

**BENEFITS AND FINANCE COMMITTEE MEETING**

**March 18, 2020 – 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 Meetings Act. The Open Meetings Act is available for reference upon request.

***Call to Order for Joint Benefits and Finance Committee Meeting***

**A. AMENDMENT TO THE PERSONNEL POLICY (ACTION)**

1. [Amendment to Section VIII: Leave – 8.01 Annual Leave and 8.02 Sick Leave](#)

**B. ADJOURNEMENT OF BENEFITS COMMITTEE (ACTION)**

**C. FINANCE COMMITTEE INFORMATION**

1. Monthly Financial Statements (January)
  - a. [Bank Reconciliations \(ANB & WCB\) and Statements on Investments](#)
  - b. [Receipts and Expenditures](#)
  - c. [Schedules of Accounts Receivable & Accounts Payable](#)
  - d. [Statement of Financial Position](#)
  - e. [Statement of Revenues and Expenditures](#)
2. MAPA Projects / Activities
  - a. [New / Anticipated Transportation and Community Development Projects](#)

**D. FOR FINANCE COMMITTEE APPROVAL – (ACTION)**

1. Contract Payments
  - a. [City of Omaha Public Works – Traffic Counting – PMT #2 - \\$13,035.31](#)
  - b. [Toole Design – Council Bluffs 1<sup>st</sup> Ave Transit Analysis – PMT #2 - \\$8,567.15](#)
  - c. [Vireo – North 24<sup>th</sup> Street Corridor Study – PMT #9 - \\$1,335.37](#)
  - d. [We Are The New Black, LLC – Task Order 2 On-Call Communications Support – PMT #1 - \\$6,562.50](#)
2. Contract Amendment
  - a. [Pottawattamie County CITIES Administration cities of: Carson and Hancock – 18POTT01 – Extension of Time to May 15, 2021](#)

E. RECOMMENDATIONS TO THE BOARD – (ACTION)

1. Final Contract Payments

- a. [Hamilton Associates – Audit – Final PMT – \\$4,755.00](#)

2. Contract Amendments

- a. [Iowa Homeland Security and Emergency Management Division \(HSEMD\) Acquisition Program - Appraisals and Mortgage Assistance – Increase in contract amount from \\$80,000 to \\$129,390 \(not to exceed\).](#)  
b. [Pottawattamie County CITIES Administration cities of: Macedonia, Minden, Treynor and Walnut Projects – 17POTT01 – Extension of Time to May 15, 2021](#)  
c. [We Are The New Black, LLC \(UK2001\) – On Call Professional Services Task Order 2 - Extension of Time to June 30, 202](#)

3. Travel –

- a. [NARC – Detroit, MI – June 7 – 10, 2020 – Up to 3 MAPA Board Members - \\$5,761.80](#)  
b. [NARC – Detroit, MI – June 7 – 10, 2020 – Up to 3 MAPA Staff Members - \\$5,761.80](#)

4. FY 2021 Budget

- a. [Draft Work Program / UPWP](#)

F. RECOMMENDATIONS TO FOUNDATION BOARD

1. Payments

- a. [Terracon Consultants, Inc. – Angels Share, Inc. – Dana Campus Renovation – PMT #1 - \\$650.00](#)

2. Payments with Exceptions

- a. [A1 Complete Service, Inc. – Angels Share, Inc. – Dana Campus Renovation – PMT #2 - \\$23,475.00](#)

G. DISCUSSION

1. Executive Director's Performance Review Committee

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.

*Meeting Quorum: The presence of two members of the Finance Committee shall constitute a quorum. (Operating By-Laws of the Omaha-Council Bluffs Metropolitan Area Planning Agency Finance Committee, Section IX)*

*MAPA exists to provide local governments with planning and technical support, thinking regionally and long range on the core issues that impact the vibrancy of the Greater Omaha-Council Bluffs area.*

## 8.01 Annual Leave

Each full time employee having Probationary, Regular or Acting Appointment status shall be entitled to annual leave with pay.

### 8.01.01 Accrual

Each full time employee that having regular status after completing the initial Probationary status or, having Probationary status following a promotion after having Regular status previously, shall receive a lump sum of annual leave on July 1 of each year as indicated in the table below.

New employees having initial Probationary status after commencing employment shall accrue annual leave at the rate of 1.0 day per month (96 hours or 12 working days per year). Upon moving from initial Probationary status to Regular status, each employee shall receive a prorated lump sum of annual leave of annual leave as indicated by the table below proportionate to the number of months remaining in the fiscal year (until the following June 30).

~~Each full time employee that is employed on July 1 of each year, shall receive a lump sum of annual leave as indicated in the table below. Any full time employee who commences employment after July 1 shall receive a lump sum of annual leave that is proportionate to the number of months remaining in the fiscal year (until the following June 30).~~

Years of Service	Hours per Fiscal Year (July 1 - June 30)
Less than 3 years	96 hours
3 or more, less than 5 years	120 hours
5 or more, but less than 10 years	144 hours
10+ years or more	160 hours

## 8.02.01 ~~Accrual~~ Sick Leave

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Each full-time and part time employee having regular status after completing the initial Probationary status or, having Probationary status following a promotion after having regular status shall receive a lump sum of annual leave on July 1 of each year as indicated in Section 8.02.02.

New employees having initial probationary status after commencing employment shall accrue annual leave at the rate of 1.0 day per month (96 hours or 12 working days per year). Upon moving from initial Probationary status to Regular status, each employee shall receive a lump sum of prorated sick leave.

Each eligible ~~full-time~~full-time employee that is employed on July 1 of each year shall receive a lump sum of sick leave at the rate of 96 hours (12 working days per year). Eligible part-time employees shall receive a lump sum of sick leave at a proportionate rate based on the percentage of regularly scheduled hours of work as compared to a full time employee. See Section 8.01.05, which same methodology shall be used for calculation of sick leave. A part-time employee may not use sick leave in combination with actual hours worked and other paid time off to exceed 32 hours per week. Any employee who commences employment after July1 shall receive a lump sum of sick leave that is proportionate to the number of months remaining in the fiscal year (until the following June 30).

### 8.02.02 Accumulation

The maximum allowable accumulation of unused accrued sick leave for each employee shall be 120 working days (960 hours). Sick leave benefits will not be paid while on long term disability. The full value of the balance of accumulated sick leave will be transferred to the employee's retirement account at the time of termination due to a long-term disability. The value of accumulated sick leave in excess of maximum allowable accrual on June 30 will be transferred to the employee's retirement account less appropriate deductions.

Metropolitan Area Planning Agency - Foundation  
Washington County Bank Reconciliations  
January 2020

SAVINGS		CHECKING	
Cash in bank January 31, 2020	<u>\$ 542,565.95</u>	Balance per bank January 31, 2020	\$0.00
General Ledger Balance, December 31, 2019	542,197.48	Deposit - State of NE	2,000.00
WCB Savings Interest Earned	368.47		
General Ledger Balances, January 31, 2020	<u>\$ 542,565.95</u>	Cash in bank January 31, 2020	<u>\$ 2,000.00</u>

Metropolitan Area Planning Agency  
American National Bank Reconciliation  
January 2020

Balance per bank, January 31, 2020		\$240,153.97
Plus: Deposits in Transit	\$68,676.00	
Less: Checks Outstanding	\$22,927.95	
		<u>\$45,748.05</u>
Cash in bank January 31, 2020		<u><u>\$285,902.02</u></u>
General Ledger Balance, December 31, 2019		\$378,878.74
Cash Receipts		170,345.94
Less: Checks	72,671.69	
Postalia	100.00	
Bank Charges	51.16	
Nebraska Sales tax	8.19	
Capital Business Systems	1,020.01	
Transfer to NPAIT-Capitol Reserve	1,200.00	
Payroll Expenses:		
ACH Payroll	110,517.28	
ACH Federal Payroll Taxes	35,371.73	
Nationwide Payroll Contribution	16,857.41	
Blue Cross Blue Shield of NE Health Ins.	17,807.75	
Nebraska State withholding Tax	3,858.69	
Quarterly SUTA	102.85	
Pay Flex	1,874.62	
	186,390.33	
ACH VISA card:		
Auto - Gas/Maintenance	12.59	
Council of Officials Quarterly Meeting	632.09	
Forums	13.49	
Membership - Reference Materials	487.85	
Miscellaneous Expenses	259.25	
Public Relations - Website Software/Fees	383.99	
Supplies	92.02	
	1,881.28	
		<u>(263,322.66)</u>
General Ledger Balances, January 31, 2020		<u><u>\$285,902.02</u></u>
Less assigned deposits		<u>(111,126.09)</u>
Available Cash Balance		<u><u>\$174,775.93</u></u>

