)	\$ (182,539)	\$ -	\$ 7,624	\$ (174,915)
NET CHANGE IN FUND BALANCES	\$ (182,539)	\$ 443	\$ (6,249)	\$ (188,345)
FUND BALANCES, BEGINNING	182,539	46,378	7,376	236,293
FUND BALANCES, END OF YEAR	\$ -	\$ 46,821	\$ 1,127	\$ 47,948

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For the Year Ended June 30, 2018

Federal Grantor/Pass-Through Grantor/Program Title	Federal CFDA Number	Agreement Number	Expenditures	Subrecipients
Economic Development Administration, Department of Commerce				
Direct Program				
Economic Development Support for Planning Organizations	11.302	05-83-05705	\$ 70,000	\$ -
Total Economic Development Administration			\$ 70,000	\$ -
Department of Defense				
Direct Programs				
Community Economic Adjustment Assistance for Compatible Use and Joint Land Use Studies	12.610	EN1317-16-02	\$ 83,552	\$ -
Total Department of Defense			\$ 83,552	\$ -
U.S. Department of Transportation				
Direct Program				
Federal Transit Cluster				
Federal Transit Capital Investment Grants	20.500	NE-04-0006-00	\$ 893,812	\$ 881,250
Transit Service Program Cluster				
Enhanced Mobility of Seniors and Individuals with Disabilities	20.513	NE-16-x039-00	\$ 1,904	\$ -
Enhanced Mobility of Seniors and Individuals with Disabilities	20.513	NE-2016-015-01	161,203	123,432
Job Access-Reverse Commute Program	20.516	NE-37-x008-04	179,646	179,646
Total Transit Service Program Cluster			\$ 342,753	\$ 303,078
Passed-Through				
Nebraska Department of Transportation				
Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research	20.505	C990(018)	\$ 290,680	\$ 80,000
Iowa Department of Transportation				
Metropolitan Transportation Planning	20.505	18MPO-MAPA	\$ 34,578	\$ -
Formula Grants for Rural Areas	20.509	18RPA-18	22,299	-

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For the Year Ended June 30, 2018

Federal Grantor/Pass-Through Grantor/Program Title	Federal CFDA Number	Agreement Number	Expenditures	Subrecipients
U.S. Department of Transportation				
Highway Planning and Construction Cluster				
Passed-Through				
Nebraska Department of Transportation				
Highway Planning and Construction	20.205	PL1703	\$ 1,090,002	\$ 255,129
Highway Planning and Construction	20.205	BM1203	15,107	15,107
Highway Planning and Construction	20.205	BL1670	150,119	3,655
Iowa Department of Transportation				
Highway Planning and Construction	20.205	18MPO-MAPA	\$ 108,161	\$ 30,000
Highway Planning and Construction	20.205	18RPA-18	26,821	-
Total Highway Planning and Construction Cluster			\$ 1,390,210	\$ 303,891
Total U.S. Department of Transportation			\$ 2,974,332	\$ 1,568,219
Department of Health and Human Services				
Nebraska Department of Health and Human Services				
State and Local Public Health Actions to Prevent Obesity, Diabetes, Heart Disease and Stroke (PPHF)	93.757	5 NU58DP005493-04-00	\$ 5,000	\$ -
Iowa Department of Public Health				
Preventive Health and Health Services Block Grant funded solely with Prevention and Public Health Funds (PPHF)	93.758	5888OB01	\$ 9,500	\$ -
Total Department of Health and Human Services			\$ 14,500	\$ -
TOTAL EXPENDITURES OF FEDERAL AWARDS			\$ 3,142,384	\$ 1,568,219

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For the Year Ended June 30, 2018

Note 1. Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the Omaha-Council Bluffs Metropolitan Area Planning Agency (MAPA) under programs of the federal government for the year ended June 30, 2018. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of MAPA, it is not intended to and does not present the financial position, changes in net assets, or cash flows of MAPA.

Note 2. Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

Note 3. Indirect Cost Rate

MAPA has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Board of Directors
Omaha – Council Bluffs Metropolitan Area Planning Agency
Omaha, Nebraska

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Omaha – Council Bluffs Metropolitan Area Planning Agency (MAPA) as of and for the year ended June 30, 2018, and have issued our report thereon dated January 31, 2019.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered MAPA's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of MAPA's internal control. Accordingly, we do not express an opinion on the effectiveness of MAPA's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether MAPA's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Council Bluffs, Iowa
January 31, 2019

Draft

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR
FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER
COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Directors
Omaha – Council Bluffs Metropolitan Area Planning Agency
Omaha, Nebraska

Report on Compliance for Each Major Federal Program

We have audited Omaha – Council Bluffs Metropolitan Area Planning Agency's (MAPA) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of MAPA's major federal programs for the year ended June 30, 2018. MAPA's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of MAPA's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about MAPA's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of MAPA's compliance.

Opinion on Each Major Federal Program

In our opinion, MAPA complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2018.

Report on Internal Control Over Compliance

Management of MAPA is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered MAPA's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of MAPA's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Council Bluffs, Iowa
January 31, 2019

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the Year Ended June 30, 2018

I. Summary of Auditor's Results

Financial Statements:

Type of auditor's report issued:	Unmodified
Internal control over financial reporting:	
Material weaknesses identified:	No
Significant deficiency(ies) identified?	None Reported
Noncompliance material to financial statements noted:	No

Federal Awards:

Internal control over major programs:	
Material weaknesses identified:	No
Significant deficiency(ies) identified?	None Reported
Type of auditor's report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with section 2 CFR 200.516(a)?	No

Identification of major programs:

<u>Name of Federal Program or Cluster</u>	<u>CFDA Number</u>	<u>Expenditures</u>
Federal Transit Cluster		
Federal Transit Capital Investment Grants	20.500	\$ 893,812

Dollar threshold used to distinguish between type A and type B programs:	\$ 750,000
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Auditee qualified as low-risk auditee?	Yes
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II. Financial Statement Findings

None reported

III. Findings and Questioned Costs for Federal Awards

None reported

Metropolitan Area Planning Agency - Foundation
Bank Reconciliation Statement
October 2018

WASHINGTON COUNTY BANK

Balance per bank, October 31, 2018	\$719,865.69
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Less:	Checks Outstanding (10/31/18)	\$0.00	
			<u>\$0.00</u>

Cash in bank October 31, 2018	<u>\$719,865.69</u>
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General Ledger Balance, September 30, 2018	\$368,095.69
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Deposits:		
	State of Nebraska	\$351,450.00

Interest:	Washington County Bank	\$320.00
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General Ledger Balances, October 31, 2018	<u>\$719,865.69</u>
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Metropolitan Area Planning Agency - Foundation
Bank Reconciliation Statement
November 2018

WASHINGTON COUNTY BANK

Balance per bank, November 30, 2018	\$970,366.27
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Less: Checks Outstanding (11/30/18)	\$0.00
	<u>\$0.00</u>

Cash in bank November 30, 2018	<u>\$970,366.27</u>
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General Ledger Balance, October 31, 2018	\$719,865.69
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Deposits:	
NIFA	\$250,000.00

Interest: Washington County Bank	\$500.58
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General Ledger Balances, November 30, 2018	<u>\$970,366.27</u>
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Metropolitan Area Planning Agency
Bank Reconciliation Statement
October 2018

AMERICAN NATIONAL BANK

Balance per bank, October 31, 2018 \$516,392.01

Less: Checks Outstanding (10/31/18) \$20,705.80
(\$20,705.80)

Cash in bank October 31, 2018 \$495,686.21

General Ledger Balance, September 30, 2018 \$1,145,525.46

Cash Receipts \$73,147.47

Less: Checks (10/2018) \$51,960.97
Postalia \$100.00
Credit Card Processing Fee \$11.35
Bank Charges \$29.13
Nebraska Sales tax \$0.00
Capital Business Systems \$1,328.47
Transfer to NPAIT-Capitol Reserve \$1,200.00
Transfer to NPAIT-General \$500,000.00
Transfer to NPAIT-Special Projects \$22,173.75
Withdrawal for Petty Cash \$90.00
Due from Employee \$1,003.06
Payroll Expenses \$122,552.87
ACH Payroll (9/2018) \$65,971.92
ACH Federal Payroll Taxes \$21,024.13
Nationwide Payroll Contribution \$11,275.20
Blue Cross Blue Shield of NE Health Ins. \$19,749.66
Nebraska State withholding Tax \$3,477.74
Quarterly SUTA \$74.29
Pay Flex (10/2018) \$979.93
ACH VISA card (10/2018) \$22,537.12
Prepaid Credit Card Expenses \$2,257.43
Advertising \$429.91
Auto - Gas/Maintenance \$124.26
Council of Officials Annual Meeting \$236.04
Data Processing \$147.80
Due from Employee \$0.20
Forums \$360.76
Heartland 2050 Speaker Series \$1,513.34
Membership - Reference Materials \$149.00
Miscellaneous Expenses \$32.12
Officials Expense \$257.60
Supplies \$1,749.55
Office Furniture \$1,364.60
Other \$384.95
Travel & Conferences \$983.13
H2050 Site Visit Travel \$14,295.98

\$722,986.72

General Ledger Balances, October 31, 2018 \$495,686.21

Less assigned deposits (\$166,271.88)

Available Cash Balance \$329,414.33

Metropolitan Area Planning Agency
Bank Reconciliation Statement
November 2018

AMERICAN NATIONAL BANK

Balance per bank, November 30, 2018	\$491,903.41
Less: Checks Outstanding (11/30/18)	\$41,600.30
	<u>(\$41,600.30)</u>
Cash in bank November 30, 2018	<u>\$450,303.11</u>

General Ledger Balance, October 31, 2018	\$495,686.21
Cash Receipts	\$208,624.25
Transfer from Paypal	\$1,000.00

Less: Checks (11/2018)		\$103,899.79	
Credit Card Processing Fee		\$1.03	
Postalia		\$100.00	
Bank Charges		\$31.96	
Nebraska Sales tax		\$0.00	
Capital Business Systems		\$844.85	
Transfer to NPAIT-Capitol Reserve		\$1,200.00	
Payroll Expenses		\$120,914.50	
ACH Payroll (11/2018)	\$66,599.47		
ACH Federal Payroll Taxes	\$20,885.77		
Nationwide Payroll Contribution	\$11,272.15		
Blue Cross Blue Shield of NE Health Ins.	\$18,471.36		
Nebraska State withholding Tax	\$3,478.34		
Quarterly SUTA	\$0.00		
Pay Flex (11/2018)	\$207.41		
ACH VISA card (11/2018)		\$28,015.22	
Less Prepaid Credit Card in prior month	\$ (2,257.43)		
Advertising	\$109.16		
Auto - Gas/Maintenance	\$38.57		
Council of Officials Quarterly Meeting	\$22.92		
Data Processing	\$3,513.38		
Google	\$3,000.00		
Other	\$513.38		
Due from Employee	\$8.46		
Forums	\$5.99		
H2050 Stie Visit Travel	\$22,083.10		
Heartland 2050 Speaker Series	\$2,247.53		
Membership - Reference Materials	\$498.90		
Officials Expense	\$196.89		
Staff Certifications	\$150.00		
Supplies	\$20.98		
Travel & Conferences	\$1,376.77		
CPA	\$450.00		
APA	\$465.00		
Other	\$461.77		
			<u>\$255,007.35</u>

General Ledger Balances, November 30, 2018	<u>\$450,303.11</u>
Less assigned deposits	<u>(\$157,779.85)</u>
Available Cash Balance	<u>\$292,523.26</u>

STATEMENT ON INVESTMENT

Treasury Bills

October 2018

Deferred Payroll	Money Market		Securities America	\$ 1,501.03	\$ 814.36	0.040%
Undesignated	Money Market		Securities America	\$ 101,461.25	\$ 100,000.00	0.150%
Deferred Payroll	CD	7/23/2019	Securities America	\$ 1,046.75	\$ 1,068.15	2.100%
Equity	CD	7/23/2019	Securities America	\$ 103,627.76	\$ 103,931.85	2.100%
Equity	CD	5/1/2020	Securities America	\$ 49,211.50	\$ 50,000.00	1.750%
Deferred Payroll	CD	9/28/2020	Securities America	\$ 105,700.02	\$ 99,185.64	2.850%
Equity	CD	9/27/2022	Securities America	\$ 62,536.50	\$ 64,342.15	2.300%
Equity	CD	9/28/2022	Securities America	\$ 44,220.00	\$35,657.85	0.000%

Accrued Interest	\$ 1,484.29
Total	<u>\$ 470,789.09</u>

NPAIT INVESTMENTS

MAPA	General	Capitol	Ortho Quads	Sarpy Co. Revolving	Special Projects	TOTAL
	MAPA	MAPA	(Aerial Photo)	Loan Fund	MAPA	MAPA
Acct #	001	002	004	005	008	
Beginning Balance	269,146.56	70,326.84	58,942.26	47,009.54	-	445,425.20
Sponsor Fees	234.48					234.48
Interest	928.97	111.61	92.42	73.71	22.47	1,229.18
Transfer from General checking	500,000.00	1,200.00			22,173.75	23,373.75
Transfer from NPAIT CD						
Ending Balance	770,310.01	71,638.45	59,034.68	47,083.25	22,196.22	970,262.61
Less Reserve for other projects						
Available for the Agency	770,310.01					

MAPA Foundation	Foundation	NDO	Washington Co.	TOTAL
	MAMA		Revolving Loan Fund	MAPA Foundation
Acct #	003	006	007	
Beginning Balance	33,405.73	140,158.24	86,650.64	260,214.61
Sponsor Fees				-
Interest	52.38	221.15	135.87	409.40
Transfer from Foundation checking		1,687.00		1,687.00
Ending Balance	33,458.11	142,066.39	86,786.51	262,311.01

STATEMENT ON INVESTMENT

Treasury Bills November 2018

Undesignated	Money Market		Securities America	\$ 101,482.00	\$ 100,000.00	0.250%
Deferred Payroll	Money Market		Securities America	\$ 1,501.24	\$ 814.36	0.250%
Equity	Money Market		Securities America	\$ 441.10	\$ -	1.750%
Deferred Payroll	CD	7/23/2019	Securities America	\$ 1,046.65	\$ 1,068.15	2.100%
Equity	CD	7/23/2019	Securities America	\$ 103,618.40	\$ 103,931.85	2.100%
Equity	CD	5/1/2020	Securities America	\$ 49,199.50	\$ 50,000.00	1.750%
Deferred Payroll	CD	9/28/2020	Securities America	\$ 105,620.52	\$ 99,185.64	2.850%
Equity	CD	9/27/2022	Securities America	\$ 62,415.60	\$ 64,342.15	2.300%
Equity	CD	9/28/2022	Securities America	\$ 44,625.00	\$35,657.85	0.000%
Accrued Interest				\$ 1,667.52		
Total				<u>\$ 471,617.53</u>		

NPAIT INVESTMENTS

MAPA	General	Capitol	Ortho Quads	Sarpy Co. Revolving	Special Projects	TOTAL
	MAPA	MAPA	(Aerial Photo)	Loan Fund	MAPA	MAPA
Acct #	001	002	004	005	008	
Beginning Balance	770,310.01	71,638.45	59,034.68	47,083.25	22,196.22	970,262.61
Sponsor Fees	262.49					262.49
Interest	1,302.65	122.68	99.80	79.60	37.52	1,642.25
Transfer from General checking		1,200.00				1,200.00
Transfer from NPAIT CD						
Ending Balance	771,875.15	72,961.13	59,134.48	47,162.85	22,233.74	973,367.35
Less Reserve for other projects						
Available for the Agency	<u>771,875.15</u>					

MAPA Foundation	Foundation	NDO	Washington Co.	TOTAL
	MAMA		Revolving Loan Fund	MAPA Foundation
Acct #	003	006	007	
Beginning Balance	33,458.11	142,066.39	86,786.51	262,311.01
Sponsor Fees				
Interest	56.56	241.78	146.73	445.07
Transfer from Foundation checking		1,687.00	12.88	1,699.88
Ending Balance	<u>33,514.67</u>	<u>143,995.17</u>	<u>86,946.12</u>	264,455.96

Metropolitan Area Planning Agency
Cash Receipts Report
October 2018

Date	Type	Payer	Receipt Number	Deposit Number	Amount
10/4/2018	Received EFT	Security National Trust	1312	687	\$65.00
10/4/2018	Received EFT	Dave Thurston	1313	687	\$30.00
10/5/2018	Check	Greater Omaha Chamber of Commerce	1314	688	\$1,800.00
10/5/2018	Check	City of Omaha	1315	688	\$3,000.00
10/5/2018	Check	Mike Helgerson	1316	688	\$553.72
10/5/2018	Check	SRF Consulting	1317	688	\$150.00
10/5/2018	Check	LeAnn Hughes	1318	688	\$30.00
10/5/2018	Check	Carol Robertson	1319	688	\$25.00
10/5/2018	Check	Troy Anderson	1320	688	\$30.00
10/5/2018	Check	Gayle Duda	1321	688	\$25.00
10/5/2018	Check	City of Omaha	1322	688	\$11.63
10/5/2018	Check	The 712 Initiative	1323	688	\$1,800.00
10/5/2018	Check	Greenslate Development	1324	688	\$1,800.00
10/5/2018	Check	City of Gretna	1325	688	\$50.00
10/5/2018	Check	City of Omaha	1326	688	\$11.63
10/5/2018	Check	City of La Vista	1327	688	\$1,727.20
10/5/2018	Check	Pottawattamie County Community Foundation	1328	688	\$900.00
10/5/2018	Check	Seventy Five North Revitalization Group	1329	688	\$900.00
10/5/2018	Received EFT	Caitlin Bolte	1330	689	\$30.00
10/9/2018	Received EFT	Dolores Silkworth	1331	690	\$30.00
10/9/2018	Received EFT	City of Council Bluffs	1332	690	\$1,800.00
10/11/2018	Received EFT	Iowa Department of Public Health	1334	692	\$9,500.00
10/12/2018	Check	HDR Engineering, Inc.	1335	693	\$200.00
10/12/2018	Check	Omaha by Design	1336	693	\$900.00
10/12/2018	Check	Metropolitan Utilities District	1337	693	\$10,000.00
10/12/2018	Check	Jensen Consulting	1338	693	\$1,800.00
10/12/2018	Check	City of Bennington	1339	693	\$1,130.00
10/12/2018	Check	City of Blair	1340	693	\$11.63
10/17/2018	Received EFT	Department of Defense	1343	694	\$14,253.00
10/19/2018	Check	Metro Transit	1344	695	\$2,450.34
10/19/2018	Check	JEO Consulting Group, Inc.	1345	695	\$60.00
10/19/2018	Check	Douglas County	1346	695	\$30.00
10/19/2018	Check	Bill Troe	1347	695	\$80.00
10/19/2018	Check	Sarpy County	1348	695	\$180.00
10/19/2018	Received EFT	Iowa Department of Public Health	1349	696	\$500.00
10/23/2018	Received EFT	City of La Vista	1350	697	\$210.00
10/26/2018	Check	Mills County Emergency Management	1351	698	\$17,073.32
					\$73,147.47

Account Description	Amount
Contracts	\$ 22,523.66
Council of Officials Annual Meeting	\$ 1,080.00
Due from Employee	\$ 553.72
Federal Revenue	\$ 24,253.00
Forums	\$ 36.69
Forums/Annual Dinner	\$ 63.20
Local Revenue	\$ 10,000.00
Site Visit Registration	\$ 11,780.00
TIP Fee	\$ 2,857.20
	\$ 73,147.47

Metropolitan Area Planning Agency
Cash Receipts Report
November 2018

Date	Type	Payer	Receipt Number	Deposit Number	Amount
11/2/2018	Received EFT	NDOT- CMAQ	1353	700	\$73,537.13
11/5/2018	Received EFT	Doug Kindig	1354	701	\$25.00
11/5/2018	Received EFT	Nebraska Enviromental Trust	1355	701	\$7,379.35
11/9/2018	Check	Union Pacific Railroad	1356	702	\$1,800.00
11/9/2018	Check	Metro Transit	1357	702	\$10,000.00
11/16/2018	Check	Metro Transit	1359	703	\$2,110.02
11/16/2018	Check	City of Valley NE	1360	703	\$20.00
11/16/2018	Check	City of Papillion	1361	703	\$11.63
11/21/2018	Received EFT	FEDERAL TRANSIT ADMINISTRATION	1362	704	\$22,000.00
11/21/2018	Check	Peter Kiewit Foundation	1363	705	\$74.12
11/21/2018	Check	NDOT	1364	705	\$1,800.00
11/23/2018	Received EFT	ECONOMIC DEVELOPMENT ADMINISTRATION	1366	706	\$17,500.00
11/23/2018	Received EFT	ECONOMIC DEVELOPMENT ADMINISTRATION	1367	706	\$17,500.00
11/29/2018	Received EFT	IOWA DEPARTMENT OF TRANSPORTATION	1368	707	\$54,867.00
					<u>\$208,624.25</u>

Account Description	Amount
Capital Outlays	\$ 10,000.00
Contracts	\$ 2,110.02
Council of Officials Annual Meeting	\$ 25.00
Council of Officials Quarterly Meeting	\$ 20.00
Federal Revenue	\$ 185,404.13
Forums	\$ 11.63
Site Visit Registration	\$ 3,600.00
State Revenue	\$ 7,379.35
Travel & Conferences	\$ 74.12
	<u>\$ 208,624.25</u>

Metropolitan Area Planning Agency Cash Disbursements

October 2018

Check #	Date	Payee	Payments
16788	10/2/2018	APA-Iowa	\$500.00
16789	10/2/2018	Blackbaud	\$8,801.66
16790	10/2/2018	The Daily Nonpareil	\$197.60
16791	10/2/2018	The Daily Record	\$89.00
16792	10/2/2018	DAS State Accounting - Central Finance	\$34.49
16793	10/2/2018	Digital Express	\$49.00
16794	10/2/2018	First Nebr. Educators Credit U	\$75.00
16795	10/2/2018	Grant Anderson	\$26.07
16796	10/2/2018	Griff's Delivery Service	\$34.00
16797	10/2/2018	Hiller Electric Company	\$1,281.51
16798	10/2/2018	Matt Roth	\$49.35
16799	10/2/2018	Metro	\$7,175.00
16800	10/2/2018	Nebraska Chapter of the American Planning Association	\$202.23
16801	10/2/2018	One Source The Background Check Co	\$21.00
16802	10/2/2018	Payless Office Products, Inc.	\$74.83
16803	10/2/2018	PLIC-SBD Grand Island	\$1,299.27
16804	10/2/2018	South Central Economic Development District	\$244.72
16806	10/2/2018	United Way	\$68.00
16807	10/2/2018	Sue Cutsforth	\$27.17
16808	10/18/2018	GTS Educational Events	\$19,270.00
16809	10/19/2018	AFLAC	\$308.64
16810	10/19/2018	Carol Vinton	\$68.00
16811	10/19/2018	CenturyLink	\$53.20
16812	10/19/2018	Computer Cable Connection Inc.	\$8,969.00
16813	10/19/2018	The Daily Nonpareil	\$78.05
16814	10/19/2018	The Daily Record	\$87.20
16815	10/19/2018	Douglas County Treasurer	\$252.02
16816	10/19/2018	FedEx	\$6.86
16817	10/19/2018	First Nebr. Educators Credit U	\$75.00
16818	10/19/2018	Fontenelle Forest	\$300.00
16819	10/19/2018	Kissel, Kohout, E&S Associates LLC	\$833.33
16820	10/19/2018	Payless Office Products, Inc.	\$141.77
16821	10/19/2018	Regal Printing Co.	\$1,200.00
16822	10/19/2018	United Way	\$68.00
			\$51,960.97

Metropolitan Area Planning Agency
Cash Disbursements

October 2018

Check Disbursement Detail

Advertising	\$ 254.25
Auto - Gas/Maintenance	\$ 233.15
Capital Outlays	\$ 10,250.51
Data Processing	\$ 1,375.00
Employee Benefits/Withholding	\$ 1,893.91
Forums	\$ 500.00
H2050 Site Visit Travel	\$ 19,270.00
Membership - Reference Materials	\$ 197.60
Miscellaneous Expenses	\$ 21.00
Office Rent	\$ 5,800.00
Officials Expense	\$ 68.00
Postage	\$ 40.86
Prepaid Expenses	\$ 9,101.66
Printing	\$ 1,249.00
Professional Services	\$ 833.33
Supplies	\$ 465.06
Telephone	\$ 87.69
Travel & Conferences	\$ 319.95
Total Disbursements	\$ 51,960.97

Metropolitan Area Planning Agency Cash Disbursements

November 2018

Check #	Date	Payee	Payments
16823	11/1/2018	Christina Brownell	\$121.47
16824	11/1/2018	DAS State Accounting - Central Finance	\$32.22
16825	11/1/2018	Enterprise Publishing Company	\$62.00
16826	11/1/2018	First Nebr. Educators Credit U	\$75.00
16827	11/1/2018	Mid America Center	\$8,072.08
16828	11/1/2018	Office Depot	\$15.31
16829	11/1/2018	Regal Printing Co.	\$1,003.68
16830	11/1/2018	United Way	\$68.00
16831	11/16/2018	BenefitPlansInc.	\$618.75
16832	11/16/2018	The Daily Nonpareil	\$80.03
16833	11/16/2018	The Daily Record	\$56.10
16834	11/16/2018	Douglas County Treasurer	\$194.30
16835	11/16/2018	emspace + lovgren	\$27,964.35
16836	11/16/2018	encompas	\$147.27
16837	11/16/2018	FedEx	\$34.50
16838	11/16/2018	First Nebr. Educators Credit U	\$75.00
16839	11/16/2018	Francotyp-Postalia, Inc.	\$108.00
16840	11/16/2018	Griff's Delivery Service	\$45.00
16841	11/16/2018	Heartland Family Services	\$22,000.00
16842	11/16/2018	Kissel, Kohout, E&S Associates LLC	\$833.33
16843	11/16/2018	Metro	\$7,175.00
16844	11/16/2018	Payless Office Products, Inc.	\$257.43
16845	11/16/2018	Principal Life Insurance Company	\$1,299.27
16846	11/16/2018	Standard Printing Company	\$349.00
16847	11/16/2018	United Way	\$68.00
16848	11/27/2018	AFLAC	\$308.64
16849	11/27/2018	CenturyLink	\$53.76
16850	11/27/2018	City of Omaha Cashier	\$4,902.68
16851	11/27/2018	The Daily Record	\$50.20
16852	11/27/2018	DAS State Accounting - Central Finance	\$48.24
16853	11/27/2018	First Nebr. Educators Credit U	\$75.00
16854	11/27/2018	Intercultural Senior Center	\$3,661.43
16855	11/27/2018	Jeff Spiehs	\$147.37
16856	11/27/2018	Nebraska Regional Officials Council - NROC	\$2,000.00
16857	11/27/2018	Principal Life Insurance Company	\$1,299.27

Metropolitan Area Planning Agency

Cash Disbursements

November 2018

Check Disbursement Detail

Advertising	\$	186.33
Auto - Gas/Maintenance	\$	194.30
Council of Officials Annual Meeting	\$	8,072.08
Data Processing	\$	1,375.00
Employee Benefits/Withholding	\$	3,336.18
Equipment Maintenance	\$	108.00
H2050 Stie Visit Travel	\$	28.08
Membership - Reference Materials	\$	2,062.00
Office Rent	\$	5,800.00
Postage	\$	433.18
Printing	\$	999.00
Professional Services	\$	1,452.08
Supplies	\$	420.01
Telephone	\$	134.22
Travel & Conferences	\$	240.76
MAPA Activity Subtotal	\$	24,841.22
Contracts	\$	27,964.35
Pass Through Contracts - Planning	\$	25,432.79
Pass Through Contracts - STP	\$	25,661.43
Contracts Subtotal	\$	79,058.57
Total Disbursements	\$	<u><u>103,899.79</u></u>

Metropolitan Area Planning Agency
Payroll Register
October 2018

Pay Types/Benefits	Hours	Amount
ER H.I.	0.00	\$6,489.78
ER H.I. CH	0.00	\$1,843.68
ER H.I. FA	0.00	\$5,545.76
ER H.I. SP	0.00	\$2,153.44
Hourly	203.00	\$3,929.10
Hourly - Reg	800.00	\$16,945.60
Life & Dis	0.00	\$445.54
OT Hourly	2.50	\$84.94
Salary	0.00	\$74,556.00
	Gross Pay	\$95,515.64
	Gross Benefits	\$16,478.20
	Gross Pay/Benefits	\$111,993.84

Deductions/Employee Taxes	Adj. Gross	Amount
457-\$	N/A	\$1,000.00
457-%	N/A	\$1,022.46
457-Roth \$	N/A	\$100.00
457-Roth%	N/A	\$570.72
AFLAC	N/A	\$27.88
AT AFLAC	N/A	\$276.48
Credit Union	N/A	\$150.00
Dental Ins	N/A	\$753.92
Flex Plan 18	N/A	\$1,574.58
Health Ins	N/A	\$1,607.72
Payroll Ad	N/A	\$1,003.06
Pension Loan	N/A	\$147.38
Pension Plan	N/A	\$3,551.40
United Way	N/A	\$136.00
VISION	N/A	\$114.52
Zoo	N/A	\$0.01
Federal	85,065.16	\$7,034.37
Medicare	91,437.02	\$1,325.82
Soc Security	91,437.02	\$5,669.06
State - NE	85,065.16	\$3,478.34
	Deductions/Employee Taxes:	\$29,543.72

Employer Expenses	Adj. Gross	Amount
ER Pension	N/A	\$4,883.29
Medicare	91,437.02	\$1,325.82
Soc Security	91,437.02	\$5,669.06
SUTA	1,488.00	\$5.65
	Additional Employer Expenses:	\$11,883.82

GRAND TOTAL NET PAY: \$65,971.92

GRAND TOTAL EXPENSE: \$123,877.66

Metropolitan Area Planning Agency
Payroll Register
November 2018

Pay Types/Benefits	Hours	Amount
ER H.I.	0.00	\$6,489.78
ER H.I. CH	0.00	\$1,843.68
ER H.I. FA	0.00	\$5,545.76
ER H.I. SP	0.00	\$2,153.44
Hourly	188.00	\$3,522.30
Hourly - Reg	800.00	\$16,945.60
Life & Dis	0.00	\$445.54
Salary	0.00	\$74,556.00
Vehicle	53.00	\$79.50
	Gross Pay	\$95,103.40
	Gross Benefits	\$16,478.20
	Gross Pay/Benefits	\$111,581.60

Deductions/Employee Taxes	Adj. Gross	Amount
457-\$	N/A	\$1,000.00
457-%	N/A	\$1,022.46
457-Roth \$	N/A	\$100.00
457-Roth%	N/A	\$568.14
AFLAC	N/A	\$186.28
AT AFLAC	N/A	\$118.08
Credit Union	N/A	\$150.00
Dental Ins	N/A	\$753.92
Flex Plan 18	N/A	\$1,574.58
Health Ins	N/A	\$1,607.72
Pension Loan	N/A	\$147.38
Pension Plan	N/A	\$3,551.18
United Way	N/A	\$136.00
Vehicle Use	N/A	\$79.50
VISION	N/A	\$114.52
Federal	84,584.74	\$6,983.23
Medicare	90,866.38	\$1,317.58
Soc Security	90,866.38	\$5,633.69
State - NE	84,584.74	\$3,459.67
	Deductions/Employee Taxes:	\$28,503.93

Employer Expenses	Adj. Gross	Amount
ER Pension	N/A	\$4,882.99
Medicare	90,866.38	\$1,317.58
Soc Security	90,866.38	\$5,633.69
SUTA	1,452.00	\$5.52
	Additional Employer Expenses:	\$11,839.78

GRAND TOTAL NET PAY: \$66,599.47

GRAND TOTAL EXPENSE: \$123,421.38

Metropolitan Area Planning Agency

Aged Accounts Receivable Report

November 30, 2018

<u>Aging Balance For</u>	<u>Client ID</u>	<u>Last Paid</u>	<u>current</u>	<u>31-60</u>	<u>61-90</u>	<u>over 90</u>	<u>Balance</u>
AARP		12/7/2018					
<i>AARP</i>		12/7/2018	\$0.00	\$2,306.00	\$0.00	\$0.00	\$2,306.00
Totals for AARP:			\$0.00	\$2,306.00	\$0.00	\$0.00	\$2,306.00
Bellevue Bridge Commission		12/14/2018					
<i>Bellevue Bridge Commission</i>		12/14/2018	\$32,000.00	\$0.00	\$0.00	\$0.00	\$32,000.00
Totals for Bellevue Bridge Commission:			\$32,000.00	\$0.00	\$0.00	\$0.00	\$32,000.00
City of Bellevue		9/28/2018					
<i>City of Bellevue</i>		9/28/2018	\$0.00	\$0.00	\$0.00	\$82,844.40	\$82,844.40
Totals for City of Bellevue:			\$0.00	\$0.00	\$0.00	\$82,844.40	\$82,844.40
City of Blair		10/12/2018					
<i>City of Blair</i>		10/12/2018	\$0.00	\$0.00	\$0.00	\$1,468.00	\$1,468.00
Totals for City of Blair:			\$0.00	\$0.00	\$0.00	\$1,468.00	\$1,468.00
City of Council Bluffs		10/9/2018					
<i>City of Council Bluffs</i>		10/9/2018	\$0.00	\$0.00	\$0.00	\$63,422.40	\$63,422.40
Totals for City of Council Bluffs:			\$0.00	\$0.00	\$0.00	\$63,422.40	\$63,422.40
City of Fremont		12/28/2018					
<i>City of Fremont</i>		12/28/2018	\$0.00	\$0.00	\$11.63	\$0.00	\$11.63
Totals for City of Fremont:			\$0.00	\$0.00	\$11.63	\$0.00	\$11.63
City of La Vista		12/7/2018					
<i>City of La Vista</i>		12/7/2018	\$0.00	\$0.00	\$11.63	\$0.00	\$11.63
Totals for City of La Vista:			\$0.00	\$0.00	\$11.63	\$0.00	\$11.63
City of Minden		12/14/2018					
<i>City of Minden</i>		12/14/2018	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Totals for City of Minden:			\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
City of Omaha		12/14/2018					
<i>City of Omaha</i>		12/14/2018	\$1,385.86	\$0.00	\$3,489.84	\$98,798.04	\$103,673.74
Totals for City of Omaha:			\$1,385.86	\$0.00	\$3,489.84	\$98,798.04	\$103,673.74

Metropolitan Area Planning Agency Aged Accounts Receivable Report

November 30, 2018

Aging Balance For	Client ID	Last Paid	current	31-60	61-90	over 90	Balance
City of Walnut		12/14/2018					
<i>City of Walnut</i>		12/14/2018	\$3,135.61	\$0.00	\$0.00	\$4,225.27	\$7,360.88
Totals for City of Walnut:			\$3,135.61	\$0.00	\$0.00	\$4,225.27	\$7,360.88
Douglas County		12/28/2018					
<i>Douglas County</i>		12/28/2018	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Totals for Douglas County:			\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
FEDERAL TRANSIT ADMINISTRATION		12/13/2018					
<i>FEDERAL TRANSIT ADMINISTRATION</i>		12/13/2018	\$0.00	\$62,985.37	\$0.00	\$0.00	\$62,985.37
Totals for FEDERAL TRANSIT ADMINISTRATIC			\$0.00	\$62,985.37	\$0.00	\$0.00	\$62,985.37
Husch Blackwell LLP		12/28/2018					
<i>Husch Blackwell LLP</i>		12/28/2018	\$0.00	\$0.00	\$240.00	\$0.00	\$240.00
Totals for Husch Blackwell LLP:			\$0.00	\$0.00	\$240.00	\$0.00	\$240.00
IOWA DEPARTMENT OF TRANSPORTATION		11/29/2018					
<i>IOWA DEPARTMENT OF TRANSPORTATION</i>		11/29/2018	\$0.00	\$0.00	\$7,475.00	\$0.00	\$7,475.00
Totals for IOWA DEPARTMENT OF TRANSPOR			\$0.00	\$0.00	\$7,475.00	\$0.00	\$7,475.00
IOWA WEST FOUNDATION		12/28/2019					
<i>IOWA WEST FOUNDATION</i>		12/28/2019	\$0.00	\$0.00	\$0.00	\$7,416.65	\$7,416.65
Totals for IOWA WEST FOUNDATION:			\$0.00	\$0.00	\$0.00	\$7,416.65	\$7,416.65
Metro Transit		12/14/2018					
<i>Metro Transit</i>		12/14/2018	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Totals for Metro Transit:			\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Metropolitan Utilities District		10/12/2018					
<i>Metropolitan Utilities District</i>		10/12/2018	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Totals for Metropolitan Utilities District:			\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Mills County		12/7/2018					
<i>Mills County</i>		12/7/2018	\$0.00	\$0.00	\$0.00	\$4,346.86	\$4,346.86
Totals for Mills County:			\$0.00	\$0.00	\$0.00	\$4,346.86	\$4,346.86

Metropolitan Area Planning Agency Aged Accounts Receivable Report

November 30, 2018

Aging Balance For	Client ID	Last Paid	current	31-60	61-90	over 90	Balance
NDOT		1/17/2019					
<i>NDOT</i>		1/17/2019	\$0.00	\$278,618.62	\$0.00	\$0.00	\$278,618.62
Totals for NDOT:			\$0.00	\$278,618.62	\$0.00	\$0.00	\$278,618.62
Omaha Airport Authority		12/14/2018					
<i>Omaha Airport Authority</i>		12/14/2018	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Totals for Omaha Airport Authority:			\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Peter Kiewit Foundation		1/2/2019					
<i>Peter Kiewit Foundation</i>		1/2/2019	\$0.00	\$0.00	\$0.00	\$12,623.14	\$12,623.14
Totals for Peter Kiewit Foundation:			\$0.00	\$0.00	\$0.00	\$12,623.14	\$12,623.14
Pottawattamie County, Iowa		12/28/2018					
<i>Pottawattamie County, Iowa</i>		12/28/2018	\$0.00	\$30.00	\$0.00	\$6,688.61	\$6,718.61
Totals for Pottawattamie County, Iowa:			\$0.00	\$30.00	\$0.00	\$6,688.61	\$6,718.61
United Way		7/20/2018					
<i>United Way</i>		7/20/2018	(\$0.09)	\$0.00	\$0.00	\$0.00	(\$0.09)
Totals for United Way:			(\$0.09)	\$0.00	\$0.00	\$0.00	(\$0.09)
University of Nebraska		12/28/2018					
<i>University of Nebraska</i>		12/28/2018	\$0.00	\$0.00	\$10.33	\$0.00	\$10.33
Totals for University of Nebraska:			\$0.00	\$0.00	\$10.33	\$0.00	\$10.33
Grand Totals:			\$36,571.38	\$343,939.99	\$11,238.43	\$281,833.37	\$673,583.17

Metropolitan Area Planning Agency

Aged Accounts Payable Report

November 30, 2018

Vendor Name	Trans. No.	Description	current	31-60	61-90	over 90	Credits	Net Due
Barnhart Press								
Barnhart Press	116159		\$1,346.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,346.00
		Totals for Barnhart Press:	\$1,346.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,346.00
Black Hills Works Inc								
Black Hills Works Inc	3130		\$0.00	\$19,028.76	\$0.00	\$0.00	\$0.00	\$19,028.76
		Totals for Black Hills Works Inc:	\$0.00	\$19,028.76	\$0.00	\$0.00	\$0.00	\$19,028.76
City of Omaha Cashier								
City of Omaha Cashier	158721		\$17,261.13	\$0.00	\$0.00	\$0.00	\$0.00	\$17,261.13
		Totals for City of Omaha Cashier:	\$17,261.13	\$0.00	\$0.00	\$0.00	\$0.00	\$17,261.13
The Daily Record								
The Daily Record	116915		\$20.90	\$0.00	\$0.00	\$0.00	\$0.00	\$20.90
The Daily Record	116914		\$20.30	\$0.00	\$0.00	\$0.00	\$0.00	\$20.30
		Totals for The Daily Record:	\$41.20	\$0.00	\$0.00	\$0.00	\$0.00	\$41.20
Douglas County GIS								
Douglas County GIS	016		\$0.00	\$0.00	\$8,009.12	\$0.00	\$0.00	\$8,009.12
		Totals for Douglas County GIS:	\$0.00	\$0.00	\$8,009.12	\$0.00	\$0.00	\$8,009.12
Douglas County Treasurer								
Douglas County Treasurer	2974		\$0.00	\$99.43	\$0.00	\$0.00	\$0.00	\$99.43
Douglas County Treasurer	3013		\$0.00	\$101.81	\$0.00	\$0.00	\$0.00	\$101.81
Douglas County Treasurer	5187		\$46.23	\$0.00	\$0.00	\$0.00	\$0.00	\$46.23
		Totals for Douglas County Treasurer:	\$46.23	\$201.24	\$0.00	\$0.00	\$0.00	\$247.47
Economic Development Research Group, Inc.								
Economic Development Research Group, Inc.	769-05		\$0.00	\$9,094.40	\$0.00	\$0.00	\$0.00	\$9,094.40
		Totals for Economic Development Research Group, Inc.:	\$0.00	\$9,094.40	\$0.00	\$0.00	\$0.00	\$9,094.40
emspace + lovgren								
emspace + lovgren	582		\$0.00	\$16,359.03	\$0.00	\$0.00	\$0.00	\$16,359.03
		Totals for emspace + lovgren:	\$0.00	\$16,359.03	\$0.00	\$0.00	\$0.00	\$16,359.03
encompas								
encompas	12421		\$0.00	\$99.10	\$0.00	\$0.00	\$0.00	\$99.10
encompas	12186		\$0.00	\$179.51	\$0.00	\$0.00	\$0.00	\$179.51
		Totals for encompas:	\$0.00	\$278.61	\$0.00	\$0.00	\$0.00	\$278.61
Environmental Systems Research Institute, Inc.								

