

METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street
Omaha NE 68102-4328
Finance Committee
April 18, 2018

The MAPA Finance Committee met April 18, 2018, in the MAPA conference room. Patrick Bloomingdale called the meeting to order at 8:30 a.m.

ROLL CALL

Members Present

Patrick Bloomingdale, Secretary/Treasurer
Steve Dethlefs, Washington County
Clare Duda, Douglas County
Tom Hanafan, Pottawattamie County (Arrived at 8:40)
Gary Mixan, Sarpy County (Arrived at 8:32 a.m.)
Carol Vinton, Mills County

Staff Present

Natasha Barrett
Melissa Engel
Mike Helgerson
Amanda Morales
Katie Preister
Greg Youell

Mr. Youell introduced the committee to MAPA's new part-time Human Resources Manager, Katie Preister, and began the meeting with a brief tutorial on utilizing the Lenovo tablets in which the meeting materials were loaded for each attendee.

A. Monthly Financial Statements (February 2018)

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

Ms. Engel presented the February financials.

B. FOR FINANCE COMMITTEE APPROVAL

1. Contract Payments
 - a. Pottawattamie County GIS – PMT # 3 - \$9,136.32
 - b. Florence Home for the Aged – PMT # 1 - \$12,056.68
 - c. City of Omaha Planning – PMT # 2 - \$17,136.12
 - d. Sarpy County Planning & GIS – PMT # 3 - \$27,365.13
 - e. Birdhouse Design – PMT # 3 - \$1,710.00

Mr. Youell presented the contract payments. The Pottawattamie County payment is for their GIS activity for January 1, through March 31, 2017. Florence Home for the Aged is requesting Federal Transit Administration (FTA), 5310 funding for paratransit services provided in October through December 2017, to their elderly, disabled, and veteran residents. The City of Omaha Planning payment is for their work on transportation planning for January through March 2018. Sarpy County Planning & GIS are requesting transportation planning funds for their work in the third quarter of FY 2018. The Birdhouse Design payment is for their work on MAPA's office redesign through April 1, 2018.

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

2. New Contracts
 - a. United Way Cost Sharing of the June H2050 Equity Summit - not to exceed \$10,000

Mr. Youell presented the United Way cost sharing contract for the June 2018, H2050 Summit. The key note speaker Michael McAfee is from PolicyLink with whom MAPA has contracted with to update the Equity Growth Profile for the Omaha- Council Bluffs region. MAPA will be responsible for 50% of the summit expenses. MAPA will utilize Iowa West Foundation and The Sherwood Foundation funding for the agency's portion of the expenses.

MOTION Duda SECOND by Hanafan, to approve the new contract as presented. MOTION CARRIED.

C. RECOMMENDATION TO THE BOARD

1. Final Contract Payments
 - a. Douglas County GIS - \$19,600.29

Mr. Youell presented Douglas County GIS's final reimbursement request of transportation planning funds for 3rd quarter of FY 2018.

MOTION Hanafan SECOND by Vinton to recommend that the Board of Directors approve Douglas County GIS's final contract payment as presented. MOTION CARRIED.

2. New Contracts
 - a. Nebraska Environmental Trust \$55,000.00

Mr. Youell presented Nebraska Environmental Trust contract effective through June 30, 2019, for the "Little Steps Big Impact" project.

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

3. Contract Amendment
 - a. JLUS Amendment - Extension of Time to 8/31/18 and Budget Amendment

Mr. Youell presented Joint Land Use Study (JLUS) contract amendment to extend the completion date of the contract from April 30, 2018, to August 31, 2018. Staff is currently working a budget amendment for the contract to reallocate some of the non-personnel costs to personnel.

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

4. FY 2018 Budget
 - a. Line Item Budget Amendment

Mr. Youell presented the FY 2018 Line Item Budget Amendment. The amendment includes a reduction in gross revenues and expenses of \$119,000. \$60,000 of the reduction is due to a deobligation of federal funds related to the Long-Range Transportation Plan. This is timing related; the funding will be obligated in FY 2019. The match contribution revenue increased \$32,500, for funding on the Transit Return on Investment (ROI). Foundation revenue is \$177,500 lower than what was originally expected. Contract revenue shows an increase of \$249,000. The Agency originally was not expecting to contract a NIROC aerial photography flight for FY 2018. Forums revenue increased slightly and in-kind match revenue has been reduced by \$164,000. Personnel expenses have been reduced \$96,000, a couple of staff member's have retired in FY 2018 and those positions have not yet been filled. Annual dinner/forums expense budget increased \$21,500, along with a few minor line item expense amendments. The FY 2018 Amended Budget is \$6,392,000.

MOTION Hanafan SECOND by Vinton to recommend that the Board of Directors approve FY 2018 Line Item Budget Amendment as presented. MOTION CARRIED.

5. FY 2019 Budget
 - a. Preliminary Funds Budget
 - b. Preliminary Line Item Budget
 - c. Preliminary Program Budget
 - d. Draft Work Program / UPWP

Mr. Youell presented the FY 2019 Preliminary Budget items. The Funds Budget breaks out the projected FY 2019 gross revenues of \$5,764,720 by funding source. The budget items do include a Transportation Improvement Program (TIP) fee of \$180,000 that is still in the process of being approved. The Line Item Budget details the FY 2019 expenses of \$5,764,720. The Program Budget allocates the \$5,764,720, budget by program work element and funding source. The Unified Planning Work Program outlines the transportation related activities and projects that MAPA plans to be involved in for FY 2019.

MOTION Vinton SECOND by Duda to recommend that the Board of Directors approve the FY 2019 Budget as presented. MOTION CARRIED.

6. TIP Fee
 - a. Interlocal Agreement Amendment
 - b. TIP Policy Statement

Mr. Youell provided the committee with information on a Transportation Improvement Project (TIP) fee, and how it would help the region, and discussed the proposed Interlocal Agreement amendment to include a TIP fee. MAPA would collect a fee equivalent to 1% of federal funds on all eligible projects programmed in the implementation year of the TIP. Eligible projects

over \$10 million in federal funds would be assessed a tiered fee with 1% charged on the first \$10 million and .05% charged on every dollar over \$10 million in federal funding. The proposed TIP fee must be paid with non-federal funds according to federal matching requirements. All Council of Officials members would need to vote on the Interlocal Agreement amendment with 75% approval for implementation.

MAPA has received a letter from the City of Bennington regarding their concerns with the TIP fee implementation. They have a project that has incurred project approval delays and did not expect or budget for an anticipated TIP fee of around \$18,000. MAPA has replied to the city stating that the agency would cap the TIP fee at \$10,000 per project for cities with a population of under 5,000. MAPA would also allow them to pay their TIP fee over two years. Bennington responded positively to this arrangement.

Committee members would like to make sure the TIP fee does not generate a revenue that is much greater than the agency's need. Mr. Youell explained that programed projects will fluctuate from year to year but is anticipated to stay pretty consistent over the next few years.

MOTION Duda SECOND by Vinton to recommend that the Board of Directors approve the Interlocal Agreement amendment and TIP fee policy statement as presented. MOTION CARRIED.

D. DISCUSSION/INFORMATION

E. OTHER

Mr. Hanafan shared with the committee that MAPA staff has been involved in assisting two small communities in Pottawattamie County to join together and receive Community Development Block Grant (CDBG) funding to revitalize their downtowns. Individually the communities would not have met the local match requirements. He also acknowledged the agency's involvement in economic development. He feels the agency is doing a good job of community presence and educating especially smaller communities of who MAPA is and what services the agency provides.

F. ADJOURNMENT

The meeting adjourned at 9:17 a.m.