# STATEMENT ON INVESTMENTS

Treasury Bills

January 2020

## American Wealth Partners

Money Market	\$	4,726.29	291.57	0.170%
CD	5/1/2020	50,022.50	50,000.00	1.750%
CD	9/28/2020	106,848.00	106,000.00	2.850%
CD	12/28/2021	102,820.00	100,000.00	3.200%
CD	9/27/2022	65,988.65	65,000.00	2.300%
CD	9/28/2022	47,790.00	50,000.00	0.000%
Accrued Interest		1,826.94		
Total Account Value	\$	380,022.38		

## Original Investments

Closing Costs	\$	355,000.00
General Undesignated		100,000.00
Subtotal		455,000.00
Aggregate Earnings		40,842.99
Total	\$	495,842.99

## Nebraska Public Agency Investment Trust

CD	9/28/2022	\$ 115,820.61	\$115,175.00	2.200%
		\$ 495,842.99		

MAPA	General	Capitol	Sarpy Co. Revolving	Special Projects	TOTAL
	MAPA	MAPA	Loan Fund	MAPA	MAPA
Acct #	001	002	005	008	
Beginning Balance	725,325.02	90,168.16	48,104.58	22,677.67	886,275.43
Sponsor Fees	307.75				307.75
Interest	873.30	109.71	57.90	27.33	1,068.24
AN Bank Transfers		1,200.00			1,200.00
NPAIT Transfers					
Ending Balance	726,506.07	91,477.87	48,162.48	22,705.00	888,851.42
Less Reserve for other projects	-				
Available to Agency	726,506.07				

MAPA Foundation	Foundation	NDO	TOTAL
	MAMA		MAPA Foundation
Acct #	003	006	
Beginning Balance	34,183.90	67,245.94	101,429.84
Sponsor Fees			-
Interest	41.11	82.10	123.21
AN Bank Transfers		1,687.00	1,687.00
Transfers			-
Ending Balance	34,225.01	69,015.04	103,240.05

Metropolitan Area Planning Agency  
Cash Receipts Report  
January 2020

Date	Payer	Amount	Account Description	Amount
1/8/2020	Papio-Missouri River Natural Resources District	\$12.00	AFLAC W/H Payable	\$251.52
1/22/2020	Washington County	\$4,706.00	Contracts	\$7,567.60
1/22/2020	Mills County	\$3,502.00	Council of Officials Quarterly Meeting	\$35.35
1/22/2020	IOWA COG	\$16,176.47	Due from Employee	\$27.91
1/22/2020	AFLAC	\$251.52	Federal Revenue	\$4,938.09
1/24/2020	Greg Youell	\$27.91	Local Revenue	\$140,049.00
1/24/2020	Douglas County Administrative / Commissioners	\$12.00	Site Visit Registration	\$1,300.00
1/24/2020	Cass County	\$5,870.00	State Revenue	\$16,176.47
1/24/2020	Council Bluffs Housing Trust	\$7,567.60		<u>\$170,345.94</u>
1/24/2020	Pottawattamie County, Iowa	\$21,666.00		
1/30/2020	Sarpy County	\$36,941.00		
1/31/2020	Lara Huskey	\$12.00		
1/31/2020	Lamp, Ryneerson & Associates, Inc.	\$1,300.00		
1/31/2020	Douglas County	\$67,364.00		
1/31/2020	NDOT	\$4,938.09		
Jan 2020	Square Fee	(\$0.65)		
		<u>\$170,345.94</u>		



Metropolitan Area Planning Agency  
Cash Disbursements  
January 2020

Check #	Date	Payee	Amount	Check Disbursement Detail	
17340	1/8/2020	City of Minden	\$30.00	Advertising	\$79.50
17341	1/8/2020	Caliper Corporation	\$1,500.00	Auto - Gas/Maintenance	189.03
17342	1/8/2020	The Daily Record	\$58.00	Council of Officials Annual Meeting	30.00
17343	1/8/2020	DAS State Accounting - Central Finance	\$33.80	Data Processing	1,375.00
17344	1/8/2020	Hamilton Associates, P.C.	\$7,350.00	Employee Benefits/Withholding	2,046.20
17345	1/8/2020	James Boerner	\$929.17	Membership - Reference Materials	35.00
17346	1/8/2020	The Journal Herald	\$35.00	Office Rent	5,974.00
17347	1/8/2020	Kissel, Kohout, E&S Associates LLC	\$833.33	Prepaid Expenses	3,500.00
17348	1/8/2020	Megan Walker	\$654.00	Printing	349.00
17349	1/8/2020	Metro	\$7,349.00	Professional Services	8,183.33
17350	1/8/2020	National Association of Development Organizations	\$2,000.00	Supplies	91.02
17351	1/8/2020	Payless Office Products, Inc.	\$23.67	Telephone	85.00
17352	1/8/2020	Principal Life Insurance Company	\$1,374.56	Travel & Conferences	1.75
17353	1/8/2020	Standard Printing Company	\$349.00	Tuition Reimbursement	1,583.17
17354	1/23/2020	AFLAC	\$671.64	MAPA Activities	\$23,522.00
17355	1/23/2020	CenturyLink	\$51.20		
17356	1/23/2020	The Daily Record	\$21.50	Contracts	39,720.57
17357	1/23/2020	Douglas County GIS	\$9,429.12	Pass Through Contracts - Planning	9,429.12
17358	1/23/2020	Douglas County Treasurer	\$189.03	Contracts	\$49,149.69
17359	1/23/2020	Emspace + Lovgren	\$26,997.83		
17360	1/23/2020	Omaha Douglas Public Bldg. Comm	\$1.75		
17361	1/23/2020	Payless Office Products, Inc.	\$67.35		
17362	1/23/2020	Vireo	\$12,722.74	Total Disbursements	\$72,671.69
			<u>\$72,671.69</u>		

Metropolitan Area Planning Agency  
Payroll Register  
January 2020

Pay Types/Benefits	Hours	Amount	Deductions/Employee Taxes	Adj. Gross	Amount
AL Pay	0.00	\$384.97	457-\$	N/A	\$1,800.00
Dental EE	0.00	\$306.24	457-%	N/A	\$1,970.16
Dental EE+CH	0.00	\$68.04	457-Roth \$	N/A	\$150.00
Dental EE+FA	0.00	\$559.74	457-Roth%	N/A	\$1,230.90
Dental EE+SP	0.00	\$141.90	AFLAC	N/A	\$243.00
ER H.I.	0.00	\$6,368.82	AfterTax FSA	N/A	\$302.73
ER H.I. CH	0.00	\$1,133.76	AT AFLAC	N/A	\$181.52
ER H.I. FA	0.00	\$9,381.00	Dental Ins	N/A	\$158.94
ER H.I. SP	0.00	\$2,656.26	Flex Plan 20	N/A	\$1,352.00
GC Earnings	0.00	\$26.91	Gift Cards	N/A	\$25.00
Hourly	312.50	\$6,747.50	Health Ins	N/A	\$2,818.44
Hourly - Reg	1,444.00	\$33,345.24	Pension Loan	N/A	\$737.82
Life & Dis	0.00	\$710.31	Pension Plan	N/A	\$5,377.27
OT Hourly	5.00	\$174.85	VISION	N/A	\$152.92
Salary	0.00	\$115,964.78	Federal	141,400.02	\$12,128.11
Gross Pay		\$156,644.25	Medicare	151,918.95	\$2,202.82
Gross Benefits		\$21,326.07	Soc Security	151,918.95	\$9,418.99
Gross Pay/Benefits		\$177,970.32	State - NE	142,771.52	\$5,876.35
			Deductions/Employee Taxes:		\$46,126.97
			Employer Expenses	Adj. Gross	Amount
			ER Pension	N/A	\$7,393.76
			Medicare	151,918.95	\$2,202.82
			Soc Security	151,918.95	\$9,418.99
			SUTA	146,093.76	\$2,867.74
			Additional Employer Expenses:		\$21,883.31
			GRAND TOTAL NET PAY:		\$110,517.28
			GRAND TOTAL EXPENSE:		\$199,853.63