November 30, 2018

November 30, 2018

Vendor Name	Trans. No.	Description	current	31-60	61-90	over 90	Credits	Net Due
Environmental Systems Research Institute, Inc.	93561735		\$9,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,000.00
Totals for Environmental Systems Research Institute, Inc.:			\$9,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,000.00
Fidelity Security Life Insurance Co. (eye med)								
Fidelity Security Life Insurance Co. (eye med)	163651887		\$0.00	\$123.98	\$0.00	\$0.00	\$0.00	\$123.98
Fidelity Security Life Insurance Co. (eye med)	163684590		\$123.98	\$0.00	\$0.00	\$0.00	\$0.00	\$123.98
Totals for Fidelity Security Life Insurance Co. (eye med):			\$123.98	\$123.98	\$0.00	\$0.00	\$0.00	\$247.96
Florence Home for the Aged								
Florence Home for the Aged	9.30.18	Final	\$0.00	\$7,898.29	\$0.00	\$0.00	\$0.00	\$7,898.29
Totals for Florence Home for the Aged:			\$0.00	\$7,898.29	\$0.00	\$0.00	\$0.00	\$7,898.29
Griff's Delivery Service								
Griff's Delivery Service	14859		\$16.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16.00
Totals for Griff's Delivery Service:			\$16.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16.00
Hamilton Associates, P.C.								
Hamilton Associates, P.C.	24530		\$10,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,200.00
Totals for Hamilton Associates, P.C.:			\$10,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,200.00
Matt Roth								
Matt Roth	11.15.18		\$31.93	\$0.00	\$0.00	\$0.00	\$0.00	\$31.93
Totals for Matt Roth:			\$31.93	\$0.00	\$0.00	\$0.00	\$0.00	\$31.93
Media Temple Inc								
Media Temple Inc	11.5.18		\$45.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45.00
Totals for Media Temple Inc:			\$45.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45.00
Metro								
Metro	34657		\$0.00	\$0.00	\$15,302.81	\$0.00	\$0.00	\$15,302.81
Metro	34749		\$70,128.69	\$0.00	\$0.00	\$0.00	\$0.00	\$70,128.69
Totals for Metro:			\$70,128.69	\$0.00	\$15,302.81	\$0.00	\$0.00	\$85,431.50
Nonprofit Association of the Midlands								
Nonprofit Association of the Midlands	300003406		\$0.00	\$650.00	\$0.00	\$0.00	\$0.00	\$650.00
Totals for Nonprofit Association of the Midlands:			\$0.00	\$650.00	\$0.00	\$0.00	\$0.00	\$650.00
Pleasure Your Palate Catering								
Pleasure Your Palate Catering	3610		\$247.00	\$0.00	\$0.00	\$0.00	\$0.00	\$247.00
Totals for Pleasure Your Palate Catering:			\$247.00	\$0.00	\$0.00	\$0.00	\$0.00	\$247.00
Policy Link								

Metropolitan Area Planning Agency Aged Accounts Payable Report

November 30, 2018

Vendor Name	Trans. No.	Description	current	31-60	61-90	over 90	Credits	Net Due
Policy Link	JUL0318		\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00
		<i>Totals for Policy Link:</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$50,000.00</i>	<i>\$0.00</i>	<i>\$50,000.00</i>
Pottawattamie County GIS								
Pottawattamie County GIS	20181010		\$0.00	\$0.00	\$7,259.59	\$0.00	\$0.00	\$7,259.59
		<i>Totals for Pottawattamie County GIS:</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$7,259.59</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$7,259.59</i>
GRAND TOTALS:			\$108,487.16	\$53,634.31	\$30,571.52	\$50,000.00	\$0.00	\$242,692.99

A total of 27 transaction(s) listed

Metropolitan Area Planning Agency

Statement of Financial Position

November 30, 2018

		<u>Actual</u>
Assets		
10-1000	Petty Cash	\$360.26
10-1010	Cash - American National Bank	\$450,303.11
10-1030	Treasury Bills	\$471,617.53
10-1040	NPAIT Investments General	\$771,875.15
10-1043	NPAIT Investments Special Projects	\$22,233.74
10-1045	NPAIT Investments Capitol Reserve	\$72,961.13
10-1050	NPAIT Investments Ortho Quads	\$59,134.48
10-1100	Accounts Receivable	\$673,583.17
10-1110	Due To/Due From Funds	(\$3,457.20)
10-1140	Due from Employee	\$8.46
10-1300	Prepaid Expenses	\$14,998.11
10-1310	Prepaid Insurance	\$9,420.71
11-1110	Due To/Due From Funds	\$574.44
12-1055	NPAIT Investments Sarpy Co. Revolving Loan	\$47,162.85
13-1200	Furniture, Fixtures & Equipment	\$169,006.60
13-1205	Vehicles	\$51,215.35
13-1220	Less: Accumulated Depreciation	\$115,979.05
20-1020	Cash - ANB Foundation	\$12,230.41
20-1027	Cash-Washington County- Savings - MAPA Foundait	\$970,366.27
20-1060	NPAIT Investments Foundation	\$33,514.67
20-1065	NPAIT Investments FD NDO	\$143,995.17
20-1070	NPAIT Investments FD Washington County Revolving	\$86,946.12
20-1110	Due To/Due From Funds	\$2,882.76
20-1415	Note Receivable - Sterling Ambitions, LLC	\$20,831.00
20-1425	Note Receivable KB Quality Meats	\$10,994.00
40-1100	Accounts Receivable	\$1,220,840.37
Total Assets		<u>\$5,197,619.61</u>

Liabilities and Fund Balance

		Actual
Liabilities		
10-2000	Accounts Payable	\$242,445.61
10-2105	Nebraska Withholding	\$3,459.67
10-2115	AFLAC W/H Payable	(\$175.72)
10-2125	Dental Insurance W/H Payable	(\$1,129.94)
10-2126	Life & Disability Insurance Payable	(\$519.82)
10-2130	Flex W/H Payable	\$2,040.03
10-2132	Vision Insurance Payable	(\$47.30)
10-2135	Health Insurance Payable	(\$284.06)
10-2160	SUTA Tax	\$11.17
10-2170	Nebraska Sales Tax Payable	\$8.40
10-2210	Accrued Compensated Absences	\$145,223.97
10-2220	Accrued Audit Fees	\$11,000.00
20-2000	Accounts Payable	\$246.80
20-2430	Deferred Revolving Loan	\$261,013.46
20-2435	Deferred Revolving Loan Housing	\$869,450.00
40-2000	Accounts Payable	\$306,806.12
Total Liabilities		\$1,839,548.39

Fund Balance		
10-3000	Fund Balance Undesignated	\$1,431,323.39
10-3010	Fund Balance Assigned	\$322,683.25
10-3020	Fund Balance Committed	\$387,000.00
11-3000	Fund Balance Undesignated	\$574.44
12-3100	Fund Balance Restricted	\$47,162.85
13-3005	Invested in Capital Assets	\$104,242.90
20-3000	Fund Balance Undesignated	\$51,242.97
20-3100	Fund Balance Restricted	\$99,807.17
40-3010	Fund Balance Assigned	\$914,034.25
Total Fund Balance		\$3,358,071.22

Total Liabilities and Fund Balance	\$5,197,619.61
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Metropolitan Area Planning Agency

Statement of Revenues and Expenditures

November 30, 2018

10/1/18 - 11/30/18		7/1/18 - 11/30/18		% to YTD Budget	Prior Year to Date	Increase/ (Dec YTD to PYTD	FY 2019 Budget
Actual	Budget	Acutual YTD	Budget YTD				
\$363,160.99	\$0.00	\$447,271.00	\$806,014.25	55.49 %	\$990,052.42	(54.82)%	\$3,224,057.00
\$0.00	\$9,600.00	\$79,349.15	\$95,200.00	83.35 %	\$79,663.62	(0.39)%	\$136,000.00
\$363,160.99	\$9,600.00	\$526,620.15	\$901,214.25	58.43 %	\$1,069,716.04	(50.77)%	\$3,360,057.00
\$0.00	\$0.00	\$195,310.00	\$196,189.00	99.55 %	\$187,078.00	4.40 %	\$392,378.00
\$0.00	\$194,600.00	\$271,776.80	\$194,600.00	139.66 %	\$0.00	0.00 %	\$194,600.00
\$0.00	\$2,000.00	\$3,489.84	\$5,000.00	69.80 %	\$35,789.65	(90.25)%	\$5,000.00
\$0.00	\$196,600.00	\$470,576.64	\$395,789.00	118.90 %	\$222,867.65	111.15 %	\$591,978.00
\$7,695.97	\$0.00	\$19,139.19	\$105,426.00	18.15 %	\$26,101.10	(26.67)%	\$421,704.00
\$7,695.97	\$0.00	\$19,139.19	\$105,426.00	18.15 %	\$26,101.10	(26.67)%	\$421,704.00
\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$16,936.00	(100.00)%	\$0.00
\$300.00	\$0.00	\$380.00	\$250.00	152.00 %	\$0.00	0.00 %	\$1,000.00
\$460.00	\$5,000.00	\$5,815.00	\$5,000.00	116.30 %	\$0.00	0.00 %	\$5,000.00
\$0.00	\$6,000.00	\$0.00	\$6,000.00	0.00 %	\$0.00	0.00 %	\$6,000.00
\$2,306.00	\$0.00	\$2,306.00	\$1,000.00	230.60 %	\$0.00	0.00 %	\$4,000.00
\$3,066.00	\$11,000.00	\$8,501.00	\$12,250.00	69.40 %	\$16,936.00	(49.81)%	\$16,000.00
\$55,289.32	\$0.00	\$79,520.13	\$115,801.25	68.67 %	\$240,476.77	(66.93)%	\$463,205.00
\$55,289.32	\$0.00	\$79,520.13	\$115,801.25	68.67 %	\$240,476.77	(66.93)%	\$463,205.00
\$3,733.21	\$0.00	\$7,259.68	\$0.00	0.00 %	\$251.11	2,791.04 %	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$650.08	(100.00)%	\$0.00

		10/1/18 - 11/30/18		7/1/18 - 11/30/18		% to YTD Budget	Prior Year to Date	Increase/ (Dec YTD to PYTD	FY 2019 Budget
		Actual	Budget	Acutual YTD	Budget YTD				
Total Investment Income		\$3,733.21	\$0.00	\$7,259.68	\$0.00	0.00 %	\$901.19	705.57 %	\$0.00
Miscellaneous Revenue									
10-4310	Match Contributions	\$32,000.00	\$11,250.00	\$32,000.00	\$28,125.00	113.78 %	\$0.00	0.00 %	\$67,500.00
10-4507	Site Visit Registration	\$2,325.90	\$49,000.00	\$41,772.30	\$49,000.00	85.25 %	\$0.00	0.00 %	\$49,000.00
10-4540	Miscellaneous	\$496.97	\$13,333.33	\$57,263.51	\$33,333.31	171.79 %	\$23,508.93	143.58 %	\$80,000.00
15-4310	Match Contributions	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$8,000.00	(100.00)%	\$0.00
15-4540	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$115,000.00	(100.00)%	\$0.00
Total Miscellaneous Revenue		\$34,822.87	\$73,583.33	\$131,035.81	\$110,458.31	118.63 %	\$146,508.93	(10.56)%	\$196,500.00
Total		\$467,768.36	\$290,783.33	\$1,242,652.60	\$1,640,938.81	75.73 %	\$1,723,507.68	(27.90)%	\$5,049,444.00
Total Reveunes		\$467,768.36	\$290,783.33	\$1,242,652.60	\$1,640,938.81	75.73 %	\$1,723,507.68	(27.90)%	\$5,049,444.00
Expenses									
MAPA Activities									
MAPA Personnel Expenses									
Salaries									
10-5000	Salaries	\$162,532.56	\$205,533.33	\$410,164.46	\$513,833.31	79.82 %	\$422,589.40	(2.94)%	\$1,233,200.00
10-5125	Accrued Salaries & Compensate	\$9,397.36	\$34,007.50	\$152,688.74	\$85,018.75	179.59 %	\$13,384.38	1,040.80 %	\$204,045.00
Total Salaries		\$171,929.92	\$239,540.83	\$562,853.20	\$598,852.06	93.99 %	\$435,973.78	29.10 %	\$1,437,245.00
Payroll Taxes									
10-5100	FICA	\$13,946.15	\$15,723.33	\$38,870.29	\$39,308.31	98.89 %	\$38,702.80	0.43 %	\$94,340.00
10-5105	Unemployment Taxes	\$11.17	\$145.83	\$85.46	\$364.56	23.44 %	\$68.63	24.52 %	\$875.00
Total Payroll Taxes		\$13,957.32	\$15,869.16	\$38,955.75	\$39,672.87	98.19 %	\$38,771.43	0.48 %	\$95,215.00
Employee Benefits									
10-5110	Health Insurance	\$32,065.32	\$37,050.00	\$88,523.05	\$92,625.00	95.57 %	\$75,798.46	16.79 %	\$222,300.00
10-5115	Life & Disability Insurance	\$823.40	\$1,000.00	\$2,376.26	\$2,500.00	95.05 %	\$2,163.46	9.84 %	\$6,000.00
10-5120	Retirement Contributions	\$9,766.23	\$11,304.16	\$21,170.55	\$28,260.40	74.91 %	\$23,646.35	(10.47)%	\$67,825.00
Total Employee Benefits		\$42,654.95	\$49,354.16	\$112,069.86	\$123,385.40	90.83 %	\$101,608.27	10.30 %	\$296,125.00
Total MAPA Personnel Expenses		\$228,542.19	\$304,764.15	\$713,878.81	\$761,910.33	93.70 %	\$576,353.48	23.86 %	\$1,828,585.00
MAPA Non-personnel									
10-5200	Advertising	\$853.80	\$2,166.66	\$1,893.06	\$5,416.65	34.95 %	\$1,194.12	58.53 %	\$13,000.00

		10/1/18 - 11/30/18		7/1/18 - 11/30/18		% to YTD Budget	Prior Year to Date	Increase/ (Dec YTD to PYTD	FY 2019 Budget
		Actual	Budget	Acutual YTD	Budget YTD				
10-5210	Membership - Reference Mater	\$4,853.93	\$3,333.33	\$11,776.92	\$8,333.31	141.32 %	\$11,060.97	6.47 %	\$20,000.00
Data Processing									
10-5310	Data Processing	\$9,817.16	\$3,833.33	\$17,048.74	\$9,583.31	177.90 %	\$14,605.47	16.73 %	\$23,000.00
10-5311	GIS Software	\$9,000.00	\$1,000.00	\$9,000.00	\$2,500.00	360.00 %	\$0.00	0.00 %	\$6,000.00
10-5312	Public Relations - Website Softw	\$0.00	\$1,000.00	\$0.00	\$2,500.00	0.00 %	\$0.00	0.00 %	\$6,000.00
Total Data Processing		\$18,817.16	\$5,833.33	\$26,048.74	\$14,583.31	178.62 %	\$14,605.47	78.35 %	\$35,000.00
Forums Expense									
10-5600	Forums	\$366.75	\$0.00	\$1,254.07	\$0.00	0.00 %	\$39,868.85	(96.85)%	\$0.00
10-5601	Council of Officials Quarterly M	\$267.90	\$0.00	\$267.90	\$1,250.00	21.43 %	\$0.00	0.00 %	\$5,000.00
10-5602	Council of Officials Annual Mee	\$8,320.21	\$17,000.00	\$10,095.36	\$17,000.00	59.38 %	\$0.00	0.00 %	\$17,000.00
10-5605	Heartland 2050 Summit	\$0.00	\$15,000.00	\$0.00	\$15,000.00	0.00 %	\$0.00	0.00 %	\$30,000.00
10-5606	Heartland 2050 Speaker Series	\$3,760.87	\$0.00	\$4,460.87	\$3,750.00	118.96 %	\$0.00	0.00 %	\$15,000.00
Total		\$12,715.73	\$32,000.00	\$16,078.20	\$37,000.00	43.45 %	\$39,868.85	(59.67)%	\$67,000.00
10-5650	Miscellaneous Expenses	\$89.90	\$333.33	\$1,646.56	\$833.31	197.59 %	\$837.84	96.52 %	\$2,000.00
10-5730	Bank Charges	\$61.09	\$166.66	\$242.64	\$416.65	58.24 %	\$161.50	50.24 %	\$1,000.00
10-5800	Office Rent	\$11,600.00	\$12,875.00	\$29,000.00	\$32,187.50	90.10 %	\$29,000.00	0.00 %	\$77,250.00
Office Expense									
10-5220	Printing	\$5,671.88	\$4,050.00	\$10,791.36	\$10,125.00	106.58 %	\$11,202.42	(3.67)%	\$24,300.00
10-5300	Business Insurance Expense	\$1,982.76	\$2,933.33	\$5,509.98	\$7,333.31	75.14 %	\$4,770.69	15.50 %	\$17,600.00
10-5500	Equipment Maintenance	\$108.00	\$1,416.66	\$1,407.21	\$3,541.65	39.73 %	\$2,261.43	(37.77)%	\$8,500.00
10-5700	Postage	\$766.58	\$583.33	\$1,392.53	\$1,458.31	95.49 %	\$941.35	47.93 %	\$3,500.00
10-5710	Supplies	\$2,242.46	\$2,833.33	\$4,172.81	\$7,083.31	58.91 %	\$3,010.96	38.59 %	\$17,000.00
10-5810	Telephone	\$187.42	\$500.00	\$447.59	\$1,250.00	35.81 %	\$633.81	(29.38)%	\$3,000.00
Total Office Expense		\$10,959.10	\$12,316.65	\$23,721.48	\$30,791.58	77.04 %	\$22,820.66	3.95 %	\$73,900.00
Professional Fees									
10-5320	Professional Services	\$12,791.91	\$3,160.00	\$15,537.07	\$7,900.00	196.67 %	\$15,034.57	3.34 %	\$29,000.00
Total Professionals Fees		\$12,791.91	\$3,160.00	\$15,537.07	\$7,900.00	196.67 %	\$15,034.57	3.34 %	\$29,000.00
Travel and Conferences									
10-5900	Travel & Conferences	\$4,869.64	\$5,833.33	\$12,422.84	\$14,583.31	85.19 %	\$40,679.05	(69.46)%	\$35,000.00
10-5901	Staff Certifications	\$150.00	\$333.33	\$150.00	\$833.31	18.00 %	\$0.00	0.00 %	\$2,000.00
10-5907	H2050 Stie Visit Travel	\$55,803.92	\$87,500.00	\$61,162.62	\$87,500.00	69.90 %	\$0.00	0.00 %	\$87,500.00
Total Travel and Conferences		\$60,823.56	\$93,666.66	\$73,735.46	\$102,916.62	71.65 %	\$40,679.05	81.26 %	\$124,500.00

		10/1/18 - 11/30/18		7/1/18 - 11/30/18		% to YTD Budget	Prior Year to Date	Increase/ (Dec YTD to PYTD	FY 2019 Budget
		Actual	Budget	Acutual YTD	Budget YTD				
Transfers									
10-8000	Transfers	\$0.00	(\$8,616.67)	\$0.00	(\$21,541.69)	0.00 %	\$7,624.40	(100.00)%	(\$51,700.00)
Total Transfers		\$0.00	(\$8,616.67)	\$0.00	(\$21,541.69)	0.00 %	\$7,624.40	(100.00)%	(\$51,700.00)
10-5950	Capital Outlays	(\$9,574.12)	\$8,000.00	\$6,420.83	\$52,000.00	12.35 %	\$0.00	0.00 %	\$80,000.00
Total MAPA Non-personnel		\$123,992.06	\$165,234.95	\$206,100.96	\$270,837.24	76.10 %	\$182,887.43	12.69 %	\$470,950.00
Total MAPA Activities		\$352,534.25	\$469,999.10	\$919,979.77	\$1,032,747.57	89.08 %	\$759,240.91	21.17 %	\$2,299,535.00
Contracts and Pass-through									
10-5400	Contracts	\$53,417.78	\$0.00	\$270,546.99	\$87,500.00	309.20 %	\$65,962.02	310.16 %	\$350,000.00
10-5410	Aerial Photo Expense	\$0.00	\$0.00	\$0.00	\$74,113.50	0.00 %	\$0.00	0.00 %	\$296,454.00
10-5420	Pass Through Contracts - Planni	\$25,270.25	\$0.00	\$73,265.44	\$216,375.00	33.86 %	\$90,176.41	(18.75)%	\$865,500.00
10-5430	Pass Through Contracts - STP	\$97,055.74	\$0.00	\$100,717.17	\$278,453.25	36.17 %	\$807,319.06	(87.52)%	\$1,113,813.00
10-5440	In-Kind Expense	\$55,289.32	\$0.00	\$79,520.13	\$31,035.50	256.22 %	\$240,476.77	(66.93)%	\$124,142.00
Subtotal Contracts and Pass-Through		\$231,033.09	\$0.00	\$524,049.73	\$687,477.25	76.23 %	\$1,203,934.26	(56.47)%	\$2,749,909.00
Total Expenses		\$583,567.34	\$469,999.10	\$1,444,029.50	\$1,720,224.82	83.94 %	\$1,963,175.17	(26.44)%	\$5,049,444.00
NET SURPLUS/(DEFICIT)		(\$115,798.98)	(\$179,215.77)	(\$201,376.90)	(\$79,286.01)	253.99 %	(\$239,667.49)	(15.98)%	\$0.00

Metropolitan Area Planning Agency

Statement of Revenues and Expenditures

November 30, 2018

		10/1/18 - 11/30/18	7/1/18 - 11/30/18
		Actual	YTD
Revenues			
20-4520	Investment Earnings	\$1,675.23	\$3,105.12
20-4700	Motorist Assist Income	\$0.00	\$3,000.00
Total Revenues		\$1,675.23	\$6,105.12
Expenses			
20-5320	Professional Services	\$1,155.00	\$1,155.00
20-6000	Auto - Gas/Maintenance	\$709.38	\$709.38
20-6075	Miscellaneous Foundation	\$247.00	\$2,572.90
20-6083	Insurance - Foundation	\$500.00	\$500.00
20-6088	Telephone - Foundation	\$167.92	\$421.87
20-6098	Vehicle Purchases - Foundation	\$0.00	\$27,542.00
Total Expenses		\$2,779.30	\$32,901.15
NET SURPLUS/(DEFICIT)		(\$1,104.07)	(\$26,796.03)



Subcontractor Payment Authorization

Contract Number: VJ1801

Contract Party: Economic Development Research Group, Inc.

Contract Description: Transit Return on Investment Study

Contract Approved by Board of Directors: October 26, 2017

Contact Amount: \$175,609.74

Match Amount: \$0.00

Contract Period:

Payment # 7

Billed to Date:	\$	91,031.56
Less Previous Payments:	\$	<u>75,448.95</u>
Amount Due:	\$	<u>15,582.61</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

Economic Development Research Group, Inc.

155 Federal Street, Suite 600
Boston, MA 02110

Invoice

BILL TO:

Omaha-Council Bluffs Metropolitan Area
Planning Agency
Attn: Travis Halm, Associate Planner
2222 Cuming Street
Omaha, NE 68102-4328

INVOICE NO: 769-07
DATE 11/20/2018
TERMS: Net 30
DUE DATE 12/20/2018

Transit Return on Investment Study (769)

	LABOR	HRS	RATE	AMOUNT
Transit Return on Investment Study Project #PL-55, Control #00978, Agreement No. VJ1801				
For the period of October 1-31, 2018 Professional Services				
Direct labor:				
Economic Analyst	Adam Winston	✓19	✓46.75	888.25
Economic Analyst	Cecilia Viggiano	✓11	✓46.75	514.25
Principal	Glen Weisbrod	✓4	✓87.44	349.76
Economic Analyst	Kyle Schroeckenth...	✓1.5	✓46.75	70.13
Senior Advisor	Mark Sieber	✓2	✓54.81	109.62
Project Manager	Naomi Stein	✓44.75	✓46.75	2,092.06
Overhead (185.21%)	Fee	4024.07	✓1.8521	7,452.98
Fee (15%)	Fee	*****	✓0.15	1,721.56
JEO Consulting Group: Inv. #105775; Oct 1-5, 2018 (see attached invoice for details)			1,636.86	1,636.86
Expenses for travel to Stakeholder Mtg, Omaha, Oct 10-11, N Stein	Expenses			
airfare Pit - Omaha (RT)			520.60	520.60
meals (4.59 + 18.49)			23.08	23.08
Lyft (35.68 + 8.83 + 41.97)			86.48	86.48
hotel			116.98	116.98
Total Reimbursable Expenses				747.14
Total Due			\$15,582.61	

US FEDERAL ID: 04-3506899 -- Corporation; Not Subject to Withholding

Cost Breakdown Form

for LPA Reimbursement

Agency Name: METROPOLITAN AREA PLANNING AGENCY			
Control No.: 00978		Project No.: PL-55	
Project Location: Omaha, NE			
Agreement No.: VJ1801			
Invoice No.: 769-06		Invoice Date: 11/20/18	
Current Billing Period: 10/01/18 thru 10/31/18			
		Maximum Not-to-Exceed Amount	\$175,609.74

	Amount		
	This Period	Previously Billed	To Date
Labor	\$13,198.61	\$51,377.27	\$64,575.88
Costs (Non-Labor)	\$747.14	\$11,007.77	\$11,754.91
Outside Services (Subconsultants):			
Name	Max Amount		
JEO Inc.	\$50,137.27	\$1,636.86	\$13,063.91
Metro Analytics	\$7,500.00	\$0	\$0.00
	Total Amount Due	\$15,582.61	\$75,448.95

6:20 PM

11/15/18

Economic Development Research Group, Inc.
Time by Job Detail
October 2018

Date	Name	Duration
Omaha - Council Bluffs MAPA: Transit Return on Investment Study (769)		
Labor: Adam Winston		
10/02/2018	Winston, Adam	1:00
10/03/2018	Winston, Adam	6:00
10/04/2018	Winston, Adam	4:00
10/05/2018	Winston, Adam	6:00
10/08/2018	Winston, Adam	2:00
Total Labor: Adam Winston		19:00
Labor: Cecilia Viggiano		
10/03/2018	Viggiano, Cecilia	1:00
10/16/2018	Viggiano, Cecilia	2:00
10/17/2018	Viggiano, Cecilia	6:30
10/25/2018	Viggiano, Cecilia	1:30
Total Labor: Cecilia Viggiano		11:00
Labor: Glen Weisbrod		
10/04/2018	Weisbrod, Glen	1:00
10/05/2018	Weisbrod, Glen	1:00
10/16/2018	Weisbrod, Glen	2:00
Total Labor: Glen Weisbrod		4:00
Labor: Kyle Schroeckenthaler		
10/03/2018	Schroeckenthaler, Kyle	0:30
10/05/2018	Schroeckenthaler, Kyle	0:30
10/09/2018	Schroeckenthaler, Kyle	0:30
Total Labor: Kyle Schroeckenthaler		1:30
Labor: Mark Sieber		
10/29/2018	Sieber, Mark	1:00
10/31/2018	Sieber, Mark	1:00
Total Labor: Mark Sieber		2:00
Labor: Naomi Stein		
10/02/2018	Stein, Naomi	6:45
10/03/2018	Stein, Naomi	6:30
10/04/2018	Stein, Naomi	4:00
10/08/2018	Stein, Naomi	2:30
10/09/2018	Stein, Naomi	4:00
10/10/2018	Stein, Naomi	6:30
10/11/2018	Stein, Naomi	7:30
10/15/2018	Stein, Naomi	2:00
10/24/2018	Stein, Naomi	2:45
10/26/2018	Stein, Naomi	1:15
10/31/2018	Stein, Naomi	1:00
Total Labor: Naomi Stein		44:45
Total Omaha - Council Bluffs MAPA: Transit Return on Investment Study		82:15
TOTAL		82:15

REIMBURSABLE EXPENSES - Economic Development Research Group, Inc.

Instructions: (1) Fill out the name, account and date info below, using a separate sheet for each trip or project account. (2) Paste all receipts onto standard size paper, and mark each receipt with a number. (3) Write in the receipt numbers in the first column of this page, and fill in rest of the row corresponding to this receipt. (4) Any notes regarding charges should be written in unused space at the lower half of this form. (own car mileage paid at 54 cents per mile)

Staff: Naomi Stein

Account ID #: and Name 769- Omaha MAPA

Period: 10/1-10/15

Location & Reason for Travel/Expense Stakeholder Meeting

Receipt # on sheet	Date	Description of Cost Item (specify business name, details of cost item)	Total \$\$ on Receipt			Billing Dollars by Category				
			Personal Cash	EDRG Mastercard	EDRG Amex	Travel	Hotel	Meals	Office Supplies	Data, Other (specify)
	23-Sep	American Airlines		✓ \$520.60		\$520.60				
	2-Oct	Courtyard Marriott	\$116.98				\$116.98	✓		
	10-Oct	Lyft to Airport	\$35.68			✓ \$35.68				
	10-Oct	Lyft from Airport	\$8.83			✓ \$8.83				
	11-Oct	Lyft from Airport	\$41.97			✓ \$41.97				
	10-Oct	Farm Fresh Deli	\$4.59					✓ \$4.59		
	10-Oct	M's Pub (without alcohol)	\$18.49					✓ \$18.49		
			\$226.54	\$520.60		\$607.08	\$116.98	\$23.08		

Reimbursement

Charge Card bill

Shown on Invoices to Clients

Signature Naomi Stein

Reservation Confirmation #90588897 for Courtyard Omaha Downtown/Old Market Area

Courtyard By Marriott Reservations <reservations@res-marriott.com>

Tue, Oct 2, 2018 at 11:39 AM

Reply-To: "reservations@res-marriott.com" <reservations-HP2v400000166356f5f67bce2476e966a4560133@res-marriott.com>

To: negstein@gmail.com

[ENHANCE YOUR STAY](#) | [SUMMARY OF CHARGES](#) | [CONTACT US](#)**Courtyard Omaha Downtown/Old Market Area**101 South 10th Street Omaha Nebraska
68102 USA

+1-402-346-2200

Thanks for booking directly with us, Naomi Stein.

You're ready to move forward.

Wed, Oct 10, 2018 – Thu, Oct 11, 2018

Confirmation Number: 90588897



Check-In: Wednesday, October 10, 2018 04:00 PM

Check-Out: Thursday, October 11, 2018 12:00 PM

Number of rooms 1 Room

Guests per room 1 Adult

Guarantee Method Credit card deposit Visa

Total for Stay (all rooms) 116.98 USD

Room 1



Courtyard Omaha Downtown
Old Market Area

101 South 10th St.
Omaha Ne 68102
T 402.346.2200

Naomi Stein
1523 S Negley Ave
Pittsburgh PA 15217
Edr Group

Room: 311
Room Type: GENR
Number of Guests: 1
Rate: \$99.00 Clerk: HMP

Arrive: 10Oct18 Time: 12:24PM Depart: 11Oct18 Time: 09:11AM Folio Number: 88996

Date	Description	Charges	Credits
02Oct18	Advance Deposit		116.98
10Oct18	Room Charge	99.00	
10Oct18	City Tax	5.45	
10Oct18	Occupancy Sales Tax	7.31	
10Oct18	State Occupancy Tax	5.22	
	Balance:	0.00	

As a Rewards Member, you could have earned points toward your free dream vacation today. Start earning points and elite status, plus enjoy exclusive member offers. Enroll today at the front desk.

See our "Privacy & Cookie Statement" on [Marriott.com](https://www.marriott.com).

Your ride with Idowu on October 10

1 message

Lyft Ride Receipt <no-reply@lyftmail.com>
To: negstein@gmail.com

Wed, Oct 10, 2018 at 1:06 PM



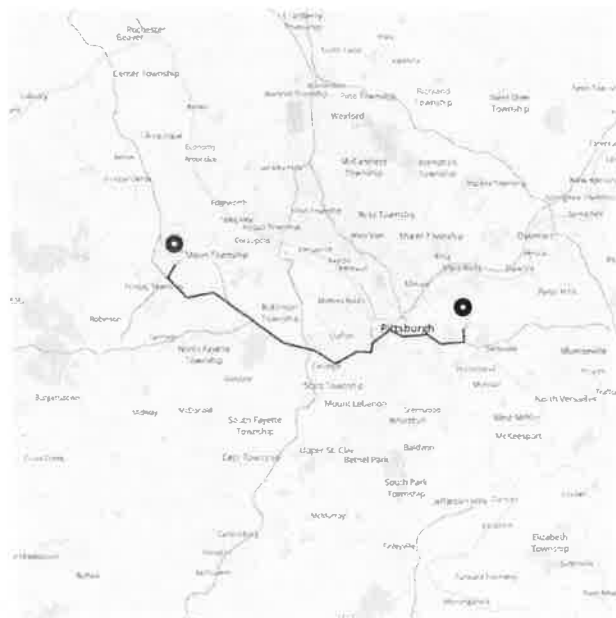
Thanks for riding with Idowu!

October 10, 2018 at 6:53 AM

Ride Details

Lyft fare (23.26mi, 37m 36s)	\$39.32
10% off Mon. - Fri.	-\$3.64

VISA Visa *2023	\$35.68
------------------------	----------------



- Pickup 6:53 AM
1546 S Negley Ave, Pittsburgh, PA
- Drop-off 7:31 AM
., PA

Your ride with Christopher on October 11

1 message

Lyft Ride Receipt <no-reply@lyftmail.com>
To: negstein@gmail.com

Fri, Oct 12, 2018 at 10:21 PM



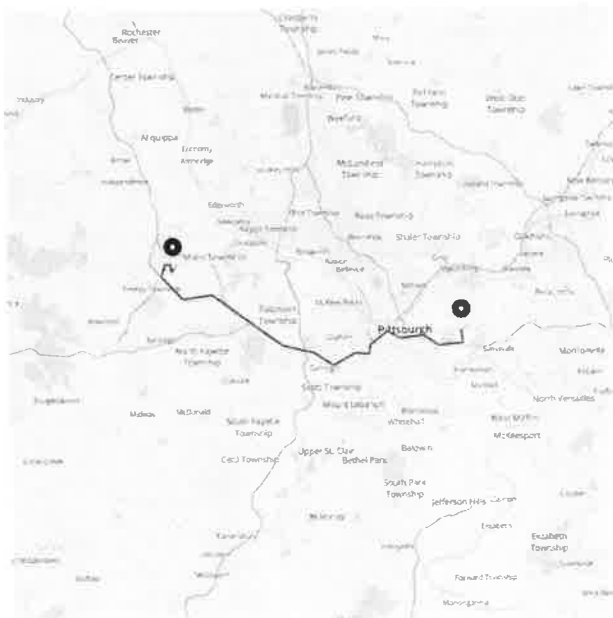
Thanks for riding with Christopher!

October 11, 2018 at 9:50 PM

Ride Details

Lyft fare (24.61mi, 31m 11s)	\$45.98
10% off Mon. - Fri.	-\$4.01

Visa *2023	\$41.97
------------	----------------



- Pickup 9:50 PM
,, PA
- Drop-off 10:21 PM
1551 S Negley Ave, Pittsburgh, PA

Your trip confirmation-PHUJJY 10OCT

American Airlines <no-reply@notify.email.aa.com>
To: "NEGSTEIN@GMAIL.COM" <NEGSTEIN@gmail.com>

Sun, Sep 23, 2018 at 9:22 AM



Hello Naomi Stein!

Issued: Sep 23, 2018

Your trip confirmation and receipt

Record locator: PHUJJY

[Manage Your Trip](#)

Wednesday, October 10, 2018

PIT
8:28 AM
Pittsburgh



ORD
9:15 AM
Chicago O'hare

Seats: 12D
Class: Economy (O)
Meals:

American Airlines 1426

ORD
10:15 AM
Chicago O'hare



OMA
11:57 AM
Omaha

Seats: 12C
Class: Economy (O)
Meals:

American Airlines 3281
OPERATED BY SKYWEST AIRLINES AS AMERICAN
EAGLE.

Free entertainment with the American app »

Thursday, October 11, 2018

OMA
4:05 PM
Omaha



ORD
5:44 PM
Chicago O'hare

Seats: 9C
Class: Economy (V)
Meals:

American Airlines 3563
OPERATED BY ENVOY AIR AS AMERICAN EAGLE.

ORD
6:30 PM
Chicago O'hare



PIT
8:56 PM
Pittsburgh

Seats: 10D
Class: Economy (V)
Meals:

American Airlines 1173

Naomi Stein

Earn up to a \$200 statement credit + 40,000 bonus miles after qualifying purchases



[earn more »](#)

AAdvantage # 1J6TB34 GLD

Ticket # 0012312544784

Your trip receipt



Master Card XXXXXXXXXXXXXXX2679

Naomi Stein

FARE-USD	\$ 441.86
TAXES AND CARRIER-IMPOSED FEES	\$ 78.74
TICKET TOTAL	\$ 520.60



Hotel offers



Car rental offers



Buy trip insurance



SuperShuttle

Up to 35% off
base rates
+ 500 miles

AVIS

Free entertainment
on your flight
How to watch



[Contact us](#) | [Privacy policy](#)

Get the American Airlines app



Baggage Information

Farm Fresh Deli

Server: Danielle 10/10/2018
Fast Close/1 7:47 AM
Guests: 1 10140

Egg and Cheese Sandwich 4.29

Subtotal 4.29

Tax 0.26

County 0.04

Total 4.59

VISA #XXXXXXXXXX2023 4.59

Auth: 114077

X

Balance Due 0.00

--- Check Closed ---

M's Pub
mspubomaha.com

Order# 154848
Station# POS1
Eat In Order
Server: PM BAR 1
Bar Tab: #19
Date: 10/10/18, 7:16 PM

LG WEDGE SAL \$15.70
APEROL SPRITZ \$10.00

Subtotal: \$25.70
restaurant tax: \$0.64
Total Tax: \$1.85

Total: \$28.19

Order Balance due: \$28.19

Thank you for joining us!

9.6910
+ 15.70 Food
+ 1.52 Tax

\$ 17.22
+ 3.06 Tip

\$ 20.28 All-in Cost

M's Pub
msspubomaha.com

Order# 154848
Station# POS1
Eat In Order
Bar Tab: #19
Server: PM BAR
Date: 10/10/18, 7:16 PM

Type: Pre Auth
Entry Method: Chip Read
Mode: Issuer
AID: A0000000031010
TVR: 8080001000
IAD: 06010A03600000
TSI: 6800
ARC: 00

Paid With: VISA xxxx2023
Total: \$28.19

Tip: \$ 5.00

Total: \$ 33.19

19.966

APPROVED

I agree to pay the above total amount
according to card issuer agreement

Thank you for joining us!

Customer Copy

Your ride with Kirk on October 10

1 message

Lyft Ride Receipt <no-reply@lyftmail.com>
To: negstein@gmail.com

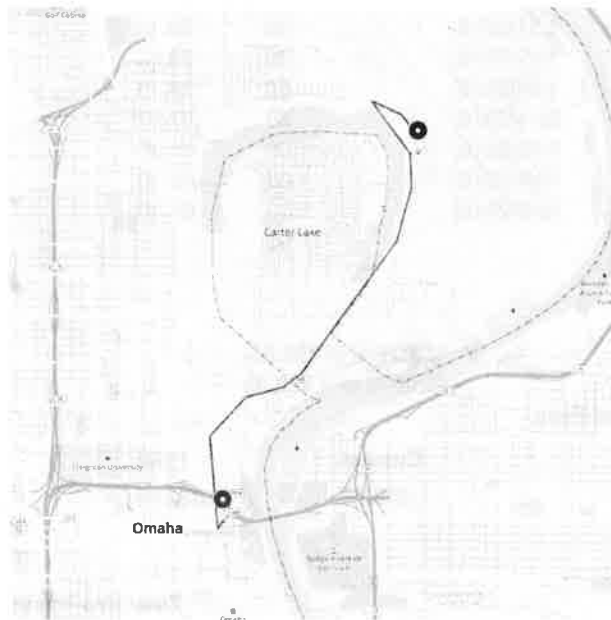
Wed, Oct 10, 2018 at 2:05 PM

**Thanks for riding with Kirk!**

October 10, 2018 at 12:10 PM

Ride Details

Lyft fare (4.61mi, 10m 26s)	\$9.52
10% off Mon. - Fri.	-\$0.69
<hr/>	
Visa *2023	\$8.83



- Pickup 12:10 PM
Ida St, Omaha, NE
- Drop-off 12:20 PM
947 Dodge St, Omaha, NE



ENGINEERING ■ ARCHITECTURE ■ SURVEYING ■ PLANNING

Invoice

October 11, 2018

Project No: R171390.00

Invoice No: 105775

Glen Weisbrod
Economic Development Research Group, Inc.
155 Federal Street, Suite 600
Boston, MA 02110

Project Manager Steven Wolf

NDOT Project Number

Control Number

Agreement Number

Project R171390.00 MAPA Transit Return on Investment Study

Professional Services for the Period: October 1, 2018 to October 5, 2018

Phase 304EN Stakeholder Engagement

Hours this Invoice

		Hours	Rate	Amount
Dittmer, Lynn	9/11/2018	.50	38.13	19.07
Dittmer, Lynn	9/12/2018	.50	38.13	19.07
Dittmer, Lynn	9/18/2018	1.00	38.13	38.13
Dittmer, Lynn	9/24/2018	1.00	38.13	38.13
Dittmer, Lynn	9/25/2018	1.00	38.13	38.13
Dittmer, Lynn	9/27/2018	1.00	38.13	38.13
Dittmer, Lynn	10/1/2018	1.00	38.13	38.13
Dittmer, Lynn	10/2/2018	1.00	38.13	38.13
Dittmer, Lynn	10/4/2018	.50	38.13	19.07
Ray, Jeffrey	9/11/2018	.50	57.87	28.94
Wolf, Steven	10/3/2018	1.00	61.30	61.30
Wolf, Steven	10/4/2018	1.00	61.30	61.30
Wolf, Steven	10/5/2018	1.00	61.30	61.30
Totals		11.00		498.83

Total Labor

498.83

Additional Fees

Overhead ✓ 185.34 % of 498.83 924.53 ✓
Fixed Fees ✓ 15.00 % of 1,423.36 213.50 ✓

Total Additional Fees

1,138.03

1,138.03

Billing Limits

	Current	Prior	To-Date
Total Billings	1,636.86	9,681.94	11,318.80
Limit			41,719.17
Remaining			30,400.37

Total this Phase

\$1,636.86 ✓

JEO CONSULTING GROUP INC ■ JEO ARCHITECTURE INC

142 W. 11th Street | PO Box 207 | Wahoo, Nebraska 68066-0207 | p: 402.443.4661 | f: 402.443.3508

www.jeo.com

Project	R171390.00	MAPA Transit Return on Investment Study	Invoice	105775
Total Amount Due Upon Receipt			\$1,636.86	

Outstanding Invoices

Number	Date	Balance
105077	9/11/2018	2,505.36
Total		2,505.36

Email invoice to: Glen Weisbrod; gweisbrod@edrgroup.com, Naomi Stein; nstein@edrgroup.com

Progress Report – Omaha Transit ROI Study

Month: October, 2018

Work Completed This Month:

- Completion of all analysis of the current role of transit
- Development of materials for Stakeholder Meeting #2
- Completion of stakeholder meeting #2
- Preparation of meeting minutes
- Coordination regarding next phase of project – scenario analysis and additional stakeholder outreach

Work Underway for Progress Next Month:

- Review of ridership forecasts
- Discussions regarding handling of ridership estimates given base year model calibration challenges
- Submission of data request template
- Review of model data results in preparation for economic analysis
- Continue stakeholder interviews
- Coordination with Chamber regarding focus group with businesses

Delays Affecting Project Work & Comments Regarding Schedule and Work Plan

EDR Group will continue to coordinate closely with MAPA on careful review of modeling data to ensure that the economic analysis is well founded and to work out the schedule for the next stakeholder meeting.

Per conversations with MAPA on 11/14, EDR Group currently anticipates the follow updated schedule:

- By Dec 1 – all scenario modeling outputs provided to EDR Group, decision to schedule stakeholder meeting #3 upon data review
- Mid December – Focus Groups with Omaha Chamber
- Target Stakeholder Meeting #3 for early January (i.e. week of January 7)
- Target Stakeholder Meeting #4 for late February/early March, potentially to be coordinated with MAPA TTAC schedule



Subcontractor Payment Authorization

Contract Number: 180227002
Contract Party: Metro Transit Authority
Contract Description: Transit Development Plan Mini Grant
Contract Approved by Board of Directors: July 27, 2017
Contract Amount: \$87,500.00
Match Amount: \$21,875.00
Contract Period: July 1, 2017 - December 31, 2018

Payment # 2

Billed to Date: \$ 76,548.35
Less Previous Payments: \$ 70,128.69
Amount Due: \$ 6,419.66

Payment Recommended By: _____
Responsible Charge / MAPA Staff Member

Department Manager

MAPA Executive Director

Approved by MAPA Finance Committee: _____
Date

MAPA Treasurer/Finance Committee Member



2222 CUMING ST
OMAHA, NE 68102
Phone 402-341-7560 Fax 402-342-0949
47-0542132

Page: 1 of 1

Invoice No. 034774

INVOICE

MAPA CONTRACT
2222 Cuming Street
Omaha, NE 68102

Date November 21, 2018
PO _____
Reference # _____
Customer # 20-20112

Qty	Description	Unit Price	TOTAL
0.00	2020112 - SEE ATTACHED	0.00	6,419.66

Payment Details

- ☐ Cash
☐ Check
☐ _____

SubTotal 6,419.66

TOTAL 6,419.66 ✓

Office Use Only



2222 Cuming Street, Omaha, Nebraska 68102-4392
(402) -341-0800 ■ Fax (402)-342-0949 ■ TDD: 4(402)-341-0807
Operated by Transit Authority of the City of Omaha

Invoice Date and Number	Metro Check Date	Metro Check Number	Check Amount	80% Federal
Apr 30, 2018 SRF invoice #10490.08-1	09/28/18	127382	11,413.00	9,130.40
May 31, 2018 SRF invoice #10490.08-2	09/28/18	127382	11,084.50	8,867.60
Jun 30, 2018 SRF invoice #10490.08-3	09/28/18	127382	16,372.57	13,098.06
Jul 31, 2018 SRF invoice #10490.08-4	09/28/18	012687	38,614.00	30,891.20
Aug 31, 2018 SRF invoice #10490.08-5	10/12/2018	012701	10,176.79	8,141.43
October 31, 2018 invoice #10490.08-6	11/26/2018	127719	8,024.57	6,419.66
Total SRF Expenditures			95,685.43	76,548.34
80% Federal Highway Funding			<u>80.00%</u>	
Total Transit Development Plan Contract #1800227002			76,548.34	
Balance of TDP Contract as of November 30, 2018				(10,951.66)

Approved _____

Date _____



SRF Consulting Group, Inc.
One Carlson Parkway North, Suite 150
Minneapolis, MN 55447-4443

P. 763.475.0010
F. 1.866.440.6364

INVOICE

Invoice Date: October 24, 2018
Invoice No: 10490.08 - 6

Ms. Emily Baarson
Transit Planner
Omaha Metro
The Transit Authority of the City of Omaha
2222 Cuming Street
Omaha, NE 68102

Re: Metro Indefinite Delivery / Indefinite Quantity (IDIQ) Services
Transit Development Plan
Work Order No. 8
Completion Date: 12/31/2018

Professional Services for period ending October 31, 2018

Fee

SRF Total Fee	130,018.36			
Percent Complete	73.5938	Total Earned	95,685.43	
		Previous Fee Billing	87,660.86	
		Current Fee Billing	8,024.57	
		SRF Total Fee		8,024.57

Budget Status	Budget	Current	Prior	To-Date
Total Billings	130,018.36	8,024.57	87,660.86	95,685.43
Remaining				34,332.93

Total Amount Due this Invoice **\$8,024.57**

OK
[Signature]

Omaha Metro A/E IDIQ – Monthly Progress Report – Transit Development Plan

Metro Project Number:	NE-90-X104	SRF Project Number:	10490.08
Specification Number:	16-16		
Current Period:	September 1, 2018 through September 30, 2018		

A. Tasks Completed in Previous Period (September)

The following tasks were initiated and/or completed in the prior period:

- Developed options for refining specific routes to improve efficiency.
- Discussed revenue neutral concepts for short term with Metro planning team and Ex Dir. Revised as needed.
- Refined options if could enhance funding.
- Participated in bi-weekly staff meetings to discuss progress.
- Distributed final document outline to Metro for comment.

B. Tasks Being Completed (October)

The following tasks are being addressed in the current month:

- Discuss outline of final document.
- Refine revenue neutral options, modest increase in funding and aspirational plans.
- Review concepts with Metro senior management.
- Participate in Board meeting.

C. Tasks Anticipated in the Next Period (November)

The following tasks are anticipated to be initiated/completed in November

- Conduct alternate service workshop with Metro staff.
- Document initial screening.

D. Information Needed from Metro

The following information is needed from Metro:

- None

E. Percent Complete

- Current Period: 65%



Purchase Order

Metro
2222 Cumming Street
Omaha, NE 68102-4392
(402) 341-7560

ORDER NUMBER

79105

TO:

SRF CONSULTING GROUP, INC.
ONE CARLSON PARKWAY NORTH
SUITE 150
MINNEAPOLIS, MN 55447

SHIP TO:

METRO
2222 CUMMING ST
OMAHA, NE 68102

DATE OF ORDER 4/9/2018		DATE RECEIVED			PO Account 113005-0000		BUYER	
LOCATION	QUANTITY ORDERED	ITEM NUMBER	VENDOR ITEM	DESCRIPTION		ACCOUNT NUMBER	UNIT PRICE	EXTENDED PRICE

SERVICES

TASK ORDER B

130018.3600

130018.36

PO Total: 130018.36

Mapa Grant: 87,500 ALI: 44.23.01

NE-95-K001: 42,518 ALI: 44.24.00

42,357.56

Inv# 10490.08-6

10-24-18 OK 10/18 - 8,024.57

APPROVED			
GRANT	EXT.	DEPT. HD.	PUR.
P.O. NUMBER	EXT.	TERMS	
79105			
ACCT.	AMOUNT		
113.005	8,024.57		

Inv# 10490.08-1

8-25-18 OK/R

(Mapa Grant)

11,413.00

118,605.36

Inv# 10490.08-3

6-30-18 OK/R

10,372.57

102,232.79

Inv# 10490.08-4

8-29-18 OK/R

38,614.00

63,819.79

Inv# 10490.08-2

5-31-16 OK/R

11,084.50

Inv# 10490.08-5

8-31-18 OK/R

52,735.79

Mapa Grant: 10,015.98

10,176.79

NE-95-K001: 140.86

42,357.50

ALI

INCORPORATION OF FEDERAL CONTRACT CLAUSES. All federal contract clauses as provided by 49 CFR Part 18 and FTA Circular 4220.1E shall be deemed to be incorporated, whether or not expressly set forth in any Metro procurement and/or contract.

