

**METROPOLITAN AREA PLANNING AGENCY**  
**2222 Cuming Street**  
**Omaha, NE 68102-4328**  
**Finance Committee**  
**April 17, 2019**

The MAPA Finance Committee met April 17, 2019, in the MAPA conference room. Clare Duda called the meeting to order at 8:30 a.m.

ROLL CALL

Members Present

Steve Dethlefs, Washington County  
Clare Duda, Douglas County  
Don Kelly, Sarpy County (arrived @8:40)  
Justin Schultz, Pottawattamie County

Members Absent

Patrick Bloomingdale Secretary/Treasurer  
Carol Vinton, Mills County

Staff Present

Natasha Barrett  
Melissa Engel  
Don Gross (arrived @ 8:50 a.m.)  
Michael Helgerson  
Amanda Morales  
Greg Youell

A. FINANCE COMMITTEE INFORMATION

1. MONTHLY FINANCIAL STATEMENTS (February)

- a. Bank Reconciliations (American National & Washington County) and Statements on Investments
- b. Receipts and Expenditures
- c. Schedule of Accounts Receivable/ Accounts Payable
- d. Statement of Financial Position
- e. Statements of Revenues and Expenditures

Ms. Engel presented the February Financials. She reported to the committee that the Washington County funds reported at roughly \$964,000 in February are held in the Insured Cash Sweep (ICS) account. We had \$7,440 in checking to pay expenditures during March.

B. FOR FINANCE COMMITTEE APPROVAL

1. Contract Payments

- a. Economic Development Research Group, Inc. - PMT #10 - \$7,305.18

2. Contract Payments with Exceptions

- a. Wellcom - PMT # 1 - not to exceed \$1,360.00

3. Purchases

- a. NARC Registrations - \$8,925.00
- b. PSAV – A/V H2050 Summit - \$6,921.00

Mr. Youell presented the contract payment, contract payment with exceptions, and purchase orders for Finance Committee approval.

MOTION Dethlefs SECOND by Kelly, to approve the contract payment, contract payment with exception once all necessary documentation is received, and purchases as presented. MOTION CARRIED.

C. RECOMMENDATION TO THE BOARD

1. Final Contract Payments

- a. Intercultural Senior Center \$3,868.09

Mr. Youell presented the final contract payment for Intercultural Senior Center.

MOTION Dethlefs SECOND by Duda, to approve the final contract payment as presented. MOTION CARRIED.

2. New Contracts

- a. MOU Douglas County Census: Complete Counts Outreach - \$15,000.00 with option for an additional \$15,000.00
- b. Vireo - 24th Street Corridor Study - \$125,000.00
- c. Nebraska Environmental Trust (NET) – Little Steps. Big Impact. Support - \$50,000.00

Mr. Youell presented the new contracts. The Douglas County Census Memorandum of Understanding (MOU) is for MAPA to assist the County in coordinating a Complete Counts Committee (CCC).

Vireo was the consultant selected for the N. 24<sup>th</sup> Street Corridor Housing Market and Multimodal Transportation Study. Mr. Helgersen answered questions that Mr. Kelly asked regarding the study and the consultant, and agreed to have additional documentation provided regarding this contract for the Board of Directors meeting.

The NET contract supports the Little Steps Big Impact project for a second year. This contract is effective April 1, 2019 through June 30, 2020

MOTION Dethlefs SECOND by Duda to recommend that the Board of Directors approve the new contracts as presented. Before voting Mr. Kelly instructed staff to provide more information on the project at the Board meeting. MOTION CARRIED.

3. Contract Amendments

- a. Mills County Hazard Mitigation Contract (17MILL02) - extension of time through June 18, 2019
- b. Emspace + Lovgren for Little Steps. Big Impact. - budget amendment & extension of time to December 31, 2019

Mr. Youell presented the contract amendments. Mr. Gross reported that the Mills County Local Hazard Mitigation Plan updates have been submitted to the County and the State and MAPA is currently awaiting comments from Mills County while working through the comments received from the State.

The Emspace + Lovgren contract amendment is for an additional \$236,000 and extends the completion date of the contract through the end of the campaign.

Staff answered questions Mr. Kelly had concerning competitive bids, firm selection, and negotiation of contracts.

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

4. FY 2020 Budget

- a. Preliminary Funds Budget
- b. Preliminary Line Item Budget
- c. Preliminary Program Budget
- d. Community Development Work Program

Mr. Youell and Ms. Engel presented the FY 2020 Preliminary Funds, Line Item, and Program Budgets. Projected net revenues are \$2,478,481, a 4% increase over FY 2019. Utilization of \$56,697 of reserves is anticipated. \$35,000 for the purchase of a vehicle and \$21,697 of carry over TIP fees.

Mr. Gross presented the FY 2020 Community Development Work Program.

MOTION Kelly SECOND by Dethlefs to recommend that the Board of Directors approve the FY 2020 Budgets as presented.

MOTION CARRIED.

D. OTHER

Staff addressed Mr. Schultz inquires on whether MAPA is involved in Opportunity Zones.

Mr. Youell updated the committee on the status of Cass County becoming a member.

E. ADJOURNMENT

The meeting adjourned at 9:43 a.m.