Metropolitan Area Planning Agency  
Aged Accounts Receivable Report  
January 31, 2020

Client Name	0-30	31-60	61-90	90+	Balance
Andy Biller	\$12.00	\$0.00	\$0.00	\$0.00	\$12.00
City of Hancock	\$0.00	\$0.00	\$0.00	\$0.02	\$0.02
City of Omaha	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00
City of Plattsmouth	\$0.00	\$24.00	\$0.00	\$0.00	\$24.00
City of Valley NE	\$1,293.72	\$0.00	\$0.00	\$0.00	\$1,293.72
City of Waterloo, NE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Douglas County	\$67,899.00	\$0.00	\$0.00	\$0.00	\$67,899.00
Federal Transit Administration	\$0.00	\$0.00	\$0.00	\$126,734.21	\$126,734.21
IOWA COG	\$0.00	\$3,270.00	\$0.00	\$0.00	\$3,270.00
Iowa Department of Transportation	\$45,143.00	\$24,271.00	\$0.00	\$0.00	\$69,414.00
MAPA Foundation	\$0.00	\$0.00	\$0.00	\$5.00	\$5.00
NDOT- CMAQ	\$11,713.25	\$0.00	\$0.00	\$126,273.35	\$137,986.60
NDOT	\$0.00	\$200,577.69	\$0.00	\$0.00	\$200,577.69
Nebraska Department of Economic Development	\$9,769.18	\$0.00	\$0.00	\$0.00	\$9,769.18
Nebraska Environmental Trust	\$0.00	\$8,616.38	\$0.00	\$0.00	\$8,616.38
Nebraska Ethanol Board	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
Omaha Public Power District	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
Pottawattamie County, Iowa	\$0.00	\$24.00	\$0.00	\$0.00	\$24.00
<b>Total Accounts Receivable</b>	<b>\$157,830.15</b>	<b>\$236,783.07</b>	<b>\$0.00</b>	<b>\$253,012.58</b>	<b>\$647,625.80</b>

Metropolitan Area Planning Agency  
Aged Accounts Payable Report  
January 31, 2020

Vendor Name	0-30	31-60	61-90	90+	Net Due
AIM	\$703.00	\$0.00	\$0.00	\$0.00	\$703.00
BenefitPlansInc.	\$662.50	\$0.00	\$0.00	\$0.00	\$662.50
CDS Inspections & Beyond	\$659.23	\$0.00	\$0.00	\$0.00	\$659.23
The Daily Record	\$20.30	\$0.00	\$0.00	\$0.00	\$20.30
DAS State Accounting - Central Finance	\$56.39	\$0.00	\$0.00	\$0.00	\$56.39
Economic Development Research Group, Inc	\$0.00	\$0.00	\$12,046.77	\$0.00	\$12,046.77
Fidelity Security Life Insurance Co. (eye med)	\$247.96	\$0.00	\$0.00	\$0.00	\$247.96
Florence Home for the Aged	\$0.00	\$0.00	\$0.00	\$5,706.35	\$5,706.35
Francotyp-Postalia, Inc.	\$108.00	\$0.00	\$0.00	\$0.00	\$108.00
Frederick Electric	\$4,200.00	\$0.00	\$0.00	\$0.00	\$4,200.00
Griff's Delivery Service	\$18.00	\$0.00	\$0.00	\$0.00	\$18.00
Hamilton Associates, P.C.	\$3,225.00	\$0.00	\$0.00	\$0.00	\$3,225.00
Heartland Bike Share	\$440.00	\$0.00	\$0.00	\$0.00	\$440.00
Metro	\$0.00	\$0.00	\$0.00	\$20,033.32	\$20,033.32
Michael Keays	\$82.57	\$0.00	\$0.00	\$0.00	\$82.57
Nonprofit Association of the Midlands	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00
Omaha Spray Foam	\$610.00	\$0.00	\$0.00	\$0.00	\$610.00
Pottawattamie County GIS	\$0.00	\$8,771.38	\$0.00	\$0.00	\$8,771.38
Praetorian Digital	\$1,495.00	\$0.00	\$0.00	\$0.00	\$1,495.00
Principal Life Insurance Company	\$1,356.75	\$0.00	\$0.00	\$0.00	\$1,356.75
Rusty Hike	\$252.46	\$0.00	\$0.00	\$0.00	\$252.46
Ryan Ossell	\$0.00	\$0.00	\$0.00	\$99.00	\$99.00
Terracon Consultants, Inc.	\$650.00	\$0.00	\$0.00	\$0.00	\$650.00
Verizon	\$87.14	\$0.00	\$0.00	\$0.00	\$87.14
Vireo	\$0.00	\$20,267.65	\$0.00	\$0.00	\$20,267.65
<b>Total Accounts Payable</b>	<b>\$15,574.30</b>	<b>\$29,039.03</b>	<b>\$12,046.77</b>	<b>\$25,838.67</b>	<b>\$82,498.77</b>

Metropolitan Area Planning Agency  
Statement of Financial Position  
January 31, 2020

Assets		
10-1000	Petty Cash	\$400.69
10-1005	Paypal Account	\$305.21
10-1010	Cash - American National Bank	\$217,226.02
10-1030	Treasury Bills	\$380,022.38
10-1040	NPAIT Investments General	\$726,506.07
10-1043	NPAIT Investments Special Projects	\$22,705.00
10-1045	NPAIT Investments Capitol Reserve	\$91,477.87
10-1057	NPAIT CD Investiments	\$115,820.61
10-1100	Accounts Receivable	\$645,625.80
10-1110	Due To/Due From Funds	\$59,258.30
10-1300	Prepaid Expenses	\$19,791.51
10-1310	Prepaid Insurance	\$7,215.35
11-1110	Due To/Due From Funds	\$11,065.10
12-1055	NPAIT Investments Sarpy Co. Revolving Loan	\$48,162.48
13-1200	Furniture, Fixtures & Equipment	\$169,006.60
13-1205	Vehicles	\$51,215.35
13-1220	Less: Accumulated Depreciation	\$143,886.26
20-1020	Cash - ANB Foundation	\$97,915.00
20-1025	Cash - Washington County Bank - MAPA Foundation	\$2,000.00
20-1027	Cash-Washington County- Savings - MAPA Foundaiton	\$542,565.95
20-1060	NPAIT Investments Foundation	\$34,225.01
20-1065	NPAIT Investments FD NDO	\$69,015.04
20-1110	Due To/Due From Funds	(\$70,328.40)
20-1415	Note Receivable - Sterling Ambitions, LLC	\$1,385.00
20-1425	Note Receivable KB Quality Meats	\$6,822.00
20-1501	Note Receivable NDED Housing	\$156,257.33
20-1502	Note Receivable NIFA Housing	\$112,852.51
20-1503	Note Receivable MAPA Housing	\$43,404.82
20-1504	Note Receivable Blair Housing	\$112,852.51
20-1505	Note Receivable Local Housing	\$8,680.98
	Total Assets	\$3,539,565.83

Liabilities		
10-2000	Accounts Payable	\$76,292.40
10-2015	Credit Card Payable	\$10,783.83
10-2105	Nebraska Withholding	\$5,876.35
10-2115	AFLAC W/H Payable	(\$142.78)
10-2125	Dental Insurance W/H Payable	(\$893.45)
10-2126	Life & Disability Insurance Payable	(\$201.00)
10-2130	Flex W/H Payable	\$2,682.58
10-2132	Vision Insurance Payable	(\$21.40)
10-2135	Health Insurance Payable	\$6,280.90
10-2160	SUTA Tax	\$2,867.74
10-2210	Accrued Compensated Absences	\$120,543.32
10-2220	Accrued Audit Fees	\$15,330.00
20-2000	Accounts Payable	\$6,206.17
20-2430	Deferred Revolving Loan	\$573.46
20-2435	Deferred Revolving Loan Housing	\$953,530.31
	Total Liabilities	\$1,199,708.43