<http://www.ometro.com/index.php/corporate/contractingopportunities/>

COMMENTS: TRANSIT DEVELOPMENT PLAN, MAPA GRANT \$87500, LOCAL FUNDS \$42518.36, SPEC 21-17, GRANT MAPA, TASK 44.23.01, ORDERED BY RUMERY

AUTHORIZED SIGNATURE

PURCHASING AGENT

Date

4-9-18

113.005

I determine the price to be fair & reasonable based on at least one of the following: (Check one or more, as they apply)

☐ Found reasonable on recent purchase; ☐ Obtained from current price list; ☐ Obtained from current catalog;
☐ Commercial market sales price from advertisement; ☐ Similar in related industry; ☐ Personal knowledge of item procured;
☐ Regulated rate (utility); ☐ other (attach document(s))

Project / Item Amount: Less than \$3,000.00

Amount:



Subcontractor Payment Authorization

Contract Number: BK1819
Project Number: CM-D2 (107) 22553
Contract Party: Lovgren Marketing Group
Contract Description: CMAQ Quality and Reduced Fare Program
Contract Approved by Board of Directors: March 29, 2018
Contract Amount: \$205,945.00
Match Amount: \$0.00
Contract Period:

Payment # 7

Billed to Date: \$ 153,704.90
Less Previous Payments: \$ 144,043.73
Amount Due: \$ 9,661.17

Payment Recommended By: _____
Responsible Charge / MAPA Staff Member

Department Manager

MAPA Executive Director

Approved by MAPA Finance Committee: _____
Date

MAPA Treasurer/Finance Committee Member

Emspace + Lovgren
7634 Pierce Street
Omaha NE 68124-1508
402-398-9448

STATEMENT



Metropolitan Area Planning Agency (MAPA)
2222 Cuming Street
Omaha NE 68102-4328

Date

12/31/2018

Charges: 12/1/2018 - 12/31/2018

Project #CM-D2 (107)

CN#22553

E-Mail: mengel@mapacog.org scutsforth@mapacog.org

E-Mail: amoraes@mapacog.org

Date	Invoice	Transaction	Amount
12/31/2018	650	CMAQ Air Quality & Reduced Fare Program	\$9,661.17
		AMOUNT DUE*PLEASE REMIT	\$9,661.17

Emspace + Lovgren
7634 Pierce Street
Omaha NE 68124-1508
402-398-9448

INVOICE



Metropolitan Area Planning Agency (MAPA)
2222 Cuming Street
Omaha NE 68102-4328

Invoice #

650

Date * 12-31-2018

E-Mail: mengel@mapacog.org scutsforth@mapacog.org
E-Mail: amorales@mapacog.org

Charges: 12/1/2018 - 12/31/2018

Project #CM-D2 (107)

CN#22553

Services	Amount
<i>CMAQ Air Quality & Reduced Fare Campaign**Project #CM-D2-(107)</i>	
TASK 1 * PROJECT MANAGEMENT	
1.3 Progress & Client Meetings	
Principal Manager * Linda Lovgren 13.00 Hrs @ \$190	\$2,470.00
Graphics Manager * Tom Nemitz 4.00 Hrs @ \$145	\$580.00
1.5 Administrative Duties	
Project Administration * Donna Maxey 6.50 Hrs @ \$85	\$552.50
TASK 2 * AIR QUALITY AWARENESS SURVEY	
2.3 Survey Results	
Principal Manager * Linda Lovgren 2.50 Hrs @ \$190	\$475.00
Page 1	

Emspace + Lovgren
7634 Pierce Street
Omaha NE 68124-1508
402-398-9448

INVOICE



Metropolitan Area Planning Agency (MAPA)
2222 Cuming Street
Omaha NE 68102-4328

Invoice #

650

Date * 12-31-2018

E-Mail: mengel@mapacog.org scutsforth@mapacog.org
E-Mail: amorales@mapacog.org

Charges: 12/1/2018 - 12/31/2018

Project #CM-D2 (107)

CN#22553

Services	Amount
<i>CMAQ Air Quality & Reduced Fare Campaign**Project #CM-D2-(107)</i>	
TASK 3 * GRAPHIC DESIGN	
3.1 Graphic Design	
Graphics Manager * Tom Nemitz 1.75 Hrs @ \$145	\$253.75
3.2 Creative/Production	
Graphics Manager * Tom Nemitz 4.75 Hrs @ \$145	\$688.75
3.3 Video Production /Photography	
Graphics Manager * Tom Nemitz 4.50 Hrs @ \$145	\$652.50
3.5 Web Content	
Graphics Manager * Tom Nemitz 2.00 Hrs @ \$145	\$290.00
Page 2	

Emspace + Lovgren

INVOICE

7634 Pierce Street
Omaha NE 68124-1508
402-398-9448



Metropolitan Area Planning Agency (MAPA)
2222 Cuming Street
Omaha NE 68102-4328

Invoice #

650

Date * 12-31-2018

E-Mail: mengel@mapacog.org scutsforth@mapacog.org
E-Mail: amorales@mapacog.org

Charges: 12/1/2018 - 12/31/2018

Project #CM-D2 (107)

CN#22553

Services	Amount
<i>CMAQ Air Quality & Reduced Fare Campaign**Project #CM-D2-(107)</i>	
TASK 4 * MEDIA COORDINATION	
4.2 Social/Digital Placement	
Social Media Coordinator * Kelly Bast 5.50 Hrs @ \$145	\$797.50
Social Media Coordinator* Angie Hempel 2.00 Hrs @ \$145	\$290.00
4.3 Monitoring*Placement/Invoicing-Summary	
Project Administration * Donna Maxey 3.00 Hrs @ \$85	\$255.00
TASK 5 * PUBLIC RELATIONS	
5.2 Media Relations	
Principal Manager * Linda Lovgren 1.00 Hrs @ \$190	\$190.00
Page 3	

Emspace + Lovgren
7634 Pierce Street
Omaha NE 68124-1508
402-398-9448

INVOICE



Metropolitan Area Planning Agency (MAPA)
2222 Cuming Street
Omaha NE 68102-4328

Invoice #

650

Date * 12-31-2018

E-Mail: mengel@mapacog.org scutsforth@mapacog.org
E-Mail: amorales@mapacog.org

Charges: 12/1/2018 - 12/31/2018

Project #CM-D2 (107)

CN#22553

Services	Amount
<i>CMAQ Air Quality & Reduced Fare Campaign**Project #CM-D2-(107)</i>	
TASK 5 * PUBLIC RELATIONS	
5.4 Engage Social Media	
Social Media Coordinator * Kelly Bast 5.00 Hrs @ \$145	\$725.00
Social Media Coordinator* Angie Hempel 1.00 Hrs @ \$145	\$145.00
5.5 Develop Community Partners	
Principal Manager * Linda Lovgren 3.25 Hrs @ \$190	\$617.50
DIRECT EXPENSES	
Printing* 150 Little Steps Handouts	\$73.00
Delivery Services * 1 - Kennedy Elementary	\$8.50
Twitter * 12/15/2018 - 12/20/2018	\$118.02
Twitter * 12/9/2018 - 12/14/2018	\$25.92
Twitter * 12/1/2018 - 12/7/2018	\$27.23
Facebook Ads*11/29/18 - 12/24/18	\$426.00
AMOUNT DUE* PLEASE REMIT	\$9,661.17

Emspace + Lovgren		MAPA* CMAQ Quality & Reduced Fare Campaign**Project #CM-D2-(107)														
Task Name ** % of Services Completed	Task Order Total	Invoice # 19721 April/May 2018	Invoice #445-449 June/July 2018	Invoice #480-485 August 2018	Invoice #527-534 Sept 2018	Invoice #582 October 2018	Invoice #625 Nov 2018	Invoice #658 Dec 2018						Billed to Date	Remaining Budget	% of Project Completed
Task 1 Project Management & Administration*Direct Labor	\$ 28,025.00	\$ 2,146.25	\$ 5,763.75	\$ 1,456.25	\$ 1,368.75	\$ 595.00	\$ 3,132.50	\$ 3,602.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,065.00	\$ 9,960.00	64%
Task 2 Air Quality Awareness Survey*Direct Labor	\$ 4,525.00	\$ -	\$ -	\$ 1,235.00	\$ 855.00	\$ 190.00	\$ 385.00	\$ 475.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,140.00	\$ 1,385.00	69%
Task 3.1 Graphic Design * Direct Labor	\$ 27,550.00	\$ 906.25	\$ 5,256.25	\$ 543.75	\$ 1,558.75	\$ 2,320.00	\$ 652.50	\$ 1,885.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,122.50	\$ 14,427.50	48%
Task 4 Media Planning & Placement * Direct Labor	\$ 8,950.00	\$ 902.50	\$ 2,863.75	\$ 711.25	\$ 732.50	\$ 185.00	\$ 217.50	\$ 1,342.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,955.00	\$ 1,995.00	78%
Task 5 Public Relations * Direct Labor	\$ 16,595.00	\$ 1,662.50	\$ 4,216.25	\$ 455.00	\$ 910.00	\$ 290.00	\$ 1,848.75	\$ 1,677.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,060.00	\$ 5,535.00	67%
Sub-Total:	\$ 85,645.00	\$ 5,617.50	\$ 18,100.00	\$ 4,401.25	\$ 5,425.00	\$ 3,580.00	\$ 6,236.25	\$ 8,982.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,342.50	\$ 33,302.50	61%
Direct Expenses																
Direct Costs:																
Printing Collateral: Production-Radio,TV, Outdoor, Website	\$ 8,000.00	\$ -	\$ 25.00	\$ 9.00	\$ 27.50	\$ 1,449.59	\$ -	\$ 81.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,592.59	\$ 6,407.41	20%
Media*Print Ads, Radio Spots, TV, Outdoor Bids, On-line, Social Media	\$ 89,000.00	\$ 2,000.00	\$ 11,050.00	\$ 48,518.99	\$ 15,326.85	\$ 4,884.44	\$ 462.36	\$ 597.17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82,839.81	\$ 6,160.19	93%
Social Media Consultant	\$ 3,300.00	\$ 2,200.00	\$ 1,100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,300.00	\$ -	100%
Survey*Survey Subcontractant	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 7,185.00	\$ 6,445.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,630.00	\$ 6,370.00	68%
Sub-Total:	\$ 120,300.00	\$ 4,200.00	\$ 12,175.00	\$ 48,527.99	\$ 22,539.35	\$ 12,779.03	\$ 462.36	\$ 678.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 101,362.40	\$ 18,937.60	84%
GRAND TOTAL:	\$ 205,945.00	\$ 9,817.50	\$ 30,275.00	\$ 52,929.24	\$ 27,964.35	\$ 16,359.03	\$ 6,698.61	\$ 9,661.17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 153,704.90	\$ 52,240.10	75%



Cost Breakdown Form

Specific Rates of Compensation (Fixed Labor) Agreements

Company Name:	EMSPACE + LOVGREN		
Control No.:	22553	Project No.:	CM-D2 (107)
Project Location:	Douglas County, Nebraska		
Agreement No.:	BK1819	Expire Date:	June 30, 2019
Invoice No.:	650	Invoice Date:	December 31, 2018
% Work Completed:	75%		
Current Billing Period:	12/1/2018 thru 12/31/2018		

Agreement No: BK1819	Maximum Not-to-Exceed Amount	\$205,945.00	
Agreement amount thru supplement # 000			
	Amount		
	This Period	Previously Billed	To Date
Direct Labor	✓ \$8,982.50	\$43,360.00	\$52,342.50
Direct Costs (Non-Labor)	✓ \$81.50	\$1,511.09	\$1,592.59
Outside Services (Subconsultants):			
<u>Name</u> <u>Max Amount</u>			
Canary & Coal \$3,300.00	\$0.00	\$3,300.00	\$3,300.00
Media Buy* \$89,000.00	✓ \$597.17	\$82,242.64	\$82,839.81
TV, Radio, Outdoor, Facebook/Twitter			
Survey-Sub Consultant \$20,000.00	\$0.00	\$13,630.00	\$13,630.00
Adjustments:			
Description:			
Total Amount DUE >>	\$9,661.17	✓ \$144,043.73	✓ \$153,704.90

By submitting this form electronically to State, Consultant certifies submitted costs are actual and allowed by contract		Total Agreement Amount Remaining:	\$52,240.10 ✓
Signature (typed or signed name required):	Title:	Date:	
Donna Maxey	Client Operations Manager	12/31/2018	
Consultant's email contact for invoice-related questions: maxey@emspacegroup.com			



Emspace + Lovgren **Progress Report

Bill To: METROPOLITAN AREA PLANNING AGENCY (MAPA)
2222 Cuming Street
Omaha NE 68102-4328


Date: 12-31-2018
Invoice # 650

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
Task 1 Project Management	Planning /Strategy - project plans for presentation; prep meeting agenda; update meeting notes & review; progress meeting ; document prep
Task 2 Air Quality Awareness Survey	Meeting prep for survey discussion; review survey results; followup on survey tabulations
Task 3 Creative/Graphics	Strategic planning; timeline graphics; photo shoot UNO/Bryan HS; format photos; web copy and blog entry
Task 4 Media Coordination	Social media posts-Facebook & Twitter; analytics
Task 5 Public Relations	NET article-review & revise; Social media posts/edits; Attend symposium-planning for community involvement
Direct Costs* Printing/Production; Media Advertising	Social Media Posts-Twitter/Facebook ; Delivery services; printing-handouts

		MAPA* CMAQ Quality & Reduced Fare Campaign**Project #CM-02-107: (NEW WITH ADD'L HOURS)														
Emspace + Lovgren		Task Order Hrs Budgeted	Invoice #19721 April-May 2018 Hrs Billed	Invoice #445-449 June-July 2018 Hrs Billed	Invoice #480-485 August 2018 Hrs Billed	Invoice #527-534 September 2018 Hrs Billed	Invoice #582 October 2018 Billed	Invoice #625 Nov 2018 Billed	Invoice # 650 December 2018 Billed					Hrs Billed to Date	Budget Hrs Remaining	% of Budget Hrs Completed
Task Name **HOURS RECAP																
Task 1 Project Management & Administration*Direct Labor		191.00	13.25	36.75	12.50	11.25	7.00	18.50	23.50	0.00	0.00	0.00	0.00	122.75	68.25	64%
Task 2 Air Quality Awareness Survey*Direct Labor		25.00	0.00	0.00	6.50	4.50	1.00	2.50	2.50	0.00	0.00	0.00	0.00	17.00	8.00	68%
Task 3.1 Graphic Design * Direct Labor		190.00	6.25	36.25	3.75	10.75	16.00	4.50	13.00	0.00	0.00	0.00	0.00	90.50	99.50	48%
Task 4 Media Planning & Placement * Direct Labor		70.00	4.75	28.75	6.25	5.75	2.00	1.50	10.50	0.00	0.00	0.00	0.00	59.50	10.50	85%
Task 5 Public Relations * Direct Labor		98.00	8.75	24.50	2.75	5.50	2.00	12.75	10.25	0.00	0.00	0.00	0.00	66.50	31.50	68%
Total Hours:		574.00	33.00	126.25	31.75	37.75	28.00	39.75	59.75	0.00	0.00	0.00	0.00	356.25	217.75	62%

EMSPACE + LOVGREN **TASK 1 * PROJECT MANAGEMENT

Staff	Date	Job	Job Name	Service	Description	Hours	Billing Rate	Total Amount
Linda Lovgren	Dec 10 2018	4811	MAPA / 1.3 Progress + Client Meetings	Principal Manager	Progress-Planning Meeting	2.75	\$190.00	\$522.50
Linda Lovgren	Dec 12 2018	4811	MAPA / 1.3 Progress + Client Meetings	Principal Manager	Strategic Planning for remainder of contract	3.00	\$190.00	\$570.00
Linda Lovgren	Dec 17 2018	4811	MAPA / 1.3 Progress + Client Meetings	Principal Manager	Review project plans for client presentation	3.25	\$190.00	\$617.50
Linda Lovgren	Dec 18 2018	4811	MAPA / 1.3 Progress + Client Meetings	Principal Manager	Present strategies and budget for remainder of contract to the client	2.00	\$190.00	\$380.00
Linda Lovgren	Dec 21 2018	4811	MAPA / 1.3 Progress + Client Meetings	Principal Manager	Follow up and next steps	2.00	\$190.00	\$380.00
					Total:	13.00		\$2,470.00
Tom Nemitz	Dec 10 2018	4811	MAPA / 1.3 Progress + Client Meetings	Graphics Manager	Strategic Meeting - review input from client	2.00	\$145.00	\$290.00
Tom Nemitz	Dec 18 2018	4811	MAPA / 1.3 Progress + Client Meetings	Graphics Manager	Prep agenda / materials for meeting; meet with client	2.00	\$145.00	\$290.00
					Total:	4.00		\$580.00
Donna Maxey	Dec 05 2018	4813	MAPA / 1.5 Administrative Duties	Project Administration	Docs for invoicing	0.75	\$85.00	\$63.75
Donna Maxey	Dec 12 2018	4813	MAPA / 1.5 Administrative Duties	Project Administration	Strategic Planning-remainder of contract	1.50	\$85.00	\$127.50
Donna Maxey	Dec 13 2018	4813	MAPA / 1.5 Administrative Duties	Project Administration	Updating meeting minutes	3.00	\$85.00	\$255.00
Donna Maxey	Dec 17 2018	4813	MAPA / 1.5 Administrative Duties	Project Administration	Document prep	1.25	\$85.00	\$106.25
					Total:	6.50		\$552.50

EMSPACE + LOVGREN **TASK 2 * AIR QUALITY AWARENESS SURVEY

Linda Lovgren	Dec 10 2018	4816	MAPA / 2.3 Survey Results	Principal Manager	Follow up on survey tabulations, connect info with client	0.50	\$190.00	\$95.00
Linda Lovgren	Dec 11 2018	4816	MAPA / 2.3 Survey Results	Principal Manager	Meeting prep to discuss survey, work with the survey firm	0.75	\$190.00	\$142.50
Linda Lovgren	Dec 11 2019	4816	MAPA / 2.3 Survey Results	Principal Manager	Review survey results with vendor/team	1.25	\$190.00	\$237.50
					Total:	2.50		\$475.00

EMSPACE + LOVGREN **TASK 3 * GRAPHIC DESIGN

Tom Nemitz	Dec 11 2018	4817	MAPA / 3.1 Graphic Design	Graphics Manager	Pick three photos, format, send to Nebraska Environmental Trust along with newsletter article	0.75	\$145.00	\$108.75
Tom Nemitz	Dec 17 2018	4817	MAPA / 3.1 Graphic Design	Graphics Manager	Revise tactical outline, meeting materials	1.00	\$145.00	\$145.00
					Total:	1.75		\$253.75
Tom Nemitz	Dec 3 2018	4818	MAPA / 3.2 Creative/Production	Graphics Manager	Graphics Planning with team	1.75	\$145.00	\$253.75
Tom Nemitz	Dec 12 2018	4818	MAPA / 3.2 Creative/Production	Graphics Manager	Graphics * Planning for remainder of contract	2.50	\$145.00	\$362.50
Tom Nemitz	Dec 14 2018	4818	MAPA / 3.2 Creative/Production	Graphics Manager	Timelines graphics for contract	0.50	\$145.00	\$72.50
					Total:	4.75		\$688.75
Tom Nemitz	Dec 05 2018	4819	MAPA / 3.3 Video Production + Photography	Graphics Manager	Shoot photos at UNO/Bryan HS science symposium	3.25	\$145.00	\$471.25
Tom Nemitz	Dec 05 2018	4819	MAPA / 3.3 Video Production + Photography	Graphics Manager	Format photos from science symposium for social media post	1.25	\$145.00	\$181.25
					Total:	4.50		\$652.50
Tom Nemitz	Dec 06 2018	4821	MAPA / 3.5 Web Content	Graphics Manager	Write copy for UNO/Bryan HS page / blog entry	2.00	\$145.00	\$290.00
					Total:	2.00		\$290.00

EMSPACE + LOVGREN **TASK 4 MEDIA COORDINATION

Kelly Bast	Dec 20 2018	4825	MAPA / 4.2 Social/Digital Placement	Social Media Coordinator	Scheduling/writing social media posts	2.00	\$145.00	\$290.00
Angie Hempel	Dec 12 2018	4825	MAPA / 4.2 Social/Digital Placement	Social Media Coordinator	Strategic Planning-social media	2.00	\$145.00	\$290.00
Kelly Bast	Dec 04 2018	4825	MAPA / 4.2 Social/Digital Placement	Social Media Coordinator	LSBI social media post planning	1.25	\$145.00	\$181.25
Kelly Bast	Dec 12 2018	4825	MAPA / 4.2 Social/Digital Placement	Social Media Coordinator	Social Media - Planning	2.00	\$145.00	\$290.00
Kelly Bast	Dec 14 2018	4825	MAPA / 4.2 Social/Digital Placement	Social Media Coordinator	LSBI posts	0.25	\$145.00	\$36.25
					Total:	7.50		\$1,087.50
Donna Maxey	Dec 06 2018	4826	MAPA / 4.3 Monitoring*Placement-Invoicing Summary	Project Administration	Review docs; prep preview billing and reports; finalize and e-mail to client	3.00	\$85.00	\$255.00
					Total:	3.00		\$255.00
EMSPACE + LOVGREN **TASK 5 * PUBLIC RELATIONS								
Linda Lovgren	Dec 11 2018	4828	MAPA / 5.2 Media Relations	Principal Manager	Revisions, proofing and distribution of NET article to Client for review	1.00	\$190.00	\$190.00
					Total:	1.00		\$190.00

EMSPACE + LOVGREN **TASK 5 * PUBLIC RELATIONS

Kelly Bast	Dec 05 2018	4830	MAPA / 5.4 Engage Social Media	Social Media Coordinator	LSBI social media post- research symposium photos	0.50	\$145.00	\$72.50
Kelly Bast	Dec 06 2018	4830	MAPA / 5.4 Engage Social Media	Social Media Coordinator	Review posts	0.25	\$145.00	\$36.25
Kelly Bast	Dec 07 2018	4830	MAPA / 5.4 Engage Social Media	Social Media Coordinator	LSBI posts	1.00	\$145.00	\$145.00
Kelly Bast	Dec 10 2018	4830	MAPA / 5.4 Engage Social Media	Social Media Coordinator	Review posts	0.50	\$145.00	\$72.50
Kelly Bast	Dec 11 2018	4830	MAPA / 5.4 Engage Social Media	Social Media Coordinator	LSBI posts + editing article	0.50	\$145.00	\$72.50
Kelly Bast	Dec 13 2018	4830	MAPA / 5.4 Engage Social Media	Social Media Coordinator	LSBI posts	0.25	\$145.00	\$36.25
Kelly Bast	Dec 18 2018	4830	MAPA / 5.4 Engage Social Media	Social Media Coordinator	LSBI social media posts	1.75	\$145.00	\$253.75
Kelly Bast	Dec 21 2018	4830	MAPA / 5.4 Engage Social Media	Social Media Coordinator	LSBI Twitter post	0.25	\$145.00	\$36.25
Angie Hempel	Dec 11 2018	4830	MAPA / 5.4 Engage Social Media	Social Media Coordinator	Edits to LSBI story for Nebraska Environmental Trust newsletter	1.00	\$145.00	\$145.00
					Total:	6.00		\$870.00
Linda Lovgren	Dec 05 2018	4831	MAPA / 5.5 Develop Community Partners	Principal Manager	Attend UNO/Bryan Symposium with client, talk with students	2.25	\$190.00	\$427.50
Linda Lovgren	Dec 11 2018	4832	MAPA / 5.5 Develop Community Partners	Principal Manager	Strategic Planning-Community	1.00	\$190.00	\$190.00
					Total:	3.25		\$617.50

ENTERED
1-3-19



13616 A Street
Omaha, NE 68144
402.333.5681

PO 1022
Job 4836 Invoice

Bill To:

Emspace + Lovgren
7634 Pierce St
Omaha, NE 68124

Invoice No.

6853

Date	Ship Date	P.O. Number	Terms	Job #	Tax Exempt	Ship Via
12/21/18	12/21/18	1022	Net 15	5681		

Item	Description	Quantity	Amount
Print Services	Little Steps Handouts	150	73.00
	Sales Tax		0.00
Total			\$73.00



GRIFF'S DELIVERY SERVICE
Omaha, NE



MAPA

402-677-0800

402-672-0727 • 402-850-1553 • 402-331-4299

NE 195175

SHIPPER						
EmSPACE + LOVGREN						
7634 PIERCE ST						
DATE	TIME	AM	SHIPPER SIGNATURE			
11-21-18		PM				
CONSIGNEE NAME AND ADDRESS		BAGS	ENVS	BOXES	OTHER	WEIGHT
Melissa Zeister				1		
KENNEDY ELEMENTARY						
2906 No 30 ST						
Omaha NE 68111						
x <i>[Signature]</i>		COURIER SIGNATURE		<i>[Signature]</i>		
CONSIGNEE SIGNATURE		DATE		TIME AM PM		
402-457-5520						
<input type="checkbox"/> Priority <input type="checkbox"/> 1 Hour <input type="checkbox"/> 2 Hour <input checked="" type="checkbox"/> 3 Hour <input type="checkbox"/> Same Day				TOTAL CHARGES → 8.50		

POSTED

PO 1012
JB 4837

MAKA



INVOICE

Twitter Inc

1355 Market Street, Suite 900
San Francisco, CA 94103

Invoice for

Raymond Schueneman

7634 Pierce St
Omaha 68124, ne
United States

Invoice number 600000005172851

Invoice date December 16, 2018

Billing period December 8 - December 14, 2018

Date	Description	Total amount in (USD \$)
December 8, 2018	Tweet engagements campaign · #19675841	\$2.70
December 9, 2018	Tweet engagements campaign · #19675841	\$4.59
December 10, 2018	Tweet engagements campaign · #19675841	\$3.12
December 12, 2018	Tweet engagements campaign · #19675841	\$4.86
December 13, 2018	Tweet engagements campaign · #19675841	\$8.46
December 14, 2018	Tweet engagements campaign · #19675841	\$2.19
Total		\$25.92

POSTED

PO 1086
Job 4837

MIAMI



INVOICE

Twitter Inc

1355 Market Street, Suite 900
San Francisco, CA 94103

Invoice for

Raymond Schueneman

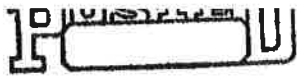
7634 Pierce St
Omaha 68124, ne
United States

Invoice number 600000005186053

Invoice date December 23, 2018

Billing period December 15 - December 21, 2018

Date	Description	Total amount In (USD \$)
December 15, 2018	Tweet engagements campaign · #19675841	\$1.76
December 16, 2018	Tweet engagements campaign · #19675841	\$5.40
December 18, 2018	Tweet engagements campaign · #19675841	\$6.15
December 19, 2018	Tweet engagements campaign · #19675841	\$4.71
December 20, 2018	Tweet engagements campaign · #20002509	\$100.00
Total		\$118.02



PO 1083
Job 4837



INVOICE

Twitter Inc

1355 Market Street, Suite 900
San Francisco, CA 94103

Invoice for

Raymond Schueneman

7634 Pierce St
Omaha 68124, ne
United States

Invoice number 600000005159437
Invoice date December 9, 2018
Billing period December 1 - December 7, 2018

Date	Description	Total amount in (USD \$)
December 1, 2018	Tweet engagements campaign · #19675841	\$5.09
December 2, 2018	Tweet engagements campaign · #19675841	\$4.18
December 3, 2018	Tweet engagements campaign · #19675841	\$2.70
December 4, 2018	Tweet engagements campaign · #19675841	\$5.40
December 5, 2018	Tweet engagements campaign · #19675841	\$7.16
December 7, 2018	Tweet engagements campaign · #19675841	\$2.70
Total		\$27.23

Receipt for Little Steps Big Impact

Account ID: 893588200765745



Payment Date

Dec 31, 2018, 3:35 AM

Payment Method

Visa*1410

Reference Number: 5PCEZH2Q72

Transaction ID

1887521378025967-3991508

Product Type

Facebook

Paid

\$426.00 USD

Remaining ad costs at the end of the month.

Campaigns

Post: "Did you know cold weather can reduce your car's..."		\$77.53
From Nov 29, 2018, 9:00 PM to Dec 24, 2018, 11:30 AM		
Post: "Did you know cold weather can reduce your car's..."	3,972 Impressions	\$77.53
Post: "And that's a wrap!"		\$100.00
From Nov 29, 2018, 9:00 PM to Dec 24, 2018, 11:30 AM		
Post: "And that's a wrap!"	17,848 Impressions	\$100.00
Post: "Omaha's Karma Koffee doesn't have a drive thru —..."		\$99.99
From Nov 29, 2018, 9:00 PM to Dec 24, 2018, 11:30 AM		
Post: "Omaha's Karma Koffee doesn't have a drive thru —..."	2,697 Impressions	\$99.99
Post: "Ground-level ozone is especially harmful to young..."		\$48.47
From Nov 29, 2018, 9:00 PM to Dec 24, 2018, 11:30 AM		
Post: "Ground-level ozone is especially harmful to young..."	1,886 Impressions	\$48.47
Post: "Scrambling for a last-minute gift for your..."		\$100.00
From Nov 29, 2018, 9:00 PM to Dec 24, 2018, 11:30 AM		
Post: "Scrambling for a last-minute gift for your..."	1,671 Impressions	\$100.00

Campaigns

Post: "Omaha's Karma Koffee doesn't have a drive thru —..."		\$0.01
From Dec 19, 2018, 12:30 AM to Dec 20, 2018, 12:00 AM		
Post: "Omaha's Karma Koffee doesn't have a drive thru —..."	0 Impressions	\$0.01



Subcontractor Payment Authorization

Contract Number: 1990310006
Contract Party: Pottawattamie County
Contract Description: GIS Activities - FY 2019
Contract Approved by Board of Directors: June 28, 2018
Contract Amount: \$30,000.00
Match Amount: \$12,857.00
Contract Period: July 1, 2018 - June 30, 2019

Payment # 2

Billed to Date: \$ 17,495.28
Less Previous Payments: \$ 7,259.59
Amount Due: \$ 10,235.69

Payment Recommended By: _____
Responsible Charge / MAPA Staff Member

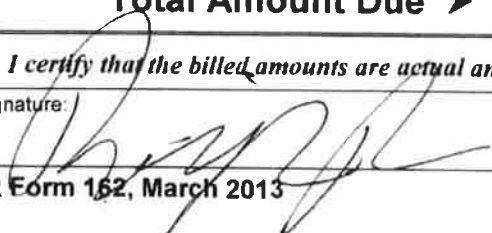
Department Manager

MAPA Executive Director

Approved by MAPA Finance Committee: _____
Date

MAPA Treasurer/Finance Committee Member

Cost Breakdown Form for Actual Cost Plus Fixed Fee Agreements

Company Name:	Pottawattamie County		
Address:	227 S 6 th St, Council Bluffs, IA 51501		
Employer (FEIN) No.:	42-6004433		
Project No.:	1990310006		
Project Location:	xxxxxxx		
Control No.:	xxxxxxx		
Agreement No.:	xxxxxxx		
Invoice No. and Date:	20190115 & January 15, 2019		
Progress Report Date:	January 15, 2019		
% Work Completed:	58.31%		
Current Billing Period:	10/1/2019 to 12/31/2018		
Actual Cost plus Fixed Fee Amount ➤	Limiting Max. Amount \$30,000.00	Fixed Fee for Profit	Total Contract Amount \$30,000.00
	Amount		
	This Period	Previously Billed	To Date
Direct Labor	\$10,235.69	\$7,259.59	\$17,495.28
Overhead @ % of Direct Labor	\$0.00		\$0.00
Fixed Fee = % of Labor and Overhead	\$0.00		\$0.00
FCCM @ % of Direct Labor	\$0.00		\$0.00
Direct Non-Labor Costs			\$0.00
Indirect Costs			\$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 ➤	\$10,235.69	\$7,259.59	\$17,495.28
<i>I certify that the billed amounts are actual and in agreement with the contract terms.</i>		Balance:	\$12,504.72
Signature: 	Title: Chief Information Officer		Date: 1/15/2019

Billing Period**October 1, 2018 - December 31, 2018****Total Requested this Period: \$10,235.69**

Description	Employee	Hours Worked	Hourly Rate	Calculated Total	Requested Amount	In-Kind Match (30%)
Project A: NRI	Employee 1	1	\$46.99	\$46.99	\$32.89	\$14.10
	Employee 2	7	\$32.82	\$229.74	\$160.82	\$68.92
Project B: Regional Data Portal	Employee 1		\$46.99	\$0.00	\$0.00	\$0.00
	Employee 2		\$32.82	\$0.00	\$0.00	\$0.00
Project C: Data Maintenance	Employee 1	33	\$46.99	\$1,550.67	\$1,085.47	\$465.20
	Employee 2	144	\$32.82	\$4,726.08	\$3,308.26	\$1,417.82
Project D: Website Maintenance	Employee 1	2	\$46.99	\$93.98	\$65.79	\$28.19
	Employee 2	102	\$32.82	\$3,347.64	\$2,343.35	\$1,004.29
Fringe Benefits	Employee 1	36	\$18.13	\$652.68	\$456.88	\$195.80
Fringe Benefits	Employee 2	253	\$15.71	\$3,974.63	\$2,782.24	\$1,192.39
				\$14,622.41	\$10,235.69	\$4,386.72

To-Date Received: \$ 7,259.59

Balance available for disbursement: **\$ 22,740.41**

Name	Salary	Fringe Benefits				Fringe Benefits per hour
		Medical Insurance	Dental Insurance	FICA	Pension	
Employee 1	\$97,749.47	\$20,143.20	\$ 864.00	\$ 7,477.83	\$9,227.55	\$ 18.13
Employee 2	\$68,260.22	\$20,143.20	\$ 864.00	\$ 5,221.91	\$6,443.76	\$ 15.71

Note: Longevity pay is built into the hourly rate and has been paid to the employee this quarter.

Progress Report Form

Work Completed for Current Billing Period:

- Road Centerline Edits
- Road Right-of-Way Edits
- Land Records Edits (see table below)
- Section Corner Edits
- Basemap Edits
- Website Maintenance both public facing and internal sites – for a list and access to all our public-facing sites please visit <https://gis.pottcounty-ia.gov>
- NRI Meeting and subsequent GIS data layer organization

Month	New or Modified Parcels	Subdivisions	Surveys
Oct-18	22	3	22
Nov-18	24	5	12
Dec-18	32	0	13

Anticipated Work for Next Billing Period: The same or similar

Information Needed from MAPA/IDOT: None anticipated

Percent of Work Completed to Date: 58.31%

Outstanding Issues: None



Pottawattamie County

Distribution Report

Payroll Set: CH

Expense Range 07/01/2018-09/30/2018

Payment Range -

Expense Date	Payment Date	Payment #	Packet	Employee	Employee #	Dept.	Code	Units	Amount
Payroll Department: 54 - GIS									
Fund: 0001 - GENERAL BASIC FUND									
Expense									
0001-54-9120-000-10035-000		SALARIES OF REG EMP-GIS SPECIALIST							15,752.37
07/13/2018	07/13/2018	56918	PYPKT03081		00929	54	8	8.00	262.54
07/13/2018	07/13/2018	56918	PYPKT03081		00929	54	H	56.00	1,837.78
07/13/2018	07/13/2018	56918	PYPKT03081		00929	54	V	16.00	525.08
07/27/2018	07/27/2018	57379	PYPKT03095		00929	54	H	74.50	2,444.90
07/27/2018	07/27/2018	57379	PYPKT03095		00929	54	V	5.50	180.50
08/10/2018	08/10/2018	57871	PYPKT03130		00929	54	H	76.00	2,494.12
08/10/2018	08/10/2018	57871	PYPKT03130		00929	54	SI	4.00	131.27
08/24/2018	08/24/2018	58385	PYPKT03156		00929	54	H	64.00	2,100.31
08/24/2018	08/24/2018	58385	PYPKT03156		00929	54	V	16.00	525.08
09/07/2018	09/07/2018	58883	PYPKT03183		00929	54	H	80.00	2,625.39
09/21/2018	09/21/2018	59373	PYPKT03202		00929	54	8	8.00	262.54
09/21/2018	09/21/2018	59373	PYPKT03202		00929	54	H	67.50	2,215.18
09/21/2018	09/21/2018	59373	PYPKT03202		00929	54	SI	4.50	147.68
0001-54-9120-000-10037-000		SALARIES OF REG EMP-GIS SUPERVISOR							22,557.56
07/13/2018	07/13/2018	56917	PYPKT03081		00384	54	8	8.00	375.96
07/13/2018	07/13/2018	56917	PYPKT03081		00384	54	H	68.00	3,195.66
07/13/2018	07/13/2018	56917	PYPKT03081		00384	54	V	4.00	187.98
07/27/2018	07/27/2018	57378	PYPKT03095		00384	54	H	80.00	3,759.59
08/10/2018	08/10/2018	57870	PYPKT03130		00384	54	H	75.00	3,524.62
08/10/2018	08/10/2018	57870	PYPKT03130		00384	54	SI	4.00	187.98
08/10/2018	08/10/2018	57870	PYPKT03130		00384	54	V	1.00	46.99
08/24/2018	08/24/2018	58384	PYPKT03156		00384	54	H	80.00	3,759.59
09/07/2018	09/07/2018	58882	PYPKT03183		00384	54	H	80.00	3,759.59
09/21/2018	09/21/2018	59372	PYPKT03202		00384	54	44	8.00	375.96
09/21/2018	09/21/2018	59372	PYPKT03202		00384	54	8	8.00	375.96
09/21/2018	09/21/2018	59372	PYPKT03202		00384	54	H	40.00	1,879.80
09/21/2018	09/21/2018	59372	PYPKT03202		00384	54	V	24.00	1,127.88
0001-54-9120-000-10038-000		SALARIES OF REG EMP-GIS INTERN							1,537.50
07/13/2018	07/13/2018	56916	PYPKT03081		01167	54	H	36.50	547.50
07/27/2018	07/27/2018	57377	PYPKT03095		01167	54	H	19.00	285.00
08/10/2018	08/10/2018	57869	PYPKT03130		01167	54	H	47.00	705.00
Account Type Expense Total:								1,062.50	39,847.43
Fund 0001 - GENERAL BASIC FUND Total:								1,062.50	39,847.43
Fund: 0002 - GENERAL SUPPLEMENTAL FUND									
Expense									
0002-01-9000-000-11302-000		INSURANCE - WELLNESS-CO CONTB							180.00
07/13/2018	07/13/2018	56917	PYPKT03081		00384	54	25		15.00
07/13/2018	07/13/2018	56918	PYPKT03081		00929	54	25		15.00
07/27/2018	07/27/2018	57378	PYPKT03095		00384	54	25		15.00
07/27/2018	07/27/2018	57379	PYPKT03095		00929	54	25		15.00
08/10/2018	08/10/2018	57870	PYPKT03130		00384	54	25		15.00
08/10/2018	08/10/2018	57871	PYPKT03130		00929	54	25		15.00
08/24/2018	08/24/2018	58384	PYPKT03156		00384	54	25		15.00
08/24/2018	08/24/2018	58385	PYPKT03156		00929	54	25		15.00
09/07/2018	09/07/2018	58882	PYPKT03183		00384	54	25		15.00
09/07/2018	09/07/2018	58883	PYPKT03183		00929	54	25		15.00
09/21/2018	09/21/2018	59372	PYPKT03202		00384	54	25		15.00
09/21/2018	09/21/2018	59373	PYPKT03202		00929	54	25		15.00

Distribution Report

Expense Range: 07/01/2018-09/30/2018 Payment Range: -

Expense Date	Payment Date	Payment #	Packet	Employee	Employee #	Dept.	Code	Units	Amount
0002-01-9210-000-46501-000			LIFE INSURANCE-EMPLOYEE LIFE DISABILITY						97.71
07/13/2018	07/13/2018	56917	PYPKT03081		00384	54	277		0.63
07/13/2018	07/13/2018	56917	PYPKT03081		00384	54	278		2.25
07/13/2018	07/13/2018	56917	PYPKT03081		00384	54	279		15.95
07/13/2018	07/13/2018	56918	PYPKT03081		00929	54	277		0.63
07/13/2018	07/13/2018	56918	PYPKT03081		00929	54	278		2.25
07/13/2018	07/13/2018	56918	PYPKT03081		00929	54	279		10.86
08/10/2018	08/10/2018	57870	PYPKT03130		00384	54	277		0.63
08/10/2018	08/10/2018	57870	PYPKT03130		00384	54	278		2.25
08/10/2018	08/10/2018	57870	PYPKT03130		00384	54	279		15.95
08/10/2018	08/10/2018	57871	PYPKT03130		00929	54	277		0.63
08/10/2018	08/10/2018	57871	PYPKT03130		00929	54	278		2.25
08/10/2018	08/10/2018	57871	PYPKT03130		00929	54	279		10.86
09/07/2018	09/07/2018	58882	PYPKT03183		00384	54	277		0.63
09/07/2018	09/07/2018	58882	PYPKT03183		00384	54	278		2.25
09/07/2018	09/07/2018	58882	PYPKT03183		00384	54	279		15.95
09/07/2018	09/07/2018	58883	PYPKT03183		00929	54	277		0.63
09/07/2018	09/07/2018	58883	PYPKT03183		00929	54	278		2.25
09/07/2018	09/07/2018	58883	PYPKT03183		00929	54	279		10.86
0002-54-9120-000-11001-000			FICA - COUNTY CONTRIBUTION						2,995.70
07/13/2018	07/13/2018	56916	PYPKT03081		01167	54	MC		7.94
07/13/2018	07/13/2018	56916	PYPKT03081		01167	54	SS		33.95
07/13/2018	07/13/2018	56917	PYPKT03081		00384	54	MC		53.15
07/13/2018	07/13/2018	56917	PYPKT03081		00384	54	SS		227.27
07/13/2018	07/13/2018	56918	PYPKT03081		00929	54	MC		37.77
07/13/2018	07/13/2018	56918	PYPKT03081		00929	54	SS		161.49
07/27/2018	07/27/2018	57377	PYPKT03095		01167	54	MC		4.13
07/27/2018	07/27/2018	57377	PYPKT03095		01167	54	SS		17.67
07/27/2018	07/27/2018	57378	PYPKT03095		00384	54	MC		53.15
07/27/2018	07/27/2018	57378	PYPKT03095		00384	54	SS		227.27
07/27/2018	07/27/2018	57379	PYPKT03095		00929	54	MC		37.77
07/27/2018	07/27/2018	57379	PYPKT03095		00929	54	SS		161.49
08/10/2018	08/10/2018	57869	PYPKT03130		01167	54	MC		10.22
08/10/2018	08/10/2018	57869	PYPKT03130		01167	54	SS		43.71
08/10/2018	08/10/2018	57870	PYPKT03130		00384	54	MC		53.15
08/10/2018	08/10/2018	57870	PYPKT03130		00384	54	SS		227.27
08/10/2018	08/10/2018	57871	PYPKT03130		00929	54	MC		37.77
08/10/2018	08/10/2018	57871	PYPKT03130		00929	54	SS		161.49
08/24/2018	08/24/2018	58384	PYPKT03156		00384	54	MC		53.15
08/24/2018	08/24/2018	58384	PYPKT03156		00384	54	SS		227.27
08/24/2018	08/24/2018	58385	PYPKT03156		00929	54	MC		37.77
08/24/2018	08/24/2018	58385	PYPKT03156		00929	54	SS		161.49
09/07/2018	09/07/2018	58882	PYPKT03183		00384	54	MC		53.15
09/07/2018	09/07/2018	58882	PYPKT03183		00384	54	SS		227.27
09/07/2018	09/07/2018	58883	PYPKT03183		00929	54	MC		37.77
09/07/2018	09/07/2018	58883	PYPKT03183		00929	54	SS		161.49
09/21/2018	09/21/2018	59372	PYPKT03202		00384	54	MC		53.15
09/21/2018	09/21/2018	59372	PYPKT03202		00384	54	SS		227.27
09/21/2018	09/21/2018	59373	PYPKT03202		00929	54	MC		37.77
09/21/2018	09/21/2018	59373	PYPKT03202		00929	54	SS		161.49
0002-54-9120-000-11102-000			IPERS - CO CONTRIBUTION						3,616.50
07/13/2018	07/13/2018	56917	PYPKT03081		00384	54	IPERS01		354.91
07/13/2018	07/13/2018	56918	PYPKT03081		00929	54	IPERS01		247.84
07/27/2018	07/27/2018	57378	PYPKT03095		00384	54	IPERS01		354.91
07/27/2018	07/27/2018	57379	PYPKT03095		00929	54	IPERS01		247.84
08/10/2018	08/10/2018	57870	PYPKT03130		00384	54	IPERS01		354.91
08/10/2018	08/10/2018	57871	PYPKT03130		00929	54	IPERS01		247.84
08/24/2018	08/24/2018	58384	PYPKT03156		00384	54	IPERS01		354.91
08/24/2018	08/24/2018	58385	PYPKT03156		00929	54	IPERS01		247.84
09/07/2018	09/07/2018	58882	PYPKT03183		00384	54	IPERS01		354.91

Distribution Report

Expense Range: 07/01/2018-09/30/2018 Payment Range: -

Expense Date	Payment Date	Payment #	Packet	Employee	Employee #	Dept.	Code	Units	Amount
09/07/2018	09/07/2018	58883	PYPKT03183		00929	54	IPERS01		247.84
09/21/2018	09/21/2018	59372	PYPKT03202		00384	54	IPERS01		354.91
09/21/2018	09/21/2018	59373	PYPKT03202		00929	54	IPERS01		247.84
0002-54-9120-000-11301-000			INSURANCE - CO CONTRIBUTION						6,590.42
07/13/2018	07/13/2018	56917	PYPKT03081		00384	54	12		755.37
07/13/2018	07/13/2018	56917	PYPKT03081		00384	54	82		10.96
07/13/2018	07/13/2018	56918	PYPKT03081		00929	54	11		321.67
07/13/2018	07/13/2018	56918	PYPKT03081		00929	54	82		10.96
07/27/2018	07/27/2018	57378	PYPKT03095		00384	54	12		755.37
07/27/2018	07/27/2018	57378	PYPKT03095		00384	54	82		10.25
07/27/2018	07/27/2018	57379	PYPKT03095		00929	54	11		321.67
07/27/2018	07/27/2018	57379	PYPKT03095		00929	54	82		10.25
08/10/2018	08/10/2018	57870	PYPKT03130		00384	54	12		755.37
08/10/2018	08/10/2018	57870	PYPKT03130		00384	54	82		10.72
08/10/2018	08/10/2018	57871	PYPKT03130		00929	54	11		321.67
08/10/2018	08/10/2018	57871	PYPKT03130		00929	54	82		10.72
08/24/2018	08/24/2018	58384	PYPKT03156		00384	54	12		755.37
08/24/2018	08/24/2018	58384	PYPKT03156		00384	54	82		10.72
08/24/2018	08/24/2018	58385	PYPKT03156		00929	54	11		321.67
08/24/2018	08/24/2018	58385	PYPKT03156		00929	54	82		10.72
09/07/2018	09/07/2018	58882	PYPKT03183		00384	54	12		755.37
09/07/2018	09/07/2018	58882	PYPKT03183		00384	54	82		10.72
09/07/2018	09/07/2018	58883	PYPKT03183		00929	54	11		321.67
09/07/2018	09/07/2018	58883	PYPKT03183		00929	54	82		10.72
09/21/2018	09/21/2018	59372	PYPKT03202		00384	54	12		755.37
09/21/2018	09/21/2018	59372	PYPKT03202		00384	54	82		10.72
09/21/2018	09/21/2018	59373	PYPKT03202		00929	54	11		321.67
09/21/2018	09/21/2018	59373	PYPKT03202		00929	54	82		10.72
Account Type Expense Total:									13,480.33
Fund 0002 - GENERAL SUPPLEMENTAL FUND Total:									13,480.33
Payroll Department 54 - GIS Total:									1,062.50
									53,327.76

Fund Summary

Fund	Units	Amount
0001-GENERAL BASIC FUND	1,062.50	39,847.43
0002-GENERAL SUPPLEMENTAL FUND		13,480.33
Grand Total:	1,062.50	53,327.76



Subcontractor Payment Authorization

Contract Number: BK1819
Project Number: CM-D2 (107) 22553
Contract Party: Lovgren Marketing Group
Contract Description: CMAQ Quality and Reduced Fare Program
Contract Approved by Board of Directors: March 29, 2018
Contact Amount: \$205,945.00
Match Amount: \$0.00
Contract Period:

Payment # 6

Billed to Date: \$ 144,043.73
Less Previous Payments: \$ 137,345.12
Amount Due: \$ 6,698.61

Payment Recommended By: _____
Responsible Charge / MAPA Staff Member

Department Manager

MAPA Executive Director

Approved by MAPA Finance Committee: _____
Date

MAPA Treasurer/Finance Committee Member

Emspace + Lovgren
7634 Pierce Street
Omaha NE 68124-1508
402-398-9448

INVOICE



Metropolitan Area Planning Agency (MAPA)
2222 Cuming Street
Omaha NE 68102-4328

Invoice #

625

Date * 12-5-2018

E-Mail: mengel@mapacog.org scutsforth@mapacog.org
E-Mail: amorales@mapacog.org

Charges: 10/31/18 - 11/30/18

Project #CM-D2 (107)

CN#22553

Services	Amount
<i>CMAQ Air Quality & Reduced Fare Campaign**Project #CM-D2-(107)</i>	
TASK 1 * PROJECT MANAGEMENT	
1.1 Project Strategic Planning	
Principal Manager * Linda Lovgren 4.00 Hrs @ \$190 ✓	\$760.00 ✓
1.2 Project Execution	
Principal Manager * Linda Lovgren 2.75 Hrs @ \$190 ✓	\$522.50 ✓
1.3 Progress & Client Meetings	
Principal Manager * Linda Lovgren 2.75 Hrs @ \$190 ✓	\$522.50 ✓
Graphics Manager * Tom Nemitz 3.25 Hrs @ \$145 ✓	\$471.25 ✓
1.5 Administrative Duties	
Principal Manager * Linda Lovgren 3.50 Hrs @ \$190 ✓	\$665.00 ✓
Project Administration * Donna Maxey 2.25 Hrs @ \$85 ✓	\$191.25 ✓
Page 1	

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7634 Pierce Street
Omaha NE 68124-1508
402-398-9448

STATEMENT



Metropolitan Area Planning Agency (MAPA)
2222 Cuming Street
Omaha NE 68102-4328

Date

12/5/2018

Charges: 10/31/18 - 11/30/18

Project #CM-D2 (107)

CN#22553

E-Mail: mengel@mapacog.org scutsforth@mapacog.org

E-Mail: amorales@mapacog.org

Date	Invoice	Transaction	Amount
11/30/2018	625	CMAQ Air Quality & Reduced Fare Program	\$6,698.61
		AMOUNT DUE*PLEASE REMIT	\$6,698.61

Emspace + Lovgren
7634 Pierce Street
Omaha NE 68124-1508
402-398-9448

INVOICE



Metropolitan Area Planning Agency (MAPA)
2222 Cuming Street
Omaha NE 68102-4328

Invoice #

625

Date * 12-5-2018

E-Mail: mengel@mapacog.org scutsforth@mapacog.org
E-Mail: amorales@mapacog.org

Charges: 10/31/18 - 11/30/18

Project #CM-D2 (107)

CN#22553

Services	Amount
<i>CMAQ Air Quality & Reduced Fare Campaign**Project #CM-D2-(107)</i>	
TASK 2 * AIR QUALITY AWARENESS SURVEY	
2.2 Survey Development	
Principal Manager * Linda Lovgren .50 Hrs @ \$190	\$95.00
2.3 Survey Results	
Graphics Manager * Tom Nemitz 2.00 Hrs @ \$145	\$290.00
TASK 3 * GRAPHIC DESIGN	
3.1 Graphic Design	
Graphics Manager * Tom Nemitz .75 Hrs @ \$145	\$108.75
3.3 Video Production / Photography	
Graphics Manager * Tom Nemitz 3.75 Hrs @ \$145	\$543.75
Page 2	

Emspace + Lovgren

INVOICE

7634 Pierce Street
Omaha NE 68124-1508
402-398-9448



Metropolitan Area Planning Agency (MAPA)
2222 Cuming Street
Omaha NE 68102-4328

Invoice #

625

Date * 12-5-2018

E-Mail: mengel@mapacog.org scutsforth@mapacog.org
E-Mail: amorales@mapacog.org

Charges: 10/31/18 - 11/30/18

Project #CM-D2 (107)

CN#22553

Services	Amount
<i>CMAQ Air Quality & Reduced Fare Campaign**Project #CM-D2-(107)</i>	
TASK 4 * MEDIA COORDINATION	
4.2 Social/Digital Placement	
Social Media Coordinator * Kelly Bast 1.50 Hrs @ \$145	\$217.50
TASK 5 * PUBLIC RELATIONS	
5.4 Engage Social Media	
Social Media Coordinator* Angie Hempel .50 Hrs @ \$145	\$72.50
Social Media Coordinator* Kelly Bast 12.25 Hrs @ \$145	\$1,776.25
Page 3	

Emspace + Lovgren
7634 Pierce Street
Omaha NE 68124-1508
402-398-9448

INVOICE



Metropolitan Area Planning Agency (MAPA)
2222 Cuming Street
Omaha NE 68102-4328

Invoice #

625

Date * 12-5-2018

E-Mail: mengel@mapacog.org scutsforth@mapacog.org
E-Mail: amorales@mapacog.org

Charges: 10/31/18 - 11/30/18

Project #CM-D2 (107)

CN#22553

Services	Amount
<i>CMAQ Air Quality & Reduced Fare Campaign**Project #CM-D2-(107)</i>	
<i>DIRECT EXPENSES</i>	
Facebook * Posts 11/13/2018 - 11/30/2018	\$408.55
Twitter * Posts 10/30	\$15.00
Twitter * Posts 10/31	\$10.00
Twitter * Posts 11/15 - 11/16	\$3.11
Twitter * Posts 11/17 - 11/23	\$17.22
Twitter * Posts 11/25 - 11/30	\$8.48
AMOUNT DUE* PLEASE REMIT	\$6,698.61



Cost Breakdown Form

Specific Rates of Compensation (Fixed Labor) Agreements

Company Name:	EMSPACE + LOVGREN		
Control No.:	22553	Project No.:	CM-D2 (107)
Project Location:	Douglas County, Nebraska		
Agreement No.:	BK1819	Expire Date:	June 30, 2019
Invoice No.:	625	Invoice Date:	December 5, 2018
% Work Completed:	70%		
Current Billing Period:	10/31/2018	thru	11/30/2018

Agreement No:	BK1819	Maximum Not-to-Exceed Amount	\$205,945.00
Agreement amount thru supplement # 000			
	Amount		
	This Period	Previously Billed	To Date
Direct Labor	\$6,236.25	\$37,123.75	\$43,360.00
Direct Costs (Non-Labor)	\$0.00	\$1,511.09	\$1,511.09
Outside Services (Subconsultants):			
Name	Max Amount		
Canary & Coal	\$3,300.00	\$0.00	\$3,300.00
Media Buy*	\$89,000.00	\$462.36	\$81,780.28
TV, Radio, Outdoor, Facebook/Twitter			
Survey-Sub Consultant	\$20,000.00	\$0.00	\$13,630.00
Adjustments:			
Description:			
Total Amount DUE >>	✓ \$6,698.61	\$137,345.12	\$144,043.73

By submitting this form electronically to State, Consultant certifies submitted costs are actual and allowed by contract		Total Agreement Amount Remaining:	\$61,901.27
Signature (typed or signed name required):	Title:	Date:	
Donna Maxey	Client Operations Manager	12/5/2018	
Consultant's email contact for invoice-related questions: maxey@emspacegroup.com			

DR Form 162a, v16.1230

Notes:

1. If Agreement covers multiple control numbers (projects) use the smallest number for this Cost Breakdown Form, then your invoice should include the breakdown of costs between all projects.