Fund Balance		
10-3000	Fund Balance Undesignated	\$1,490,464.45
10-3010	Fund Balance Assigned	\$221,410.58
10-3020	Fund Balance Committed	\$335,081.29
11-3000	Fund Balance Undesignated	\$11,065.10
12-3100	Fund Balance Restricted	\$48,162.48
13-3005	Invested in Capital Assets	\$76,335.69
20-3000	Fund Balance Undesignated	\$56,095.44
20-3100	Fund Balance Restricted	\$101,242.37
	Total Fund Balance	\$2,339,857.40

	Total Liabilities and Fund Balance	\$3,539,565.83
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Metropolitan Area Planning Agency  
Statement of Revenues and Expenditures  
January 31, 2020

		<u>1.1.2020 - 1.31.2020</u>		<u>7.1.2019 - 1.31.2020</u>			Increase/	
		<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>% to YTD</u>	<u>Prior Year</u>	<u>(Decrease)</u>
				<u>YTD</u>	<u>YTD</u>	<u>Budget</u>	<u>to Date</u>	<u>YTD to PYTD</u>
								<u>FY 2020</u>
								<u>Budget</u>
Revenues								
Federal and State Revenue								
10-4100	Federal Revenue	\$56,856.25	\$0.00	\$515,828.29	\$1,587,513.50	32.49%	\$1,025,936.38	(49.72%)
10-4200	State Revenue	\$0.47	\$0.00	\$103,433.28	\$147,213.50	70.26%	\$87,690.89	17.95%
Total Federal and State Revenue		\$56,856.72	\$0.00	\$619,261.57	\$1,734,727.00	35.70%	\$1,113,627.27	(44.39%)
Local Government Revenue								
10-4300	Local Revenue	\$192,948.00	\$200,248.00	\$400,496.00	\$400,496.00	100.00%	\$382,388.00	4.74%
10-4305	TIP Fee	\$0.00	\$0.00	\$8,870.00	\$184,330.00	4.81%	\$271,776.80	(96.74%)
10-4350	Heartland 2050 Local Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,791.63	(100.00%)
Total Local Government Revenue		\$192,948.00	\$200,248.00	\$409,366.00	\$584,826.00	70.00%	\$658,956.43	(37.88%)
Charges for Services								
10-4400	Contracts	\$33,882.67	\$0.00	\$77,076.08	\$93,375.00	82.54%	\$35,441.18	117.48%
10-4405	Aerial Photo Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Total Charges for Services		\$33,882.67	\$0.00	\$77,076.08	\$93,375.00	82.54%	\$35,441.18	117.48%
Forums Revenue								
10-4501	Council of Officials Quarterly Meeting	\$24.00	\$0.00	\$324.00	\$700.00	46.29%	\$380.00	(14.74%)
10-4502	Council of Officials Annual Meeting	\$0.00	\$0.00	\$4,255.00	\$6,000.00	70.92%	\$5,815.00	(26.83%)
10-4505	Heartland 2050 Summit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
10-4506	Heartland 2050 Speaker Series	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%	\$2,306.00	(100.00%)
Total Forums Revenue		\$24.00	\$0.00	\$4,579.00	\$8,700.00	52.63%	\$8,501.00	(46.14%)
In-kind Revenue								
10-4510	In-Kind Revenue	\$0.00	\$0.00	\$64,390.38	\$185,705.00	34.67%	\$141,673.65	(54.55%)
Total In-kind Revenue		\$0.00	\$0.00	\$64,390.38	\$185,705.00	34.67%	\$141,673.65	(54.55%)
Investment Income								
10-4520	Investment Earnings	\$2,077.84	\$0.00	\$17,469.55	\$7,500.00	232.93%	\$15,114.82	15.58%
Total Investment Income		\$2,077.84	\$0.00	\$17,469.55	\$7,500.00	232.93%	\$15,114.82	15.58%
Miscellaneous Revenue								
10-4310	Match Contributions	\$7,000.00	\$0.00	\$52,000.00	\$61,500.00	84.55%	\$32,000.00	62.50%
10-4507	Site Visit Registration	\$0.00	\$0.00	\$24,368.54	\$40,000.00	60.92%	\$40,540.48	(39.89%)
10-4530	Misc. Cash Sales	\$0.00	\$0.00	\$55.88	\$0.00	0.00%	\$0.00	0.00%
10-4540	Miscellaneous	\$332.75	\$0.00	\$81,515.47	\$43,500.00	187.39%	\$118,700.03	(31.33%)
Total Miscellaneous Revenue		\$7,332.75	\$0.00	\$157,939.89	\$145,000.00	108.92%	\$191,240.51	(17.41%)
Total Revenues		\$293,121.98	\$200,248.00	\$1,350,082.47	\$2,759,833.00	48.92%	\$2,164,554.86	-37.63%

Metropolitan Area Planning Agency  
Statement of Revenues and Expenditures  
January 31, 2020

		<u>1.1.2020 - 1.31.2020</u>		<u>7.1.2019 - 1.31.2020</u>				<u>Increase/</u>	
		<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>% to YTD</u>	<u>Prior Year</u>	<u>(Decrease)</u>	<u>FY 2020</u>
				<u>YTD</u>	<u>YTD</u>	<u>Budget</u>	<u>to Date</u>	<u>YTD to PYTD</u>	<u>Budget</u>
Expenses									
MAPA Activities									
MAPA Personnel Expenses									
	Salaries	\$136,990.22	\$129,883.33	\$855,782.59	\$909,183.31	94.13%	\$778,071.10	9.99%	\$1,558,600.00
	Payroll Taxes	\$14,489.55	\$10,065.83	\$65,951.87	\$70,460.81	93.60%	\$56,895.55	15.92%	\$120,790.00
	Employee Benefits	\$27,079.07	\$30,522.50	\$158,230.49	\$213,657.46	74.06%	\$165,971.92	-4.66%	\$366,270.00
	Total MAPA Personnel Expenses	\$178,558.84	\$170,471.66	\$1,079,964.95	\$1,193,301.58	90.50%	\$1,000,938.57	7.90%	\$2,045,660.00
MAPA Non-personnel									
10-5200	Advertising	\$492.31	\$0.00	\$1,829.91	\$5,000.00	36.60%	\$2,126.81	(13.96%)	\$10,000.00
10-5210	Membership - Reference Materials	\$2,016.54	\$0.00	\$17,070.65	\$10,500.00	162.58%	\$18,283.16	(6.63%)	\$21,000.00
	Data Processing	\$3,181.24	\$0.00	\$30,166.15	\$20,000.00	150.83%	\$35,545.77	(15.13%)	\$40,000.00
	Forums Expense	\$75.18	\$0.00	\$8,961.50	\$33,870.00	26.46%	\$16,899.71	(46.97%)	\$67,740.00
10-5650	Miscellaneous Expenses	\$40.07	\$0.00	\$920.88	\$2,000.00	46.04%	\$2,240.26	(58.89%)	\$4,000.00
10-5730	Bank Charges	\$51.16	\$83.33	\$334.51	\$583.31	57.35%	\$342.21	(2.25%)	\$1,000.00
10-5800	Office Rent	\$5,974.00	\$5,974.00	\$41,818.00	\$41,818.00	100.00%	\$40,600.00	3.00%	\$71,688.00
	Office Expense	\$3,398.50	\$3,550.01	\$31,165.63	\$39,499.95	78.90%	\$30,938.21	0.74%	\$71,900.00
	Professional Fees	\$4,863.58	\$545.45	\$18,717.56	\$27,272.73	68.63%	\$20,006.06	(6.44%)	\$30,000.00
	Travel and Conferences	\$5,382.52	\$0.00	\$55,226.03	\$108,733.50	50.79%	\$81,262.63	(32.04%)	\$129,967.00
	Transfers	\$0.00	\$0.00	\$9,965.11	\$10,200.00	97.70%	\$13,873.07	-28.17%	\$20,400.00
10-5950	Capital Outlays	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%	\$6,420.83	(100.00%)	\$50,000.00
	Total MAPA Non-personnel	\$25,475.10	\$10,152.79	\$216,175.93	\$324,477.49	66.62%	\$268,538.72	-19.50%	\$517,695.00
	Total MAPA Activities	\$204,033.94	\$180,624.45	\$1,296,140.88	\$1,517,779.07	85.40%	\$1,269,477.29	2.10%	\$2,563,355.00
Contracts and Pass-through									
10-5400	Contracts	\$0.00	\$75,145.83	\$334,529.62	\$526,020.81	63.60%	\$204,616.29	63.49%	\$901,750.00
10-5410	Aerial Photo Expense	\$0.00	\$0.00	\$112,363.49	\$0.00	0.00%	\$140,631.12	(20.10%)	\$1,015,573.00
10-5420	Pass Through Contracts - Planning	\$0.00	\$31,000.00	\$106,852.64	\$217,000.00	49.24%	\$138,737.67	(22.98%)	\$372,000.00
10-5430	Pass Through Contracts - STP	\$0.00	\$53,168.50	\$21,329.06	\$372,179.50	5.73%	\$203,668.05	-89.53%	\$638,022.00
10-5440	In-Kind Expense	\$0.00	\$36,367.50	\$64,390.38	\$254,572.50	25.29%	\$141,673.65	(54.55%)	\$436,410.00
	Subtotal Contracts and Pass-Through	\$0.00	\$195,681.83	\$639,465.19	\$1,369,772.81	46.68%	\$829,326.78	-22.89%	\$3,363,755.00
	Total Expenses	\$204,033.94	\$376,306.28	\$1,935,606.07	\$2,887,551.88	67.03%	\$2,098,804.07	(7.78%)	\$5,927,110.00
	NET SURPLUS/(DEFICIT)	\$89,088.04	(\$176,058.28)	(\$585,523.60)	(\$127,718.88)	458.45%	\$65,750.79	-990.52%	(\$16,697.00)

Metropolitan Area Planning Agency  
Statement of Revenues and Expenditures- MAPA Foundation  
January 31, 2020

		<u>Revolving Loan</u>		<u>Housing Activities</u>		<u>MAMA</u>		
		<u>Jan 1-31</u>	<u>July 1 - Jan 31</u>	<u>Jan 1-31</u>	<u>July 1 - Jan 31</u>	<u>Jan 1-31</u>	<u>July 1 - Jan 31</u>	<u>Total YTD</u>
Revenues								
20-4200	State Revenue	\$0.00	\$0.00	\$9,769.18	\$28,694.34	\$0.00	\$0.00	\$28,694.34
20-4300	Local Revenue	\$0.00	\$0.00	\$0.00	\$2,305.00	\$0.00	\$0.00	\$2,305.00
20-4520	Investment Earnings	\$0.00	\$0.00	\$0.00	\$0.00	\$41.33	\$314.17	\$314.17
20-4700	Motorist Assist Income	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$850.00	\$850.00
20-4800	Contributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
Total Revenues		\$0.00	\$0.00	\$9,769.18	\$30,999.34	\$91.33	\$1,264.17	\$32,263.51
Expenses								
20-5320	Professional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$650.00	\$650.00	\$650.00
20-5400	Contracts	\$0.00	\$0.00	\$15,950.50	\$36,091.71	\$0.00	\$0.00	\$36,091.71
20-5730	Bank Charges	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00
20-6075	Miscellaneous Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,290.00	\$2,290.00
20-6083	Insurance - Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
20-6086	Admin Fee	\$0.00	\$0.00	\$2,588.95	\$5,177.90	\$0.00	\$0.00	\$5,177.90
20-6088	Telephone - Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$87.14	\$611.89	\$611.89
Total Expenses		\$0.00	\$0.00	\$18,539.45	\$41,279.61	\$737.14	\$4,051.89	\$45,331.50
NET SURPLUS/(DEFICIT)		\$0.00	\$0.00	(\$8,770.27)	(\$10,280.27)	(\$645.81)	(\$2,787.72)	(\$13,067.99)



## TRANSPORTATION

Project	Description	Funding Source(s)	RFP Release Date	Contract Approval	Total Project Cost (Estimate)	MAPA Lead
<b>Little Steps Big Impact: Active Commuting Outreach</b>	Consultant services to implement Active Commuting Tool-Kit for employers. Work will focus on employee surveys, focus groups and travel demand management policy development	CMAQ/NET	February 19, 2020	May 2020	\$105,000	Mike Helgerson
<b>24th Street Central Corridor Study</b>	Corridor study to evaluate configuration of 24th Street and 24th Avenue between Leavenworth and Creighton's campus. Study will consider roadway improvements and possible two-way conversion.	MAPA PL	February 19, 2020	May 2020	\$125,000	Mike Helgerson
<b>Eppley Connector and Industrial Park Economic Development Study</b>	Evaluation of a potential Missouri River bridge to support economic development in North Omaha. Local match from Nebraska Legislature direct appropriation	MAPA PL/EDA/State of Nebraska	April 1, 2020	July 2020	\$400,000	Mike Helgerson

## COMMUNITY DEVELOPMENT

[illegible]

**City of Omaha**

Date: 07-JAN-20

Page 1 of 1

1819 Farnam St. Billing Div.  
Omaha NE 68183  
Contact : (402) 444-5453

**Remit To :**

City of Omaha Cashier  
RM H10  
1819 Farnam St.  
Omaha NE 68183

**Bill To :**

METRO AREA PLANNING AGENCY  
2222 CUMING ST

**Ship To :**

OMAHA NE 68102-4328

Customer Number : 18276

Invoice Number : 178149

Terms : 30 NET

Transaction Type : PUBLIC WORKS

Total due : \$ 13,035.31

**PLEASE RETURN TOP PORTION WITH REMITTANCE**

Item No	Description	Qty Invoiced	Unit Price	Extended Price
1	MAPA TRAFFIC COUNTING PROGRAM, PLM-(157) OCTOBER-DECEMBER 2019	1	13035.31	13035.31
	<b>SPECIAL INSTRUCTIONS</b>	<b>DUE DATE</b>		<b>TOTAL DUE</b>
	Invoice Number : 178149	06-FEB-20		\$13,035.31





City of Omaha  
Jean Stothert, Mayor

## Public Works Department

Omaha/Douglas Civic Center  
1819 Farnam Street, Suite 601  
Omaha, Nebraska 68183-0601  
(402) 444-5220  
Fax (402) 444-5248

**Robert G. Stubbe, P.E.**  
Public Works Director

### Progress Report – City of Omaha Traffic Counting Program Project Number PL-1(57)

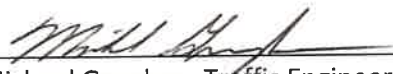
Current Billing Period: 1 October – 31 December 2019

Performed turning movement counts for:

7 <sup>th</sup> Court & Riverview	120 <sup>th</sup> & Westwood
13 <sup>th</sup> & Bancroft	132 <sup>nd</sup> & Arbor
24 <sup>th</sup> & Dodge	132 <sup>nd</sup> & Grover
24 <sup>th</sup> & Douglas	178 <sup>th</sup> & Pacific
24 <sup>th</sup> & Harney	180 <sup>th</sup> & Marcy
24 <sup>th</sup> & St. Mary's	180 <sup>th</sup> & Pacific
24 <sup>th</sup> Avenue & Harney	183 <sup>rd</sup> & West Center
24 <sup>th</sup> Avenue & St. Mary's	Dodge & Happy Hollow
25 <sup>th</sup> & Farnam	I-680 & West Center NB Ramps
33 <sup>rd</sup> & Dodge	Regency Parkway & Pacific
34 <sup>th</sup> & Farnam	West Center & Industrial Road
35 <sup>th</sup> Avenue & Dodge	Westgate & West Center
50 <sup>th</sup> & G	
72 <sup>nd</sup> & M Plaza	
72 <sup>nd</sup> & Rose Blumkin	
72 <sup>nd</sup> & West Center NB Ramps	
72 <sup>nd</sup> & West Center SB Ramps	
84 <sup>th</sup> & Pacific	
102 <sup>nd</sup> & L	
108 <sup>th</sup> & Oak	
108 <sup>th</sup> & West Center	
120 <sup>th</sup> & Cryer	
120 <sup>th</sup> & I	