*Emspace + Lovgren **Progress Report*

Bill To: METROPOLITAN AREA PLANNING AGENCY (MAPA)
2222 Cuming Street
Omaha NE 68102-4328

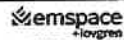
Date: 12-5-2018
Invoice # 625

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

<i>Task #</i>	<i>Description of Services</i>
<i>Task 1 Project Management</i>	Planning /Strategy - Brainstorm Sessions; Updates, Task assignments, progress meeting 2019 plans; document prep
<i>Task 2 Air Quality Awareness Survey</i>	Coordinate with survey firm; conf call review results
<i>Task 3 Creative/Graphics</i>	Edits-reprint flyer; photos at UNO for Bryan H.S. working session
<i>Task 4 Media Coordination</i>	Social media posts-Facebook & Twitter; analytics
<i>Task 5 Public Relations</i>	Write Social media posts-Facebook/Twitter; reports on social media activity
<i>Direct Costs* Printing/Production; Media Advertising</i>	Social Media Posts-Twitter/Facebook



Emspace + Lovgren

MAPA* CMAQ Quality & Reduced Fare Campaign**Project #CM-D2-(107)

Task Name ** % of Services Completed	Task Order Total	Invoice # 19721 April/May 2018	Invoice #445-449 June/July 2018	Invoice #480-485 August 2018	Invoice #527-534 Sept 2018	Invoice #582 October 2018	Invoice #625 Nov 2018							Billed to Date	Remaining Budget	% of Project Completed
Task 1 Project Management & Administration*Direct Labor	\$ 28,025.00	\$ 2,146.25	\$ 5,763.75	\$ 1,456.25	\$ 1,368.75	\$ 595.00	\$ 3,132.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,462.50	\$ 13,562.50	52%
Task 2 Air Quality Awareness Survey*Direct Labor	\$ 4,525.00	\$ -	\$ -	\$ 1,235.00	\$ 855.00	\$ 190.00	\$ 385.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,665.00	\$ 1,860.00	59%
Task 3.1 Graphic Design * Direct Labor	\$ 27,550.00	\$ 906.25	\$ 5,256.25	\$ 543.75	\$ 1,558.75	\$ 2,320.00	\$ 652.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,237.50	\$ 16,312.50	41%
Task 4 Media Planning & Placement * Direct Labor	\$ 8,950.00	\$ 902.50	\$ 2,863.75	\$ 711.25	\$ 732.50	\$ 185.00	\$ 217.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,612.50	\$ 3,337.50	63%
Task 5 Public Relations * Direct Labor	\$ 16,595.00	\$ 1,662.50	\$ 4,216.25	\$ 455.00	\$ 910.00	\$ 290.00	\$ 1,848.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,382.50	\$ 7,212.50	57%
Sub-Total:	\$ 85,645.00	\$ 5,617.50	\$ 18,100.00	\$ 4,401.25	\$ 5,425.00	\$ 3,580.00	\$ 6,236.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 43,360.00	\$ 42,285.00	51%
Direct Expenses																
Direct Costs:																
Printing Collateral; Production-Radio,TV, Outdoor, Website	\$ 8,000.00	\$ -	\$ 25.00	\$ 9.00	\$ 27.50	\$ 1,449.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,511.09	\$ 6,488.91	19%
Media*Print Ads, Radio Spots, TV, Outdoor Buis, On-line, Social Media	\$ 89,000.00	\$ 2,000.00	\$ 11,050.00	\$ 48,518.99	\$ 15,326.85	\$ 4,864.44	\$ 462.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82,242.64	\$ 6,757.36	92%
Social Media Consultant	\$ 3,300.00	\$ 2,200.00	\$ 1,100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,300.00	\$ -	100%
Survey*Survey Subconsultant	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 7,185.00	\$ 6,445.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,630.00	\$ 6,370.00	68%
Sub-Total:	\$ 120,300.00	\$ 4,200.00	\$ 12,175.00	\$ 48,527.99	\$ 22,539.35	\$ 12,779.03	\$ 462.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,683.73	\$ 19,616.27	84%
GRAND TOTAL:	\$ 205,945.00	\$ 9,817.50	\$ 30,275.00	\$ 52,929.24	\$ 27,964.35	\$ 16,359.03	\$ 6,698.61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 144,043.73	\$ 61,901.27	70%

Staff Name	Date	Job	Job Name	Service	Description	Hours	Billing Rate	Total Amount
EMSPACE + LOVGREN **TASK 1 * PROJECT MANAGEMENT								
Linda Lovgren	Nov 19 2018	4809	MAPA / 1.1 Project Strategic Plan	Principal Manager	Prep for internal meeting-planning	1.50	\$190.00	\$285.00
Linda Lovgren	Nov 26 2018	4809	MAPA / 1.1 Project Strategic Plan	Principal Manager	Update 2018-19 plans ; brainstorm action items	1.00	\$190.00	\$190.00
Linda Lovgren	Nov 30 2018	4809	MAPA / 1.1 Project Strategic Plan	Principal Manager	Meeting with Tom about strategy and plan.	1.50	\$190.00	\$285.00
					Total:	4.00 ✓		\$760.00
Linda Lovgren	Nov 20 2018	4810	MAPA / 1.2 Project Execution Plan	Principal Manager	Updates to strategy and team planning/follow up	1.50	\$190.00	\$285.00
Linda Lovgren	Nov 19 2018	4810	MAPA / 1.2 Project Execution Plan	Principal Manager	Discussion and additions to plan strategy	1.25	\$190.00	\$237.50
					Total:	2.75 ✓		\$522.50
Tom Nemitz	Nov 15 2018	4811	MAPA / 1.3 Progress + Client Meetings	Graphics Manager	Meet internally ; discuss task assignments/timelines	1.00	\$145.00	\$145.00
Tom Nemitz	Nov 16 2018	4811	MAPA / 1.3 Progress + Client Meetings	Graphics Manager	Internal meeting discuss timelines for staff	1.25	\$145.00	\$181.25
Tom Nemitz	Nov 19 2018	4811	MAPA / 1.3 Progress + Client Meetings	Graphics Manager	Internal meeting to discuss scope of work for 2019	1.00	\$145.00	\$145.00
					Total:	3.25 ✓		\$471.25
Linda Lovgren	Nov 27 2018	4811	MAPA / 1.3 Progress + Client Meetings	Principal Manager	Client progress meeting, discussion about 2019 tasks; review meeting discussions	2.75	\$190.00	\$522.50
					Total:	2.75 ✓		\$522.50

[illegible]

[illegible]

Staff Name	Date	Job	Job Name	Service	Description	Hours	Billing Rate	Total Amount
EMSPACE + LOVGREN **TASK 5 * PUBLIC RELATIONS								
Angie Hempel	Nov 20 2018	4830	MAPA / 5.4 Engage Social Media	Social Media Coordinator	Meeting- discussion of Nebraska Environmental Trust newsletter article/social media	0.50	\$145.00	\$72.50
					Total:	0.50		\$72.50
Kelly Bast	Nov 13 2018	4830	MAPA / 5.4 Engage Social Media	Social Media Coordinator	LSBI social media posts	1.00	\$145.00	\$145.00
Kelly Bast	Nov 15 2018	4830	MAPA / 5.4 Engage Social Media	Social Media Coordinator	LSBI social media posts	1.00	\$145.00	\$145.00
Kelly Bast	Nov 20 2018	4830	MAPA / 5.4 Engage Social Media	Social Media Coordinator	social media posts	1.00	\$145.00	\$145.00
Kelly Bast	Nov 21 2018	4830	MAPA / 5.4 Engage Social Media	Social Media Coordinator	Social media posts with UNO + Bryan High photos	0.50	\$145.00	\$72.50
Kelly Bast	Nov 26 2018	4830	MAPA / 5.4 Engage Social Media	Social Media Coordinator	LSBI social media posts - backpacks	0.75	\$145.00	\$108.75
Kelly Bast	Nov 27 2018	4830	MAPA / 5.4 Engage Social Media	Social Media Coordinator	November social media report, writing social media posts	3.00	\$145.00	\$435.00
Kelly Bast	Nov 28 2018	4830	MAPA / 5.4 Engage Social Media	Social Media Coordinator	Writing social media posts	1.00	\$145.00	\$145.00
Kelly Bast	Nov 29 2018	4830	MAPA / 5.4 Engage Social Media	Social Media Coordinator	Writing social media posts; counting moderate air quality days on airnow.gov	3.00	\$145.00	\$435.00
Kelly Bast	Nov 30 2018	4830	MAPA / 5.4 Engage Social Media	Social Media Coordinator	Copy for social media posts	1.00	\$145.00	\$145.00
					Total:	12.25		\$1,776.25



INVOICE

Twitter Inc

1355 Market Street, Suite 900
San Francisco, CA 94103

Invoice for

Raymond Schueneman

7634 Pierce St
Omaha 68124, ne
United States

Invoice number 600000005077617

Invoice date November 1, 2018

Billing period September 30 - October 30, 2018

Date	Description	Total amount in (USD \$)
October 30, 2018	Tweet engagements campaign · #19550541	\$15.00
Total		\$15.00

Receipt for Little Steps Big Impact

Account ID: 893568200765745



Payment Date
Nov 30, 2018, 6:25 AM

Payment Method
Visa*1410
Reference Number: TWN0HHWP72

Transaction ID
1830976923680412-3912980

Product Type
Facebook

Paid

\$408.55 USD

Remaining ad costs at the end of the month.

Campaigns

[11/13/2018] Promoting Little Steps, Big Impact

From Nov 13, 2018, 2:00 PM to Nov 30, 2018, 12:00 AM **\$67.29**

[11/13/2018] Promoting Little Steps, Big Impact 2,804 Impressions **\$67.29**

Post: "Ground-level ozone is especially harmful to young..."

From Nov 13, 2018, 2:00 PM to Nov 30, 2018, 12:00 AM **\$51.53**

Post: "Ground-level ozone is especially harmful to young..." 1,133 Impressions **\$51.53**

Post: "Over this fall semester, University of Nebraska..."

From Nov 13, 2018, 2:00 PM to Nov 30, 2018, 12:00 AM **\$100.00**

Post: "Over this fall semester, University of Nebraska..." 19,498 Impressions **\$100.00**

Post: "Did you know cold weather can reduce your car's..."

From Nov 13, 2018, 2:00 PM to Nov 30, 2018, 12:00 AM **\$22.47**

Post: "Did you know cold weather can reduce your car's..." 816 Impressions **\$22.47**

Post: "Happy World Kindness Day! ☐☐"

From Nov 13, 2018, 2:00 PM to Nov 30, 2018, 12:00 AM **\$100.00**

Post: "Happy World Kindness Day! ☐☐" 3,604 Impressions **\$100.00**

Post: "Air Quality Tip: Weatherize your home! ☐☐"

From Nov 13, 2018, 2:00 PM to Nov 30, 2018, 12:00 AM **\$67.26**

Post: "Air Quality Tip: Weatherize your home! ☐☐" 1,973 Impressions **\$67.26**



INVOICE

Twitter Inc

1355 Market Street, Suite 900
San Francisco, CA 94103

Invoice for

Raymond Schueneman

7634 Pierce St
Omaha 68124, ne
United States

Invoice number 600000005083046

Invoice date November 2, 2018

Billing period October 31, 2018

Date	Description	Total amount in (USD \$)
October 31, 2018	Tweet engagements campaign · #19550541	\$10.00
Total		\$10.00



INVOICE

Twitter Inc

1355 Market Street, Suite 900
San Francisco, CA 94103

Invoice for

Raymond Schueneman

7634 Pierce St
Omaha 68124, ne
United States

Invoice number 600000005115564

Invoice date November 18, 2018

Billing period November 1 - November 16, 2018

Date	Description	Total amount In (USD \$)
November 15, 2018	Tweet engagements campaign · #19675841	\$0.88
November 16, 2018	Tweet engagements campaign · #19675841	\$2.23
Total		\$3.11



INVOICE

Twitter Inc

1355 Market Street, Suite 900
San Francisco, CA 94103

Invoice for

Raymond Schueneman

7634 Pierce St
Omaha 68124, ne
United States

Invoice number 600000005129120

Invoice date November 25, 2018

Billing period November 17 - November 23, 2018

Date	Description	Total amount in (USD \$)
November 17, 2018	Tweet engagements campaign · #19675841	\$3.86
November 18, 2018	Tweet engagements campaign · #19675841	\$5.25
November 19, 2018	Tweet engagements campaign · #19675841	\$2.45
November 21, 2018	Tweet engagements campaign · #19675841	\$3.56
November 23, 2018	Tweet engagements campaign · #19675841	\$2.10
Total		\$17.22



INVOICE

Twitter Inc

1355 Market Street, Suite 900
San Francisco, CA 94103

Invoice for

Raymond Schueneman

7634 Pierce St
Omaha 68124, ne
United States

Invoice number 600000005146386

Invoice date December 2, 2018

Billing period November 24 - November 30, 2018

Date	Description	Total amount in (USD \$)
November 25, 2018	Tweet engagements campaign · #19675841	\$2.70
November 28, 2018	Tweet engagements campaign · #19675841	\$4.68
November 30, 2018	Tweet engagements campaign · #19675841	\$1.10
Total		\$8.48



Emspace + Lovgren

MAPA* CMAQ - Quality & Reduced Fare Campaign**Project #CM-D2-197* (NEW WITH ADPT. HOURS)

Task Name **HOURS RECAP	Task Order Hrs Budgeted	Invoice #19721 April-May 2018 Hrs Billed	Invoice #445-449 June-July 2018 Hrs Billed	Invoice #480-485 August 2018 Hrs Billed	Invoice #527-534 September 2018 Hrs Billed	Invoice #582 October 2018 Billed	Invoice #625 Nov 2018 Billed						Hrs Billed to Date	Budget Hrs Remaining	% of Budget Hrs Completed
Task 1 Project Management & Administration*Direct Labor	191.00	13.25	36.75	12.50	11.25	7.00	18.50	0.00	0.00	0.00	0.00	0.00	99.25	91.75	52%
Task 2 Air Quality Awareness Survey*Direct Labor	25.00	0.00	0.00	6.50	4.50	1.00	2.50	0.00	0.00	0.00	0.00	0.00	14.50	10.50	58%
Task 3.1 Graphic Design * Direct Labor	190.00	6.25	36.25	3.75	10.75	16.00	4.50	0.00	0.00	0.00	0.00	0.00	77.50	112.50	41%
Task 4 Media Planning & Placement * Direct Labor	70.00	4.75	28.75	6.25	5.75	2.00	1.50	0.00	0.00	0.00	0.00	0.00	49.00	21.00	70%
Task 5 Public Relations * Direct Labor	98.00	8.75	24.50	2.75	5.50	2.00	12.75	0.00	0.00	0.00	0.00	0.00	56.25	41.75	57%
Total Hours:	574.00	33.00	126.25	31.75	37.75	28.00	39.75	0.00	0.00	0.00	0.00	0.00	296.50	277.50	52%



Subcontractor Payment Authorization

Contract Number: 1950310005
Contract Party: Metro Transit Authority
Contract Description: Transit Activities - FY 2019
Contract Approved by Board of Directors: June 28, 2018
Contract Amount: \$60,000.00
Match Amount: \$25,714.00
Contract Period: July 1, 2018

Payment # 2

Billed to Date: \$ 28,387.16
Less Previous Payments: \$ 15,302.81
Amount Due: \$ 13,084.35

Payment Recommended By:

Responsible Charge / MAPA Staff Member

Department Manager

MAPA Executive Director

Approved by MAPA Finance Committee:

Date

MAPA Treasurer/Finance Committee Member



2222 CUMING ST
OMAHA, NE 68102
Phone 402-341-7560 Fax 402-342-0949
47-0542132

Invoice No. 034940

INVOICE

MAPA CONTRACT
2222 Cuming Street
Omaha, NE 68102

Date December 31, 2018
PO
Reference #
Customer # 20-20112

Qty	Description	Unit Price	TOTAL
0.00	2020112 - 2nd QTR 2018-2019	0.00	13,084.35
0.00	2020112 - ANNUAL CONTRACT	0.00	0.00

**Payment Details**

- ☐ Cash
☐ Check
☐ _____

SubTotal 13,084.35

TOTAL 13,084.35

Office Use Only

**METRO
MAPA #1950310005
2018-2019**

30.83%

MAPA PROJECTS	OCT HOURS	NOV HOURS	DEC HOURS	2nd QTR	PAYROLL	BENEFITS (30.83%)	TOTAL	YTD TOTAL
440.02 - Short-Range and Service Planning								
TOTAL FOR 440.02	151.25	65.25	153.50	370.00	\$9,330.88	\$2,876.71	\$12,207.59	\$30,354.37
440.03 - Long-Range Transit Planning								
TOTAL FOR 440.03	10.00	26.50	39.00	75.50	\$2,245.49	\$692.28	\$2,937.77	\$5,943.17
440.08 - Transit Service Standards								
TOTAL FOR 440.08	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$165.06
440.16 - Program Certification								
TOTAL FOR 440.16	24.50	49.00	45.50	119.00	\$2,710.82	\$835.75	\$3,546.57	\$4,090.48
Total Individuals	185.75	140.75	238.00	564.50	\$14,287.19	\$4,404.74	\$18,691.93	\$40,553.08
			Quarter Totals					
			MAPA Share 70%		\$10,001.03	\$3,083.32	\$13,084.35	
			Match 30%		\$4,286.16	\$1,321.42	\$5,607.58	
					\$14,287.19	\$4,404.74	\$18,691.93	

METRO AREA TRANSIT
MAPA EXPENSES 2018-2019 CONTRACT
Billing Period: October 1, 2018 to December 31, 2018

MAPA Billing

Evan Schweitz 2nd Qtr Wages & Fringes	\$4,708.20
Alicia Andry 2nd Qtr Wages & Fringes	<u>\$8,376.15</u>
2018 - 2019 MAPA Contract - Federal Share	\$13,084.35

Evan Schweitz 2nd Qtr Wages & Fringes	\$2,017.80
Alicia Andry 2nd Qtr Wages & Fringes	<u>\$3,589.78</u>
2018 - 2019 MAPA Contract - Local Match	\$5,607.58

2018 - 2019 MAPA Contract	<u>\$18,691.93</u>
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MAPA December Billing	<u>\$13,084.35</u>
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MAPA Unified Work Program
FY-2019 Progress Report
Second Quarter

TRANSIT/HUMAN SERVICE TRANSPORTATION (440)

440.02 Short-Range and Service Planning

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 is planning for the relocation of a transit center and reviewing several minor schedule adjustments that will be implemented in the near future. Using information from the October 2017 onboard survey, staff is evaluating route alternatives for phased implementation leading up to the start of BRT service on Dodge Street.

SCOPE: Work activity conforms to the approved Unified Work Program.

SCHEDULE: Work is on schedule.

PERCENT COMPLETION: 50%

440.03 Long Range Transit Planning

Metro continues to coordinate with regional partners on long-range efforts such as Metro's Transit Development Plan, Heartland 2050, the City of Omaha Transit-Oriented Development plan, and the Omaha Chamber's Unified Transportation Plan.

SCOPE: Work activity conforms to the approved Unified Work Program.

SCHEDULE: Work is on schedule.

PERCENT COMPLETION: 50%

440.08 Transit Service Standards

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

440.16 Program Certification

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 indicators reportable to the National Transit Database.

SCOPE: Work activity conforms to the approved Unified Work Program.

SCHEDULE: Work is on schedule.

PERCENT COMPLETION: Ongoing

MAPA
CONTRACT COVER PLATE

CONTRACT IDENTIFICATION

1. Contract Parties: MAPA-Steve Jensen Consulting, LLC
2. Project Title: Wellness Council of the Midlands 19012700701
3. Effective Date: February 1, 2019
4. Completion Date: June 30, 2019

CONTRACT PARTIES

5. Consultant Name and Address: Steve Jensen Consulting, LLC
5919 South 169th Street
Omaha, NE 68135
6. The Planning Agency: The Omaha-Council Bluffs Metropolitan Area Planning Agency
2222 Cuming Street
Omaha, Nebraska 68102

ACCOUNTING DATA

7. Contract –Not to exceed \$3,900

DATES OF SIGNING AND MAPA BOARD APPROVAL

8. Date of MAPA Finance Committee Approval –
9. Date of Legal Review –

AGREEMENT
FOR PROFESSIONAL SERVICES

THIS AGREEMENT entered into this first day of February, 2019, by and between Steve Jensen Consulting, LLC, 5919 S 169th Street, Omaha, NE 68135, herein after referred to as "the Consultant", 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 CONSULTANT

The Planning Agency hereby agrees to engage the Consultant and the Consultant hereby agrees to perform services herein set forth.

2. AREA COVERED

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

3. SCOPE OF SERVICES

- A. The Consultant shall do, perform, and carry out the duties stated herein Exhibit A.
- B. The Consultant will cooperate with MAPA in the preparation of information and reports in a timely manner.
- C. The Consultant will be available to provide quarterly oral reports to the MAPA Board of Directors when necessary, and will submit written quarterly progress reports. 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 each quarter.

4. PERSONNEL

- A. The Consultant 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 Consultant 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. The Consultant must follow the federal requirements as it pertains to the procurement of goods and services. The Consultant 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 Consultant 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 1, 2019 and ending June 30, 2019.

7. COMPENSATION

MAPA agrees to pay for the services rendered by the Consultant 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 three thousand nine hundred dollars (\$3,900).

A. Direct Labor Costs shall be billed at the following rates:

Steve Jensen

\$130/hour

B. Direct Non-Labor Costs: 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 IRS published per diem rates for the region. 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. SUBMISSION OF VOUCHERS/INVOICES

- A. The Consultant may submit monthly, but no less than quarterly, documented invoices of costs incurred and hours worked for work activities that were previously identified in Sections 3A of this Agreement. Said reports shall indicate work program percentage completion, and shall contain a statement of the Consultant's estimate of the percentage of work completed and be signed by a responsible representative of the Consultant'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 that all requirements hereunder have been completed, which determination shall not be unreasonably withheld. Promptly after receipt of the Consultant's invoices, and following receipt of funds from the State. MAPA shall make payment thereon to the Consultant. MAPA may withhold ten percent (10%) of the total compensation pending a final audit of this Agreement.
- B. All invoices shall be taken from the books of account kept by the Consultant shall have available copies of payroll distribution, receipted bills or other documents reasonably required by MAPA.
- C. The Consultant shall have available a listing of all Consultant 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 Consultant, whose time is directly assignable to the FY 2019 Program, shall keep and sign a time record showing the work element and work activity of the FY 2019 Program, date and hours worked, and title of position.

9. TERMINATION OF AGREEMENT FOR CAUSE

- A. If, through any cause, the Consultant shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Consultant shall violate any of the covenants, agreements, or stipulations of this Agreement, MAPA shall thereupon have the right to terminate this Agreement by giving written notice to the Consultant 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 Consultant shall be made available to MAPA, and the Consultant 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 Consultant.

10. CHANGES

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

11. 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 employee, officer or agent may participate in the selection, award or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer or agent, any member of his/her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from Consultants or parties to subcontracts.

12. ASSIGNABILITY

Neither the Consultant 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.

13. 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.

14. INTEREST OF THE CONSULTANT

The Consultant 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 Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed.

15. NONDISCRIMINATION

- A. In connection with the execution of this Agreement, the Consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Consultant shall carry out

applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the Consultant 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 Consultant agrees to comply with the requirements of Title VI of the Civil Rights Act of 1964.

C. The Consultant 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.

16. DISADVANTAGED BUSINESS ENTERPRISE

In connection with the performance of this Agreement, the Consultant 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.

17. 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.

18. 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]

19. 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.

20. DRUG FREE POLICY

Both parties have established and maintain drug free workplace policies.

21. 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 _____
Executive Director

Printed Name

STEVE JENSEN CONSULTING, LLC

Attest: _____ by _____ Date _____
Authorized Official

Printed Name and Title

APPROVED AS TO LEGAL FORM

DATE _____

Signed _____
Legal Counsel

Attachment A

Scope of Services for Steve Jensen Consulting, LLC

1. Heartland 2050 Advisory Support

The consultant shall assist and advise MAPA staff and Heartland 2050 committee members with strategy and execution of Heartland 2050 Regional Vision project. Activities may include assistance with:

- Regional Planning Advisory Committee – RPAC
- Heartland 2050 Action Plan Refresh
- Heartland 2050 events such as Summit, Speaker Series and Site Visit
- Heartland 2050 education activities such as developing content and delivering podcasts
- Other activities related to Heartland 2050

2. Heartland 2050/MAPA Liaison

The consultant shall assist MAPA staff and Heartland 2050 committee members through coordinating Heartland 2050 and MAPA activities with other planning efforts in the metro area. Activities may include assistance with:

- Heartland 2050 implementation projects
- Giving presentations on Heartland 2050 to groups
- Identifying opportunities to coordinate Heartland 2050 with local planning efforts
- Engagement with community leaders and the public
- Execution of communications and engagement

Total Contract: \$3,900 February 1 - June 30th 2019

Steven Jensen hourly Rate: \$130

Total Contact Hours: 30



Subcontractor Payment Authorization

Contract Number: 1860310001
Contract Party: Black Hills Works
Contract Description: Offutt Air Force Base
Contract Approved by Board of Directors: January 25, 2018
Contract Amount: \$30,170.00
Match Amount: \$30,170.00
Contract Period:

Final Payment

Billed to Date: \$ 30,170.00
Less Previous Payments: \$ 19,028.76
Amount Due: \$ 11,141.24

Payment Recommended By: _____
Responsible Charge / MAPA Staff Member

Department Manager

MAPA Executive Director

Approved by MAPA Finance Committee: _____
Date

MAPA Treasurer/Finance Committee Member

Bill To:

Metropolitan Area Planning Agency
Attn: Court Barber
2222 Cumming ST
Omaha NE 68102-4328

Date

INVOICE

AR 3130

12/31/2018 MAPA Grant - Quarterly Billing
Oct 1 2018 thru Dec 31 2018

\$11,140.74

NE-2016-015-01

PLEASE PAY FROM THIS INVOICE

11,141.24 NB
~~\$11,140.74~~

Black Hills Works, Inc
46 0341382
PO Box 2104
Rapid City SD 57709

Signature



Date

1/15/2019

Janet Niehaus
Vice President of Finance

cbarber@mapacog.org

server bhws/ DOT NE Grant Billing
ckh 1/15/2019

Billing Summary

Project Name: Black Hills Works - MAPA FTA Project NE-2016-015-01
Contact Name: Bob Matthews
Billing Period: Oct 1 2018 - Dec 31, 2018

BUDGET DETAIL	TOTAL	TOTAL	TOTAL	Oct 1 2018 - Dec 31, 2018		TOTAL	Program to Date		Remaining	
	Year 1 Cost	BUDGET 5310	BUDGET Local Match	5310 Request	LOCAL MATCH	COST MONTH	5310 Request	LOCAL MATCH	5310 Request	LOCAL MATCH
A. OPERATING EXPENSES¹										
1. Drivers Wages	21,116.00	10,558.00	10,558.00	18,141.17	16,431.18	18,245.35	10,558.00	25,275.01	-	(14,717.01)
2. Benefits @ 20%	4,223.00	2,111.50	2,111.50	1,754.17	2,214.77	2,919.26	2,111.50	3,621.78	-	(1,510.28)
3. Other- Cell Exp	-	-	-	-	-	-	-	-	-	-
4. Mileage (\$.54/mile)	35,000.00	17,500.00	17,500.00	8,672.08	9,018.86	17,690.94	17,500.00	9,018.86	-	8,481.14
4. Vehicle Fuel (merged into 4)										
5. Vehicle Repair/Maintenance (merged into 4)										
B. CAPITAL EXPENSES²										
				11,141.24	27,714.31					
D. PROGRAM TOTAL BUDGET	60,339.00	30,169.50	30,169.50	44,140.74	27,714.31	38,855.55	30,169.50	37,915.65	-	(7,746.15)
<i>Percent of Total Budget</i>				0.37	0.92	0.64	1.00	1.26	-	(0.26)

¹ Funding for Operating Expenses may not exceed 50% of the total cost.

² Funding for Capital Expenses may not exceed 50% of the total cost.

30,170- 30,170-

11,141.24

Please provide your cost allocation plan for the 20% benefits.

Progress Report

Title: MAPA Grant – FTA Project NE -2016-05-01

Date: 09/01/2018 – 12/31/2018

Title: MAPA bill \$ 11,140.74 out of \$ \$30,169.50

1. Work Completed for Current Billing Period:

- a. 776 van runs transporting 4,747 riders

2. Anticipated Work for Next Billing Period:

- a. None – contract complete

3. Information Needed from FTA/MAPA:

- a.

4. Percent of Work Completed to Date:

- a. 100%

5. Outstanding Issues:

- a. Completion of contract

6. Note:

- a. 18% Benefit based on average benefit expense per cost report/ GL detail
- b. Cost Center 058 NE Rehab which includes transportation cost
- c. Payroll – See attached supporting documentation
- d. Credit Card charges are identified by the assignment of card number (2,7 & 10) to NE location

Row Labels	Sum of Decimal Time	Sum of Total Miles	Sum of # of Riders	Count of Vehicle #
BC	102	2,377	332	56
CD	145	4,298	849	122
JB	76	1,679	265	42
LG	402	7,816	1,105	178
NW	8	243	30	4
OG	105	3,426	429	80
PR	198	4,655	566	116
RM	344	8,267	1,171	178
(blank)				
Grand Total	1,381	32,761	4,747	776

Drivers wages			Mileage		
Decimal Tir	Rate		Miles	Cent/mile	Mileage \$
102	14.95	1,524.90	2377	0.54	1283.58
145	12.50	1,812.50	4298	0.54	2320.92
76	16.98	1,290.48	1679	0.54	906.66
402	12.73	5,117.46	7816	0.54	4220.64
8	8.39	67.08	243	0.54	131.22
105	14.95	1,569.75	3426	0.54	1850.04
198	12.65	2,504.70	4655	0.54	2513.7
344	12.67	4,358.48	8267	0.54	4464.18

1,380	18,245.35	32,761	17,690.94
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Benefit	0.16	2,919.26
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21,164.61

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Co#: 1 Beg Date: 10/01/2018 End Date: 12/31/2018 Beg Acct#: 5031 End Acct#: 5032 Beg CC: 58 End CC: 58

Co#	Emp#	Employee Name	EARN CODE	HOURS WORKED	HOURLY RATE	EARNINGS AMOUNT	CHECK P/V DATE	CC ACCT
1	000002111	DICKERSON, AUBREY (clay)	01	27.18	13.000	353.34	2018/10/15	58 5031
1	000002111	DICKERSON, AUBREY	01	2.82	12.500	35.25	2018/10/15	58 5031
1	000002111	DICKERSON, AUBREY	01	3.75	13.500	50.63	2018/10/15	58 5031
1	000002111	DICKERSON, AUBREY	01	41.59	13.000	540.67	2018/10/31	58 5031
1	000002111	DICKERSON, AUBREY	01	4.41	12.500	55.13	2018/10/31	58 5031
1	000002111	DICKERSON, AUBREY	01	9.25	13.500	124.88	2018/10/31	58 5031
1	000002111	DICKERSON, AUBREY	01	26.33	13.000	342.29	2018/11/15	58 5031
1	000002111	DICKERSON, AUBREY	01	3.17	12.500	39.63	2018/11/15	58 5031
1	000002111	DICKERSON, AUBREY	01	12.25	13.500	165.38	2018/11/15	58 5031
1	000002111	DICKERSON, AUBREY	01	27.27	13.000	354.51	2018/11/30	58 5031
1	000002111	DICKERSON, AUBREY	01	2.98	12.500	37.25	2018/11/30	58 5031
1	000002111	DICKERSON, AUBREY	01	7.25	13.500	97.88	2018/11/30	58 5031
1	000002111	DICKERSON, AUBREY	08	.00		40.00	2018/12/03	58 5031
1	000002111	DICKERSON, AUBREY	01	16.76	13.000	217.88	2018/12/14	58 5031
1	000002111	DICKERSON, AUBREY	01	1.49	12.500	18.63	2018/12/14	58 5031
1	000002111	DICKERSON, AUBREY	06	3.25	6.500	21.13	2018/12/14	58 5031
1	000002111	DICKERSON, AUBREY	06	.25	6.250	1.56	2018/12/14	58 5031
1	000002111	DICKERSON, AUBREY	01	3.50	13.500	47.25	2018/12/14	58 5031
1	000002111	DICKERSON, AUBREY	01	27.27	13.000	354.51	2018/12/31	58 5031
1	000002111	DICKERSON, AUBREY	01	2.73	12.500	34.13	2018/12/31	58 5031
1	000002111	DICKERSON, AUBREY	01	13.00	13.500	175.50	2018/12/31	58 5031
1	000002199	GALE, LOYD	01	32.25	13.730	442.80	2018/10/15	58 5031
1	000002199	GALE, LOYD	01	44.50	13.230	588.74	2018/10/15	58 5031
1	000002199	GALE, LOYD	02	1.50	20.600	30.90	2018/10/15	58 5031
1	000002199	GALE, LOYD	01	3.25	12.730	41.37	2018/10/15	58 5031
1	000002199	GALE, LOYD	02	.75	20.000	15.00	2018/10/15	58 5031
1	000002199	GALE, LOYD	01	29.00	13.730	398.17	2018/10/31	58 5031
1	000002199	GALE, LOYD	01	35.00	13.230	463.05	2018/10/31	58 5031
1	000002199	GALE, LOYD	02	3.25	20.600	66.95	2018/10/31	58 5031
1	000002199	GALE, LOYD	06	3.75	6.615	24.81	2018/10/31	58 5031
1	000002199	GALE, LOYD	05	8.00	13.457	107.66	2018/10/31	58 5031
1	000002199	GALE, LOYD	03	48.00	13.457	645.94	2018/10/31	58 5031
1	000002199	GALE, LOYD	01	43.00	13.730	590.39	2018/11/15	58 5031
1	000002199	GALE, LOYD	01	35.25	13.230	466.36	2018/11/15	58 5031
1	000002199	GALE, LOYD	02	.50	20.600	10.30	2018/11/15	58 5031
1	000002199	GALE, LOYD	01	32.25	13.730	442.80	2018/11/30	58 5031
1	000002199	GALE, LOYD	01	44.00	13.230	582.12	2018/11/30	58 5031
1	000002199	GALE, LOYD	02	.75	20.600	15.45	2018/11/30	58 5031
1	000002199	GALE, LOYD	06	11.25	6.865	77.23	2018/11/30	58 5031
1	000002199	GALE, LOYD	01	3.25	12.730	41.37	2018/11/30	58 5031
1	000002199	GALE, LOYD	05	8.00	13.412	107.30	2018/11/30	58 5031
1	000002199	GALE, LOYD	08	.00		100.00	2018/12/03	58 5031
1	000002199	GALE, LOYD	01	42.75	13.730	586.96	2018/12/14	58 5031
1	000002199	GALE, LOYD	01	37.25	13.230	492.82	2018/12/14	58 5031
1	000002199	GALE, LOYD	06	3.25	6.615	21.50	2018/12/14	58 5031
1	000002199	GALE, LOYD	02	2.75	20.600	56.65	2018/12/14	58 5031
1	000002199	GALE, LOYD	05	8.00	13.497	107.98	2018/12/14	58 5031
1	000002199	GALE, LOYD	01	33.75	13.730	463.39	2018/12/31	58 5031
1	000002199	GALE, LOYD	01	34.25	13.230	453.13	2018/12/31	58 5031
1	000002199	GALE, LOYD	02	2.00	20.600	41.20	2018/12/31	58 5031
1	000002199	GALE, LOYD	04	5.00	13.478	67.39	2018/12/31	58 5031
1	000002199	GALE, LOYD	03	7.00	13.478	94.35	2018/12/31	58 5031

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Co#	Emp#	Employee Name	EARN CODE	HOURS WORKED	HOURLY RATE	EARNINGS AMOUNT	P/V	CHECK DATE	CC ACCT
1	000002465	MASON, RODNEY	01	13.56	13.670	185.37		2018/10/15	58 5031
1	000002465	MASON, RODNEY	01	4.75	13.170	62.56		2018/10/15	58 5031
1	000002465	MASON, RODNEY	01	53.35	12.670	675.95		2018/10/15	58 5031
1	000002465	MASON, RODNEY	01	14.51	13.670	198.36		2018/10/31	58 5031
1	000002465	MASON, RODNEY	01	7.16	13.170	94.30		2018/10/31	58 5031
1	000002465	MASON, RODNEY	01	70.90	12.670	898.31		2018/10/31	58 5031
1	000002465	MASON, RODNEY	04	14.00	12.866	180.13		2018/10/31	58 5031
1	000002465	MASON, RODNEY	05	8.00	12.866	102.93		2018/10/31	58 5031
1	000002465	MASON, RODNEY	06	2.50	6.585	16.46		2018/10/31	58 5031
1	000002465	MASON, RODNEY	06	.52	6.335	3.29		2018/10/31	58 5031
1	000002465	MASON, RODNEY	01	4.91	13.670	67.12		2018/11/15	58 5031
1	000002465	MASON, RODNEY	01	4.83	13.170	63.62		2018/11/15	58 5031
1	000002465	MASON, RODNEY	01	57.95	12.670	734.23		2018/11/15	58 5031
1	000002465	MASON, RODNEY	03	4.05	12.778	51.75		2018/11/15	58 5031
1	000002465	MASON, RODNEY	01	11.59	13.670	158.44		2018/11/30	58 5031
1	000002465	MASON, RODNEY	01	5.00	13.170	65.85		2018/11/30	58 5031
1	000002465	MASON, RODNEY	01	50.79	12.670	643.51		2018/11/30	58 5031
1	000002465	MASON, RODNEY	06	4.96	6.835	33.90		2018/11/30	58 5031
1	000002465	MASON, RODNEY	05	8.00	12.879	103.03		2018/11/30	58 5031
1	000002465	MASON, RODNEY	08	.00		100.00		2018/12/03	58 5031
1	000002465	MASON, RODNEY	01	13.86	13.670	189.47		2018/12/14	58 5031
1	000002465	MASON, RODNEY	01	4.87	13.170	64.14		2018/12/14	58 5031
1	000002465	MASON, RODNEY	01	49.97	12.670	633.12		2018/12/14	58 5031
1	000002465	MASON, RODNEY	06	7.17	6.335	45.42		2018/12/14	58 5031
1	000002465	MASON, RODNEY	05	8.00	12.907	103.26		2018/12/14	58 5031
1	000002465	MASON, RODNEY	01	10.30	13.670	140.81		2018/12/31	58 5031
1	000002465	MASON, RODNEY	01	4.75	13.170	62.56		2018/12/31	58 5031
1	000002465	MASON, RODNEY	01	49.55	12.670	627.80		2018/12/31	58 5031
1	000002649	ROSE, PATRICK	01	33.00	13.150	433.95		2018/10/15	58 5031
1	000002649	ROSE, PATRICK	01	1.00	12.650	12.65		2018/10/15	58 5031
1	000002649	ROSE, PATRICK	01	44.00	13.150	578.60		2018/10/31	58 5031
1	000002649	ROSE, PATRICK	06	3.75	6.575	24.66		2018/10/31	58 5031
1	000002649	ROSE, PATRICK	01	19.00	13.650	259.35		2018/10/31	58 5031
1	000002649	ROSE, PATRICK	01	25.00	13.150	328.75		2018/11/15	58 5031
1	000002649	ROSE, PATRICK	01	41.50	13.150	545.73		2018/11/30	58 5031
1	000002649	ROSE, PATRICK	01	1.00	12.650	12.65		2018/11/30	58 5031
1	000002649	ROSE, PATRICK	08	.00		40.00		2018/12/03	58 5031
1	000002649	ROSE, PATRICK	01	43.25	13.150	568.74		2018/12/14	58 5031
1	000002649	ROSE, PATRICK	01	1.00	12.650	12.65		2018/12/14	58 5031
1	000002649	ROSE, PATRICK	01	48.50	13.150	637.78		2018/12/31	58 5031
1	000002649	ROSE, PATRICK	01	1.00	12.650	12.65		2018/12/31	58 5031
1	000002649	ROSE, PATRICK	01	5.00	13.650	68.25		2018/12/31	58 5031
1	000002040	BIRD, JANE	01	63.50	16.980	1078.23		2018/10/15	58 5032
1	000002040	BIRD, JANE	01	16.50	17.480	288.42		2018/10/15	58 5032
1	000002040	BIRD, JANE	01	120.00	16.980	2037.60		2018/10/31	58 5032
1	000002040	BIRD, JANE	06	8.00	8.490	67.92		2018/10/31	58 5032
1	000002040	BIRD, JANE	05	8.00	16.980	135.84		2018/10/31	58 5032
1	000002040	BIRD, JANE	01	80.00	16.980	1358.40		2018/11/15	58 5032
1	000002040	BIRD, JANE	01	80.00	16.980	1358.40		2018/11/30	58 5032
1	000002040	BIRD, JANE	05	8.00	16.980	135.84		2018/11/30	58 5032
1	000002040	BIRD, JANE	08	.00		100.00		2018/12/03	58 5032
1	000002040	BIRD, JANE	01	72.00	16.980	1222.56		2018/12/14	58 5032
1	000002040	BIRD, JANE	06	8.00	8.490	67.92		2018/12/14	58 5032
1	000002040	BIRD, JANE	05	8.00	16.980	135.84		2018/12/14	58 5032