Anticipated Work for Next Billing Period:  
Information Needed from MAPA/NDOR:  
Percent of Work Completed to Date:  
Outstanding Issues:

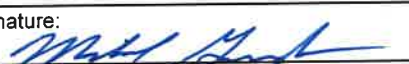
Monthly Traffic Counts  
None  
53.24%  
None

  
Michael Gaughen, Traffic Engineering  
City of Omaha (402) 444-4978

1-2-20  
Date

# Cost Breakdown Form

## for Actual Cost Plus Fixed Fee Agreements with Local Funds

Company Name:	City of Omaha			
Address:	1819 Farnam, Suite 603, Omaha, Ne 68183			
Project No.:	PLM -1(57)			
Project Location:	Omaha, Nebraska			
Control No.:	01001M			
Agreement No.:	UL 1903			
Invoice No. and Date:	20-2			
Progress Report Date:	2-Jan-20			
% Work Completed:	53.24%			
Current Billing Period:	1 October - 31 December 2019			
Actual Cost plus Fixed Fee Amount		Limiting Max. Amount	Fixed Fee for Profit	Totals
	100%	\$85,714.00	\$0.00	\$85,714.00
Local Share	@30%	\$25,714.00	\$0.00	\$25,714.00
Federal/State Share	@70%	\$60,000.00	\$0.00	\$60,000.00
		Amount		
		This Period	Previously Billed	To Date
Direct Labor		\$8,404.44	\$8,488.86	\$16,893.30
Overhead @ 36.22% of Direct Labor		\$3,044.09	\$3,074.67	\$6,118.76
Direct Labor		\$5,959.98	\$13,337.04	\$19,297.02
Overhead @ 7.65% of Direct Labor		\$455.94	\$1,020.28	\$1,476.22
Direct Non-Labor Costs		\$757.42	\$1,089.12	\$1,846.54
Indirect Costs		\$0.00		\$0.00
Outside Services (Subconsultants)				
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>Subtotal – Outside Services</b>				
100 % TOTAL COST INCURRED		\$18,621.87	\$27,009.97	\$45,631.84
@30% Local Share		\$5,586.56	\$8,102.99	\$13,689.55
@70% <b>Total Amount Due</b>		<b>\$13,035.31</b>	<b>\$0.00</b>	<b>\$31,942.29</b>
I certify that the billed amounts are actual and in agreement with the contract terms.			<b>Balance:</b>	\$28,057.71
Signature: 		Title: <b>ENGINEERING TECH 1</b>		Date: <b>1-2-20</b>

## INVOICE - FOR CITY OF OMAHA TRAFFIC COUNTING PROGRAM

For the period of 1 October - 31 December 2019      INVOICE NUMBER: 20-2      DATE: 2 January 2020

### DIRECT LABOR EXPENSES

NAME	CLASSIFICATION	HOURS	DIRECT RATE	TOTAL COSTS
Mike Gaughen	Engineering Tech 1	96	\$36.30	\$3,484.80
Michael Waisanen	Secretary II	36	\$21.02	\$756.72
Todd Pfitzer	City Engineer	36	\$69.47	\$2,500.92
Jeff Riesselman	City Traffic Engineer	30	\$55.40	\$1,662.00
Full-time Wages				\$8,404.44
Approved O/H Rate 36.22%				\$3,044.09
Full-time Labor Total				\$11,448.53
Garry Williams	Engineering Aide I	66	\$18.12	\$1,195.92
Ron January	Engineering Aide I	132	\$18.12	\$2,391.84
Duane Williams	Engineering Aide I	138	\$17.19	\$2,372.22
Part-time Wages				\$5,959.98
Approved O/H Rate 7.65%				\$455.94
Part-time Labor Total				\$6,415.92
TOTAL LABOR				\$17,864.45

DIRECT NON-LABOR EXPENSES	QUANTITY	RATE	TOTAL COSTS
Mileage	1,012	\$0.535	\$541.42
Reproduction	1800	\$0.12	\$216.00
TOTAL NON-LABOR COSTS			\$757.42
TOTAL DIRECT LABOR AND NON-LABOR EXPENSES			\$18,621.87
<b>MAPA'S Contribution</b>			<b>\$13,035.31</b>
<b>Match</b>			<b>\$5,586.56</b>

March 4, 2020

Court Barber  
Omaha-Council Bluffs Metropolitan Area Planning Agency  
2222 Cuming St  
Omaha, NE 68102

RE: Council Bluffs 1st Ave Transit Alternatives Analysis – Progress Report  
Toole Design Project Number: 80070  
MAPA Project No. (TBD)  
Invoice No. 2

Dear Mr. Barber,

Enclosed you will find Invoice No. 2 in the amount of \$8,567.15 for the period ending February 28, 2020 as described below. **Please note that we have not yet received a subconsultant invoice from Cambridge Systematics for their work on this project:** therefore, the actual percentage of work completed for Tasks 2 and 4 are higher than indicated below. If you have questions, please contact us.

Task	Description	Work Associated	% Completed
1	<b>Project Management and Stakeholder Engagement</b>	<ul style="list-style-type: none"> <li>• Coordination with City and MAPA</li> <li>• Internal team coordination</li> <li>• Online interactive map setup</li> <li>• March Advisory Committee meeting preparation</li> </ul>	48%
2	<b>Existing Context</b>	<ul style="list-style-type: none"> <li>• Data collection and inventory</li> <li>• Data coordination with MAPA</li> </ul>	43%
3	<b>Multimodal Corridor Access Study</b>	<ul style="list-style-type: none"> <li>• Crash data organization and analysis, memo preparation, map preparation</li> </ul>	31%

		<ul style="list-style-type: none"> <li>• Bike LTS analysis set-up, roadway data conflation, analysis run and refinement</li> <li>• Pedestrian Crossing LTS analysis set-up and programming</li> </ul>	
4	<b>Transportation and Land Use Scenario Development</b>	<ul style="list-style-type: none"> <li>• Development palette creation and draft memo preparation</li> <li>• Station location refinement and draft memo preparation</li> <li>• Discussion/coordination with City</li> </ul>	5%
5	<b>Alternatives Analysis</b>	• n/a	0%
6	<b>Draft and Final Report</b>	• n/a	0%
	<b>Direct Expenses</b>	• n/a	17%

Thank you for the opportunity to work with you on this project. If you have any questions regarding this invoice, please contact [accounts.receivable@tooledesign.com](mailto:accounts.receivable@tooledesign.com). If you have questions regarding our work, contact Adam Wood, Toole Design's project manager, at [awood@tooledesign.com](mailto:awood@tooledesign.com) or 608-663-8082 ext 402.



Kevin Luecke  
Madison Office Director

Enclosures

**Toole Design Group, LLC**  
 8484 Georgia Ave  
 Suite 800  
 Silver Spring, MD 20910  
 301-927-1900



Omaha-Council Bluffs Metropolitan Area Planning Agency (MAPA)  
 Court Barber  
 2222 Cumming St  
 Omaha, NE 68102

Invoice number 80070\_FEB02  
 Date 03/04/2020

Project **COUNCIL BLUFFS 1ST AVE TRANSIT  
 ALTERNATIVES ANALYSIS**  
 TDG Proj# 80070

Period: 2/1/2020 - 02/28/2020

### 1. Project Management & Stakeholder Engagement

#### Services

		Hours	Cost Rate	Cost Amount	Billed Amount
Adam S. Wood	Project Planner	13.00	46.64	606.32	
	Subtotal	13.00		606.32	
		<u>Rate</u>	<u>Basis</u>	<u>Markup</u>	<u>Amount</u>
	Overhead	163.31%	606.32	990.19	1,596.51
	Profit	13.30%	1,596.51	212.31	1,808.82
	FCCM	0.14%	606.32	0.87	1,809.69
	Task subtotal				1,809.68

### 2. Existing Context

#### Services

		Hours	Cost Rate	Cost Amount	Billed Amount
Galen N. Omerso	GIS Analyst	3.50	39.43	138.01	
	Subtotal	3.50		138.01	
		<u>Rate</u>	<u>Basis</u>	<u>Markup</u>	<u>Amount</u>
	Overhead	163.31%	138.01	225.37	363.38
	Profit	13.30%	363.38	48.33	411.71
	FCCM	0.14%	138.01	0.19	411.90
	Task subtotal				411.90

### 3. Multimodal Corridor Access Study

#### Services

		Hours	Cost Rate	Cost Amount	Billed Amount
Adam S. Wood	Project Planner	3.50	46.64	163.24	
Daniel I. Patterson	GIS Specialist	0.50	26.45	13.23	
Evan Moorman	Planner I	7.50	25.49	191.18	
Galen N. Omerso	GIS Analyst	14.50	39.43	571.74	
Jessica Schoner	Project Planner	13.00	44.14	573.82	
Tom T. Lin	Project Planner	8.00	38.71	309.68	
	Subtotal	47.00		1,822.89	
		<u>Rate</u>	<u>Basis</u>	<u>Markup</u>	<u>Amount</u>



### 3. Multimodal Corridor Access Study

#### Services

Overhead	163.31%	1,822.89	2,976.89	4,799.78	
Profit	13.30%	4,799.78	638.41	5,438.19	
FCCM	0.14%	1,822.89	2.53	5,440.72	5,440.72
Task subtotal					5,440.73

### 4. Trans and Land Use Scenario Development

#### Services

		Hours	Cost Rate	Cost Amount	Billed Amount
Adam S. Wood	Project Planner	6.50	46.64	303.16	
	Subtotal	6.50		303.16	
		<u>Rate</u>	<u>Basis</u>	<u>Markup</u>	<u>Amount</u>
	Overhead	163.31%	303.16	495.08	798.24
	Profit	13.30%	798.24	106.17	904.41
	FCCM	0.14%	303.16	0.43	904.84
Task subtotal					904.84

Invoice total **\$8,567.15**

### Invoice Summary

Description	Contract Amount	Percent Spent	Total Billed	Prior Billed	Current Invoice	Remaining Percent
1. Project Management & Stakeholder Engagement	25,800.98	48%	12,294.28	10,484.59	1,809.69	52%
2. Existing Context	12,154.94	43%	5,241.97	4,830.07	411.90	57%
3. Multimodal Corridor Access Study	19,245.23	31%	6,052.23	611.51	5,440.72	69%
4. Trans and Land Use Scenario Development	20,065.71	5%	904.84	0.00	904.84	95%
5. Alternatives Analysis	98,792.73	0%	0.00	0.00	0.00	100%
6. Draft and Final Report	17,946.99	0%	0.00	0.00	0.00	100%
Direct Expenses	5,980.80	17%	1,023.06	1,023.06	0.00	83%
<b>Total</b>	<b>\$199,987.38</b>	<b>13%</b>	<b>25,516.38</b>	<b>16,949.23</b>	<b>\$8,567.15</b>	<b>87%</b>

### Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
80070_JAN01	02/05/2020	16,949.23	16,949.23				
80070_FEB02	03/04/2020	8,567.15	8,567.15				
<b>Total</b>		<b>25,516.38</b>	<b>25,516.38</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Questions? Contact the Project Manager or Accounts.Receivable@tooledesign.com, Call 301-927-1900.



Remittance address

929 Walnut Suite 700 | Kansas City, Missouri 64106

phone 816 756 5690 | [www.BeVireo.com](http://www.BeVireo.com)

February 10, 2020

Invoice No: P19028 - 9

Metropolitan Area Planning Agency  
2222 Cuming Street  
Omaha, NE 68102-4328

Project P19028 MAPA North 24th Street Corridor Study

**Professional Services from January 01, 2020 to January 31, 2020**

Phase 02 Public Outreach & Presentations

**Professional Personnel**

	Hours	Rate	Amount	
Program Manager				
Penelton, Triveece	11.00	33.65	370.15	
Engineer				
Pruett, Rebecca	1.50	19.23	28.85	
Wagner, Benjamin	8.50	28.85	245.23	
Totals	21.00		644.23	
<b>Total Labor</b>				<b>644.23</b>

**Additional Fees**

Overhead	153.70 % of 644.23	990.18	
Profit	10.00 % of 1,634.41	163.44	
<b>Total Additional Fees</b>		<b>1,153.62</b>	<b>1,153.62</b>

**Billing Limits**

	Current	Prior	To-Date	
Labor	644.23	3,105.04	3,749.27	
Limit			3,583.55	
<b>Adjustment</b>				<b>-165.72</b>
Additional Fees	1,153.62	5,560.21	6,713.83	
Limit			6,417.07	
<b>Adjustment</b>				<b>-296.76</b>

**Total this Phase \$1,335.37**

**Total this Invoice \$1,335.37**

**Billings to Date**

	Current	Prior	Total
Labor	1,335.37	30,680.46	32,015.83
Consultant	0.00	90,796.48	90,796.48
Expense	0.00	1,404.51	1,404.51
<b>Totals</b>	<b>1,335.37</b>	<b>122,881.45</b>	<b>124,216.82</b>

January 31, 2020

Mike Helgerson  
Transportation and Data Manager  
Omaha – Council Bluffs Metropolitan Area Planning Agency  
2222 Cuming Street  
Omaha, NE 68102

**RE: N. 24<sup>th</sup> Street Corridor Study -  
Progress Report**

Vireo Project No. 19028  
MAPA Project No. 1950310006  
Invoice No. 9

Dear Mike:

Enclosed you will find Invoice No. 9 in the amount of \$1,335.37 for the period ending January 31, 2020 as described below. If you have questions, please do not hesitate to contact us.

Task	Description	Work Associated	% Completed
31	Project Management and Administration	• None	100%
2	Public Outreach and Presentations	• Coordination for presentations to City Council and Planning Board (re: final edits to planning document)	100%
3	Existing Conditions Inventory and Analysis	• None	100%
4	Alternatives Analysis and Development	• None	100%
5	Recommendations and Plan	• Edits to maps	100%

Sincerely,



**Linda deFlon**

Financial Manager | Owner

Planning & Design

vireo

BeVireo.com

**Kansas City**

1111 W. 12th Street, Suite 100  
Kansas City, MO 64105  
816.234.5678

**Omaha**

1111 N. 13th Street, Suite 100  
Omaha, NE 68102  
402.553.5465

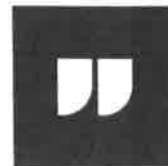
Storybent (We Are The New Black,  
LLC)

7914 W Dodge Road #244

Omaha, NE 68114

(402) 403-5619

egautschi@storybent.com



BILL TO

MAPA Heartland 2050

DATE  
03/06/2020

PLEASE PAY  
\$6,562.50

DUE DATE  
04/05/2020

SERVICE	QTY	RATE	AMOUNT
<b>Agency Services — Tax exempt</b> Web: Functionality upgrades to mapacog.org	22	125.00	2,750.00
<b>Agency Services — Tax exempt</b> Web: Troubleshoot technical issues with mapacog.org	3	125.00	375.00
<b>Agency Services — Tax exempt</b> Web: Troubleshoot technical issues with heartland2050.org	4	125.00	500.00
<b>Agency Services — Tax exempt</b> Visual Representation, Design & Content: ROI Infographic	8.50	125.00	1,062.50
<b>Agency Services — Tax exempt</b> Visual Representation, Design & Content: Action Plan revisions	4	125.00	500.00
<b>Agency Services — Tax exempt</b> Visual Representation, Design & Content: Housing materials	11	125.00	1,375.00

TOTAL DUE

**\$6,562.50**

THANK YOU.