Co#	Emp#	Employee Name	EARN CODE	HOURS WORKED	HOURLY RATE	EARNINGS AMOUNT	P/V	CHECK DATE	CC ACCT
1	000002040	BIRD, JANE	03	8.00	16.980	135.84		2018/12/14	58 5032
1	000002040	BIRD, JANE	01	80.00	16.980	1358.40		2018/12/31	58 5032
1	000002081	CHO, BRIAN	01	67.00	14.950	1001.65		2018/10/15	58 5032
1	000002081	CHO, BRIAN	01	11.50	15.450	177.68		2018/10/15	58 5032
1	000002081	CHO, BRIAN	02	1.00	22.520	22.52		2018/10/15	58 5032
1	000002081	CHO, BRIAN	02	3.00	23.180	69.54		2018/10/15	58 5032
1	000002081	CHO, BRIAN	01	98.75	14.950	1476.32		2018/10/31	58 5032
1	000002081	CHO, BRIAN	01	21.25	15.450	328.32		2018/10/31	58 5032
1	000002081	CHO, BRIAN	02	.50	22.520	11.26		2018/10/31	58 5032
1	000002081	CHO, BRIAN	02	4.25	23.180	98.52		2018/10/31	58 5032
1	000002081	CHO, BRIAN	05	8.00	15.039	120.31		2018/10/31	58 5032
1	000002081	CHO, BRIAN	01	11.25	15.450	173.82		2018/11/15	58 5032
1	000002081	CHO, BRIAN	01	68.50	14.950	1024.08		2018/11/15	58 5032
1	000002081	CHO, BRIAN	02	.50	22.520	11.26		2018/11/15	58 5032
1	000002081	CHO, BRIAN	02	3.00	23.180	69.54		2018/11/15	58 5032
1	000002081	CHO, BRIAN	01	9.50	15.450	146.78		2018/11/30	58 5032
1	000002081	CHO, BRIAN	01	66.00	14.950	986.70		2018/11/30	58 5032
1	000002081	CHO, BRIAN	02	2.00	23.180	46.36		2018/11/30	58 5032
1	000002081	CHO, BRIAN	05	8.00	15.013	120.10		2018/11/30	58 5032
1	000002081	CHO, BRIAN	08	.00		100.00		2018/12/03	58 5032
1	000002081	CHO, BRIAN	01	20.50	15.450	316.73		2018/12/14	58 5032
1	000002081	CHO, BRIAN	01	57.75	14.950	863.37		2018/12/14	58 5032
1	000002081	CHO, BRIAN	06	5.75	7.475	42.98		2018/12/14	58 5032
1	000002081	CHO, BRIAN	05	8.00	15.081	120.65		2018/12/14	58 5032
1	000002081	CHO, BRIAN	01	11.50	15.450	177.68		2018/12/31	58 5032
1	000002081	CHO, BRIAN	01	67.00	14.950	1001.65		2018/12/31	58 5032
1	000002081	CHO, BRIAN	02	3.00	23.180	69.54		2018/12/31	58 5032
1	000002339	JOHNSON, PHILLIP	01	77.50	15.350	1189.63		2018/10/15	58 5032
1	000002339	JOHNSON, PHILLIP	04	2.50	15.350	38.38		2018/10/15	58 5032
1	000002339	JOHNSON, PHILLIP	01	40.00	15.350	614.00		2018/10/31	58 5032
1	000002339	JOHNSON, PHILLIP	05	8.00	15.350	122.80		2018/10/31	58 5032
1	000002339	JOHNSON, PHILLIP	04	57.00	15.350	874.95		2018/10/31	58 5032
1	000002339	JOHNSON, PHILLIP	03	15.00	15.350	230.25		2018/10/31	58 5032
1	000002339	JOHNSON, PHILLIP	01	64.00	15.350	982.40		2018/11/15	58 5032
1	000002339	JOHNSON, PHILLIP	03	16.00	15.350	245.60		2018/11/15	58 5032
1	000002339	JOHNSON, PHILLIP	01	68.00	15.350	1043.80		2018/11/30	58 5032
1	000002339	JOHNSON, PHILLIP	01	3.75	15.850	59.44		2018/11/30	58 5032
1	000002339	JOHNSON, PHILLIP	04	8.00	15.376	123.01		2018/11/30	58 5032
1	000002339	JOHNSON, PHILLIP	05	8.00	15.376	123.01		2018/11/30	58 5032
1	000002339	JOHNSON, PHILLIP	08	.00		100.00		2018/12/03	58 5032
1	000002339	JOHNSON, PHILLIP	01	61.50	15.350	944.03		2018/12/14	58 5032
1	000002339	JOHNSON, PHILLIP	01	10.50	15.850	166.43		2018/12/14	58 5032
1	000002339	JOHNSON, PHILLIP	05	8.00	15.423	123.38		2018/12/14	58 5032
1	000002339	JOHNSON, PHILLIP	01	76.50	15.350	1174.28		2018/12/31	58 5032
1	000002339	JOHNSON, PHILLIP	01	3.50	16.350	57.23		2018/12/31	58 5032
1	000002879	WILKS, NATASHA	01	40.00	16.770	670.80		2018/10/15	58 5032
1	000002879	WILKS, NATASHA	01	40.00	17.270	690.80		2018/10/15	58 5032
1	000002879	WILKS, NATASHA	01	60.00	16.770	1006.20		2018/10/31	58 5032
1	000002879	WILKS, NATASHA	01	60.00	17.270	1036.20		2018/10/31	58 5032
1	000002879	WILKS, NATASHA	06	5.00	8.385	41.93		2018/10/31	58 5032
1	000002879	WILKS, NATASHA	06	5.00	8.635	43.18		2018/10/31	58 5032
1	000002879	WILKS, NATASHA	05	8.00	17.020	136.16		2018/10/31	58 5032
1	000002879	WILKS, NATASHA	01	40.00	16.770	670.80		2018/11/15	58 5032
1	000002879	WILKS, NATASHA	01	40.00	17.270	690.80		2018/11/15	58 5032

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Hours Report - STAFF

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Co#	Emp#	Employee Name	EARN CODE	HOURS WORKED	HOURLY RATE	EARNINGS AMOUNT	P/V	CHECK DATE	CC ACCT
1	000002879	WILKS, NATASHA	01	40.00	16.770	670.80		2018/11/30	58 5032
1	000002879	WILKS, NATASHA	01	40.00	17.270	690.80		2018/11/30	58 5032
1	000002879	WILKS, NATASHA	05	8.00	17.020	136.16		2018/11/30	58 5032
1	000002879	WILKS, NATASHA	08	.00		100.00		2018/12/03	58 5032
1	000002879	WILKS, NATASHA	01	40.00	16.770	670.80		2018/12/14	58 5032
1	000002879	WILKS, NATASHA	01	40.00	17.270	690.80		2018/12/14	58 5032
1	000002879	WILKS, NATASHA	06	5.00	8.385	41.93		2018/12/14	58 5032
1	000002879	WILKS, NATASHA	06	5.00	8.635	43.18		2018/12/14	58 5032
1	000002879	WILKS, NATASHA	05	8.00	17.020	136.16		2018/12/14	58 5032
1	000002879	WILKS, NATASHA	01	40.00	16.770	670.80		2018/12/31	58 5032
1	000002879	WILKS, NATASHA	01	40.00	17.270	690.80		2018/12/31	58 5032
1	000004508	GARZA, OLIVIA	01	16.00	15.450	247.20		2018/10/15	58 5032
1	000004508	GARZA, OLIVIA	01	52.50	14.950	784.88		2018/10/15	58 5032
1	000004508	GARZA, OLIVIA	04	10.00	15.067	150.67		2018/10/15	58 5032
1	000004508	GARZA, OLIVIA	01	28.00	15.450	432.60		2018/10/31	58 5032
1	000004508	GARZA, OLIVIA	01	91.50	14.950	1367.93		2018/10/31	58 5032
1	000004508	GARZA, OLIVIA	05	8.00	15.067	120.54		2018/10/31	58 5032
1	000004508	GARZA, OLIVIA	01	17.00	15.450	262.65		2018/11/15	58 5032
1	000004508	GARZA, OLIVIA	01	1.00	14.450	14.45		2018/11/15	58 5032
1	000004508	GARZA, OLIVIA	01	62.00	14.950	926.90		2018/11/15	58 5032
1	000004508	GARZA, OLIVIA	01	63.00	14.950	941.85		2018/11/30	58 5032
1	000004508	GARZA, OLIVIA	01	15.50	15.450	239.48		2018/11/30	58 5032
1	000004508	GARZA, OLIVIA	06	2.00	7.725	15.45		2018/11/30	58 5032
1	000004508	GARZA, OLIVIA	05	8.00	15.049	120.39		2018/11/30	58 5032
1	000004508	GARZA, OLIVIA	08	.00		100.00		2018/12/03	58 5032
1	000004508	GARZA, OLIVIA	01	21.00	15.450	324.45		2018/12/14	58 5032
1	000004508	GARZA, OLIVIA	01	59.00	14.950	882.05		2018/12/14	58 5032
1	000004508	GARZA, OLIVIA	06	2.00	7.475	14.95		2018/12/14	58 5032
1	000004508	GARZA, OLIVIA	05	8.00	15.081	120.65		2018/12/14	58 5032
1	000004508	GARZA, OLIVIA	01	63.00	14.950	941.85		2018/12/31	58 5032
1	000004508	GARZA, OLIVIA	01	16.00	15.450	247.20		2018/12/31	58 5032

Totals: 4309.55 64650.04

*** END-OF-REPORT ***

1 Black Hills Works Inc
58 BH SERVICES F/S ME(RESAS)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
INCOME													
4050 NDD NEBRASKA TUITION	49717.99	47103.87	53408.79	52536.91	47839.86	48110.77	.00	.00	.00	.00	.00	.00	298718.19
4190 TRANSPORTATION FEE I	2054.41	2510.20	939.00	3271.75	2021.00	2181.00	.00	.00	.00	.00	.00	.00	12977.36
Total SERVICE INCOME	51772.40	49614.07	54347.79	55808.66	49860.86	50291.77	.00	.00	.00	.00	.00	.00	311695.55
4426 NEB MAPA GRANT INCOM	.00	.00	.00	19028.76	.00	.00	.00	.00	.00	.00	.00	.00	19028.76
Total OTHER INCOME	.00	.00	.00	19028.76	.00	.00	.00	.00	.00	.00	.00	.00	19028.76
TOTAL INCOME	51772.40	49614.07	54347.79	74837.42	49860.86	50291.77	.00						
										130.00	.00		330724.31
EXPENSE													
5004 SUPERVISORS	3466.68	3466.68	3466.68	3553.34	3553.34	3653.34	.00						
5010 ADMIN/CLERICAL SALAR	712.25	1012.00	816.75	1043.36	746.46	854.32	.00						
5031 DRIVER	5817.85	6998.59	5861.34	7712.16	6178.84	6702.61	.00						
5032 EMPLOYMENT SPECIALIS	11716.86	15950.75	12926.55	16713.23	13389.07	13954.13	.00						
Total PAYROLL EXPENSE	21713.64	27428.02	23071.32	29022.09	23867.71	25164.40	.00						
5360 GROUP INSURANCE EXP	501.47	1274.64	1790.79	2141.07	1028.07	2055.36	.00						
5370 WORKERS COMP INS EXP	913.81	913.81	913.81	913.81	2392.20	913.81	.00						
5400 FICA EXP	1506.64	1906.91	1591.60	2023.69	1651.96	1742.90	.00						
5640 403(S) EXP	449.11	525.27	432.58	534.28	16.67	467.54	.00						
6237 PERSONNEL EXPENSE	.00	.00	30.00	.00	.00	.00	.00						
Total FRINGE EXPENSE	2368.09	4620.63	4758.78	5612.65	5088.90	5179.61	.00						
Total Payroll Expenses	24081.73	32048.65	27830.10	34634.74	28956.61	30344.01	.00						
5083 STAFF PR- CELL PHONE	80.00	80.00	80.00	80.00	80.00	80.00	.00						
5710 TELEPHONE EXP	277.87	209.51	208.25	209.54	209.33	209.33	.00						
Total FIXED EXPENSES	357.87	289.51	288.25	289.54	289.33	289.33	.00						
5900 VEHICLE FUEL EXP	948.66	2541.07	2193.90	.00	4799.77	2241.58	.00						
5910 VEHICLE REPAIR/MAINT	1084.60	158.10	149.37	455.56	1357.24	141.75	.00						
5940 VEHICLE INSURANCE EX	269.42	269.42	269.42	269.42	269.42	269.42	.00						
5950 VEHICLE DEPRECIATION	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	.00						
5960 VEHICLE LICENSE/FERS	.00	.00	.00	21.20	.00	.00	.00						

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Benefit

1 Black Hills Works Inc
58 BH SERVICES F/S NE(REHAB)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
Total TRANSPORTATION	3302.68	3968.59	3313.95	1746.18	7426.43	3652.75	.00	.00	.00	.00	.00	.00	23610.58
5619 PROGRAM/RECREATION S	.00	.00	78.75	.00	.00	.00	.00	.00	.00	.00	.00	.00	78.75
6040 CLEANING/PAPER SUPPL	.00	.00	.00	.00	.00	10.09	.00	.00	.00	.00	.00	.00	10.09
Total PROGRAM EXPENSES	.00	.00	78.75	.00	.00	10.09	.00	.00	.00	.00	.00	.00	88.84
5610 MILEAGE/FARMS EXP	64.00	224.00	148.00	353.20	386.40	326.00	.00	.00	.00	.00	.00	.00	1503.20
5620 BOOKS, MATERIALS & D	1096.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1096.00
5680 OFFICE SUPPLY EXP	28.87	.00	156.94	64.98	107.45	53.99	.00	.00	.00	.00	.00	.00	412.23
5700 POSTAGE EXP	.00	.00	.00	.00	.00	49.68	.00	.00	.00	.00	.00	.00	49.68
6320 MISC. EXP	.00	115.00	.00	.00	121.38	5.34	.00	.00	.00	.00	.00	.00	241.72
6324 STAFF AWARDS/RECOG/A	56.14	50.00	.00	.00	107.96	100.00	.00	.00	.00	.00	.00	.00	314.10
Total VARIABLE EXPENSES	1245.01	389.80	305.74	418.18	723.19	535.01	.00	.00	.00	.00	.00	.00	3616.93
TOTAL EXPENSE	28987.29	36696.55	31816.79	37088.64	37395.56	34832.19	.00	.00	.00	.00	.00	.00	206816.02
NET PROCEEDS/LOSSES	22785.11	12917.52	22531.00	37748.78	12465.30	15460.58	.00	.00	.00	.00	.00	.00	123908.29

State NE From 10/01/18 Thru 12/31/18

Vehicle #	Date	# of Riders	Start Time	Stop Time	Total Time	Start Odometer	Stop Odometer	Total Miles	Driver Initials
07-3	10/06/18	5	17:30	19:11	1:81	148457	148508	51	PR
07-3	10/06/18	3	19:15	20:15	1:00	148508	148531	23	PR
07-3	10/30/18	5	19:30	21:45	2:15	148405	148467	62	LG
07-3	11/06/18	6	22:15	12:10	10:05	148531	148587	56	BC
07-3	11/07/18	6	17:00	19:00	2:00	148587	148638	51	PR
07-3	11/07/18	3	19:00	20:20	1:20	148638	148681	43	PR
07-3	11/18/18	7	15:30	17:15	1:85	148661	148717	56	OG
07-3	11/18/18	5	20:30	21:30	1:00	148718	148749	31	OG
07-3	11/26/18	5	21:20	23:00	1:80	148749	148804	55	OG
07-3	12/02/18	6	1:45	3:30	1:85	148804	148831	27	RM
07-3	12/02/18	6	4:00	6:39	2:39	148831	148874	43	RM
07-3	12/02/18	2	8:45	9:50	1:05	148875	148885	10	LG
07-3	12/04/18	5	15	1:55	1:40	148892	148937	45	BC
07-3	12/04/18	6	22:30	12:20	10:10	148937	149000	63	OG
07-3	12/05/18	6	22:35	12:30	10:05	149000	149061	61	BC
07-3	12/14/18	1	21:30	22:10	80	149061	149075	14	BC
07-3	12/23/18	5	16:00	17:10	1:10	149075	149093	18	BC
07-3	12/23/18	6	20:30	21:30	1:00	149093	149120	27	BC
07-3	12/24/18	7	12:20	23:50	11:30	149120	149169	49	BC
07-3	12/24/18	5	16:15	17:25	1:10	149169	149214	45	BC
07-3	12/28/18	6	17:20	19:10	1:90	149214	149267	53	OG
07-3	12/30/18	4	16:10	17:10	1:00	149267	149288	21	OG
14-8	10/01/18	7	3:45	6:15	2:70	125750	125811	61	RM
14-8	10/01/18	1	10:15	10:40	25	125811	125817	6	JB
14-8	10/01/18	7	10:40	12:59	2:19	125817	125865	48	JB
14-8	10/01/18	9	12:59	15:30	2:71	125865	125925	60	JB
14-8	10/01/18	5	17:00	19:00	2:00	125925	125976	51	PR
14-8	10/01/18	2	19:00	20:30	1:30	125976	125995	19	PR
14-8	10/01/18	5	23:35	25:15	1:80	125995	126048	53	OG
14-8	10/02/18	5	3:06	3:50	44	126048	126083	35	CD
14-8	10/02/18	10	4:20	6:05	1:85	126083	126125	42	CD
14-8	10/02/18	2	10:00	10:30	30	126125	126139	14	RM
14-8	10/02/18	7	10:30	13:15	2:85	126139	126196	57	RM
14-8	10/02/18	12	13:15	15:30	2:15	126196	126262	66	RM
14-8	10/02/18	5	17:00	19:00	2:00	126262	126313	51	PR
14-8	10/02/18	4	19:00	20:20	1:20	126313	126339	26	PR
14-8	10/02/18	6	21:55	23:40	1:85	126340	126393	53	BC
14-8	10/03/18	7	3:02	4:05	1:03	126393	126428	35	CD
14-8	10/03/18	10	4:20	6:00	1:80	126428	126472	44	CD
14-8	10/03/18	7	11:00	13:15	2:15	126472	126571	99	RM
14-8	10/03/18	11	13:15	15:30	2:15	126571	126595	24	RM
14-8	10/03/18	5	17:30	19:15	1:85	126595	126645	50	PR
14-8	10/03/18	1	19:15	20:30	1:15	126645	126652	7	PR
14-8	10/04/18	6	15	1:55	1:40	126652	126705	53	BC
14-8	10/04/18	7	3:03	4:00	97	126705	126735	30	CD
14-8	10/04/18	9	4:25	6:00	1:75	126735	126780	45	CD
14-8	10/04/18	7	10:30	13:00	2:70	126780	126840	60	RM
14-8	10/04/18	6	14:30	16:15	1:85	126840	126874	34	RM
14-8	10/05/18	9	18:00	19:20	1:20	126874	126901	27	BC
14-8	10/05/18	5	19:30	22:00	2:70	126901	126957	56	OG

State NE From 10/01/18 Thru 12/31/18

Vehicle #	Date	# of Riders	Start Time	Stop Time	Total Time	Start Odometer	Stop Odometer	Total Miles	Driver Initials
14-8	10/06/18	8	3:30	5:10	1:80	126958	127013	55	BC
14-8	10/06/18	8	17:30	18:40	1:10	127013	127040	27	BC
14-8	10/06/18	6	21:40	23:25	1:85	127040	127092	52	BC
14-8	10/07/18	5	1:45	3:00	1:55	127092	127127	35	RM
14-8	10/07/18	7	4:15	6:15	2:00	127127	127176	49	RM
14-8	10/08/18	8	3:30	6:15	2:85	127176	127234	58	RM
14-8	10/08/18	1	10:15	10:39	24	127234	127241	7	JB
14-8	10/08/18	8	10:39	13:03	2:64	127241	127291	50	JB
14-8	10/08/18	8	13:03	15:30	2:27	127291	127345	54	JB
14-8	10/08/18	4	17:30	19:00	1:70	127345	127392	47	PR
14-8	10/08/18	2	19:00	20:00	1:00	127392	127409	17	PR
14-8	10/08/18	5	23:25	25:20	1:95	127410	127466	56	BC
14-8	10/09/18	4	3:07	3:50	43	127466	127495	29	CD
14-8	10/09/18	10	4:20	6:00	1:80	127495	127539	44	CD
14-8	10/09/18	1	10:00	10:30	30	127539	127548	9	RM
14-8	10/09/18	7	10:30	13:15	2:85	127548	127607	59	RM
14-8	10/09/18	10	13:15	15:30	2:15	127607	127667	60	RM
14-8	10/09/18	5	17:00	19:00	2:00	127667	127716	49	PR
14-8	10/09/18	3	19:00	20:30	1:30	127716	127735	19	PR
14-8	10/09/18	6	20:15	24:10	3:95	127736	127792	56	BC
14-8	10/10/18	5	3:04	3:50	46	127792	127819	27	CD
14-8	10/10/18	10	4:20	6:00	1:80	127819	127864	45	CD
14-8	10/10/18	5	17:38	19:15	1:77	127864	127915	51	PR
14-8	10/10/18	4	19:15	20:30	1:15	127915	127932	17	PR
14-8	10/10/18	6	23:10	25:00	1:90	127932	127992	60	OG
14-8	10/11/18	7	3:03	3:55	52	127992	128022	30	CD
14-8	10/11/18	9	4:20	6:00	1:80	128022	128067	45	CD
14-8	10/11/18	7	11:00	12:43	1:43	128067	128116	49	JB
14-8	10/11/18	9	13:28	15:32	2:04	128116	128175	59	NW
14-8	10/11/18	5	17:55	19:15	1:60	128175	128219	44	OG
14-8	10/11/18	7	19:55	22:00	2:45	128219	128271	52	OG
14-8	10/12/18	9	18:00	19:10	1:10	128272	128299	27	BC
14-8	10/12/18	6	20:10	22:00	1:90	128301	128352	51	BC
14-8	10/12/18	6	22:10	24:00	1:90	128352	128411	59	OG
14-8	10/13/18	7	11:00	13:00	2:00	128411	128467	56	NW
14-8	10/13/18	7	13:06	14:38	1:30	128467	128528	61	NW
14-8	10/13/18	5	16:30	18:15	1:85	128528	128579	51	PR
14-8	10/13/18	1	18:30	19:00	70	128579	128590	11	PR
14-8	10/13/18	9	19:00	22:15	3:15	128590	128659	69	PR
14-8	10/14/18	9	18:30	21:15	2:85	128659	128714	55	PR
14-8	10/15/18	8	3:45	6:15	2:70	128714	128773	59	RM
14-8	10/15/18	1	10:25	10:52	27	128773	128780	7	JB
14-8	10/15/18	9	10:52	12:59	2:07	128780	128829	49	JB
14-8	10/15/18	9	12:59	15:10	2:51	128829	128882	53	JB
14-8	10/15/18	4	17:15	18:50	1:35	128882	128932	50	PR
14-8	10/15/18	2	19:00	20:10	1:10	128932	128950	18	PR
14-8	10/15/18	9	20:11	22:15	2:04	128950	128998	48	PR
14-8	10/16/18	4	3:08	3:50	42	128998	129024	26	CD
14-8	10/16/18	10	4:20	6:00	1:80	129024	129063	39	CD
14-8	10/16/18	2	9:55	10:30	75	129063	129075	12	RM
14-8	10/16/18	8	10:30	13:10	2:80	129075	129127	52	RM
14-8	10/16/18	12	13:10	15:30	2:20	129127	129202	75	RM

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Vehicle #	Date	# of Riders	Start Time	Stop Time	Total Time	Start Odometer	Stop Odometer	Total Miles	Driver Initials
14-8	10/16/18	4	17:00	18:50	1:50	129202	129251	49	PR
14-8	10/16/18	4	19:00	20:10	1:10	129251	129276	25	PR
14-8	10/16/18	5	20:10	22:00	1:90	129276	129319	43	PR
14-8	10/17/18	5	3:02	3:45	43	129319	129345	26	CD
14-8	10/17/18	10	4:20	6:00	1:80	129345	129391	46	CD
14-8	10/17/18	2	10:00	10:30	30	129391	129400	9	RM
14-8	10/17/18	8	10:30	13:10	2:80	129400	129457	57	RM
14-8	10/17/18	12	13:10	15:30	2:20	129457	129522	65	RM
14-8	10/17/18	5	17:00	19:00	2:00	129522	129572	50	PR
14-8	10/17/18	4	19:00	20:10	1:10	129572	129597	25	PR
14-8	10/17/18	6	20:15	22:00	1:85	129597	129642	45	PR
14-8	10/18/18	8	10:30	13:15	2:85	129716	129772	56	RM
14-8	10/18/18	7	13:15	15:30	2:15	129772	129831	59	RM
14-8	10/18/18	8	19:30	21:45	2:15	129831	129877	46	PR
14-8	10/18/18	7	3:05	4:00	95	129642	129668	26	CD
14-8	10/18/18	8	4:20	6:00	1:80	129668	129716	48	CD
14-8	10/19/18	9	18:00	19:15	1:15	129877	129904	27	BC
14-8	10/19/18	8	20:10	22:00	1:90	129904	129958	54	OG
14-8	10/20/18	8	11:15	13:03	1:88	129958	130022	64	RM
14-8	10/20/18	6	13:00	15:15	2:15	130022	130076	54	PR
14-8	10/20/18	7	17:25	18:40	1:15	130076	130104	28	OG
14-8	10/20/18	1	19:10	19:35	25	130104	130114	10	OG
14-8	10/20/18	4	22:30	23:25	95	130114	130141	27	OG
14-8	10/21/18	5	2:00	3:00	1:00	130141	130180	39	RM
14-8	10/21/18	7	4:15	6:15	2:00	130180	130234	54	RM
14-8	10/22/18	9	3:45	6:15	2:70	130234	130295	61	RM
14-8	10/22/18	1	10:20	10:42	22	130295	130301	6	JB
14-8	10/22/18	9	10:42	13:09	2:67	130301	130351	50	JB
14-8	10/22/18	9	13:09	15:30	2:21	130351	130411	60	JB
14-8	10/22/18	5	17:30	19:30	2:00	130411	130468	57	PR
14-8	10/22/18	2	20:30	21:00	70	130468	130486	18	PR
14-8	10/23/18	4	3:10	3:40	30	130486	130509	23	CD
14-8	10/23/18	10	4:15	6:00	1:85	130509	130547	38	CD
14-8	10/23/18	2	10:00	10:30	30	130547	130557	10	RM
14-8	10/23/18	9	10:30	13:15	2:85	130557	130617	60	RM
14-8	10/23/18	1	13:15	15:30	2:15	130617	130681	64	RM
14-8	10/23/18	4	17:00	19:00	2:00	130681	130733	52	PR
14-8	10/23/18	4	19:00	20:36	1:36	130733	130759	26	PR
14-8	10/23/18	5	22:40	23:50	1:10	130759	130791	32	OG
14-8	10/24/18	5	3:03	3:50	47	130791	130818	27	CD
14-8	10/24/18	10	4:20	6:00	1:80	130818	130864	46	CD
14-8	10/24/18	2	10:00	10:30	30	130864	130875	11	RM
14-8	10/24/18	8	10:30	13:15	2:85	130875	130935	60	RM
14-8	10/24/18	11	13:15	15:30	2:15	130935	130991	56	RM
14-8	10/24/18	5	16:45	18:45	2:00	130991	131045	54	PR
14-8	10/24/18	4	19:00	20:15	1:15	131045	131069	24	PR
14-8	10/25/18	7	3:07	4:00	93	131069	131099	30	CD
14-8	10/25/18	9	4:20	6:00	1:80	131099	131144	45	CD
14-8	10/25/18	9	10:30	13:15	2:85	131144	131205	61	RM
14-8	10/25/18	7	13:15	15:30	2:15	131205	131259	54	RM
14-8	10/26/18	2	10:00	10:30	30	131259	131270	11	RM
14-8	10/26/18	8	10:30	13:15	2:85	131270	131330	60	RM

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Vehicle #	Date	# of Riders	Start Time	Stop Time	Total Time	Start Odometer	Stop Odometer	Total Miles	Driver Initials
14-8	10/26/18	7	13:15	15:30	2:15	131330	131374	44	RM
14-8	10/26/18	5	18:00	18:45	45	131374	131391	17	BC
14-8	10/26/18	4	22:50	24:30	1:80	131391	131439	48	BC
14-8	10/27/18	7	17:35	18:40	1:05	131439	131461	22	OG
14-8	10/27/18	4	21:55	23:25	1:70	131461	131517	56	OG
14-8	10/29/18	9	3:50	6:15	2:65	131517	131576	59	RM
14-8	10/29/18	1	10:25	10:39	14	131576	131582	6	JB
14-8	10/29/18	9	10:39	13:00	2:61	131582	131631	49	JB
14-8	10/29/18	9	13:00	15:30	2:30	131631	131689	58	JB
14-8	10/29/18	4	17:00	19:00	2:00	131689	131737	48	PR
14-8	10/29/18	2	19:00	20:30	1:30	131737	131755	18	PR
14-8	10/29/18	4	23:35	24:55	1:20	131755	131800	45	OG
14-8	10/30/18	5	17:00	19:00	2:00	131991	132041	50	PR
14-8	10/30/18	4	19:00	20:15	1:15	132041	132064	23	PR
14-8	10/30/18	3	3:03	3:30	27	131800	131812	12	CD
14-8	10/30/18	9	4:20	6:05	1:85	131812	131858	46	CD
14-8	10/30/18	2	10:00	10:30	30	131858	131869	11	RM
14-8	10/30/18	8	10:30	13:15	2:85	131869	131931	62	RM
14-8	10/30/18	12	13:15	15:30	2:15	131931	131991	60	RM
14-8	10/31/18	6	3:03	3:50	47	132064	132094	30	CD
14-8	10/31/18	10	4:20	6:05	1:85	132094	132139	45	CD
14-8	10/31/18	2	10:00	10:30	30	132139	132150	11	RM
14-8	10/31/18	8	10:30	13:15	2:85	132150	132205	55	RM
14-8	10/31/18	11	13:15	15:30	2:15	132205	132269	64	RM
14-8	10/31/18	6	17:00	18:50	1:50	132269	132319	50	PR
14-8	10/31/18	4	19:00	20:15	1:15	132319	132343	24	PR
14-8	10/31/18	6	23:15	25:00	1:85	132343	132397	54	BC
14-8	11/01/18	5	3:04	4:00	96	132397	132425	28	CD
14-8	11/01/18	8	4:25	6:00	1:75	132425	132465	40	CD
14-8	11/02/18	6	18:00	18:50	50	132588	132607	19	BC
14-8	11/02/18	2	19:15	19:50	35	132607	132618	11	BC
14-8	11/02/18	8	20:00	22:00	2:00	132618	132666	48	BC
14-8	11/02/18	2	10:00	10:30	30	132465	132475	10	RM
14-8	11/02/18	6	10:30	13:15	2:85	132475	132531	56	RM
14-8	11/02/18	9	13:15	15:30	2:15	132531	132588	57	RM
14-8	11/03/18	6	18:00	18:40	40	132666	132683	17	BC
14-8	11/03/18	6	22:25	24:10	1:85	132683	132740	57	BC
14-8	11/04/18	4	1:00	2:00	1:00	132740	132791	51	RM
14-8	11/04/18	7	4:00	6:20	2:20	132791	132840	49	RM
14-8	11/05/18	8	10:38	12:56	2:18	132928	132962	34	JB
14-8	11/05/18	8	12:56	15:30	2:74	132962	133024	62	JB
14-8	11/05/18	5	17:15	19:00	1:85	133024	133073	49	PR
14-8	11/05/18	8	3:50	6:30	2:80	132840	132921	81	RM
14-8	11/05/18	1	10:20	10:38	18	132921	132928	7	JB
14-8	11/06/18	2	3:05	3:40	35	133132	133155	23	CD
14-8	11/06/18	10	4:20	6:00	1:80	133155	133197	42	CD
14-8	11/06/18	2	10:00	10:30	30	133197	133209	12	RM
14-8	11/06/18	7	10:30	13:10	2:80	133209	133267	58	RM
14-8	11/06/18	12	13:10	15:30	2:20	133267	133330	63	RM
14-8	11/06/18	7	17:30	19:10	1:80	133330	133353	23	LG
14-8	11/06/18	6	19:10	21:50	2:40	133353	133405	52	LG
14-8	11/07/18	5	3:04	3:55	51	133405	133431	26	CD

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Vehicle #	Date	# of Riders	Start Time	Stop Time	Total Time	Start Odometer	Stop Odometer	Total Miles	Driver Initials
14-8	11/07/18	10	4:20	6:05	1:85	133431	133475	44	CD
14-8	11/07/18	2	10:00	10:30	30	133475	133485	10	RM
14-8	11/07/18	7	10:30	13:15	2:85	133485	133540	55	RM
14-8	11/07/18	12	13:15	15:30	2:15	133540	133604	64	RM
14-8	11/07/18	7	17:30	19:15	1:85	133604	133627	23	LG
14-8	11/07/18	6	19:15	21:50	2:35	133627	133679	52	LG
14-8	11/07/18	6	23:25	25:15	1:90	133679	133738	59	OG
14-8	11/08/18	7	3:05	4:00	95	133738	133768	30	CD
14-8	11/08/18	8	4:20	6:05	1:85	133768	133813	45	CD
14-8	11/08/18	8	10:30	13:15	2:85	133813	133862	49	RM
14-8	11/08/18	8	13:15	15:30	2:15	133862	133917	55	RM
14-8	11/08/18	5	17:00	18:55	1:55	133917	133961	44	LG
14-8	11/08/18	7	18:55	21:25	2:70	133961	134016	55	LG
14-8	11/09/18	6	20:00	22:00	2:00	134290	134343	53	PR
14-8	11/09/18	5	3:05	4:05	1:00	134016	134054	38	CD
14-8	11/09/18	8	4:40	6:05	1:65	134054	134093	39	CD
14-8	11/09/18	2	10:00	10:35	35	134093	134113	20	RM
14-8	11/09/18	7	10:35	13:15	2:80	134113	134164	51	RM
14-8	11/09/18	7	13:15	15:40	2:25	134164	134225	61	PR
14-8	11/09/18	6	17:00	19:00	2:00	134225	134275	50	PR
14-8	11/09/18	2	19:00	20:00	1:00	134275	134290	15	PR
14-8	11/10/18	5	17:30	18:35	1:05	134343	134366	23	OG
14-8	11/10/18	6	22:10	24:05	1:95	134366	134417	51	OG
14-8	11/12/18	8	3:40	7:15	3:75	134422	134507	85	RM
14-8	11/12/18	1	10:15	10:37	22	134509	134515	6	JB
14-8	11/12/18	9	10:37	12:55	2:18	134515	134563	48	JB
14-8	11/12/18	7	12:55	15:30	2:75	134563	134611	48	JB
14-8	11/12/18	4	17:15	19:10	1:95	134611	134662	51	PR
14-8	11/12/18	1	19:15	19:30	15	134662	134669	7	PR
14-8	11/13/18	4	3:03	3:45	42	134669	134692	23	CD
14-8	11/13/18	9	4:20	6:00	1:80	134692	134733	41	CD
14-8	11/13/18	2	10:00	10:30	30	134733	134745	12	RM
14-8	11/13/18	8	10:30	13:15	2:85	134745	134801	56	RM
14-8	11/13/18	11	13:15	15:30	2:15	134801	134862	61	RM
14-8	11/13/18	3	17:20	19:00	1:80	134862	134908	46	PR
14-8	11/13/18	4	19:00	20:30	1:30	134908	134933	25	PR
14-8	11/13/18	4	22:10	23:40	1:30	134933	134979	46	BC
14-8	11/13/18	5	3:03	3:50	47	134979	135006	27	CD
14-8	11/13/18	9	4:20	6:00	1:80	135006	135049	43	CD
14-8	11/14/18	2	10:00	10:30	30	135049	135059	10	RM
14-8	11/14/18	8	10:30	13:15	2:85	135059	135115	56	RM
14-8	11/14/18	11	13:15	15:30	2:15	135115	135179	64	RM
14-8	11/14/18	5	17:00	19:00	2:00	135179	135229	50	PR
14-8	11/14/18	4	19:00	20:25	1:25	135229	135255	26	PR
14-8	11/15/18	6	3:03	3:50	47	135255	135285	30	CD
14-8	11/15/18	8	4:20	6:00	1:80	135285	135324	39	CD
14-8	11/16/18	2	10:00	10:30	30	135326	135340	14	RM
14-8	11/16/18	8	10:30	12:45	2:15	135340	135387	47	RM
14-8	11/16/18	10	13:00	15:20	2:20	135387	135450	63	PR
14-8	11/16/18	6	17:00	18:50	1:50	135450	135501	51	PR
14-8	11/16/18	3	19:00	20:00	1:00	135501	135517	16	PR
14-8	11/16/18	7	20:00	22:10	2:10	135517	135558	51	PR

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Vehicle #	Date	# of Riders	Start Time	Stop Time	Total Time	Start Odometer	Stop Odometer	Total Miles	Driver Initials
14-8	11/17/18	7	17:30	18:45	1:15	135568	135592	24	BC
14-8	11/17/18	6	23:10	25:05	1:95	135592	135649	57	BC
14-8	11/18/18	6	1:50	3:00	1:50	135649	135693	44	RM
14-8	11/18/18	7	4:00	6:15	2:15	135693	135742	49	RM
14-8	11/18/18	7	11:00	17:00	6:00	135742	135766	24	BC
14-8	11/18/18	7	20:50	22:15	1:65	135766	135812	46	BC
14-8	11/19/18	8	3:45	6:20	2:75	135812	135870	58	RM
14-8	11/19/18	1	10:20	10:40	20	135870	135877	7	JB
14-8	11/19/18	9	10:40	12:56	2:16	135877	135926	49	JB
14-8	11/19/18	7	12:55	15:30	2:74	135926	135981	55	JB
14-8	11/19/18	7	17:00	19:00	2:00	135981	136034	53	PR
14-8	11/19/18	2	19:00	20:00	1:00	136034	136052	18	PR
14-8	11/20/18	7	3:05	3:55	50	136052	136078	26	CD
14-8	11/20/18	10	4:20	6:00	1:80	136078	136121	43	CD
14-8	11/20/18	2	10:00	10:30	30	136121	136131	10	RM
14-8	11/20/18	7	10:30	13:15	2:85	136131	136195	64	RM
14-8	11/20/18	12	13:15	15:30	2:15	136195	136261	66	RM
14-8	11/20/18	6	17:00	19:00	2:00	136261	136313	52	PR
14-8	11/20/18	4	19:00	20:30	1:30	136313	136338	25	PR
14-8	11/20/18	6	22:05	24:00	1:95	136338	136397	59	OG
14-8	11/21/18	6	17:00	19:00	2:00	136602	136653	51	PR
14-8	11/21/18	4	19:00	20:20	1:20	136653	136678	25	PR
14-8	11/21/18	6	22:30	24:15	1:85	136678	136731	53	BC
14-8	11/21/18	6	3:06	3:55	49	136397	136426	29	CD
14-8	11/21/18	10	4:15	6:00	1:85	136426	136471	45	CD
14-8	11/21/18	2	10:00	10:30	30	136479	136490	11	RM
14-8	11/21/18	7	10:30	13:15	2:85	136490	136536	46	RM
14-8	11/21/18	12	13:15	15:35	2:20	136536	136602	66	RM
14-8	11/22/18	8	30	2:30	1:70	136731	136782	51	OG
14-8	11/22/18	6	18:05	19:00	95	136782	136804	22	OG
14-8	11/23/18	6	20:25	22:05	1:80	136804	136863	59	OG
14-8	11/23/18	6	23:35	25:00	1:65	136863	136909	46	OG
14-8	11/24/18	5	17:35	18:35	1:00	136909	136932	23	OG
14-8	11/25/18	6	5	1:45	1:40	136932	136983	51	OG
14-8	11/26/18	8	3:30	6:15	2:85	136983	137045	62	RM
14-8	11/26/18	1	10:20	10:35	15	137045	137051	6	JB
14-8	11/26/18	9	10:35	12:59	2:24	137051	137100	49	JB
14-8	11/26/18	8	12:59	15:30	2:71	137100	137156	56	JB
14-8	11/26/18	5	17:00	19:00	2:00	137156	137204	48	PR
14-8	11/26/18	2	19:00	20:10	1:10	137204	137221	17	PR
14-8	11/27/18	5	3:06	3:50	44	137221	137246	25	CD
14-8	11/27/18	9	4:20	6:05	1:85	137246	137288	42	CD
14-8	11/27/18	2	10:00	10:30	30	137288	137298	10	RM
14-8	11/27/18	8	10:30	13:15	2:85	137298	137360	62	RM
14-8	11/27/18	11	13:15	15:30	2:15	137360	137421	61	RM
14-8	11/27/18	5	17:00	19:00	2:00	137421	137469	48	PR
14-8	11/27/18	4	19:00	20:30	1:30	137469	137494	25	PR
14-8	11/27/18	6	22:10	24:15	2:05	137495	137555	60	BC
14-8	11/28/18	5	3:00	4:00	1:00	137555	137593	37	RM
14-8	11/28/18	10	4:00	6:10	2:10	137593	137639	46	RM
14-8	11/28/18	2	10:00	10:30	30	137639	137649	10	RM
14-8	11/28/18	8	10:30	13:15	2:85	137649	137710	61	RM

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Vehicle #	Date	# of Riders	Start Time	Stop Time	Total Time	Start Odometer	Stop Odometer	Total Miles	Driver Initials
14-8	11/28/18	12	13:15	15:30	2:15	137710	137771	61	RM
14-8	11/28/18	4	17:00	19:00	2:00	137771	137818	47	PR
14-8	11/28/18	4	19:00	20:20	1:20	137818	137843	25	PR
14-8	11/28/18	6	22:45	24:40	1:95	137843	137905	62	BC
14-8	11/29/18	5	3:00	4:00	1:00	137905	137935	30	RM
14-8	11/29/18	9	4:00	6:10	2:10	137935	137975	40	RM
14-8	11/30/18	6	3:00	3:55	55	137976	138004	28	RM
14-8	11/30/18	8	4:00	6:25	2:25	138004	138056	52	RM
14-8	11/30/18	6	18:00	19:00	1:00	138056	138078	22	OG
14-8	11/30/18	6	22:55	24:45	1:90	138078	138137	59	OG
14-8	12/01/18	6	2:45	4:00	1:55	138138	138169	31	RM
14-8	12/01/18	6	4:30	6:15	1:85	138169	138205	36	RM
14-8	12/01/18	6	17:50	18:50	1:00	138212	138227	15	BC
14-8	12/01/18	5	20:40	25:10	4:70	138227	138287	60	BC
14-8	12/03/18	1	10:10	10:30	20	138287	138292	5	JB
14-8	12/03/18	8	10:30	13:15	2:85	138292	138341	49	JB
14-8	12/03/18	7	13:15	15:30	2:15	138341	138395	54	JB
14-8	12/03/18	5	17:05	19:00	1:95	138395	138444	49	PR
14-8	12/03/18	2	19:00	20:30	1:30	138444	138466	22	PR
14-8	12/04/18	5	3:13	3:55	42	138466	138497	31	CD
14-8	12/04/18	10	4:15	6:05	1:90	138497	138540	43	CD
14-8	12/04/18	2	10:00	10:30	30	138540	138550	10	RM
14-8	12/04/18	8	10:30	13:15	2:85	138550	138611	61	RM
14-8	12/04/18	12	13:15	15:30	2:15	138611	138676	65	RM
14-8	12/04/18	7	17:00	19:00	2:00	138676	138727	51	PR
14-8	12/04/18	4	19:00	20:30	1:30	138727	138752	25	PR
14-8	12/05/18	6	3:09	4:00	91	138752	138783	31	CD
14-8	12/05/18	9	4:20	6:05	1:85	138783	138825	42	CD
14-8	12/05/18	2	10:00	10:30	30	138825	138835	10	RM
14-8	12/05/18	8	10:30	13:15	2:85	138835	138891	56	RM
14-8	12/05/18	12	13:15	15:30	2:15	138891	138952	61	RM
14-8	12/05/18	7	17:00	19:00	2:00	138952	139003	51	PR
14-8	12/05/18	4	19:00	21:00	2:00	139003	139039	36	PR
14-8	12/06/18	6	17:00	19:10	2:10	139039	139089	50	PR
14-8	12/06/18	1	19:30	20:00	70	139089	139099	10	PR
14-8	12/06/18	5	20:00	21:36	1:36	139099	139146	47	PR
14-8	12/07/18	5	18:05	19:00	95	139146	139167	21	OG
14-8	12/07/18	6	22:30	24:20	1:90	139167	139232	65	OG
14-8	12/08/18	1	10:00	10:30	30	139232	139239	7	CD
14-8	12/08/18	8	10:30	13:00	2:70	139239	139291	52	CD
14-8	12/08/18	8	13:00	14:05	1:05	139291	139318	27	CD
14-8	12/08/18	1	14:20	15:00	80	138318	139336	1018	CD
14-8	12/08/18	4	17:35	18:20	85	139336	139357	21	OG
14-8	12/08/18	6	21:15	23:10	1:95	139357	139409	52	OG
14-8	12/09/18	5	1:45	3:05	1:60	139409	139450	41	RM
14-8	12/09/18	7	4:00	6:15	2:15	139440	139511	71	RM
14-8	12/10/18	8	3:40	6:15	2:75	139511	139567	56	RM
14-8	12/10/18	9	10:45	13:05	2:60	139567	139616	49	JB
14-8	12/10/18	9	13:05	15:33	2:28	139616	139683	67	JB
14-8	12/10/18	4	17:20	18:50	1:30	139683	139732	49	PR
14-8	12/10/18	2	19:00	20:10	1:10	139732	139749	17	PR
14-8	12/10/18	5	23:35	25:00	1:65	139749	139805	56	OG

Vehicle Detail

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Vehicle #	Date	# of Riders	Start Time	Stop Time	Total Time	Start Odometer	Stop Odometer	Total Miles	Driver Initials
14-8	12/11/18	4	3:09	3:40	31	139805	139817	12	CD
14-8	12/11/18	6	4:15	6:10	1:95	139817	139877	60	CD
14-8	12/11/18	2	10:00	10:30	30	139877	139888	11	RM
14-8	12/11/18	8	10:30	13:15	2:85	139888	139950	62	RM
14-8	12/11/18	10	13:15	15:30	2:15	139950	140014	64	RM
14-8	12/11/18	6	17:00	18:50	1:50	140014	140072	58	PR
14-8	12/11/18	4	19:00	20:35	1:35	140072	140097	25	PR
14-8	12/12/18	5	3:08	3:45	37	140098	140123	25	CD
14-8	12/12/18	9	4:20	6:00	1:80	140123	140165	42	CD
14-8	12/12/18	2	10:00	10:30	30	140165	140175	10	RM
14-8	12/12/18	8	10:30	13:15	2:85	140175	140238	63	RM
14-8	12/12/18	11	13:15	15:30	2:15	140238	140291	53	RM
14-8	12/12/18	6	17:00	19:00	2:00	140291	140341	50	PR
14-8	12/12/18	4	19:00	20:20	1:20	140341	140365	24	PR
14-8	12/12/18	6	20	1:50	1:30	140365	140421	56	OG
14-8	12/13/18	8	10:30	13:05	2:75	140421	140474	53	RM
14-8	12/13/18	8	13:05	15:30	2:25	140474	140536	62	RM
14-8	12/13/18	2	10:00	10:30	30	140536	140550	14	RM
14-8	12/14/18	8	10:30	12:50	2:20	140550	140606	56	RM
14-8	12/14/18	6	17:55	19:00	1:45	140606	140629	23	OG
14-8	12/14/18	6	23:00	25:00	2:00	140629	140705	76	OG
14-8	12/15/18	6	17:50	18:45	95	140705	140727	22	BC
14-8	12/15/18	6	21:50	23:50	2:00	140727	140787	60	BC
14-8	12/16/18	5	1:45	3:05	1:60	140787	140830	43	RM
14-8	12/16/18	5	4:10	6:00	1:90	140830	140876	46	RM
14-8	12/17/18	9	3:45	6:15	2:70	140876	140935	59	RM
14-8	12/17/18	1	10:15	10:30	15	140935	140941	6	JB
14-8	12/17/18	8	10:30	12:50	2:20	140941	140989	48	JB
14-8	12/17/18	10	12:50	15:33	2:83	140989	141057	68	JB
14-8	12/17/18	4	17:00	18:50	1:50	141057	141105	48	PR
14-8	12/17/18	2	19:00	20:15	1:15	141105	141122	17	PR
14-8	12/18/18	4	3:08	3:25	17	141122	141131	9	CD
14-8	12/18/18	10	4:15	6:00	1:85	141131	141187	56	CD
14-8	12/18/18	2	10:00	10:30	30	141187	141199	12	RM
14-8	12/18/18	8	10:30	13:15	2:85	141199	141262	63	RM
14-8	12/18/18	12	13:15	15:30	2:15	141262	141315	53	RM
14-8	12/18/18	5	17:00	18:55	1:55	141315	141366	51	PR
14-8	12/18/18	4	19:00	20:15	1:15	141366	141390	24	PR
14-8	12/18/18	6	22:45	12:15	10:30	141390	141445	55	OG
14-8	12/19/18	4	3:04	3:45	41	141445	141466	21	CD
14-8	12/19/18	9	4:15	6:00	1:85	141466	141510	44	CD
14-8	12/19/18	2	10:00	10:30	30	141510	141520	10	RM
14-8	12/19/18	8	10:30	13:15	2:85	141520	141573	53	RM
14-8	12/19/18	11	13:15	15:30	2:15	141573	141639	66	RM
14-8	12/19/18	6	17:15	19:00	1:85	141639	141689	50	PR
14-8	12/19/18	4	19:00	20:20	1:20	141689	141713	24	PR
14-8	12/20/18	6	3:08	3:55	47	141713	141737	24	CD
14-8	12/20/18	9	4:20	6:00	1:80	141737	141782	45	CD
14-8	12/20/18	8	10:30	13:15	2:85	141782	141847	65	RM
14-8	12/20/18	9	13:15	15:30	2:15	141847	141908	61	RM
14-8	12/21/18	6	17:55	18:55	1:00	141908	141930	22	OG
14-8	12/21/18	6	23:75	13:10	10:65	141930	141990	60	OG

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Vehicle #	Date	# of Riders	Start Time	Stop Time	Total Time	Start Odometer	Stop Odometer	Total Miles	Driver Initials
14-8	12/22/18	5	17:35	18:25	90	141990	142011	21	OG
14-8	12/23/18	7		1:30	1:30	142011	142067	56	OG
14-8	12/23/18	6	1:50	3:00	1:50	142067	142128	61	RM
14-8	12/23/18	7	4:00	6:30	2:30	142128	142164	36	RM
14-8	12/23/18	8	15:15	17:10	1:95	142164	142224	60	OG
14-8	12/23/18	6	20:30	22:15	1:85	142224	142281	57	OG
14-8	12/23/18	8	3:45	6:15	2:70	142281	142348	67	RM
14-8	12/24/18	6	10:45	12:50	2:05	142348	142391	43	JB
14-8	12/24/18	9	12:50	15:30	2:80	142391	142453	62	JB
14-8	12/25/18	6	10:30	13:20	2:90	142453	142505	52	RM
14-8	12/25/18	7	13:20	15:15	1:95	142505	142561	56	RM
14-8	12/26/18	10	3:55	6:00	2:45	142561	142614	53	CD
14-8	12/26/18	2	10:00	10:30	30	142614	142625	11	RM
14-8	12/26/18	6	10:30	13:15	2:85	142625	142689	64	RM
14-8	12/26/18	11	13:15	15:30	2:15	142689	142731	42	RM
14-8	12/26/18	5	17:15	19:05	1:90	142731	142786	55	OG
14-8	12/26/18	5	23:45	13:20	10:25	142786	142837	51	OG
14-8	12/27/18	6	3:09	3:55	46	142837	142862	25	CD
14-8	12/27/18	8	4:20	6:00	1:80	142862	142901	39	CD
14-8	12/27/18	7	10:30	13:15	2:85	142901	142965	64	RM
14-8	12/27/18	7	13:15	15:30	2:15	142965	143006	41	RM
14-8	12/28/18	2	10:00	10:30	30	143006	143017	11	RM
14-8	12/28/18	5	10:30	13:15	2:85	143017	143080	63	RM
14-8	12/28/18	7	13:15	15:30	2:15	143080	143128	48	RM
14-8	12/28/18	5	22:40	12:25	10:15	143128	143185	57	OG
14-8	12/29/18	1	25	1:00	75	143185	143207	22	OG
14-8	12/29/18	5	17:50	18:50	1:00	143207	143229	22	BC
14-8	12/29/18	5	22:00	23:25	1:25	143229	143279	50	BC
14-8	12/30/18	5	1:45	3:10	1:65	143279	143313	34	RM
14-8	12/30/18	6	4:10	6:15	2:05	143313	143374	61	RM
14-8	12/30/18	7	14:40	17:00	2:60	143374	143428	54	BC
14-8	12/30/18	6	20:30	21:50	1:20	143428	143470	41	BC
14-8	12/31/18	8	3:45	6:15	2:70	143470	143527	57	RM
14-8	12/31/18	1	10:15	10:33	18	143527	143533	6	JB
14-8	12/31/18	9	10:33	12:57	2:24	143533	143581	48	JB
14-8	12/31/18	9	12:57	15:18	2:61	143581	143648	67	JB
14-8	12/31/18	4	17:20	19:00	1:80	143648	143694	46	PR
14-8	12/31/18	2	19:00	19:45	45	143694	143713	19	PR
14-8	12/31/18	4	21:25	22:50	1:25	143713	143765	52	OG
14-8	12/31/18	3	23:40	12:40	11:00	143765	143802	37	OG
15-17	10/01/18	6	17:30	19:00	1:70	170441	170480	39	LG
15-17	10/01/18	5	19:00	21:45	2:45	170450	170531	81	LG
15-17	10/02/18	9	17:30	19:15	1:85	170531	170556	25	LG
15-17	10/02/18	5	19:15	22:00	2:85	170556	170601	45	LG
15-17	10/03/18	9	17:30	19:10	1:80	170601	170635	34	LG
15-17	10/03/18	7	19:10	22:15	3:05	170635	170655	20	LG
15-17	10/04/18	8	17:00	19:00	2:00	170655	170744	89	LG
15-17	10/04/18	7	19:00	21:30	2:30	170744	170794	50	LG
15-17	10/05/18	8	3:05	4:10	1:05	170794	170835	41	CD
15-17	10/05/18	8	4:40	6:00	1:60	170835	170875	40	CD
15-17	10/05/18	1	10:10	10:35	25	170875	170889	14	RM
15-17	10/05/18	7	10:35	13:15	2:80	170889	170949	60	RM

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Vehicle #	Date	# of Riders	Start Time	Stop Time	Total Time	Start Odometer	Stop Odometer	Total Miles	Driver Initials
15-17	10/05/18	7	13:15	15:30	2:15	170949	171008	59	RM
15-17	10/05/18	5	17:25	19:05	1:80	171008	171062	54	OG
15-17	10/05/18	1	19:10	19:25	15	171062	171068	6	OG
15-17	10/05/18	6	22:25	24:10	1:85	171068	171121	53	BC
15-17	10/06/18	8	4:15	6:08	1:93	171121	171167	46	CD
15-17	10/06/18	7	11:00	13:00	2:00	171167	171224	57	LG
15-17	10/06/18	9	13:00	15:30	2:30	171224	171267	43	LG
15-17	10/06/18	8	16:30	21:25	4:95	171267	171371	104	LG
15-17	10/07/18	1	8:45	10:45	2:00	171371	171382	11	LG
15-17	10/07/18	7	11:00	12:45	1:45	171382	171421	39	LG
15-17	10/09/18	7	12:45	15:15	2:70	171421	171478	57	LG
15-17	10/09/18	8	18:00	20:30	2:30	171478	171531	53	LG
15-17	10/09/18	6	17:30	19:00	1:70	171531	171553	22	LG
15-17	10/09/18	7	19:00	21:00	2:00	171553	171604	51	LG
15-17	10/09/18	8	17:30	19:15	1:85	171604	171627	23	LG
15-17	10/09/18	8	19:15	22:05	2:90	171627	171687	60	LG
15-17	10/10/18	7	10:30	13:09	2:79	171687	171754	67	NW
15-17	10/10/18	11	13:09	15:32	2:23	171754	171822	68	JB
15-17	10/10/18	9	17:30	19:15	1:85	171822	171848	26	LG
15-17	10/10/18	5	19:15	21:45	2:30	171848	171900	52	LG
15-17	10/12/18	5	3:05	4:00	95	171900	171939	39	CD
15-17	10/12/18	6	4:40	6:00	1:60	171939	171979	40	CD
15-17	10/12/18	2	10:00	10:30	30	171979	171989	10	RM
15-17	10/12/18	6	10:30	13:15	2:85	171989	172049	60	RM
15-17	10/12/18	8	13:15	15:30	2:15	172049	172114	65	RM
15-17	10/12/18	4	17:25	19:00	1:75	172114	172166	52	OG
15-17	10/12/18	2	19:15	19:50	35	172166	172181	15	OG
15-17	10/12/18	6	3:25	4:05	80	172181	172211	30	CD
15-17	10/12/18	8	4:55	6:00	1:45	172211	172240	29	CD
15-17	10/13/18	8	17:25	18:40	1:15	172240	172267	27	OG
15-17	10/13/18	6	22:00	23:50	1:50	172267	172330	63	OG
15-17	10/14/18	6	1:45	3:00	1:55	172330	172365	35	RM
15-17	10/14/18	6	4:30	6:30	2:00	172365	172425	60	RM
15-17	10/15/18	6	18:00	18:55	55	172425	172450	25	OG
15-17	10/15/18	5	23:40	25:15	1:75	172450	172507	57	OG
15-17	10/16/18	8	18:05	19:15	1:10	172507	172534	27	BC
15-17	10/16/18	6	20:00	24:00	4:00	172534	172588	54	BC
15-17	10/17/18	9	18:00	19:05	1:05	172588	172616	28	OG
15-17	10/17/18	6	22:45	24:40	1:95	172616	172680	64	OG
15-17	10/18/18	5	17:50	19:10	1:60	172680	172725	45	BC
15-17	10/19/18	5	3:02	3:50	48	172725	172760	35	CD
15-17	10/19/18	8	4:40	6:00	1:60	172760	172801	41	CD
15-17	10/19/18	2	10:00	10:30	30	172801	172811	10	RM
15-17	10/19/18	8	10:30	13:15	2:85	172811	172870	59	RM
15-17	10/19/18	8	13:15	15:30	2:15	172870	172930	60	RM
15-17	10/19/18	5	17:20	19:05	1:85	172930	172982	52	OG
15-17	10/19/18	2	19:10	19:40	30	172982	172994	12	OG
15-17	10/19/18	5	22:15	23:50	1:35	172994	173031	37	BC
15-17	10/20/18	7	3:04	3:55	51	173031	173062	31	CD
15-17	10/20/18	8	4:55	6:00	1:45	173062	173090	28	CD
15-17	10/20/18	3	17:00	19:00	2:00	173090	173140	50	PR
15-17	10/20/18	9	19:00	21:45	2:45	173140	173201	61	PR

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Vehicle #	Date	# of Riders	Start Time	Stop Time	Total Time	Start Odometer	Stop Odometer	Total Miles	Driver Initials
15-17	10/21/18	2	9:45	10:00	55	173201	173213	12	LG
15-17	10/21/18	7	11:00	12:45	1:45	173213	173255	42	LG
15-17	10/21/18	6	12:45	15:30	2:85	173255	173310	55	LG
15-17	10/21/18	9	18:00	21:15	3:15	173310	173385	75	LG
15-17	10/21/18	6	17:30	19:05	1:75	173385	173406	21	LG
15-17	10/22/18	8	19:05	21:45	2:40	173406	173456	50	LG
15-17	10/22/18	4	23:15	24:20	1:05	173456	173481	25	BC
15-17	10/23/18	8	17:30	19:20	1:90	173481	173506	25	LG
15-17	10/23/18	6	19:20	22:15	2:95	173506	173559	53	LG
15-17	10/24/18	8	17:30	19:19	1:89	173559	173584	25	LG
15-17	10/24/18	6	19:19	21:50	2:31	173584	173629	45	LG
15-17	10/24/18	5	23:40	24:55	1:15	173629	173667	38	BC
15-17	10/25/18	6	17:00	18:50	1:50	173667	173712	45	LG
15-17	10/25/18	7	18:50	21:45	2:95	173712	173773	61	LG
15-17	10/26/18	8	4:40	6:10	1:70	173808	173862	54	CD
15-17	10/26/18	5	17:25	19:05	1:80	173862	173917	55	OG
15-17	10/26/18	2	19:15	19:45	30	173917	173928	11	OG
15-17	10/26/18	8	20:10	22:00	1:90	173928	173982	54	OG
15-17	10/26/18	6	3:30	4:20	90	173773	173808	35	CD
15-17	10/27/18	5	3:03	3:45	42	173982	174007	25	CD
15-17	10/27/18	8	5:00	5:55	55	174007	174032	25	CD
15-17	10/27/18	1	9:45	10:35	90	174032	174040	8	LG
15-17	10/27/18	8	11:00	12:57	1:57	174040	174091	51	LG
15-17	10/27/18	9	12:57	15:30	2:73	174091	174130	39	LG
15-17	10/27/18	4	17:00	18:45	1:45	174130	174181	51	LG
15-17	10/27/18	9	18:45	21:50	3:05	174186	174242	56	LG
15-17	10/28/18	6	2:01	2:45	44	174242	174280	38	CD
15-17	10/28/18	6	4:45	6:00	1:55	174280	174312	32	CD
15-17	10/28/18	2	8:45	9:45	1:00	174312	174324	12	LG
15-17	10/28/18	10	11:00	15:30	4:30	174324	174468	144	LG
15-17	10/29/18	3	17:30	19:10	1:80	174468	174480	12	LG
15-17	10/29/18	6	19:10	21:55	2:45	174480	174534	54	LG
15-17	10/30/18	8	18:30	19:35	1:05	174534	174560	26	OG
15-17	10/30/18	6	22:10	23:50	1:40	174560	174618	58	BC
15-17	10/31/18	7	17:30	19:20	1:90	174618	174639	21	LG
15-17	10/31/18	5	19:20	21:50	2:30	174639	174689	50	LG
15-17	11/01/18	8	10:30	13:15	2:85	174689	174750	61	RM
15-17	11/01/18	7	13:15	15:30	2:15	174750	174809	59	RM
15-17	11/01/18	7	17:00	19:05	2:05	174809	174855	46	LG
15-17	11/01/18	6	19:05	21:45	2:40	174855	174913	58	LG
15-17	11/02/18	7	3:06	4:10	1:04	174913	174955	42	CD
15-17	11/02/18	7	4:40	6:00	1:60	174955	174995	40	CD
15-17	11/02/18	5	17:25	19:05	1:80	174995	175049	54	OG
15-17	11/02/18	6	23:00	24:35	1:35	175049	175109	60	OG
15-17	11/03/18	4	3:06	3:50	44	175109	175136	27	CD
15-17	11/03/18	8	4:55	6:05	1:50	175136	175164	28	CD
15-17	11/03/18	1	9:45	10:35	90	175164	175172	8	LG
15-17	11/03/18	6	10:35	13:00	2:65	175172	175226	54	LG
15-17	11/03/18	9	13:00	15:15	2:15	175226	175270	44	LG
15-17	11/03/18	7	17:00	21:30	4:30	175270	175384	114	LG
15-17	11/04/18	7	11:00	12:50	1:50	175384	175426	42	LG
15-17	11/04/18	7	12:50	16:00	3:50	175426	175482	56	LG

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15-17	11/04/18	9	18:00	20:30	2:30	175482	175532	50	LG
15-17	11/05/18	4	17:30	19:05	1:35	175532	175553	21	LG
15-17	11/09/18	7	17:45	19:05	1:20	175594	175620	26	OG
15-17	11/09/18	5	22:40	24:15	1:35	175620	175680	60	OG
15-17	11/10/18	6	3:15	4:15	1:00	175680	175710	30	CD
15-17	11/10/18	8	4:55	6:00	1:05	175710	175738	28	CD
15-17	11/10/18	1	9:45	10:30	45	175738	175746	8	LG
15-17	11/10/18	7	11:00	12:55	1:55	175746	175796	50	LG
15-17	11/10/18	8	12:55	15:30	2:35	175796	175840	44	LG
15-17	11/10/18	7	17:00	18:45	1:45	175840	175893	53	LG
15-17	11/10/18	8	18:45	21:45	3:00	175893	175947	54	LG
15-17	11/11/18	5	2:00	3:00	1:00	175947	175997	50	RM
15-17	11/11/18	6	4:00	6:20	2:20	175997	176057	60	RM
15-17	11/11/18	2	8:45	9:55	1:10	176057	176069	12	LG
15-17	11/11/18	7	11:00	12:40	1:40	176069	176111	42	LG
15-17	11/11/18	6	12:40	15:15	2:35	176111	176171	60	LG
15-17	11/11/18	9	18:00	20:40	2:40	176171	176222	51	LG
15-17	11/12/18	5	17:30	21:25	3:55	176222	176297	75	LG
15-17	11/12/18	4	23:10	24:35	1:25	176297	176349	52	OG
15-17	11/12/18	4	17:30	19:10	1:40	176349	176373	24	LG
15-17	11/13/18	6	19:10	22:15	3:05	176373	176426	53	LG
15-17	11/14/18	7	17:30	19:10	1:40	176426	176449	23	LG
15-17	11/14/18	7	19:10	21:50	2:40	176449	176494	45	LG
15-17	11/14/18	6	23:35	25:15	1:40	176494	176547	53	BC
15-17	11/15/18	8	10:30	13:15	2:45	176547	176612	65	RM
15-17	11/15/18	8	13:15	15:30	2:15	176612	176666	54	RM
15-17	11/15/18	5	17:00	19:00	2:00	176666	176706	40	LG
15-17	11/15/18	7	19:00	21:50	2:50	176706	176763	57	LG
15-17	11/16/18	5	3:02	4:00	58	176763	176802	39	CD
15-17	11/16/18	8	4:40	6:00	1:20	176802	176842	40	CD
15-17	11/16/18	7	18:00	19:00	1:00	176842	176862	20	OG
15-17	11/16/18	1	20:05	20:35	30	176862	176887	25	OG
15-17	11/16/18	6	22:40	24:15	1:35	176887	176947	60	OG
15-17	11/17/18	6	3:03	3:55	52	176947	176976	29	CD
15-17	11/17/18	8	5:00	6:05	1:05	176976	177004	28	CD
15-17	11/17/18	1	9:45	11:00	1:15	177004	177011	7	LG
15-17	11/17/18	7	11:00	13:00	2:00	177011	177061	50	LG
15-17	11/17/18	9	13:00	15:30	2:30	177061	177104	43	LG
15-17	11/17/18	6	16:30	18:40	2:10	177104	177154	50	LG
15-17	11/17/18	8	18:40	21:50	3:10	177154	177217	63	LG
15-17	11/18/18	2	8:45	10:00	1:15	177217	177229	12	LG
15-17	11/18/18	7	11:00	12:50	1:50	177229	177271	42	LG
15-17	11/18/18	7	12:50	15:30	2:40	177271	177329	58	LG
15-17	11/18/18	9	18:00	21:00	3:00	177329	177383	54	LG
15-17	11/19/18	5	17:30	19:10	1:40	177383	177403	20	LG
15-17	11/19/18	7	19:10	22:10	3:00	177403	177455	52	LG
15-17	11/19/18	5	22:55	24:45	1:50	177455	177505	50	BC
15-17	11/20/18	7	18:30	19:20	50	177505	177528	23	LG
15-17	11/20/18	5	19:20	21:55	2:35	177528	177582	54	LG
15-17	11/21/18	7	17:30	19:20	1:50	177582	177615	33	LG
15-17	11/21/18	4	19:20	22:00	2:40	177615	177665	50	LG
15-17	11/22/18	6	4:00	6:00	2:00	177665	177711	46	CD

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15-17	11/22/18	7	10:30	13:10	2:40	177711	177777	66	RM
15-17	11/22/18	5	13:10	15:30	2:20	177777	177827	50	RM
15-17	11/22/18	7	17:45	20:35	2:50	177827	177879	52	RM
15-17	11/23/18	1	10:00	10:15	15	177931	177940	9	RM
15-17	11/23/18	7	10:15	12:45	2:30	177940	177991	51	RM
15-17	11/23/18	8	12:45	15:30	2:45	177991	178058	67	PR
15-17	11/23/18	7	17:00	19:00	2:00	178058	178109	51	PR
15-17	11/23/18	8	19:00	21:24	2:24	178109	178165	56	PR
15-17	11/23/18	7	4:10	6:00	1:50	177879	177931	52	CD
15-17	11/24/18	7	4:30	6:00	1:30	178165	178209	44	CD
15-17	11/24/18	1	9:45	10:45	1:00	178209	178217	8	LG
15-17	11/24/18	8	11:00	13:00	2:00	178217	178272	55	LG
15-17	11/24/18	8	13:00	15:30	2:30	178272	178315	43	LG
15-17	11/24/18	7	16:30	18:45	2:15	178315	178368	53	LG
15-17	11/24/18	9	18:45	22:00	3:15	178368	178441	73	LG
15-17	11/25/18	5	1:45	3:00	1:15	178441	178469	28	RM
15-17	11/25/18	6	4:00	6:15	2:15	178469	178530	61	RM
15-17	11/25/18	2	9:05	10:00	55	178530	178542	12	RM
15-17	11/25/18	7	11:00	12:55	1:55	178542	178588	46	LG
15-17	11/25/18	5	12:55	15:15	2:20	178588	178643	55	LG
15-17	11/25/18	9	18:00	20:40	2:40	178643	178696	53	LG
15-17	11/26/18	6	17:30	19:10	1:40	178696	178717	21	LG
15-17	11/26/18	7	19:10	21:40	2:30	178717	178767	50	LG
15-17	11/27/18	6	17:30	19:10	1:40	178767	178787	20	LG
15-17	11/27/18	6	19:10	22:00	2:50	178787	178842	55	LG
15-17	11/28/18	7	17:30	19:20	1:50	178842	178864	22	LG
15-17	11/28/18	6	19:20	22:15	2:55	178864	178910	46	LG
15-17	11/29/18	8	10:35	13:15	2:40	178910	178976	66	RM
15-17	11/29/18	8	13:15	15:30	2:15	178976	179024	48	RM
15-17	11/29/18	5	17:00	19:25	2:25	179024	179103	79	LG
15-17	11/29/18	7	19:25	22:00	2:35	179103	179162	59	LG
15-17	11/30/18	2	10:00	10:30	30	179162	179175	13	RM
15-17	11/30/18	7	10:30	12:55	2:25	179175	179230	55	RM
15-17	11/30/18	10	13:00	15:20	2:20	179230	179293	63	PR
15-17	11/30/18	7	17:20	19:15	1:55	179293	179344	51	PR
15-17	11/30/18	2	19:20	20:10	50	179344	179361	17	PR
15-17	11/30/18	6	20:15	22:00	1:45	179361	179402	41	PR
15-17	12/01/18	1	9:45	10:40	55	179402	179410	8	LG
15-17	12/01/18	8	11:00	15:30	4:30	179410	179507	97	LG
15-17	12/01/18	7	16:45	18:35	1:50	179507	179561	54	LG
15-17	12/01/18	8	18:35	22:00	3:25	179561	179627	66	LG
15-17	12/02/18	7	8:45	12:55	4:10	179627	179672	45	LG
15-17	12/02/18	5	12:55	15:15	2:20	179672	179730	58	LG
15-17	12/02/18	7	18:00	23:10	5:10	179730	179780	50	LG
15-17	12/03/18	7	15:45	18:15	2:30	179780	179839	59	RM
15-17	12/03/18	5	17:30	19:25	1:55	179839	179863	24	LG
15-17	12/03/18	8	19:25	22:10	2:45	179863	179922	59	LG
15-17	12/04/18	5	17:30	19:15	1:45	179922	179940	18	LG
15-17	12/04/18	6	19:15	22:15	3:00	179940	179986	46	LG
15-17	12/05/18	6	17:30	19:05	1:35	179986	180008	22	LG
15-17	12/05/18	6	19:05	22:10	3:05	180008	180061	53	LG
15-17	12/06/18	9	13:15	15:30	2:15	180194	180258	64	RM

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15-17	12/06/18	6	3:07	3:55	48	180061	180088	27	CD
15-17	12/06/18	8	4:20	5:55	1:35	180088	180132	44	CD
15-17	12/06/18	6	10:30	13:15	2:45	180132	180194	62	RM
15-17	12/07/18	6	3:06	4:00	94	180258	180293	35	CD
15-17	12/07/18	7	4:40	6:00	1:60	180293	180332	39	CD
15-17	12/07/18	2	10:00	10:30	30	180332	180344	12	RM
15-17	12/07/18	4	10:33	12:40	2:07	180344	180402	58	RM
15-17	12/07/18	8	13:00	15:30	2:30	180402	180466	64	PR
15-17	12/07/18	7	17:00	18:55	1:55	180466	180517	51	PR
15-17	12/07/18	3	19:06	20:10	1:04	180517	180540	23	PR
15-17	12/07/18	3	20:14	21:45	1:31	180540	180581	41	PR
15-17	12/08/18	6	3:06	4:05	99	180581	180622	41	CD
15-17	12/08/18	8	5:00	6:05	1:05	180622	180652	30	CD
15-17	12/08/18	7	17:00	18:50	1:50	180652	180704	52	PR
15-17	12/08/18	9	19:00	21:15	2:15	180704	180761	57	PR
15-17	12/09/18	2	20:45	22:00	1:55	180761	180773	12	LG
15-17	12/09/18	7	11:00	12:40	1:40	180773	180815	42	LG
15-17	12/09/18	7	12:40	15:30	2:90	180815	180872	57	LG
15-17	12/09/18	9	18:00	21:05	3:05	180872	180929	57	LG
15-17	12/10/18	6	17:30	19:10	1:80	180929	180951	22	LG
15-17	12/10/18	7	19:10	21:55	2:45	180951	181003	52	LG
15-17	12/11/18	5	17:30	19:45	2:15	181003	181023	20	LG
15-17	12/11/18	7	22:15	24:35	2:20	181080	181143	63	BC
15-17	12/11/18	5	19:45	22:05	2:60	181023	181080	57	LG
15-17	12/12/18	6	17:30	19:05	1:75	181143	181165	22	LG
15-17	12/12/18	6	19:05	22:10	3:05	181165	181216	51	LG
15-17	12/13/18	6	3:07	3:55	48	181216	181242	26	CD
15-17	12/13/18	8	4:20	6:05	1:85	181242	181285	43	CD
15-17	12/13/18	5	17:00	19:20	2:20	181285	181326	41	LG
15-17	12/13/18	7	19:20	22:00	2:80	181326	181385	59	LG
15-17	12/14/18	5	3:03	4:00	97	181385	181425	40	CD
15-17	12/14/18	8	4:40	6:05	1:65	181425	181465	40	CD
15-17	12/14/18	10	13:00	15:40	2:40	181465	181528	63	PR
15-17	12/14/18	6	17:00	19:00	2:00	181528	181579	51	PR
15-17	12/14/18	3	19:00	20:00	1:00	181579	181594	15	PR
15-17	12/14/18	7	20:00	22:20	2:20	181594	181646	52	PR
15-17	12/15/18	4	3:03	3:45	42	181646	181673	27	CD
15-17	12/15/18	7	5:00	6:00	1:00	181673	181697	24	CD
15-17	12/15/18	7	9:45	13:00	3:55	181197	181760	563	LG
15-17	12/15/18	7	13:00	15:30	2:30	181760	181813	53	LG
15-17	12/15/18	6	17:00	18:55	1:55	181813	181866	53	LG
15-17	12/15/18	8	18:55	21:45	2:90	181866	181928	62	LG
15-17	12/16/18	2	8:45	9:55	1:10	181928	181939	11	LG
15-17	12/16/18	6	11:00	12:30	1:30	181939	181981	42	LG
15-17	12/16/18	6	12:30	15:30	3:00	181981	182037	56	LG
15-17	12/16/18	8	18:00	20:40	2:40	182037	182083	46	LG
15-17	12/17/18	6	17:30	19:10	1:80	182083	182103	20	LG
15-17	12/17/18	7	19:10	21:55	2:45	182103	182157	54	LG
15-17	12/17/18	5	23:05	12:45	10:60	182157	182208	51	BC
15-17	12/18/18	6	17:30	19:05	1:75	182208	182228	20	LG
15-17	12/18/18	6	19:05	22:15	3:10	182228	182281	53	LG
15-17	12/19/18	7	17:30	19:03	1:73	182281	182301	20	LG

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Vehicle #	Date	# of Riders	Start Time	Stop Time	Total Time	Start Odometer	Stop Odometer	Total Miles	Driver Initials
15-17	12/19/18	6	19:03	21:40	2:37	182301	182353	52	LG
15-17	12/19/18	6	23:55	13:35	10:20	182353	182410	57	BC
15-17	12/20/18	4	17:00	18:30	1:30	182410	182444	34	LG
15-17	12/20/18	7	18:30	21:40	3:10	182444	182500	56	LG
15-17	12/21/18	4	3:03	3:50	47	182500	182535	35	CD
15-17	12/21/18	8	4:40	6:00	1:60	182535	182572	37	CD
15-17	12/21/18	2	10:00	10:30	30	182572	182582	10	RM
15-17	12/21/18	7	10:30	12:55	2:25	182582	182637	55	RM
15-17	12/21/18	10	13:00	15:45	2:45	182637	182701	64	PR
15-17	12/21/18	6	17:00	18:50	1:50	182701	182753	52	PR
15-17	12/21/18	3	19:00	19:30	30	182753	182769	16	PR
15-17	12/21/18	7	20:00	22:30	2:30	182769	182820	51	PR
15-17	12/22/18	1	9:45	10:34	89	182874	182882	8	LG
15-17	12/22/18	7	11:00	13:00	2:00	182882	182934	52	LG
15-17	12/22/18	9	13:00	15:00	2:00	182934	182977	43	LG
15-17	12/22/18	6	16:30	18:20	1:50	182977	183028	51	LG
15-17	12/22/18	8	18:20	21:50	3:30	182028	183090	1062	LG
15-17	12/22/18	5	3:07	3:50	43	182820	182848	28	CD
15-17	12/22/18	8	5:00	6:05	1:05	182848	182874	26	CD
15-17	12/23/18	2	8:45	9:58	1:13	183090	183102	12	LG
15-17	12/23/18	6	11:00	12:40	1:40	183102	183144	42	LG
15-17	12/23/18	6	12:40	15:15	2:75	183144	183201	57	LG
15-17	12/23/18	8	18:00	20:40	2:40	183201	183257	56	LG
15-17	12/24/18	7	12:20	13:55	1:35	183257	183287	30	OG
15-17	12/24/18	3	15:45	16:10	65	183287	183303	16	OG
15-17	12/24/18	6	16:30	17:45	1:15	183303	183348	45	OG
15-17	12/24/18	6	17:45	20:55	3:10	183348	183397	49	LG
15-17	12/24/18	8	3:55	5:45	1:50	183397	183453	56	CD
15-17	12/25/18	6	18:00	20:15	2:15	183453	183497	44	LG
15-17	12/26/18	7	17:30	19:05	1:75	183497	183517	20	LG
15-17	12/26/18	4	19:05	21:20	2:15	183517	183562	45	LG
15-17	12/27/18	6	17:30	19:00	1:70	183562	183603	41	LG
15-17	12/27/18	7	19:00	21:35	2:35	183603	183658	55	LG
15-17	12/28/18	6	3:03	4:05	1:02	183658	183700	42	CD
15-17	12/28/18	7	4:40	6:05	1:65	183700	183738	38	CD
15-17	12/28/18	6	17:30	19:10	1:80	183738	183758	20	LG
15-17	12/28/18	7	19:10	21:45	2:35	183758	183812	54	LG
15-17	12/29/18	6	3:04	4:00	96	183812	183842	30	CD
15-17	12/29/18	8	4:55	6:00	1:45	183842	183872	30	CD
15-17	12/29/18	2	9:45	10:50	1:05	183872	183884	12	LG
15-17	12/29/18	5	11:00	12:45	1:45	183884	183930	46	LG
15-17	12/29/18	9	12:45	14:50	2:05	183930	183973	43	LG
15-17	12/29/18	5	16:30	18:30	2:00	183973	184024	51	LG
15-17	12/29/18	7	18:30	21:25	2:95	184024	184086	62	LG
15-17	12/30/18	2	8:45	9:50	1:05	184086	184098	12	LG
15-17	12/30/18	6	11:00	12:45	1:45	184098	184144	46	LG
15-17	12/30/18	6	12:45	15:00	2:55	184144	184200	56	LG
15-17	12/30/18	8	18:00	20:30	2:30	184200	184257	57	LG
15-17	12/31/18	5	17:30	19:05	1:75	184257	184277	20	LG
15-17	12/31/18	7	19:05	21:30	2:25	184277	184328	51	LG

MASTER AGREEMENT
ON-CALL PROFESSIONAL SERVICES, CONSULTANT
MAPA OR LPA PROJECTS
MAPA ON-CALL COMMUNICATION SUPPORT

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY
THE NEW BLK
ON-CALL PROFESSIONAL SERVICES

THIS AGREEMENT, made and entered into by and between the Omaha-Council Bluffs Metropolitan Area Planning Agency, hereinafter referred to as the "MAPA", and The New BLK, hereinafter referred to as the "Consultant".

WITNESSETH

WHEREAS, MAPA used a qualification based selection process to select the Consultant to be one of several on-call consultants for a two year time period, to provide communication support (hereinafter referred to as Services) on MPO's or Local Public Agency (LPA) Federal-Aid projects, and

WHEREAS, the Consultant is qualified to do business in Nebraska and has met all requirements of the Nebraska Board of Engineers and Architects to provide consultant engineering services in the State of Nebraska, and

WHEREAS, MAPA will, upon execution of this Master Agreement, place Consultant's name on the list of qualified on-call consultants from which the MAPA or an LPA may select a consultant to perform Services for a project, and

WHEREAS, this contract will result in a minimum of \$15,000 in fees to Consultant for Services provided under Task Order(s); the actual dollar amount of fees paid will depend on the need, funding availability and other circumstances, and

WHEREAS, when Consultant is selected to provide Services under this Master Agreement, a task order agreement (hereinafter referred to as "Task Order") between the MAPA or an LPA and Consultant will be prepared, and

WHEREAS, prior to the expiration of this Master Agreement, MAPA, in its discretion, may extend this Master Agreement two additional years, and

WHEREAS, Consultant is willing to perform Services in accordance with the terms hereinafter provided, agrees to comply with all federal, state, and local laws and ordinances applicable to this agreement, and agrees to comply with all applicable federal-aid transportation project related program requirements, so that Consultant's costs of services provided under this agreement will be fully eligible for federal reimbursement, and

WHEREAS, for any LPA project, the LPA and Consultant intend that Services be completed in accordance with the terms and conditions of the Nebraska LPA Guidelines Manual for Federal Aid Projects; hereinafter referred to as LPA Manual (See definition in Section 1), and

WHEREAS, for any LPA project, Consultants primary contact person for LPA will be LPA's representative, who has been designated as being in responsible charge of the project, and who is referred to herein as RC or Responsible Charge.

NOW THEREFORE, in consideration of these facts, the parties hereto agree as follows:

SECTION 1. DEFINITIONS

WHEREVER in this Master Agreement the following terms are used, they shall have the following meaning:

"CONSULTANT" means the firm of The New BLK and any employees thereof, whose business and mailing address is 1213 Jones Street, Omaha, Nebraska, and

"LPA MANUAL" shall mean the Nebraska Department of Transportations' LPA Guidelines Manual for Federal-Aid Projects. The LPA Manual is a document approved by the Federal Highway Administration (FHWA) that sets out the requirements for local federal-aid projects to be eligible for federal reimbursement; the LPA Manual can be found in its entirety at the following web address: <http://www.dor.state.ne.us/gov-aff/lpa/lpa-guidelines.pdf>, and

"LPA" means a Local Public Agency, and

"FHWA" means the Federal Highway Administration, United States Department of Transportation, Washington, D.C. 20590, acting through its authorized representatives, and

"DOT" means the United States Department of Transportation, Washington, D.C. 20590, acting through its authorized representatives, and

To "ABANDON" the Master Agreement means that the MAPA has determined that conditions or intentions as originally existed have changed and that the Master Agreement as contemplated herein is to be renounced and deserted for as long in the future as can be foreseen, and

To "SUSPEND" the Master Agreement means that the MAPA has determined that the conditions or intentions as originally existed have changed and that the Master Agreement as contemplated herein should be stopped on a temporary basis. This cessation will prevail until MAPA determines to abandon or terminate the Master Agreement or to reinstate it under the conditions as defined in this Master Agreement, and

To "TERMINATE" or the "TERMINATION" of this Master Agreement is the cessation or quitting of this Master Agreement based upon action or failure of action on the part of the Consultant as defined herein and as determined by the MAPA, and

A "TASK ORDER" is a separate agreement between the MAPA or an LPA and the Consultant for services on a specific project.

SECTION 2. SELECTION PROCESS

When the need for consultant services arise, the MAPA or LPA will select a Consultant from the on-call consultant list using a set of criteria. The criteria would include such items as: equity, specialized expertise, technical competence in the type of work required, past performance, capacity to accomplish the work, location of the project and knowledge of area.

SECTION 3. PROJECT TASK ORDER

The terms and conditions of this Master Agreement shall apply to each project for which the Consultant is selected by MAPA or an LPA to provide Services. A "Task Order" shall be used to initiate individual projects for the consultant to provide Services for MAPA or an LPA. Each properly executed Task Order will result in an agreement between MAPA or an LPA and Consultant including provisions substantially similar to this Master Agreement with any necessary amendments or additions thereto, and describing and establishing the fee for the specific project to be completed. Task Orders may only be issued until the expiration of the term of this Master Agreement. If the term of any Task Order extends beyond the term specified in this Master Agreement, this Master Agreement shall remain in full force and effect but only as to such Task Order.

SECTION 4. TERM OF THE AGREEMENT

This Master Agreement becomes effective on the date it is signed by MAPA and will end on January 31, 2021. MAPA reserves the right to extend this agreement for an additional two years beyond the end of the original term. MAPA will exercise its right to extend the term of the agreement by notifying Consultant in writing of such extension on or about one month prior to the end of the term of this Master Agreement.

SECTION 5. SCOPE OF SERVICES

The purpose of this Master Agreement is to contract with Consultant to complete communication support services under Task Orders issued by MAPA or an LPA. Each Task Order will also include an attachment entitled "Task Order Scope of Services". For each Task Order the Consultant will agree to complete the services set out in both the "General Scope of Services" and the "Task Order Scope of Services". The "Task Order Scope of Services" will

govern over any contrary language in the “General Scope of Services” of this Master Agreement.

Consultant will assist MAPA and LPA’s with Communications Support for the Heartland 2050 Refresh. The Consultant will support, but not limited to the following elements:

- Project understanding and information gathering
- Communications strategy support
- Development and/or refinement of Heartland 2050 message, copy and brand voice
- Selection of media formats
- Design and visual representation of project information

Beyond the initial task order for the Heartland 2050 refresh. Task orders will be for communications and design assistance for MAPA’s planning efforts that may include the following tasks:

- Development of communications strategy
- Development of written content for agency or project specific materials
- Visual representation and design for MAPA projects
- Development of branding and branding guides for MAPA projects
- Website improvements for MAPA’s website (mapacog.org) or project websites, such as Heartland 2050 (heartland2050.org)
- Video development
- Social media assistance
- Other communications-related tasks as requested

The Consultant shall complete the services set out in both the General Scope of Services from the Master Agreement and the Task Order Scope of Services for Communication Support, attached hereto and hereby made a part of this Task Order as an Exhibit. The Exhibit is the result of the following process:

- (1) MAPA or LPA provided Consultant with a document describing the detailed proposed Scope of Services for this project
- (2) Consultant made necessary and appropriate proposed additions, deletions, and revisions to MAPA or LPA’s detailed Scope of Services document
- (3) MAPA or LPA and Consultant together reviewed the proposed Scope of Services, the proposed revisions and negotiated the final detailed Scope of Services and Fee Proposal document, which is attached.

Consultant and MAPA or LPA have agreed that the submitted scope and fee proposal sets out the services reasonably necessary and the costs reasonably estimated for Consultant Services to provide for Communication Support. The Consultant agrees to provide the services listed on the Exhibit.

Upon receiving a written notice to proceed from MAPA or LPA, the Consultant shall complete the services required under this Task Order as set out in the Exhibit "Task Order Scope of Services," and in accordance with the terms of the Master Agreement, all of which are hereby made a part of this Task Order by this reference. The "Task Order Scope of Services" will govern over any contrary language in the "General Scope of Services" of the Master Agreement.

MAPA or LPA has the absolute right to add or subtract from the Scope of Services at any time and such action on its part will in no event be deemed a breach of this agreement. The addition or subtraction will become effective seven days after mailing written notice of such addition or subtraction.

SECTION 6. STAFFING PLAN (PE)

The Task Order will include a section related to changes to personnel of Consultant who will be responsible for the work under a Task Order. It is expected that the Task Orders will include, but not be limited to, the following or similar language:

The Consultant has provided MAPA or LPA with a staffing plan that identifies the employees of the Consultant who will be part of the primary team for this project. The primary team members will be agreed upon and identified in each Task Order. The primary team is expected to be directly responsible for providing the Services under this agreement. This document shall specify the role that will be assigned to each member of the primary team. During design, the Consultant may make occasional temporary changes to the primary team. However, any permanent change to the primary team will require prior written approval from MAPA or LPA.

Personnel who are added to the Staffing Plan as replacements must be persons of comparable training and experience. Personnel added to the Staffing Plan as new personnel and not replacements must be qualified to perform the intended services. Failure on the part of the Consultant to provide acceptable replacement personnel or qualified new personnel to keep the services on schedule will be cause for termination of this Task Order and the Master Agreement, with settlement to be made as provided in

the SUSPENSION, ABANDONMENT, OR TERMINATION section of the applicable Task Order or Master Agreement.

SECTION 7. NEW EMPLOYEE WORK ELIGIBILITY STATUS

The Consultant agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within MAPA of Nebraska. The Consultant hereby agrees to contractually require any subconsultants to 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.

The undersigned duly authorized representative of the Consultant, by signing this agreement, hereby attests to the truth of the following certifications, and agrees as follows:

Neb.Rev.Stat. § 4-114. I certify compliance with the provisions of Section 4-114 and, hereby certify that this Consultant shall register with and use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. I agree to require all subconsultants, by contractual agreement, to require the same registration and verification process.

If the Consultant is an individual or sole proprietorship, the following applies:

1. The Consultant must complete the United States Citizenship Attestation form and attach it to this agreement. This form is available on the Department of Road's website at www.transportation.nebraska.gov/projdev/#save.
2. If the Consultant indicates on such Attestation form that he or she is a qualified alien, the Consultant agrees to provide the US Citizenship and Immigration Services documentation required to verify the Consultant lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
3. The Consultant understands and agrees that lawful presence in the United States is required and the Consultant may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb.Rev.Stat. §4-108.

SECTION 8. NOTICE TO PROCEED AND COMPLETION

Each Task Order will include a section setting out the requirements concerning Notice to Proceed and Completion. Any work or services performed by Consultant on a Task Order prior to the date specified in the Notice to Proceed will not be eligible for reimbursement.

Any work or services performed by Consultant after the completion date will not be eligible for reimbursement unless the Consultant has received a written extension of time from MAPA or the LPA. The completion date will not be extended because of any avoidable delay attributed to the Consultant, but delays not attributable to the Consultant, such as delays attributable to MAPA or the LPA may constitute a basis for an extension of time.

SECTION 9. FEES AND PAYMENTS

The minimum total dollar amount of fees to be paid under this contract is \$15,000.00. The maximum total dollar amount of fees to be paid per term is \$125,000.00. For each Task Order, MAPA or LPA will specify which of the following payment methods will be used: Cost Plus Fixed Fee or Lump Sum.

Each Task Order will include a section setting out the requirements concerning Fees and Payments. It is expected that the Task Orders will include, but not be limited to, the following or similar "Fees and Payments" language:

- A. **Federal Cost Principles.** For performance of Services under the terms of this Task Order, the Consultant will be paid as authorized for each specific Task Order, subject to the terms of this agreement and all requirements and limitations of the federal cost principles contained in the Federal Acquisition Regulation (48 CFR 31).
- B. **Federal-aid.** (2-1-12) LPA will not make payments directly to Consultant for services performed under this agreement. Instead, MAPA will serve as a paying agent for LPA, and will pay Consultant directly for properly submitted and approved invoices using both LPA and Federal funds based on the applicable project federal cost participation percentage. The following process shall apply whenever the LPA, MAPA or the FHWA determines that certain costs, previously paid to Consultant, should not have been paid with federal funds by MAPA to Consultant. Consultant shall immediately repay MAPA the federal share of the previously paid amount and may invoice LPA for the costs repaid to MAPA. LPA shall promptly pay the full amount of the invoice from its own funds unless LPA, in good faith, disputes whether the Consultant is entitled to the payment under the agreement or the amount of the invoice. In the event of a dispute

between LPA and Consultant, the dispute resolution process of Section 18 herein shall be used by the parties.

C. **Subconsultant Over-runs and Under-runs.** The Consultant shall require any subconsultant to notify Consultant if at any time the subconsultant determines that its costs will exceed its negotiated fee estimate. The Consultant shall not allow any subconsultant to exceed its negotiated fee estimate without prior written approval of MAPA or the LPA. The Consultant understands that the amount of any subconsultant cost under-run will be subtracted from the total compensation to be paid to Consultant under this agreement, unless prior written approval is obtained from MAPA or LPA and, when applicable, FHWA.

D. **Out of Scope Services and Consultant Work Orders.** MAPA or LPA may request that Consultant provide services that, in the opinion of Consultant, are in addition to or different from those set out in the Scope of Services. When MAPA or LPA decides that these services require an adjustment in costs, the Consultant shall: (a) describe the proposed services, (b) provide an explanation why Consultant believes that the proposed services are not within the original scope of services and additional work effort is therefore required, and (c) estimate the cost to complete the services.

Consultant must receive written approval from MAPA or LPA before proceeding with the out-of-scope services. Before written approval will be given by MAPA or LPA, MAPA or LPA must determine that the situation meets the following criteria:

- That the additional work is beyond the scope of services initially negotiated with Consultant; and
- That the proposed services are within the scope of the Request for Proposal under which Consultant was selected and contract entered into; and
- That it is in the best interest of MAPA or LPA that the services be performed under this agreement.

Once the need for a modification has been established, a supplemental agreement will be prepared.

If the additional work requires the Consultant to incur costs prior to execution of a supplemental agreement, MAPA or LPA shall use the process set out below:

- The Consultant Work Order (CWO) – DR Form 250 for LPA Federal –Aid projects and DR Form 251 for MAPA projects shall be used to describe and provide necessary justification for the additional the scope of services, effort, the

deliverables, modification of schedule, and to document the cost of additional services. The CWO form is available on the Department of Roads website at <http://www.nebraskatransportation.org/rfp/>. The CWO must be executed to provide authorization for the additional work and to specify when that work may begin. This Task Order will be supplemented after one or more CWOs have been authorized and approved for funding.

- E. **Ineligible Costs.** MAPA or LPA is not responsible for costs incurred prior to the Notice-to-Proceed date or after the completion deadline date set out in the NOTICE TO PROCEED AND COMPLETION section of this agreement or as provided in a written time extension notification.
- F. **Payment.** Payment for work under this agreement will be made based on actual costs plus a fixed fee for profit. Actual costs include direct labor costs, direct non-labor costs, and overhead costs.
- 1) Direct Labor Costs are the earnings that individuals receive for the time they are working directly on the project.
 - a) Hourly Rates: For hourly employees, the hourly earnings rate shall be the employee's straight time hourly rate for the pay period in which the work was performed. For salaried employees, the hourly earnings rate shall be their actual hourly rate as recorded in the Consultant's accounting books of record.
 - b) Time records: The hours charged to the project must be supported by adequate time distribution records. The records must clearly indicate the distribution of hours to all activities on a daily basis for the entire pay period, and there must be a system in place to ensure that time charged to each activity is accurate.
 - 2) Direct Non-Labor Costs: 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.
- 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 MAPA, or the LPA on LPA projects, an invoice or billing itemizing all direct non-labor costs claimed for work under this agreement, and all supporting receipts or invoices. MAPA, on behalf of the LPA, will pay the Consultant for all necessary, allowable, eligible and properly documented direct non-labor costs related to the work under this agreement.

The following expenses will be reimbursed at actual costs, not to exceed the rates as shown below.

- a) The reimbursement for mileage associated with the use of company owned vehicles shall be the prevailing standard rate as established by the Internal Revenue Service (IRS) through its Revenue Procedures. Reimbursement for mileage associated with the use of a privately owned vehicle (POV), is limited to the lesser of:
 - (1) The mileage rate which the consultant reimbursed to the person who submitted the claim for POV use, or
 - (2) The prevailing standard rate as established by the IRS.
- b) Automobile Rentals and Air Fares will be actual reasonable cost and if discounts are applicable the Consultant shall give MAPA or LPA the benefit of all discounts.
- c) The reimbursement for meal and lodging rates shall be limited to the prevailing standard rate as indicated in the current website address for U.S. General Services Administration's (GSA) rates which is indicated below:

<http://www.gsa.gov/portal/category/100120>

- (1) For the Consultant and its employees to be eligible for the meal allowance, the following criteria must be met.

Breakfast:

- (a) Employee is required to depart at or before 6:30 a.m., or
- (b) Employee is on overnight travel.

Lunch:

- (a) Employee must be on overnight travel. No reimbursement for same day travel.

- (b) Employee is required to leave for overnight travel at or before 11:00 a.m., or
- (c) Employee returns from overnight travel at or after 2:00 p.m.

Dinner:

- (a) Employee returns from overnight travel or work location at or after 7:00 p.m., or
- (b) Employee is on overnight travel.

Meals are not eligible for reimbursement if the employee eats within 20 miles of the headquarters town of the employee.

The Consultant shall note the actual lodging and meal costs in a daily diary, expense report, or on the individual's time report along with the time of departure to the project and time of return to the headquarters town. The total daily meal costs must not exceed the GSA rates set out above.

- 3) Overhead Costs include indirect labor costs, indirect non-labor costs, and direct labor additives that are allowable in accordance with 48 CFR 31. Overhead costs are to be allocated to the project as a percentage of direct labor costs. The Consultant will be allowed to charge the project using its actual allowable overhead rate. Overhead rate increases which occur during the project period will not be cause for an increase in the maximum amount established in this agreement.

- G. **Fee for Profit.** The fee for profit is computed upon the direct labor and overhead costs. The Fee for Profit is not allowable upon direct non-labor costs. For monthly or progress invoices, the Fee for Profit is calculated by multiplying the sum of the direct labor and overhead costs billed by the negotiated Fee for Profit Rate. If all of the work under this agreement is not completed for any reason, Fee for Profit will be adjusted based on MAPA or LPA's determination of the actual percentage of work completed.
- H. **Invoices and Progress Reports.** The Consultant shall submit invoices to MAPA or LPA no more frequently than at monthly intervals. The invoices must present actual direct labor, actual overhead, actual direct non-labor costs, as well as the fee for profit based upon the actual direct labor and overhead costs billed for that period. The invoices must identify each employee by name and classification, the hours worked, and each individual's actual labor cost. Direct non-labor expenses must be itemized and provide a complete description of each item billed.

Each monthly invoice must include a completed "Cost Breakdown Form" (see State's webpage at www.transportation.nebraska.gov/rfp) and must be substantiated by a progress report which is to include/address, as a minimum:

1. A description of the work completed for that period
2. A description of the work anticipated for the next pay period
3. Information needed from MAPA or LPA
4. Percent of work completed to date

Consultant shall submit a progress report monthly even if Consultant does not submit a monthly invoice.

I. **Progress Payments.** Payments will not be made unless the monthly progress reports provide adequate substantiation for the work and MAPA or LPA determines that the work has been properly completed. MAPA will make a reasonable effort to pay the Consultant within 30 days of receipt of the Consultant invoices.

J. **Final Invoice and Payment.** Upon completion of the work under this agreement, the Consultant shall submit their final invoice. The Consultant shall review the overhead costs billed to-date to determine if the overhead rates used on the progress billings match the actual allowable rate applicable to the time period that the labor was incurred. If cost adjustments are necessary, they should be reflected on the final invoice. If a particular year's actual overhead has not yet been computed or approved by MAPA, the most recent years accepted rate should be applied.

Upon determination by MAPA or LPA that the work was adequately substantiated and completed in accordance with this agreement, payment will be made in the amount of the approved final invoice. The acceptance by the Consultant of the final payment will constitute and operate as a release to MAPA or LPA for all claims and liability to the Consultant, its representatives, and assigns, for any and all things done, furnished, or relating to the services rendered by or in connection with this agreement or any part thereof.

K. **Agreement Close-Out.** After the Consultant submits their final invoice, the Consultant must complete and submit to MAPA DR Form 39 (or DR Form 39a for LPA projects) – Pre-letting Professional Services Notification of Completion. The form must be submitted electronically according to the instructions on the form. DR Form 39 and 39a are available on the Department of Roads website at <http://www.nebraskatransportation.org/rfp/>.

- L. **Audit and Final Cost Adjustment.** Upon acceptance by MAPA or LPA, MAPA, or its authorized representative, may complete an audit review of the payments made under this agreement. The Parties understand that the audit may require an adjustment of the payments made under this agreement. The Consultant agrees to reimburse MAPA for any overpayments identified in the audit review, MAPA agrees to pay Consultant for any identified underpayments.
- M. **Consultant Cost Record Retention.** The Consultant shall maintain, and also require that its Subconsultants/Subcontractors maintain, all books, documents, papers, accounting records, and other evidence pertaining to costs incurred and shall make such material available for examination at its office at all reasonable times during the agreement period and for three years from the date of final cost settlement by FHWA and project closeout by MAPA. Such materials must be available for inspection by MAPA, LPA, FHWA, or any authorized representative of the federal government, and when requested, the Consultant shall furnish copies.

SECTION 10. PROFESSIONAL PERFORMANCE (MAPA or LPA PE Master Agreement 12-19-11)

It is expected that the Task Orders will include, but not be limited to, the following or similar language:

The Consultant understands that MAPA or LPA will rely on the professional training, experience, performance and ability of the Consultant. Examination by MAPA, LPA, or FHWA, or acceptance or use of, or acquiescence in the Consultant's services, will not be considered to be a full and comprehensive examination and will not be considered approval of the Consultant's services which would relieve the Consultant from liability or expense that would be connected with the Consultant's sole responsibility for the propriety and integrity of the professional services to be accomplished by the Consultant pursuant to this agreement.. The Consultant further understands that acceptance or approval of any of the services of the Consultant by MAPA or LPA, or of payment, partial or final, will not constitute a waiver of any rights of MAPA or LPA to recover from the Consultant, damages that are caused by the Consultant due to error, omission, or negligence of the Consultant in its services. That further, if due to error, omission, or negligence of the Consultant, the plans, specifications, and estimates are found to be in error or there are omissions therein revealed during or after the construction of the project and revision, reconsideration, or reworking of the plans is necessary, the

Consultant shall make such revisions without expense to MAPA or LPA. The Consultant shall respond to MAPA or LPA's notice of any errors, omissions, or negligence within 24 hours and give immediate attention to necessary corrections to minimize any delays to the project. This may involve visits by the Consultant to the project site, if directed by MAPA or LPA. If the Consultant discovers errors, omissions, or negligence in its work, it shall notify MAPA or LPA of the errors within 24 hours. Failure of the Consultant to notify MAPA or LPA will constitute a breach of this agreement. The Consultant's legal liability for all damages incurred by MAPA or LPA caused by error, omission, or negligent acts of the Consultant will be borne by the Consultant without liability or expense to MAPA or LPA.

SECTION 11. SUSPENSION, ABANDONMENT OR TERMINATION (2/8/12)

Master Agreement:

MAPA has the absolute right to suspend, abandon, or terminate the Master Agreement at any time and such action on its part will in no event be deemed a breach of the Master Agreement. MAPA will give the Consultant seven days written notice of such suspension, abandonment, or termination.

If MAPA, suspends, abandons or terminates the Master Agreement, the Consultant will be removed from the list of selected consultants for work under this contract. In the event the Master Agreement is terminated for cause, MAP is not required to provide the Consultant with the minimum amount of fees under this Master Agreement.

Task Order Agreement:

It is expected that the Task Orders will include, but not be limited to, the following or similar language:

- MAPA or the LPA has the absolute right to suspend or abandon the work, or terminate the Task Order at any time and such action on its part will in no event be deemed a breach of this Task Order. MAPA or the LPA will give the Consultant seven days written notice of such change of plan, suspension, abandonment, or termination. Any necessary change in Scope of Services shall follow the Consultant Work Order Process outlined in the FEES AND PAYMENTS section above.
- If MAPA or the LPA suspends or abandons the work, or terminates the Task Order as presently outlined, the Consultant shall be compensated in accordance with the provisions of 48 CFR 31, provided however, that in the case of suspension, abandonment, or termination for breach of this Task Order, MAPA or the LPA will

have the power to suspend payments, pending the Consultant's compliance with the provisions of this Task Order. For an abandonment or termination of this Task Order, payment to Consultant will be prorated based on the percentage of work completed by the Consultant prior to abandonment or termination compared to the total amount of work contemplated by this Task Order.

SECTION 12. OWNERSHIP OF DOCUMENTS (Master) (11-17-11)

All surveys, maps, reports, computations, charts, plans, specifications, electronic data, shop drawings, diaries, field books, and other project documents prepared or obtained for any Task Order are the property of MAPA or the LPA. The Consultant shall deliver these documents to MAPA or the LPA at the conclusion of the project without restriction or limitation as to further use.

MAPA and the LPA acknowledges that such data may not be appropriate for use on an extension of the services covered by this agreement or on other projects. Any use of the data for any purpose other than that for which it was intended without the opportunity for Consultant to review the data and modify it if necessary for the intended purpose will be at MAPA's or the LPA's sole risk and without legal exposure or liability to Consultant.

Further, Consultants' time sheets and payroll documents shall be kept in Consultants' files for at least three years from the completion of final cost settlement by FHWA and project closeout by the State.

SECTION 13. CONFLICT OF INTEREST LAWS

The Consultant shall review the Conflict of Interest provisions of 23 CFR 1.33 and 49 CFR 18.36(b)(3) for any Task Order and agrees to comply with all the Conflict of Interest provisions in order for MAPA's or the LPA's project to remain fully eligible for Federal funding. By signing this Master Agreement, the Consultant certifies that Consultant is not aware of any financial or other interest the Consultant has that would violate the terms of these federal provisions.

SECTION 14. USE AND/OR RELEASE OF PRIVILEGED OR CONFIDENTIAL INFORMATION

For any Task Order under this Master Agreement, the Consultant shall review materials provided to determine whether the following provision applies. Certain information provided by MAPA or LPA to the Consultant is confidential information contained within privileged documents protected by 23 U.S.C. §409. "Confidential information" means any information that is protected from disclosure pursuant to state and federal law and includes, but is not limited to, accident summary information, certain accident reports, diagnostic evaluations, bridge

inspection reports, and any other documentation or information that corresponds with said evaluations or reports, and any other information protected by 23 U.S.C. §409. "Privileged document" means any document pertaining to any file or project maintained by MAPA or LPA that is privileged and protected from disclosure, pursuant to appropriate state and federal law, including any document containing attorney-client communications between MAPA or an LPA employee and Legal Counsel. This confidential and privileged information is vital and essential to the Consultant in order that the Consultant adequately design the project at hand on behalf of MAPA or LPA.

The Consultant agrees it will only use any information or documentation that is considered to be privileged or confidential for the purposes of executing the services by which it has agreed to render for MAPA or LPA for the project at hand only. The Consultant agrees not to reveal, disseminate, or provide copies of any document that is confidential and privileged to any individual or entity. MAPA or the LPA agrees that any information or documentation that is considered to be privileged or confidential that is provided to Consultant will be marked with the following information. (Approved 11/4/11):

"CONFIDENTIAL INFORMATION: Federal Law, 23 U.S.C §409, prohibits the production of this document or its contents in discovery or its use in evidence in a State or Federal Court. The State of Nebraska [or LPA] has not waived any privilege it may assert as provided by that law through the dissemination of this document and has not authorized further distribution of this document or its contents to anyone other than the original recipient."

The Consultant agrees to obtain the written approval of MAPA or LPA prior to the dissemination of any privileged or confidential information or documentation if it is unclear to the Consultant whether such information or documentation is in fact privileged or confidential.

The Consultant and MAPA or the LPA agree that any unauthorized dissemination of any privileged or confidential information or documentation on the part of the Consultant will create liability on the part of the Consultant to MAPA or the LPA for any damages that may occur as a result of the unauthorized dissemination. The Consultant agrees to hold harmless, indemnify, and release MAPA or the LPA for any liability that may ensue on the part of MAP or the LPA for any unauthorized dissemination of any privileged or confidential information or documentation on the part of the Consultant.

SECTION 15. FORBIDDING USE OF OUTSIDE AGENTS

The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working for the Consultant, to solicit or secure this agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon or resulting from the award or making of this agreement. For breach or violation of this warranty, MAPA has the right to annul this agreement without liability or, in its discretion, to deduct from the agreement price or consideration, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

SECTION 16. GENERAL COMPLIANCE WITH LAWS

The Consultant hereby agrees to comply with all federal, state, and local laws and ordinances applicable to the work in effect at the time of the work.

SECTION 17. DISPUTES

Any dispute concerning a question of fact in connection with the work covered under this agreement will be address in accordance with the Nebraska Department of Transportation's LPA Guidelines Manual Section 4.4.3.5 DISPUTE RESOLUTION.

SECTION 18. RESPONSIBILITY FOR CLAIMS AND LIABILITY INSURANCE (For PE Master Agreements)

The Consultant agrees to save harmless MAPA from all claims and liability due to the error, omission, or negligence of the Consultant or those of the Consultant's agents or employees in the performance of services under this Master Agreement. Further, it is expected that in carrying out the work under these agreements, Consultant will make various decisions and judgments and Consultant will determine what actions are required by Consultant and by others to properly complete the work. Nothing in these agreements shall be interpreted to relieve Consultant from any liability it would otherwise have to MAPA and LPA in carrying out the work under these agreements.

Finally, the Consultant shall for the life of this Master Agreement, and for the life of any Task Order, carry insurance as outlined in Exhibit "A" attached hereto, and hereby made a part of this agreement. In any contract Consultant has with a subconsultant, Consultant shall require that the insurance requirements outlined in these Exhibits must be met by the subconsultant.

SECTION 19. COORDINATING PROFESSIONAL REGISTRATION (For PE Master Agreements)

Coordinating Professional: It is expected that the LPA's Task Orders will include, but not be limited to, the following or similar language:

As required by Neb.Rev.Stat. § 81-3437, the LPA has designated a Coordinating Professional for this project. The Coordinating Professional shall apply his or her seal and signature and the date to the cover sheet of all documents and denote the seal as that of the Coordinating Professional. The Coordinating Professional shall verify that all design disciplines involved in the project are working in coordination with one another, and that any changes made to the design are approved by the corresponding discipline. "Coordinating Professional" shall have the meaning set out in § 81-3408 of the Nebraska Engineers and Architects Regulation Act (Neb.Rev.Stat. § 81-3401 et. seq.). The Coordinating Professional shall also comply with the provisions of the Act, including Neb.Rev.Stat. § 81-3437(3)(g), and the implementing Rules and Regulations, Title 110, NAC section 6.3, and when applicable, shall complete the duties of design coordination set out in Neb.Rev.Stat. § 81-3421. Consultant further agrees to require its subconsultants to cooperate with the designated Coordinating Professional. If, for whatever reason, the designated Coordinating Professional is no longer assigned to the project, the Consultant shall provide the LPA written notice of the name of the replacement within 10 business days.

Coordinating Professional: It is expected that MAPA's Task Orders will include, but not be limited to, the following or similar language:

As required by Neb.Rev.Stat. § 81-3437, MAPA has designated its Roadway Design Engineer as the Coordinating Professional for this project. The Coordinating Professional shall apply his or her seal and signature and the date to the cover sheet of all documents and denote the seal as that of the Coordinating Professional. The Coordinating Professional will verify that all design disciplines involved in the project are working in coordination with one another, and that any changes made to the design are approved by the corresponding discipline. "Coordinating Professional" shall have the meaning set out in § 81-3408 of the Nebraska Engineers and Architects Regulation Act (Neb.Rev.Stat. § 81-3401 et. seq.). The Coordinating Professional will also comply with the provisions of the Act, including Neb.Rev.Stat. § 81-3437(3)(g), and the implementing Rules and Regulations, Title 110, NAC section 6.3, and when applicable, will complete the duties of design coordination set out in Neb.Rev.Stat. § 81-3421. Consultant agrees to cooperate with MAPA's Coordinating Professional to meet the requirements of state law. Consultant further agrees to require its subconsultants to cooperate with the State's Coordinating Professional.

Professional Registration: To the extent the work requires engineering services, the Consultant shall affix and sign the seal of a registered professional engineer or architect licensed to practice in the State of Nebraska, on all applicable documents, plans, specifications, and reports prepared under any Task Orders as required by the Nebraska Engineers and Architects Regulations Act, Neb.Rev.Stat §81-3401 et. seq.

SECTION 20. SUCCESSORS AND ASSIGNS

This agreement is binding on successors and assigns of either party.

SECTION 21. DRUG-FREE WORKPLACE POLICY

The Consultant shall have an acceptable and current drug-free workplace policy on file with the State.

SECTION 22. FAIR EMPLOYMENT PRACTICES ACT

The Consultant agrees to abide by the Nebraska Fair Employment Practices Act, as provided by Neb.Rev.Stat. 48-1101 through 48-1126, which is hereby made a part of and included in this agreement by reference.

SECTION 23. DISABILITIES ACT

The Consultant agrees to comply with the Americans with Disabilities Act of 1990 (P.L. 101-366), as implemented by 28 CFR 35, which is hereby made a part of and included in this agreement by reference.

SECTION 24. DISADVANTAGED BUSINESS ENTERPRISES

The Consultant shall ensure that disadvantaged business enterprises, as defined in 49 CFR 26, have the maximum opportunity to compete for and participate in the performance of subagreements financed in whole or in part with federal funds under this agreement. Consequently, the disadvantaged business requirements of 49 CFR 26 are hereby made a part of and included in this agreement by reference.

The Consultant shall not discriminate on the basis of race, color, sex, or national origin in the award and performance of FHWA-assisted contracts. Failure of the Consultant to carry out the requirements set forth above will constitute a breach of this agreement and, after the notification of the FHWA, may result in termination of this agreement by MAPA or the LPA or such remedy as the State deems appropriate.

SECTION 25. NONDISCRIMINATION

- A. Compliance with Regulations: During the performance of this agreement, the Consultant, for itself and its assignees and successors in interest, agrees to comply with the regulations of the DOT relative to nondiscrimination in federally-assisted programs of the DOT (49 CFR 21 and 27, hereinafter referred to as the Regulations), which are hereby made a part of and included in this agreement by reference.
- B. Nondiscrimination: The Consultant, with regard to the work performed by it after award and prior to completion of this agreement, shall not discriminate on the basis of race, color, sex, or national origin in the selection and retention of Subconsultants, including procurements of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by 49 CFR 21.5, including employment practices when the agreement covers a program set forth in Appendixes A, B, and C of 49 CFR 21.
- C. Solicitations for Subagreements, Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the Consultant for work to be performed under a subagreement, including procurements of materials or equipment, each potential Subconsultant or supplier shall be notified by the Consultant of the Consultant's obligations under this agreement and the Regulations relative to nondiscrimination on the basis of race, color, sex, or national origin.
- D. Information and Reports: The Consultant shall provide all information and reports required by the Regulations, or orders and instructions issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by MAPA or FHWA to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall certify to MAPA or FHWA, as appropriate, and set forth what efforts it has made to obtain the information.
- E. Sanctions for Noncompliance: In the event of the Consultant's noncompliance with the nondiscrimination provisions of this agreement, MAPA will impose such agreement sanctions as it or MAPA and FHWA may determine to be appropriate, including but not limited to withholding of payments to the Consultant under this agreement until the Consultant complies, and/or cancellation, termination, or suspension of this agreement, in whole or in part.

- F. Incorporation of Provisions: The Consultant shall include the provisions of paragraphs A through E of this section in every subagreement, including procurements of materials and leases of equipment, unless exempt by the Regulations, orders, or instructions issued pursuant thereto. The Consultant shall take such action with respect to any subagreement or procurement as MAPA or FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance, provided however, that in the event a Consultant becomes involved in or is threatened with litigation with a Subconsultant/Subcontractor as a result of such direction, the Consultant may request that MAPA enter into such litigation to protect the interests of MAPA and, in addition, the Consultant may request that MAPA and United States enter into such litigation to protect the interests of the and United States.

SECTION 26. SUBLETTING, ASSIGNMENT, OR TRANSFER

Any other subletting, assignment, or transfer of any professional services to be performed by the Consultant is hereby prohibited unless prior written consent of MAPA is obtained.

As outlined in the DISADVANTAGED BUSINESS ENTERPRISES section of this agreement, the Consultant shall take all necessary and reasonable steps to ensure that disadvantaged business enterprises have the maximum opportunity to compete for and perform subagreements. Any written request to sublet any other work must include documentation of efforts to employ a disadvantaged business enterprise.

SECTION 27. CONSULTANT CERTIFICATIONS (State agreements)

The undersigned duly authorized representative of the Consultant, by signing this agreement, hereby swears, under the penalty of law, to the best of my knowledge and belief, the truth of the following certifications, and agrees as follows:

- A. **Neb.Rev.Stat. § 81-1715(1)**. I certify compliance with the provisions of Section 81-1715 and, to the extent that this contract is a lump sum, actual cost-maximum-not-to-exceed, or actual cost-plus-fixed fee professional service contract, I hereby certify that wage rates and other factual unit costs supporting the fees in this agreement are accurate, complete, and current as of the date of this agreement. I agree that the original contract price and any additions thereto shall be adjusted to exclude any significant sums by which MAPA determines the contract price had been increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs.
- B. **Neb.Rev.Stat. §§ 81-1717 and 1718**. I hereby certify compliance with the provisions of Sections 81-1717 and 1718 and, except as noted below neither I nor any person associated with the firm in the capacity of owner, partner, director, officer, principal investor, project director, manager, auditor, or any position involving the administration of federal funds:

1. Has employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above Consultant) to solicit or secure this agreement, or
2. Has agreed, as an express or implied condition for obtaining this agreement, to employ or retain the services of any firm or person in connection with carrying out this agreement, or
3. Has paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above Consultant) any fee, contribution, donation, or consideration of any kind for, or in connection with procuring or carrying out this agreement, except as here expressly stated (if any).

C. Certification Regarding Debarment, Suspension, and Other Responsibility Matters- Primary Covered Transactions. Section C1 below contains 10 instructions that consultant agrees to follow in making the certifications contained in C2.

1. Instructions for Certification

- a. By signing this agreement, the Consultant is providing the certification set out below.
- b. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this project. The Consultant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with MAPA's determination whether to enter into this agreement. However, failure of the Consultant to furnish a certification or an explanation will disqualify the Consultant from participation in this agreement.
- c. The certification in this clause is a material representation of fact upon which reliance was placed when MAPA determined to enter into this agreement. If it is later determined that the Consultant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, MAPA may terminate this agreement for cause or default.
- d. The Consultant shall provide immediate written notice to MAPA if at any time the Consultant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- e. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549.
- f. The Consultant agrees that should the proposed covered transaction be entered into, it will not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by MAPA before entering into this agreement.
- g. The Consultant further agrees to include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered

Transaction," provided by MAPA without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

- h. The Consultant in a covered transaction may rely upon a certification of a prospective Subconsultant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A Consultant may decide the method and frequency by which it determines the eligibility of its principals.
- i. Nothing contained in the foregoing will be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of the Consultant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- j. Except for transactions authorized under paragraph (f) of these instructions, if the Consultant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, MAPA may terminate this agreement for cause or default.

2. Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions

- a. By signing this agreement, the Consultant certifies to the best of its knowledge and belief, that it and its principals:
 - i. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - ii. Have not within a three-year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - iii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph a.(ii) above; and
 - iv. Have not within a three-year period preceding this agreement had one or more public transactions (federal, state, or local) terminated for cause or default.
- b. Where the Consultant is unable to certify to any of the statements in this certification, such Consultant shall attach an explanation to this agreement. I acknowledge that this certification is to be furnished to the State and the FHWA in connection with this agreement involving participation of federal-aid highway funds and is subject to applicable, state and federal laws, both criminal and civil.

SECTION 28. NEBRASKA DEPARTMENT OF ROADS CERTIFICATION

By signing this agreement, I do hereby certify that, to the best of my knowledge, the Consultant or its representative has not been required, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this agreement to:

- (a) employ or retain, or agree to employ or retain, any firm or person, or
- (b) pay or agree to pay to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind.

I acknowledge that this certification is to be furnished to the FHWA, upon their request, in connection with this agreement involving participation of Federal-Aid highway funds and is subject to applicable state and federal laws, both criminal and civil.

SECTION 29. ENTIRE AGREEMENT (For Master Agreements)

This Master Agreement, and when applicable the Task Order, embodies the entire agreement of the Parties. Except for the terms of a Task Order between Consultant and MAPA or an LPA, there are no promises, terms, conditions, or obligations other than contained herein, and this agreement supersedes all previous communications, representations, or other agreements or contracts, either oral or written hereto.

EXHIBIT "A"
INSURANCE REQUIREMENTS FOR
PROFESSIONAL SERVICE PROVIDORS (LPA PROJECTS)

Template T-EXH-13A (rev 5-16-18)

A. Consultant agrees to:

- (1) Make a detailed review of its existing insurance coverage,
- (2) Compare that coverage to the expected scope of the work under this Agreement,
- (3) Obtain the insurance coverage that it deems necessary to fully protect Consultant from loss associated with the work. Also, Consultant shall have at a minimum the insurance described below:

B. General Liability –

- (1) Limits of at least:
 - a. \$ 1,000,000 Per Occurrence
 - b. \$ 2,000,000 General Aggregate
 - c. \$ 2,000,000 Completed Operations Aggregate (if applicable)
 - d. \$ 1,000,000 Personal/Advertising Injury
- (2) Consultant shall be responsible for the payment of any deductibles.
- (3) Coverage shall be provided by a standard form Commercial General Liability Policy covering bodily injury, property damage including loss of use, and personal injury.
- (4) General Aggregate to apply on a Per Project Basis.
- (5) MAPA shall be named as Additional Insureds on a primary and non-contributory basis including completed operations (the completed work/product) for three (3) years after the work/product is complete.
- (6) Consultant agrees to waive its rights of recovery against LPA. Waiver of subrogation in favor of LPA shall be added to, or included in, the policy.
- (7) Contractual liability coverage shall be on a broad form basis and shall not be amended by any limiting endorsements.
- (8) If work is being done near a railroad track, the 50' railroad right of way exclusion must be deleted.
- (9) In the event that this contract provides for consultant to construct, reconstruct or produce a completed product, products and completed operations coverage in the amount provided above shall be maintained for the duration of the work, and shall be further maintained for a minimum period of five (5) years after final acceptance and payment.

**INSURANCE REQUIREMENTS FOR
PROFESSIONAL SERVICE PROVIDORS (LPA PROJECTS)**

- (10) Policy shall not contain a total or absolute pollution exclusion. Coverage shall be provided for pollution exposures arising from products and completed operations (as per standard CG0001 Pollution Exclusion or equivalent). (If the standard pollution exclusion as provided by CG0001 has been amended, please refer to the following section entitled "Pollution Coverage.")

C. Pollution Coverage –

- (1) In the event that the standard pollution exclusion as provided by CG0001 has been amended, coverage may be substituted with a separate Pollution Liability policy or a Professional Liability policy that includes pollution coverage in the amount of \$1,000,000 per occurrence or claim, and \$1,000,000 aggregate.
- (2) If coverage is provided by a "claims made" form, coverage will be maintained for three years after project completion. Any applicable deductible is the responsibility of Consultant.

D. Automobile Liability –

- (1) Limits of at least:
- a. \$ 1,000,000 CSL Per Accident
- (2) Coverage shall apply to all Owned, Hired, and Non-Owned Autos.
- (3) Consultant agrees to waive its rights of recovery against LPA. Waiver of Subrogation in favor of LPA, shall be added to the policy.

E. Workers' Compensation –

- (1) Limits: Statutory coverage for where the project is located.
- (2) Employer's Liability limits:
- a. \$100,000 Each Accident
 - b. \$100,000 Disease – Per Person
 - c. \$500,000 Disease – Policy Limit
- (3) Consultant agrees to waive its rights of recovery against LPA . Waiver of subrogation in favor of LPA must be added to, or included in, the policy

F. Professional Liability –

- (1) Limits of at least:
- a. \$ 1,000,000 Per Claim
 - b. \$ 1,000,000 Annual Aggregate
- (2) Coverage shall be provided for three years after work/project completion.

**INSURANCE REQUIREMENTS FOR
PROFESSIONAL SERVICE PROVIDORS (LPA PROJECTS)****G. Electronic Data and Valuable Papers –**

- (1) Limits of at least:
 - a. \$100,000 Electronic Data Processing Data and Media
 - b. \$25,000 Valuable Papers

H. Umbrella/Excess –

- (1) Limits of at least:
 - a. \$ 1,000,000 Per Occurrence
 - b. \$ 1,000,000 Annual Aggregate
- (2) Policy shall provide liability coverage in excess of the specified Employers Liability, Commercial General Liability and Auto Liability.
- (3) LPA shall be "Additional Insureds".
- (4) Consultant agrees to waive its rights of recovery against LPA. Waiver of subrogation in favor of LPA shall be provided.

I. Additional Requirements –

- (1) If any of the work is sublet, equivalent insurance shall be provided by or on behalf of the subconsultant or subconsultants (at any tier).
- (2) Any insurance policy shall be written by an insurance company with a Best's Insurance Guide Rating of A – VII or better.
- (3) Prior to consultant beginning work on a project under this agreement, Consultant shall provide LPA evidence of such insurance coverage in effect in the form of an Accord (or equivalent) certificate of insurance executed by a licensed representative of the participating insurer(s). Certificates of insurance must show the LPA as the certificate holders.
- (4) For so long as insurance coverage is required under this agreement, Consultant shall notify LPA when Consultant knows, or has reason to believe, that any insurance coverage required under this agreement will lapse, or may be canceled or terminated. Consultant must forward any pertinent notice of cancelation or termination to LPA by mail to the address listed below (return receipt requested), hand-delivery or facsimile transmission within 2 business days of receipt by Consultant of any such notice from an insurance carrier.

Copies of notices received by Consultant shall be sent to LPA, in care of LPA's Responsible Charge.
- (5) Failure of the owner or any other party to review, approve, and/or reject a certificate of insurance in whole or in part does not waive the requirements of this Agreement.

EXHIBIT "A"

**INSURANCE REQUIREMENTS FOR
PROFESSIONAL SERVICE PROVIDORS (LPA PROJECTS)**

- (6) The limits of coverage's set forth in this document are minimum limits of coverage. The limits of coverage shall not be construed to be a limitation of the liability on the part of Consultant or any of its subconsultants/tier subconsultants. The carrying of insurance described shall in no way be interpreted as relieving Consultant, subconsultant, or tier subconsultant of any responsibility or liability under the Agreement.
- (7) If there is a discrepancy of coverage between this document and any other insurance specification for this project, the greater limit or coverage requirement will prevail.

AN AGREEMENT BETWEEN THE OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY, AND DOUGLAS COUNTY TO RECEIVE HISTORIC GIS DATA SALES REVENUE

THIS AGREEMENT made and entered into this 16th day of January, 2019 by and between the Omaha-Council Bluffs Metropolitan Area Planning Agency (hereinafter called MAPA), and Douglas County.

WITNESSETH:

WHEREAS, MAPA administered the sale of various Douglas County GIS datasets on behalf of the Douglas County GIS Department to commercial customers over a period of five years from 2007 through 2012.

WHEREAS, the total balance of these GIS data sale funds is currently \$50,224.18 plus any accrued interest from the draft date of this document until the transfer date.

WHEREAS, there will not be any further sales revenue as neither Douglas County nor MAPA can any longer charge fees for distributing this type of GIS data. As such, MAPA Board of Directors have determined the balance of GIS data sales revenue should be returned to the Douglas County GIS Department to support GIS-related expenditures on behalf of Douglas County.

NOW, THEREFORE BE IT RESOLVED and the Parties agree MAPA shall transfer to Douglas County and Douglas County shall receive from MAPA said GIS data sales fund, including any accrued interest, and Douglas County shall use such funds to support GIS related expenditures of the Douglas County GIS Department. It is further agreed that once the funds have been transferred, neither Party will have any obligations to the other regarding this agreement, the funds, and/or the use of the funds.

In WITNESSETH WHEREOF, the parties hereto have caused this instrument to be signed and sealed by their duly authorized representative.

OMAHA-COUNCIL BLUFFS
METROPOLITAN AREA PLANNING AGENCY

ATTEST:

BY: _____
Executive Director Date

BY: _____
Date

PRINT NAME_____

PRINT NAME_____

DOUGLAS COUNTY

ATTEST:

BY: _____
Date

BY: _____
Date

Position_____

PRINT NAME_____

PRINT NAME_____

LEASE AGREEMENT

FOR OFFICE SPACE

THIS LEASE is made and entered into by and between the TRANSIT AUTHORITY OF THE CITY OF OMAHA, a political subdivision of the State of Nebraska (hereinafter "Lessor" or "METRO"), and OMAHA/COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY, a political subdivision of the State of Nebraska, (hereinafter "Lessee" or "MAPA")

WITNESS that:

For and in consideration of the mutual promises, covenants and agreements hereinafter contained to be kept and performed by each party hereto and upon the provisions and conditions hereinafter set forth, including payment of the rental designated to be paid by the Lessee, METRO and MAPA do hereby covenant and agree, and each for itself does hereby covenant and agree, as follows:

SECTION 1. Granting of Leasehold.

The Lessor leases and demises to the Lessee, and the Lessee takes and hires from the Lessor, upon and subject to the provisions and conditions of this Lease, the following:

For the term hereof unless otherwise terminated, the exclusive use of approximately 4,800 square feet of space in the building commonly known as the Administration Building of the Transit Authority of the City of Omaha located at 2222 Cuming Street in Omaha, Nebraska (hereinafter "Facility"), which space is more particularly described and depicted on Exhibit A attached hereto and by this reference incorporated herein (hereinafter "the Premises").

Lessor agrees to maintain such changes to the Premises as are identified in Exhibit B attached hereto and incorporated herein by this reference. The foregoing Premises may be hereinafter referred to as the "Leased Area".

To have and to hold the Leased Area for the term of this Lease hereinafter set forth, subject to the provisions, conditions, covenants and agreements herein contained.

The Lessee is granted the right to use or occupy the Leased Area or portions thereof in the manner set forth herein by any officer or employee of the Lessee for the sole purpose of providing office space for the term hereof for the Lessee provided that this use or occupancy remains consistent with the type and nature of the Leased Area; however, Lessor makes no

warranty concerning the suitability of all or any part of the Leased Area for Lessee's intended purpose.

Lessor agrees to furnish keys or security cards to enter the Facility. All such items shall remain the property of the Lessor. Upon expiration or termination of this Lease Agreement, Lessee shall surrender all such keys or cards. Lessee shall use the Leased Area for the purposes recited herein only during the regular business hours of the Lessor, unless reasonable advance notice shall be provided to Lessor, in which case Lessee's employees, agents and invitees shall observe all reasonable regulations or restrictions imposed thereupon by the Lessor.

Lessee covenants that any rights granted by this Lease shall not be exercised in such a way as to interfere with or adversely affect the Lessor's use, operation or maintenance of the Facility.

By taking possession of the Premises, Lessee shall have been deemed to have agreed that the same are in satisfactory order and condition and that Lessor has complied with all requirements of Exhibits Band C and that Lessee has accepted them in their entirety.

SECTION 2. Term; Granting of Possession.

This Lease shall commence on the 1st day of July, 2019 and shall continue for a term of three (3) years thereafter unless sooner terminated as herein provided. Notwithstanding any provision herein to the contrary, in the event Lessor's operations necessitate the use of all or any part of the Leased Area, Lessor shall have the right to terminate this Lease Agreement upon ninety (90) days written notice to the Lessee.

Notwithstanding any provision herein to the contrary, in the event Lessee experiences funding losses which prevent its ability to meet the rental obligations outlined in Section 3, Lessee shall have the right to terminate this Lease Agreement upon ninety (90) days written notice to the Lessor.

SECTION 3. Rental.

Lessee hereby covenants with the Lessor that it will pay to the Lessor, at such place as the Lessor shall designate in writing, annual rental, payable in advance in equal installments, which amount shall be due on the 1st business day of each month under the following rental schedule:

Effective Dates:

July 1, 2019, \$71,688, \$5,974, per month.

July 1, 2020 change to \$72,404.88, \$6033.74 per month.

July 1, 2021 change to \$73,128.96, \$6,094.08 per month

This Contract expires on June 30, 2022.

In addition to the foregoing rental amount and as a further part of the consideration to be furnished by Lessee, Lessee agrees that if Lessee's particular use of the demised premises causes any increase in Lessor's insurance premiums above those normally charged for the use of the Facility as an administrative and garage and maintenance building, the Lessee shall pay 100 percent (100%) of such increased premiums necessitated by the Lessee's particular use of the Facility, as evidenced by a written statement from the Lessor's insurance carrier that said premium increase results from Lessee's occupancy of the Leased Area or use of the Facility.

The extension of any time or times for the payment of any installment or installments of rent, or the acceptance by the Lessor of any money other than of the kind herein specified (to wit: current legal tender of the United States of America) or less than that required by the provisions of this Lease shall not be deemed a waiver or release of the right of the Lessor to insist on having any or all of said payments of said rental being paid in full or made in the manner and at the time herein contained.

The Lessor and the Lessee, after due study and analysis of the pertinent facts and conditions relating to rental values for land and facilities of the type, location and description similar to the Leased Area, agree and have determined that the aforesaid rental, together with the appropriate rental increases, represents the fair rental value of the Leased Area fair the term of Lease. In making this determination, consideration has been given, among other matters, to the following items:

- (i) The cost to the Lessor (including the Federal Transit Administration of the Department of Transportation: FTA) of the construction of the Facility, including equipping the same;
- (ii) The cost to the Lessor (including FTA) of the maintenance and repair of the Facility;
- (iii) The taxes, assessments and other public charges, if any, at the rates in effect at the time of the execution of this Lease, which may be charged to the Lessor by reason of its ownership or which may affect the Facility, including the Leased Area, or are required to be paid by the Lessor by reason of the payment to it of the rentals hereunder, including, without limiting the generality of the foregoing, any

charges or impositions levied upon or against the Facility or arising by reason of the occupancy, use or possession of the same by the Lessee;

- (iv) The administrative costs or other expenses of the Lessor at the time of the execution of this Lease and arising out of or pertaining to this Lease (current or future), including, but without limiting the generality of the foregoing, a properly allocable share of salaries and wages; indemnification to the Lessor as hereinafter provided; and, insurance premiums on insurance placed or maintained by the Lessee as hereinafter provided in this Lease; and,
- (v) Such other facts necessary and proper to a determination of the fair market value of the rental of said Leased Area.

SECTION 4. Taxes.

In addition to the rental hereinabove specified, and as a further part of the consideration to be furnished by the Lessee and as additional rental for the term demised, the Lessee covenants and agrees with the Lessor that the Lessee shall promptly pay all taxes levied or assessed at any or all times during the term hereby demised, by any and all taxing authorities, including all taxes charged as assessments, impositions, liens for public improvements, special charges and assessments (including specifically all special assessments and liens on the date of these presents) and in general all taxes, tax liens or liens in the nature of taxes which may be assessed, imposed or levied against the premises, including the land and all buildings, fixtures and improvements which may hereafter be placed thereon and all taxes levied upon the personal property which from time to time constitutes the furniture, furnishings, fixtures and equipment of the Lessee within the Leased Area, including all taxes which are assessed by any and all governmental authorities (e.g., City, State, County, Federal, School or any other taxing agencies, authorities, districts or otherwise), together with any interest, penalties or other taxes which may accrue thereon to the extent the same may result from the Lessee's occupancy or use of the Leased Area, including any construction, addition, installation, or betterment placed or caused to be placed upon the Leased Area by Lessor or Lessee pursuant to or in accordance with this Lease as evidenced by a written statement from the Assessor that the taxes result from Lessee's occupancy of the Leased Area or use of the Facility. Provided that in the event any of said taxes or assessments are payable, in accordance with the terms of their impositions, in installments, then the Lessee shall have the right to pay the same as such installments fall due.

The Lessor agrees to, and upon written request by the Lessee shall take whatever steps may be necessary to contest any assessed valuation, the amount of any tax or assessment, or to recover any taxes, assessments or other governmental charge paid, if such assessed valuation or tax or assessment or other governmental charge or the amount thereof appears to be improper

or invalid. The Lessee agrees to reimburse the Lessor for any and all costs and expenses thus incurred by the Lessor. The Lessee, if it elects to do so, may file in the name of the Lessor all protests or other instruments, and institute and prosecute proceedings for the purpose of any such contest. If any taxes or assessments or other governmental charges are levied or imposed upon the Lessor for reasons hereinabove stated on all or part of the Facility, the Lessee may in good faith contest such tax, assessment or other governmental charge. In the event of any contest permitted by this section, the Lessee shall, prior to any such contest, furnish the Lessor indemnity in form and amount satisfactory to the Lessor against any loss or liability by reason of such contest or by reason of any lien or charge arising out of the tax or assessment contested, and shall effectively prevent foreclosure or enforcement thereof, but such tax or assessment may be contested only if and so long as such contest or proceeding shall stay the execution or enforcement or foreclosure of any such lien or charge, and if so stayed and said stay thereafter expires, then and in any such event, the Lessee shall forthwith pay and discharge such lien or charge.

In the event that the Lessee shall fail, refuse or neglect to make any of the payments required by this section, then the Lessor may at its option, without constituting a waiver of the default occurring in this Lease, pay the same in the amount or amounts of money so paid, including reasonable attorney fees and expenses which might have been reasonably incurred because of or in connection with such payments, together with the interest on all of such amounts at the rate of 14 percent per annum, which shall be repaid by the Lessee to the Lessor upon demand from the Lessor, and the payment thereof may be collected or enforced by the Lessor in the same amount as though said amount were an installment of rent specifically required by the terms of this Lease to be paid by the Lessee to the Lessor upon the day when the Lessor demands the repayment thereof or the rightful reimbursement therefor of and from the Lessee.

The parties intend that any temporary extension by tax collecting authorities or by ordinance or by statute of the due or delinquency date of taxes shall not accrue to the benefit of the Lessee but the Lessee shall, in any event, pay taxes at least thirty days before the same become delinquent under the general law governing the payment of the same.

SECTION 5. Operation and Maintenance of the Leased Area.

During such times as the Lessee is in possession of or entitled under the terms of this Lease to possession or use of the Leased Area, the operation and maintenance of the Leased Area shall be the responsibility of the Lessor, and all costs of such operation and maintenance shall be at the expense of the Lessor. The foregoing shall include janitor service as may be regularly

provided to the remainder of the Facility, power, gas, light, heating, water, sewer and all other public utility services as they currently exist or as required by Exhibit B, except telephone service for the Lessee and related installation which shall be the obligation of the Lessee. Lessor agrees to maintain all signage identified in Exhibit B. Subject to the provisions of Sections 6 and 8 hereof, the Lessor at its own expense shall maintain or cause the Leased Area to be maintained in a state of good condition and will make or cause to be made all necessary and proper repairs, renewals, and replacements, resulting from or required by the ordinary wear and tear upon the Leased Area. Provided that nothing herein shall be construed to obviate any liability of the Lessee to the Lessor for damages sustained from the negligence or improper use of all or any part of the Facility, including its fixtures, furnishings and equipment and the Leased Area, by the Lessee, its employees or agents.

The Lessee shall not commit or allow any waste with respect to the Leased Area or any part of the Facility including its fixtures, furnishings and equipment and will not remove or permit the removal of any of Lessor's furnishings or such furnishings which may have been provided by Lessor, fixtures, equipment or apparatus at any time constituting a part of the Leased Area or the Facility; provided that with the written consent of the Lessor, the Lessee may remove or permit the removal of such fixtures, equipment and/or apparatus installed by the Lessee during the term hereof, which fixtures, equipment or apparatus may be removed without physical damage to any part of the Leased Area. The Lessee shall maintain and keep the Premises free of rubbish and refuse.

SECTION 6. Risk.

Lessee agrees that all property of whatever type owned or provided to it, placed or caused by Lessee to be placed upon or within all or any part of the Facility including the Leased Area shall be kept therein at Lessee's own risk and that Lessor shall not be liable to any person, including Lessee, for any damage to persons or property resulting from structural failure, the elements, explosion, act of God, fire, water, steam, gas, plumbing, electricity, rain, snow, leakage, breakage, overflow or from any other cause whatsoever, whether originating in the Leased Area or all or any part of the Facility including the land upon which it is constructed or elsewhere, unless resulting solely and proximately from the willful act or negligence of the Lessor.

SECTION 7. Right of Entry.

During the term hereof, the Lessor together with FTA and/or representatives of the United States Department of Transportation shall have the right of access to the Leased Area at all times reasonable or at any time in case of an emergency for the purpose of inspection or if necessary for proper maintenance or for any other purpose connected with or pertaining to the Lessor's rights or obligations under this Lease or as required by law in the carrying out of such

rights or obligations and to determine whether the Lessee has complied and is complying with the terms and conditions of this Lease with respect to the Leased Area.

No such entry by or on behalf of the Lessor upon the Leased Area shall cause or constitute a termination of the letting thereof or be deemed to constitute an interference with Lessee's right of possession.

SECTION 8. Alterations, Additions, Betterments, Installations, and Removal.

Lessee may, at its own expense, either at the commencement of or during the term of this Lease, make or cause to be made such alterations in and/or betterments or additions to the Leased Area, including without limitation, alterations in the water, gas and the electric wiring system as may be necessary to fit the same for the purposes hereinabove designated to the extent the same does not interfere with Lessor's operations or use of all or any part of the Facility, upon first obtaining the written consent from the Lessor as to the materials to be used and the manner of making such alterations and/or betterments or -additions. Lessor covenants not to unreasonably withhold said approval of any alterations and/or betterments or additions which may be proposed during the term of the Lease. Lessee further agrees to submit all plans and shop drawings for any of the foregoing to Lessor for its prior written approval before commencing any such work within the Leased Area.

Lessee shall not place any exterior or interior signage about the Leased Area or place any holes on or about any part of the Premises without the prior written consent of the Lessor.

At any time prior to the expiration or earlier termination of this Lease, Lessee, with the prior written consent of the Lessor, may remove any or all of such alterations, additions, betterments, or installations in such a manner as will not cause physical damage to any part of the Leased Area or the Facility. In the event that the Lessee shall elect to make any such removal, Lessee shall restore the Leased Area, or the portion or portions affected by such removal, to the same condition as existed prior to the making of such alteration, addition or installation, ordinary wear and tear excepted. All alterations, additions or installations not so removed by Lessee shall become the property of the Lessor without liability on the Lessor's part to pay for the same.

Notwithstanding any other provision in this Lease to the contrary, it shall be the responsibility of the Lessee to maintain in a good state of repair any and all alterations, additions, betterments, or installation permitted under this section.

The Lessee agrees to pay when due any sums of money that may become due for or purporting to be for any labor, services, materials, supplies, utilities, or equipment alleged to have been furnished or to be furnished to or for the Lessee unless otherwise provided herein other than at the instance of the Lessor (whether by reason of the compliance by the Lessee with

the provisions of the Lease or otherwise) in, upon or about the Facility, including the Leased Area, and which may be secured by any mechanics', materialmen's or other lien against the Facility and the Lessor's interest therein, and will cause each such lien to be fully discharged and released at the time of the performance of any obligation secured by any such lien when same matures or becomes due; provided, however, that if the Lessee desires to contest any such lien, it may do so (i) if the Lessee shall, prior to any such contest, furnish the Lessor indemnity in a form and amount satisfactory to the Lessor against any loss or liability by reason of such contest or lien and shall effectively prevent foreclosure enforcement thereof, and (ii) if and so long as such contest or proceeding shall stay the execution or enforcement or foreclosure of such lien, and if so stayed and said stay thereafter expires, then and in any such event, the Lessee shall forthwith pay and discharge such lien.

SECTION 9. Use of Leased Area; Compliance with Laws.

The Lessee hereby covenants and agrees that it will use or cause the Leased Area to be used solely for those purposes indicated in Section 1 hereof.

Lessee further covenants and agrees that its use of any equipment of the Lessor pursuant to the authorization of this Lease shall be done only with properly trained personnel who shall employ the same only for its intended purposes and in a prudent, conscientious and good and workmanlike manner.

The Lessee further covenants and agrees that it will promptly comply with, by appropriate repair, improvement, replacement or maintenance procedures, all valid statutes, ordinances, laws, judgments, decrees, regulations, directions or requirements of any governmental authority now and hereinafter applicable to and having jurisdiction of the Leased Area as the same may relate to the manner of use of the Leased Area or the condition of any furniture, furnishings, fixtures, equipment, construction, additions or betterment placed or caused to be placed upon the Leased Area by the Lessee. Provided that the Lessee may, in good faith and with due diligence, contest any such governmental requirement, even though such contest may result in the imposition of a lien or charge against the Leased Area (i) if the Lessee shall, prior to any such contest, furnish the Lessor indemnity in form and amount satisfactory to the Lessor against any loss or liability by reason of such contest or by reason of such lien or charge and shall effectively prevent foreclosure and enforcement thereof, and (ii) if and so long as such contest or proceedings shall stay the execution or enforcement or foreclosure of such lien or charge, and if so stayed and said stay thereafter expires, then and in any such event, the Lessee shall forthwith pay and discharge such lien or charge.

The Lessee shall not perform or permit others to perform any work in the Leased Area relating to any repair, renewals, replacements, rebuildings or alterations thereof or any

construction thereupon or thereto, unless the Lessee shall first have procured any required governmental permits and authorizations, and all such work and construction shall be done in a good and workmanlike manner and in compliance with all building, zoning and other laws, ordinances and any governmental regulations and requirements, and in accordance with the requirements, rules and regulations of all insurers of the Facility. The Lessor agrees to join in the application for any required permits and authorization whenever application by it is required for such permits or authorizations, but the Lessee shall indemnify and reimburse the Lessor for all costs and expenses which may thereby be incurred by the Lessor, except those associated with the obligations of the Lessor under this Lease.

SECTION 10. Liability and Property Damage Insurance.

Commencing with the term of this Lease, the Lessee shall procure and maintain in full force and effect from responsible insurers authorized to do business in the State of Nebraska a comprehensive insurance policy or policies no more restrictive than the standard form, in protection of the Lessor and the Lessee and their respective officers, executives, agents, servants and employees, insuring said parties and each of them against all direct or contingent loss or liability for damages for personal injury or death or damage to the Facility or any part thereof (including the land upon which the same is constructed and any and all parking lots provided therefor) including the loss of use thereof, occurring on or in any way related to or occasioned by reason of the Lessee's occupancy or use of the Leased Area or the operations of the Lessee upon, in and around the Leased Area, the Facility, and the land upon which it is constructed and the parking lots provided therefor or any of them, with insurance in the amount of not less than \$1,000,000 combined single limit, each occurrence for personal injury or death or damage to property. Such policy shall cover the entirety of the Facility (including the land upon which it is constructed and the parking lots. provided therefor, its equipment and fixtures, elevators, boilers and escalators, any sidewalks, streets or other public ways adjoining the Facility) and shall insure the Lessee against the liability of the Lessee under Section 21 hereof, to the extent the liability of the Lessee under such section is insurable. If the Lessee so requests, such liability insurance may be procured and maintained by it as part of or in conjunction with any other liability policy or policies carried by it.

SECTION 11. Certificates of Insurance; Terms Thereof.

Upon or prior to the commencement; of the term of this Lease, the Lessee shall furnish policies or certificates of the insurers showing the amount and type of the insurance then in effect that is required to be procured and maintained by the Lessee under any section of this Lease and

stating the date and term of the policy evidencing such insurance and, with respect to the liability insurance required by Section 10, that such liability policy or policies insures the Lessee against the liability of the Lessee under Section 20 hereof to the extent the liability of the Lessee under the latter section is insurable and certifies that the insurance so procured and maintained by the Lessee complies in all respects with the requirements hereof, including without limitation the requirements hereof as to the amounts and types of such insurance.

Certificates evidencing any renewal of the aforementioned insurance or of renewals of such renewals shall be delivered not less than 30 days prior to the expiration of any policy of insurance represented by any such certificate. All policies of insurance shall provide for not less than 30 days' notice to the Lessor before such policy may be cancelled.

Lessee shall furnish Lessor with satisfactory evidence it carries Workers Compensation Insurance in accordance the laws of the State of Nebraska.

SECTION 12. Destruction or Damage to the Leased Area; Abatement of Rental.

In the event of damage to or destruction of less than all of the Leased Area by fire or any other casualty, the Lessor shall promptly restore or shall authorize the Lessee to restore the Leased Area to a condition at least as good as existed immediately prior to such casualty, but only to the extent that insurance proceeds are available for such restoration or rebuilding. In the event of total destruction of the Leased Area by fire or other casualty, this Lease shall be terminated.

During any period in which, by reason of any damage or destruction (other than by condemnation, which is hereinafter provided for) or by reason of any act or omission of the Lessor, its employees or agents, there is substantial interference with the use and occupancy by the Lessee of the Leased Area, the rental hereunder for the Leased Area shall be abated proportionately in the proportion that that part of the Leased Area rendered so untenable bears to the whole of the Leased Area, and such abatement shall continue for the period commencing with such destruction or damage and ending with the substantial completion of the work of repair or reconstruction of the Leased Area or said portion thereof, but not to exceed the term of this Lease in any event. In the event of any partial damage or destruction, this Lease shall continue in full force and effect, and the Lessee may at its option terminate this Lease upon 60 days written notice to the Lessor.

SECTION 13. Condemnation.

If the whole or substantially the whole of the Facility shall be appropriated or condemned by reason of eminent domain, then this Lease shall terminate as of the day possession shall be

so taken, and the Lessee's obligation to pay rentals hereunder and its duty to discharge any other obligation hereunder, other than the payment of money then due and damages arising out of any breach on its part, shall cease and terminate.

Any award made in condemnation proceedings for the condemning or damaging of the Leased Area in whole or in part shall be paid to the Lessor and the Lessee shall have no interest therein or thereto and shall not be entitled to any part of such award, other than an award made to the Lessee for condemnation of its leasehold interest or part thereof which shall be paid to the Lessee.

SECTION 14. Performance of the Lessee's Obligations by the Lessor.

If the Lessee shall fail to keep or perform any of its obligations hereunder with respect to (i) maintenance and making of repairs, renewals and replacements; (ii) compliance with legal or insurance requirements; (iii) keeping the Facility free of liens; or (iv) the making of any other payment or performance of any other obligation to be made or performed by the Lessee, then the Lessor may but shall not be obligated to, upon the continuance of such failure on the Lessee's part for 30 days after written notice to the Lessee and without waiving or releasing the Lessee from any such obligation, as an additional, but not exclusive, remedy, to make such payment or to perform such obligation, and all sums so paid by the Lessor and all necessary costs and expenses incurred by the Lessor in performing such obligation, shall be deemed to be and shall constitute additional rental due and payable hereunder upon notice to the Lessee of such performance by the Lessor.

SECTION 15. Quiet Enjoyment and Peaceable Possession.

The Lessor covenants that it is well-seized of the Facility including the Leased Area and the land upon which it is constructed and has good title thereto free and clear of all liens and encumbrances, subject to any right, title or interest held or possessed by the United States Government by and through any grant authorized through FTA.

The Lessor and the Lessee mutually covenant and agree that the Lessee, by keeping and performing the covenants and agreements herein contained to be kept and performed and by it, shall at all times during the term of this Lease have the right to peaceably and quietly possess and enjoy the Leased Area without suit, trouble or hindrance from the Lessor.

SECTION 16. Surrender of the Leased Area.

The Lessee covenants and agrees that upon termination or expiration of this Lease, it shall surrender to the Lessor the Leased Area together with any improvements thereto and thereon,

in good order and condition, reasonable wear and tear excepted, and in a state of repair that is consistent with prudent use and conscientious maintenance thereof.

SECTION 17. Subleasing by the Lessee.

Neither this Lease nor any renewal thereof nor any interest of the Lessee shall at any time be mortgaged, hypothecated, affected, pledged, assigned or transferred by the Lessee by voluntary act or operation of law or otherwise.

The Lessee shall have no right to sublease all or any part of the Leased Area for any purpose to any person or to permit any person to use or occupy any part of the Leased Area.

The Lessee shall at all times remain liable for the performance of all covenants, conditions and obligations on its part to be performed hereunder, including the obligation to pay rental as provided in this Lease, notwithstanding any mortgaging, hypothecating, affectation, assigning, transferring or subletting which may be made, or any use and occupancy of the Leased Area or portions thereof by any other person.

SECTION 18. Breach and Waiver by Lessee.

The Lessee shall be in default hereunder if during the term of this Lease (i) the Lessee shall fail to pay when due from and owing by the Lessee any installment of rentals or any other sums herein specified, and such failure shall continue for 10 days; or (ii) the Lessee shall fail to observe or perform any other of the Lessee's covenants, agreements or obligations here- under and such failure shall not be cured within 30 days or such additional time as is reasonably required to correct any such failure, after the Lessor shall have given to the Lessee written notice specifying wherein the Lessee has failed to observe or perform any such covenant, agreement or obligation, or (iii) if the Lessee's interest in this Lease or any part thereof is mortgaged, hypothecated, affected, pledged, assigned or transferred either voluntarily or by operation of law, or if such interest or any part thereof is sublet by the Lessee or the Lessee shall permit any other person to use and occupy all or any part of the Leased Area, or (iv) if the Lessee shall file any petition or institute any proceeding under the Federal Bankruptcy Act either as such Act now exists or under any amendment thereof which may be hereafter enacted, or any act or acts, state or federal, dealing with or relating to the subject or subjects of bankruptcy or insolvency, or under any amendment of any such act or acts, either as a bankrupt, or as an insolvent, or as a debtor, or in any similar capacity, wherein or whereby the Lessee asks or seeks or prays to be adjudicated a bankrupt, or is to be discharged from any and all of the Lessee s debts or obligations, or offers to the Lessee's creditors to effect a composition or extension of time to pay the Lessee's debts or asks, seeks or prays for a reorganization or to effect a plan of reorganization, or for a readjustment of the Lessee's debts or for any other similar relief, or if any such petition or any such proceedings of the same or similar kind or character be filed or instituted or taken against

the Lessee, or if a receiver of the business of the property or assets of the Lessee shall be appointed by any court, except a receiver appointed at the instance or request of the Lessor, or if the Lessee shall make a general or any assignment for the benefit of the Lessee's creditors, or (v) if the Lessee shall abandon or vacate the Leased Area.

If the Lessee shall be in default hereunder as aforesaid:

1. The Lessor may, at its election, at the time Lessee shall be in such default hereunder or at any time thereafter while the event of default shall continue, give the Lessee written notice of intention to terminate this Lease on a date specified in said notice, which date shall not be earlier than 30 days except for rental as provided in this section after such notice is given, and if all defaults have not been cured on the date so specified, the Lessee's rights to possession of the Leased Area shall cease, and with or without re-entry by the Lessor, this Lease and the term hereof shall thereupon cease, and the Lessor may then re-enter and take possession of the Leased Area. In the event of termination of the Lease as herein provided, the Lessee's obligation to pay any further rentals hereunder shall immediately cease and determine and the Lessee shall have no further obligation hereunder and the Lessee shall thereafter have no liability with respect hereto and shall forthwith surrender possession of the Leased Area as provided in Section 16 hereof; provided that the Lessee shall be and shall remain liable for all rentals accrued hereunder to the date such termination becomes effective and for all other sums then owing by the Lessee hereunder; and provided further that, notwithstanding the termination of this Lease and the term hereof or any re-entry by the Lessor upon such termination as aforesaid, the Lessee nevertheless agrees to pay to the Lessor as liquidated damages for the default by the Lessee, the reasonable costs of alterations made by the Lessor, which costs are incurred in order to place the Leased Area in the condition or substantially the same condition as it existed prior to Lessee's use and occupancy thereof, ordinary wear and tear excepted.

Neither notice to pay rent or to deliver up possession of the Leased Area given pursuant to law, nor any ejectment or other proceeding taken by the Lessor, shall of itself operate to terminate this lease and no termination of this Lease on account of default by the Lessee shall be or become effective, either by operation of law or by the action of the Lessor or of the Lessee or otherwise except only in the manner expressly provided above in this Part 1. The Lessee covenants and agrees that no surrender of the Leased Area or of this Lease or any termination of this Lease shall be valid in any manner or for any purpose whatsoever unless notice of such surrender or termination has been given by the Lessor as above expressly provided.

2. As a remedy alternative to that set forth in Part 1 above in this section, the Lessor may elect not to terminate this Lease and the term thereof as provided in said Part 1, in which event the Lessee agrees to and shall remain liable for the payment of all rentals reserved herein and other sums payable by it hereunder and the performance of all conditions herein contained, and shall pay said rental at the same time and in the same manner as provided by this Lease, notwithstanding any entry or re-entry by the Lessor as provided in this paragraph, or any suit in unlawful detainer otherwise brought by the Lessor for the purpose of effecting such entry or re-entry or obtaining possession of the Lease Area. In such event, at its discretion, the Lessor may re-let the Leased Area; provided, however, that the Lessee agrees that this Lease constitutes full and sufficient notice of the right of the Lessor to re-rent and re-let the Leased Area or any part thereof without affecting a surrender or termination of this Lease and the term hereof, and further agrees that no acts of the Lessor affecting such re-entry or re-letting shall constitute a surrender or termination of this Lease and the term hereof, irrespective of the period for which such re-renting or re-letting is made or the terms and conditions of such re-renting or re-letting or otherwise, but that, to the contrary, in the event of any default by the Lessee, as aforesaid, the right to terminate this Lease shall vest in the Lessor to be effected in the sole and exclusive manner provided in Part 1 above of this section. The Lessee shall remain liable for all rentals reserved herein and other sums payable by it hereunder, and no re-entry or re-renting or re-letting shall relieve it of its obligation hereunder to pay such rentals or sums or perform any other obligations provided herein, all of which shall survive such re-entry and whether or not the Leased Area or any part thereof shall have been re-rented or re-let, but the Lessee shall receive a credit against such rental and sums in the amount of the proceeds, if any, of such re-renting or re-letting, after deducting from such proceeds and sums all of Lessor's expenses incurred and in connection with such re-renting or re-letting, including without limitation all repossession costs, brokerage commissions, legal expenses, attorney fees, expenses of employees, removal costs, alteration costs and expenses of preparation for re-renting or re-letting. Unless covered by the proceeds of such re-renting or re-letting as aforesaid, the Lessee further agrees to pay the Lessor the cost of any alteration or additions to the Leased Area made for the purpose of re-renting or re-letting of the Leased Area in an amount not to exceed actual cost, such payment to be made upon notice to the Lessee of the completion and installation of such additions or alterations. Lessor shall have the right to use and occupy the Leased Area or portions of either of them as if it were a tenant upon a re-renting or re-letting referred to above in this Part 2, and such use and occupancy by the Lessor shall constitute 8 re-renting or re-letting for all purposes of this part. In the event of such use and occupancy by the Lessor, the Lessor shall be deemed to receive,

as proceeds of such re-renting or re-letting to itself, the fair market rental value of the Leased Area or portion thereof used and occupied by the Lessor, which fair market value shall be determined upon the commencement of such use and occupancy by the Lessor and annually thereafter so long as such use and occupancy continues.

3. Having elected not to terminate this Lease as provided in Part 2 of this section, the Lessor may at any time thereafter while the Lessee is in default hereunder elect to proceed under its remedies set forth in Part 1 above of this section.

If under any of the foregoing provisions of this section, the Lessor shall have the right to re-enter and take possession of the Leased Area, the Lessor may enter and expel the Lessee and those claiming through or under the Lessee and remove their property and effects (forcibly if necessary), without being guilty of any manner of trespass and without any liability therefor and without prejudice to any of the remedies of the Lessor in the event of default by the Lessee, and without liability for any interruption of the conduct of the affairs of the Lessee or those claiming through or under it which may result from such entry. The Lessee hereby irrevocably appoints the Lessor as the agent and attorney-in-fact of the Lessee to remove all its personal property whatsoever situated upon the Leased Area and to place such property in storage in any warehouse or other suitable place in the city of Omaha, Nebraska, for the account of and at the expense of the Lessee, and Lessee hereby exempts and agrees to hold the Lessor harmless from any costs, loss or damage whatsoever arising or occasioned by any such entry or the removal and storage of such property by the Lessor or its duly authorized agents in accordance with the provisions of this section. The Lessee hereby waives any and all claims for damages caused or which may be caused by the Lessor in re-entering and taking possession of the Leased Area as provided in this section, including all claims for damages to or loss of any property belonging to the Lessee that may be in or upon the Leased Area or any part of the Facility.

The Lessee hereby waives, surrenders and gives up all right or privilege which the Lessee may have under or by reason of any applicable law, regulation or ruling now in effect, or any future law, regulation or ruling, to redeem, occupy or reoccupy the Leased Area, after having been dispossessed or ejected therefrom by the process of law or the provisions of this section of the Lease.

Each and all of the rights and remedies given to the Lessor hereunder or by any law now or hereafter enacted are cumulative, and the exercise of one right or remedy shall not impair the right of the Lessor to any or all remedies.

The waiver by the Lessor of any breach by the Lessee of any provision, covenant or condition hereof shall not operate as a waiver of any subsequent breach of the same or any other provision, covenant or condition hereof, nor shall any forbearance by the Lessor to seek a remedy

for any breach by the Lessee be a waiver by the Lessor of its rights and remedies with respect to any subsequent breach.

SECTION 19. Breach by Lessor.

The Lessor shall in no event be in default of the performance of any of its obligations hereunder unless and until the Lessor shall have failed to perform such obligations within 60 days, or such additional time as reasonably is required to correct any such default, after notice by the Lessee in writing to the Lessor properly specifying wherein the Lessor has failed to perform any such obligation.

SECTION 20. Indemnification.

During the term of this Lease or during any period prior thereto in which the Lessee shall use and occupy all or any part of the Leased Area or the Facility, including the land upon which it is constructed, Lessor, its officers, executives, agents and employees shall not be liable to the Lessee or any other party whomsoever claiming under or through the Lessee and as a result of Lessee's acts, including its employees or agents, for any death, injury or damage that may result to any person or property by or from any cause whatsoever in or about the Leased Area or the Facility, including the land upon which it is constructed. The Lessee shall indemnify and hold the Lessor, its officers, agents and employees harmless from and defend them against any and all liabilities, fines, suits, claims or damages, including those of the Lessor, its employees or agents, liens, actions and judgments, and costs, attorney fees and expenses of any kind or nature whatsoever due to or arising out of (i) any breach, violation or nonperformance of any covenant, condition or agreement in this Lease set forth and contained, on the part of the Lessee to be fulfilled, kept, observed and performed; or (ii) any damage to property occasioned by the Lessee's use and occupancy of the Leased Area or the Facility, including loss of use thereof, including the land upon which it is constructed; or (iii) any injury to person or persons, including death, resulting at any time from the Lessee's use and occupancy of the Leased Area or the Facility and the land upon which it is constructed or as a result of Lessee's business operations occurring anywhere, including in or about the Leased Area or the Facility and the land upon which it is constructed or upon the public ways joining the same. Lessee shall give prompt notice to Lessor of all claims or suits initiated as a result of Lessee's operation on or about the Leased Area or the Facility. If the Lessor, its officers, executives, agents and employee or any of them are made a party to any action or proceeding arising out of any of the events or happenings contemplated by the preceding sentences, they may be entitled to appear, defend or otherwise take part at their election and by counsel of their choosing, provided such action by them does not limit or make void any liability of any insurer of the Lessor or the Lessee hereunder in respect to the claim or matter in question.

Lessor agrees to indemnify and hold the Lessee, its officers, agents and employees harmless from any and all liabilities, fines, suits, claims or damages resulting solely and proximately from the negligent error or omission of Lessor, its employees or agents. Lessee shall give prompt notice to Lessor of any and all claims or suits initiated as the alleged result of Lessor's operations.

Section 21. Common Areas.

Lessor hereby grants to Lessee, its agents, employees and invitees the nonexclusive right during the term of this Lease to use for such persons the common areas of the Facility as depicted on Exhibit C to this Lease and as may from time to time be designated, enlarged or restricted by the Lessor. Such use shall be in common with the Lessor, its employees, agents, customers and invitees. The use of said common areas shall be subject at all times to such reasonable regulations as the Lessor may establish from time to time, which regulations shall be furnished to Lessee. Lessee shall not at any time interfere with the rights of the Lessor, its employees, agents, customers and invitees to use any part of the common areas. Lessee agrees that all delivery trucks shall deliver to and from the Facility only through the driveway or service areas designated by the Lessor for that purpose, and such motor vehicles shall not be permitted to park in or drive except where so designated, and that they will be expeditiously loaded and unloaded. The common areas shall be maintained in good order and repair by the Lessor, including cleaning, snow and trash removal, utilities for lighting, heating and cooling, repair and necessary replacement of common area facilities.

Lessee's employees shall be entitled to access to and use of designated lunchroom facilities for eating purposes on a nonexclusive basis. Employees of the Lessee shall also be permitted to use those restroom facilities located in the area adjoining the Premises, as well as those proximate to the lunchroom. Lessee's employees shall be entitled to avail themselves of existing parking facilities currently or otherwise made available to Lessor's employees.

Lessee shall be entitled to access to automatic elevators located in the Facility only during non-business hours of the Lessor. During business hours, Lessee shall have access to said elevators only in accordance with those rules and regulations which from time to time shall be established by the Lessor and which apply to Lessor's employees.

Section 22. Nuisance – Uses.

Lessee shall not cause or permit but shall affirmatively act to prevent objectionable conduct or uses of the Leased Area, and loud or objectionable noise either inside or outside of the Leased Area or any part of the Facility such as would constitute a nuisance or annoyance to any other user of the Facility, including Lessor's customers, invitees or employees. The allowable

noise level in decibels as well as other reasonable limitations on said amount of noise permitted shall be determined by and within the sole discretion of Lessor.

SECTION 23. Lessor's Reserved Rights.

Lessor shall have the right to make reasonable rules and regulations as in the judgment of Lessor which may from time to time be needed for the safety of the users of the Facility including the Lessee, its agents or employees, the care and cleanliness of the Premises and the preservation of good order within the Facility. All such rules and regulations shall be conveyed in writing to the Lessee.

Section 24. Subordination.

Nothing herein shall empower the Lessee to perform any act which can; may or shall cloud or encumber the Lessor's interest in the Leased Area or the Facility. In addition to any other related provisions within this Lease, the Lessee's rights are and shall always be subordinate to the lien of any encumbrances or mortgages now or hereafter placed by the Lessor upon the Facility or any part thereof, including the land upon which it is constructed or underlying any leasehold estate, Lessee shall when requested execute such further instruments subordinating this Lease to the lien or liens of any such mortgage or encumbrance or to any underlying lease or leases.

This Lease shall be subordinate to the provisions of any existing or future agreement between the Lessor and the United States Government or any department or agency thereof relative to the maintenance, operation or development of the Facility. Lessee covenants and agrees that the Lessor shall have the right to adopt uniform rules and regulations that it and all of its employees and agents will observe and that it shall comply with all rules and regulations as may from time to time be promulgated by the United States Government or any department or agency thereof.

SECTION 25. Waiver.

A waiver by the Lessor of any default, breach or failure of the Lessee shall not be construed as a continuing waiver of the same or of any subsequent or different default, breach or failure.

SECTION 26. Time of the Essence.

Lessee acknowledges and agrees with the Lessor that time is of the essence with respect to all provisions of this Lease and all covenants herein contained.

SECTION 27. Law Governing.

This Lease shall be governed exclusively by the provisions hereof and by the laws of the State of Nebraska as the same from time to time exist, subject to the waivers and exclusions herein contained, except to the extent such provisions may be superseded by applicable federal law or regulation, in which case the latter shall apply.

SECTION 28. Other Requirements.

The Lessee, in the operation and use of its facilities on or about the Facility will not on the ground of race, color or national origin, sex, religion, or disability as defined by the Americans with Disabilities Act of 1990 discriminate or permit discrimination against any person or group of persons in any manner prohibited by the regulations of the Office of the Secretary of Transportation or of FTA. Lessee also grants to the Lessor the right to take such action as it may be directed by the United States to enforce the foregoing covenant.

Lessee agrees to furnish its service on a fair, equal, and not unjustly discriminatory basis to all users thereof, and to charge fair, reasonable and not unjust prices for each unit or service; provided that Lessee may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.

The Lessee assures that it will undertake an affirmative action program as may be required by federal regulation to insure that no person shall on the grounds of race, creed, color, national origin, sex, or disability as defined by the Americans with Disabilities Act of 1990 be excluded from participating in any employment activities covered therein. The Lessee assures that no person shall be excluded on these grounds from participating in or receiving the services or benefits of any program or activity covered thereby. The Lessee assures that it will require that its covered sub-organizations provide assurances to the Lessor that they similarly will undertake affirmative action programs and that they will require such assurances from their sub-organizations as may be necessary to the same effect.

SECTION 29. Sole Agreement; Modifications Hereof; Lease is A Contract.

This Lease, including all attachments thereto, expresses the entire understanding and all agreements of the Lessor and of the Lessee with or pertaining to each other, and neither the Lessor nor the Lessee shall have made nor shall be bound by any agreement or any representation to the other which is not expressly set forth in this Lease. This Lease may be modified only by a written agreement executed by the Lessor and Lessee, but no modification hereof may be made to alter the provisions hereof as to alterations to or the use to be made of the Facility. The Lease and any such modifications hereof shall constitute a contract and agreement between the Lessor and Lessee in accordance with the terms and provisions hereof.

SECTION 30. Notices.

All notices, statements, demands, requests, consents, approvals, authorizations, offers, agreements, appointments or designations hereunder by the Lessor or by the Lessee to one another and each other shall be in writing and shall be sufficiently given and served upon the other, if sent by United States registered mail, return receipt requested, postage prepaid and addressed as follows:

If sent to the Lessee, the same shall be addressed as follows:

Executive Director
MAPA
2222 Cuming Street
Omaha, Nebraska 68102

Or to such other addressee or at such other place as the Lessee may from time to time designate by written notice to the Lessor.

If sent to the Lessor, the same shall be addressed as follows:

Executive Director
Transit Authority of the City of Omaha
2222 Cuming Street
Omaha, Nebraska 68102

Or to such other addressee or at such other place as the Lessor may from time to time designate by written notice to the Lessee.

SECTION 31. Year-to-Year Lease.

If for any reason this Lease shall be held by a court of competent jurisdiction void or unenforceable by the Lessor or by the Lessee, or if for any reason it is held by such court that the covenants and conditions of the Lessee hereunder, including the covenant to pay the rentals hereunder, are unenforceable, then and in such event, for and in consideration of the right of the Lessee to possess, occupy and use the Leased Area, which right in such event is hereby granted, this Lease shall thereupon become and shall be deemed to be a Lease from year to year, under which the rentals herein specified will be paid by the Lessee upon the same terms and conditions as hereinabove provided.

SECTION 32. Descriptive Headings.

The descriptive headings of the sections of this Lease or copies hereof are inserted or annexed for convenience of reference only and do constitute a part of this Lease.

IN WITNESS WHEREOF, the Lessor and the Lessee have caused this Lease Agreement to be duly executed in their respective names and on their respective behalves, all as of the date first above written.

ATTEST:

TRANSIT AUTHORITY OF THE CITY OF OMAHA

By: _____
Executive Director

ATTEST:

METROPOLITAN AREA PLANNING AGENCY

By: _____
Executive Director

EXHIBIT "A"

LEASE AGREEMENT - METRO/MAPA

FLOOR PLAN OF MAPA

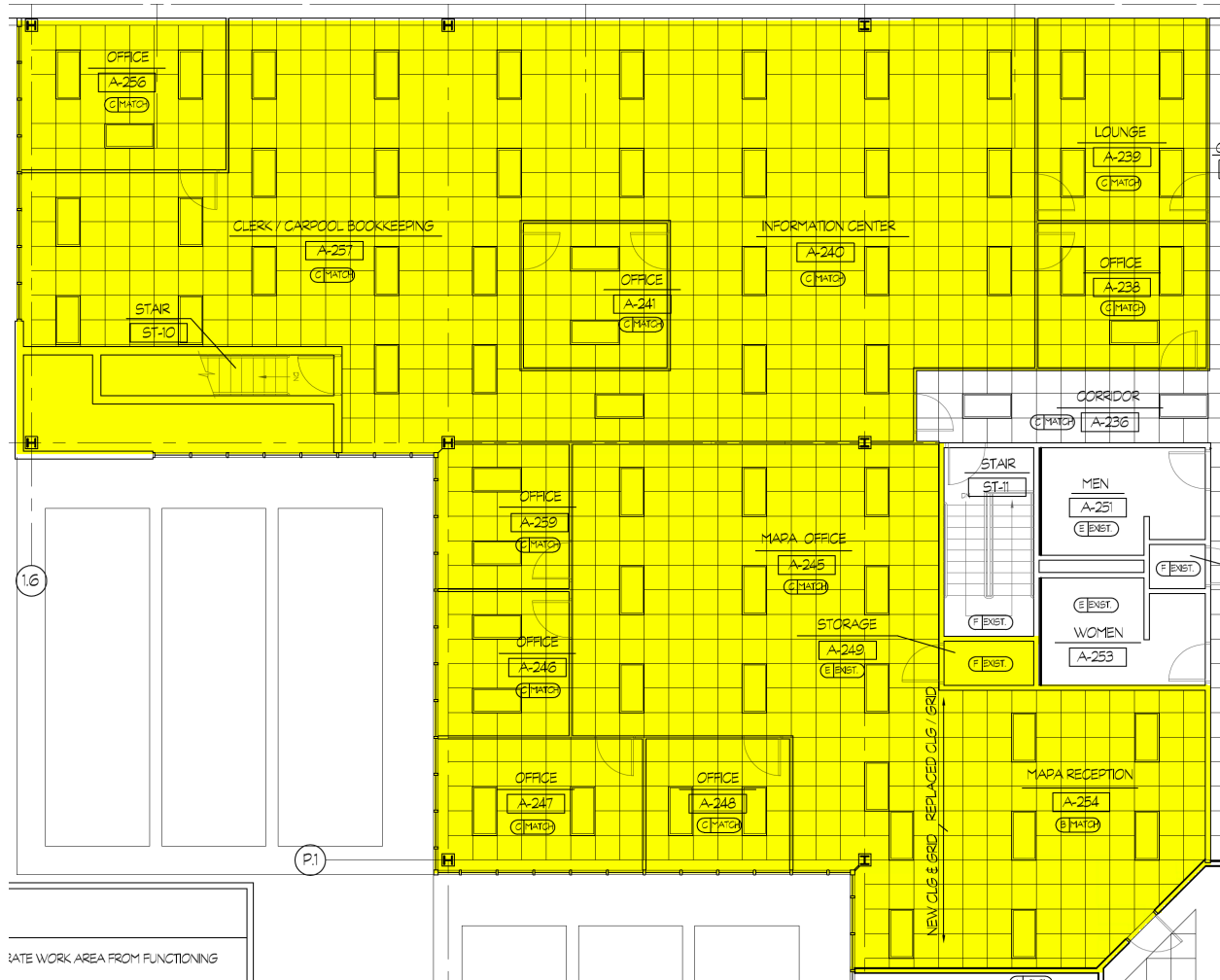


EXHIBIT "B"

LEASE AGREEMENT - METRO/MAPA

SIGNAGE/UTILITIES

The Lessor agrees to provide the following for the Lessee at no additional cost.

1. Maintain the Name of the Lessee on outside sign on Cuming Street and on 24th Street.
2. Maintain the name and office hours of the Lessee on the "Left" door of the Main Entrance to the office area.
3. Maintenance of electrical outlets to accommodate MAPA electronic equipment; and, to satisfy the normal electricity supply to office space as depicted in Exhibit "A".

EXHIBIT "C"

LEASE AGREEMENT – METRO/MAPA

USE OF COMMON AREAS AT METRO

The Lessor agrees to provide Lessee access and use of common areas as follows:

- | | |
|--------------------------------------|--|
| 1. BOARD ROOM | Lessee shall have use of the Board Room for all regular scheduled Board of Directors Meetings. Lessee shall also have use of the Board Room for special meetings and public hearings on an as-available basis. |
| 2. MAIN FLOOR CONFERENCE ROOM | Lessee shall have use of the Conference and Training Rooms on a scheduled and as-available basis. |
| 3. LOBBY/GLASS CONFERENCE ROOM.....} | |
| 4. LOWER LEVEL TRAINING ROOM.....} | |
| 3. PARKING..... | Lessee shall have three (3) inside reserved marked parking spaces for MAPA-owned vehicles and sufficient parking spaces in the employees' parking lot to accommodate MAPA employee-owned vehicles. |
| 4. ADMINISTRATIVE SUPPLY..... | Lessee shall have use of 100 square feet of storage space in the Administrative Supply Area. |
| 5. PURCHASING STORAGE AREA..... | Lessee shall have sufficient space in the Purchasing storage Area. |

MAPA CONTRACT COVER PLATE
(Amendment 1)

CONTRACT IDENTIFICATION

1. Contract Number: Mills County Emergency Management Agency (EMA), Iowa 17MILL02
2. Project Number and Title: 2016 PDMC Award (PDMC-PL-IA-2016-009-01) Mills County EMA, Iowa
3. Effective Date: January 19, 2017
4. Completion Date: April 19, 2019

CONTRACT PARTIES

5. Omaha-Council Bluffs Metropolitan Area Planning Agency
2222 Cuming Street
Omaha, NE 68102
6. Mills County Emergency Management Agency
418 Sharp Street
Glenwood, Iowa 51534

ACCOUNTING DATA

7. Contract - \$ 30,000

DATES OF SIGNING AND MAPA BOARD APPROVAL

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

AMENDMENT TO THE AGREEMENT BETWEEN
THE OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY
AND
Mills County Emergency Management Agency

This amendatory agreement made and entered into as of this nineteenth day of January, 2019 by and between Mills County Emergency Management Agency, 418 Sharp Street, Glenwood, Iowa 51534 (herein called "EMA") 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 EMA entered into an agreement dated July 1, 2016 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 January 19, 2017 be and is hereby amended to read as follows:

"Completion Date: April 19, 2019"

AND THAT, the Time of Performance paragraph on page 3 of said Agreement dated January 19, 2017 be and is hereby amended to read as follows:

"5. Time of Performance. The services of the Planning Agency are to commence as soon as this agreement is signed by both parties, and shall be completed by April 19, 2019.

The parties hereto further agree that except as herein expressly provided the Agreement entered into by the parties on January 19, 2017 shall be unchanged and remain in full force and effect.

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

MILLS COUNTY EMERGENCY MANAGEMENT
AGENCY

Attest: _____ Date _____ By _____ Date: _____

Title

OMAHA-COUNCIL BLUFFS METROPOLITAN
AREA PLANNING AGENCY

Attest: _____ Date _____ By _____ Date: _____
Board Chair



County Funding Requests FYE 20

	Population 2010 Census	% of Pop	FYE 19 Request	FYE 19 \$/capita	FYE 20 Request (no change)
Douglas Co.	517,110	62.3%	\$ 240,526	\$ 0.4651	\$ 240,526
Sarpy Co.	158,840	19.1%	73,882	\$ 0.4651	73,882
Pottawattamie Co.	93,158	11.2%	43,332	\$ 0.4651	43,332
Washington Co.	20,234	2.4%	9,412	\$ 0.4652	9,412
Mills Co.	15,059	1.8%	7,004	\$ 0.4651	7,004
County Support without Cass Co.	804,401	97%	\$ 374,156	\$ 0.47	\$ 374,156
Cass Co. potential	25,241	3%	-	\$ -	11,740
County Support with Cass Co.	829,642	100%	\$ 374,156	\$ 0.45	\$ 385,896



FY 2020 BUDGET SCHEDULE

December

Council of Officials

Begin MAPA Member Annual Survey of Services and Priorities

MAPA Staff

Strategic Planning Retreat

January

Finance Committee

Recommend County Fund Request

Board of Directors

Approve County Fund Request

February

RPAC

Review Member Annual Survey Response

MAPA staff: Discuss Pass-Through Transportation Planning Grants and Studies with Members

Finance Committee

Review Preliminary Funds Budget #1

Board of Directors

Approve Preliminary Funds Budget #1

March

NDOT & IDOT

Provide FY 2019 Targets for FHWA & FTA Planning Funds

TTAC

Review Draft Work Program / UPWP

Finance Committee

Review Draft Work Program / UPWP

Board of Directors

Approve Strategic Plan Update
Approve Draft Work Program / UPWP

Council of Officials

Approve Strategic Plan Update
Recommend Program Priorities
Approve Draft Work Program / UPWP

April

MAPA Staff

Submit Draft UPWP to State and Federal Agencies for Review and Comment
Draft UPWP Public Comment Period (30 days)

RPAC

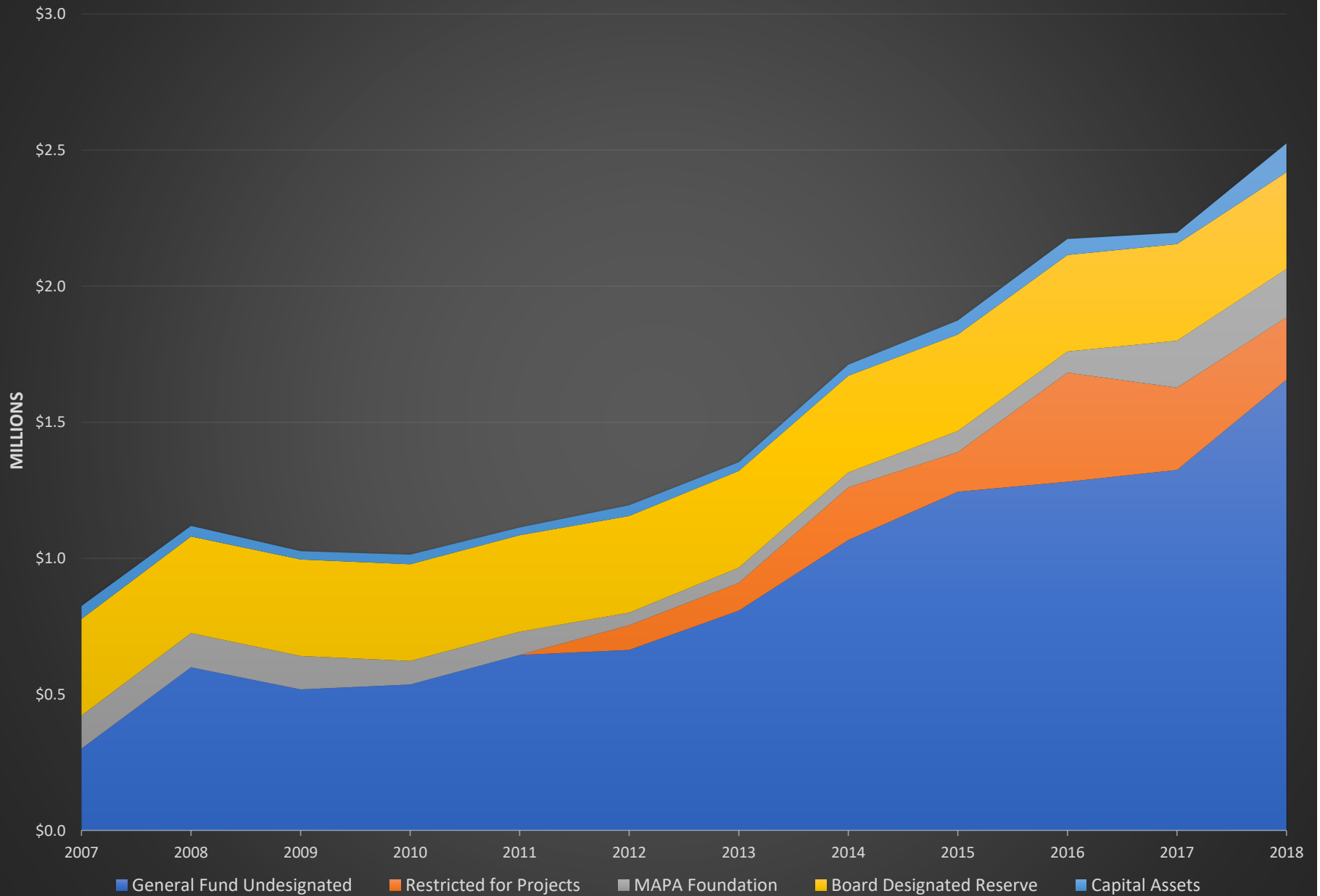
Review Draft Work Program / UPWP

Finance Committee

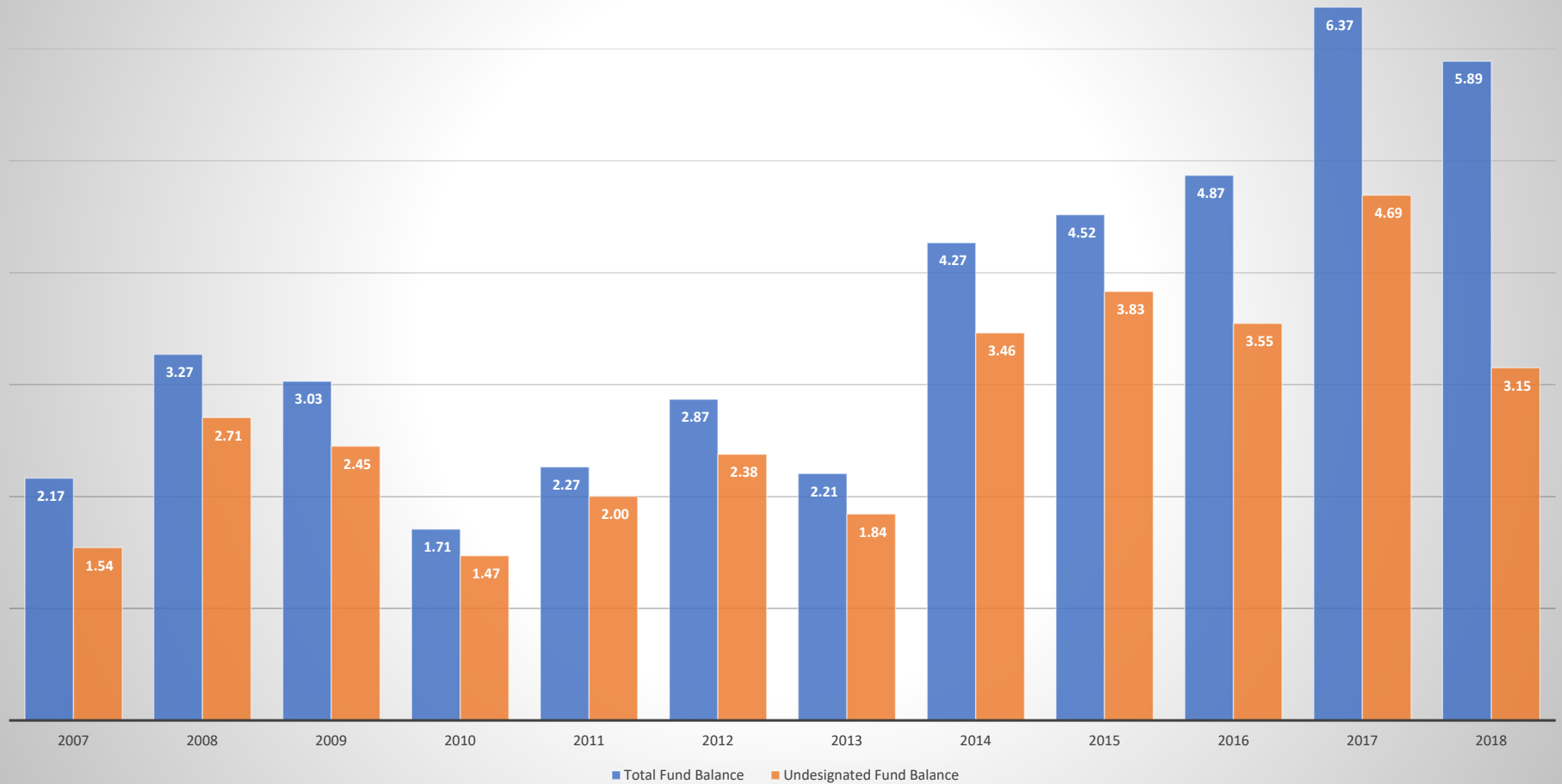
Review Preliminary Funds Budget #2
Review Preliminary Line Item Budget

May		Review Preliminary Program Budget
		Review Draft Work Program / UPWP
	Board of Directors	
		Review Preliminary Funds Budget
		Review Preliminary Line Item Budget
		Review Preliminary Program Budget
	TTAC	
		Recommend Final Work Program / UPWP
	Finance Committee	
		Recommend Final Funds Budget
		Recommend Final Line Item Budget
		Recommend Final Program Budget
	Recommend Final Work Program / UPWP	
June / July	Board of Directors	
		Approve Final Funds Budget
		Approve Final Line Item Budget
		Approve Final Program Budget
		Approve Final Work Program / UPWP and Recommend to Council of Officials
	Board of Directors	
		Approve MOUs for Pass-Through Transportation Grants and Studies
	Council of Officials	
		Approve Final Work Program / UPWP
	MAPA Staff	
		Submit Final Work Program to State and Federal Partners

Fund Balance Analysis 2007-2018



Months in Reserves



Restricted Fund Balance