## On-Call Communication Services Budget Proposal

### Services provided by The New BLK

Heartland 2050/MAPA

To be completed Notice to Proceed (NTP) through 3/31/2020

### Tasks

1. Photography – Revamp the Heartland 2050 photo library, with a new emphasis on capturing Vibrancy. Shot list, art direction, and photo shoot planning and oversight.
2. Web- Add content and functionality to both the MAPA and H2050 sites, strategic planning for how to best meld the two sites and streamline the agency's web presence, insert new content and aesthetics into the sites(s) that match the Vibrancy brand direction.
3. Brand Evolution – Continuing on the path started with previous tasks, develop strategic and creative recommendations for naming, logo(s) and identity suite for Heartland 2050 and MAPA.
4. Visual Representation, Design, and Content – Long Range Transportation Plan (LRTP) Develop strategic and creative recommendations for the LRTP and coordination with the Chamber ConnectGO plan as needed.

TASK CATEGORY	TOTAL HOURS	BUDGET
Photography	20	\$2500
Web	60	\$7500
Brand Evolution	50	\$6250
Visual Representation, Design, Content	40	\$5000
	<b>TOTAL</b>	<b>\$21,250</b>

On-Call Communications Services Task Order 2

Category	Budgeted		Inv. # 1077		Inv. # 1060		Inv. # 1077		Inv. # 1060		Inv. # 1077		Inv. # 1060		Billed to Date		Remaining	
	Hours	Budget	Hours	Inv. # 1060	Hours	Inv. #	Hours	Inv. #	Hours	Inv. #	Hours	Inv. #	Hours	Inv. #	Hours	Billed to Date	Hours	Remaining Budget
Photography	20	\$ 2,500.00	0	\$ -											0.00	\$ -	20	\$ 2,500.00
Web	60	\$ 7,500.00	29	\$ 3,625.00											29.00	\$ 3,625.00	31	\$ 3,875.00
Brand Evolution	50	\$ 6,250.00	0	\$ -											0.00	\$ -	50	\$ 6,250.00
Visual Representation, Design, Content	45	\$ 5,000.00	23.5	\$ 2,937.50											23.50	\$ 2,937.50	21.5	\$ 2,062.50
Total	175	\$ 21,250.00	52.5	\$ 6,562.50	0	\$ -	\$ -	\$ -	\$ -	0.00	\$ -				52.50	\$ 6,562.50	122.5	\$ 14,687.50

MAPA CONTRACT COVER PLATE  
(Amendment 2)

CONTRACT IDENTIFICATION

1. Contract Parties: MAPA and Pottawattamie County Iowa
2. Project Number and Title: 18POTT01 – Pottawattamie County CITIES Administration  
Cities of: Carson and Hancock
3. Effective Date: April 15, 2018
4. Completion Date: May 15, 2021

CONTRACT PARTIES

5. Pottawattamie County  
227 South 6th Street  
Council Bluffs, IA 51501
6. The Planning Agency:  
The Omaha-Council Bluffs Metropolitan Area Planning Agency  
2222 Cuming Street  
Omaha, Nebraska, 68102

ACCOUNTING DATA

7. Contract - For an amount not to exceed \$ 5,000

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  
POTTAWATTAMIE COUNTY, IOWA

This amendatory agreement made and entered into as of this twenty sixth day of March, 2020 by and between Pottawattamie County, 227 South 6th, Council Bluffs, Iowa 51501 (herein called "County") 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 County entered into an agreement dated April 15, 2018 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 April 15, 2018 be and is hereby amended to read as follows:

Completion Date: May 15, 2021

AND THAT, the Time of Performance paragraph on page 3 of said Agreement dated April 15, 2018 be and is hereby amended to read as follows:

4. Time of Performance. The services of the County are to commence April 15, 2018 and end May 15, 2021.

The parties hereto further agree that except as herein expressly provided the Agreement entered into by the parties on April 15, 2018 shall be unchanged and remain in full force and effect.

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

POTTAWATTAMIE COUNTY IOWA

Attest: \_\_\_\_\_ Date \_\_\_\_\_

By \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Title

OMAHA-COUNCIL BLUFFS METROPOLITAN  
AREA PLANNING AGENCY

Attest: \_\_\_\_\_ Date \_\_\_\_\_

By \_\_\_\_\_ Date: \_\_\_\_\_  
Board Chair





## Subcontractor Payment Authorization

Contract Number: \_\_\_\_\_  
Contract Party: Hamilton Associates  
Contract Description: Audit  
Contract Approved by Board of Directors: July 26, 2018  
Contract Amount: \$15,330.00  
Match Amount: \$0.00  
Contract Period: \_\_\_\_\_

Payment # 3

Billed to Date: \$ 15,330.00  
Less Previous Payments: \$ 10,575.00  
Amount Due: \$ 4,755.00

Payment Recommended By: \_\_\_\_\_  
Responsible Charge / MAPA Staff Member

\_\_\_\_\_  
Department Manager

\_\_\_\_\_  
MAPA Executive Director

Approved by MAPA Finance Committee: \_\_\_\_\_  
Date

\_\_\_\_\_  
MAPA Treasurer/Finance Committee Member

Approved by MAPA Board of Directors: \_\_\_\_\_  
Date

\_\_\_\_\_  
MAPA Board Chair/Member



# Hamilton Associates, P.C.

Certified Public Accountants and Consultants

20 PEARL STREET  
P.O. BOX 959  
COUNCIL BLUFFS, IA 51502

(712) 322-0277



**Bill To:** METROPOLITAN AREA PLANNING AGENCY  
2222 Cuming Street  
Omaha, NE 68102-4328

Invoice No. 27308  
Date 02/29/2020  
Client No. 12235

## INVOICE

Final billing for services rendered in connection with  
the audit for the year ended June 30, 2019

\$ 4,755.00

### Payment in Full Due On Receipt

1 1/4% monthly or 15% annual finance charge  
will be computed on all outstanding balances over 30 days.

**CONTRACT COVER PLATE**  
(Amendment 2)

**CONTRACT IDENTIFICATION**

1. Contract Number: 20PJUN01 – Pacific Junction, Iowa
2. Project Number and Title: HSEMD Acquisition Program – Appraisals and Interim Mortgage Assistance
3. Effective Date: August 12, 2019
4. Completion Date: December 22, 2022

**CONTRACT PARTIES**

5. Omaha-Council Bluffs Metropolitan Area Planning Agency  
2222 Cuming Street  
Omaha, NE 68102
6. City of Pacific Junction, Iowa  
P.O. Box 127  
Pacific Junction, Iowa 51561

**ACCOUNTING DATA**

7. Contract - \$129,390

**DATES OF SIGNING AND MAPA BOARD APPROVAL**

8. Date of MAPA Board Approval –
9. Date of City of Pacific Junction Approval –

**OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY  
AMENDED AGREEMENT FOR SERVICE  
(HSEMD ACQUISITION PROGRAM – APPRAISALS AND MORTGAGE ASSISTANCE)**

This Contract is hereby made and entered into as of this \_\_\_\_ day of \_\_\_\_\_ by and between the Metropolitan Area Planning Agency, 2222 Cuming Street, Omaha, Nebraska 68102 (hereinafter referred to as Planning Agency) and the City of Pacific Junction, P.O. Box 127, Pacific Junction, Iowa 51561 (hereinafter referred to as City).

WITNESSETH THAT:

WHEREAS, the City has been awarded \$3,153,638.25 funding under the Flood Recovery Fund administered by the Iowa Homeland Security and Emergency Management Division (HMSEMD).

WHEREAS, said funding will be used for Interim Mortgage Assistance, Appraisals, Redevelopment, and Administrative Costs as further detailed in Agreement No. 2019-FRF-0007, as amended, between the City and HSEMD.

WHEREAS, the City desires to engage the Planning Agency to render certain services, hereinafter described.

NOW THEREFORE, the parties hereto do mutually agree as follows:

1. Employment of MAPA. The City hereby agrees to engage Planning Agency and Planning Agency hereby agrees to perform the services hereinafter set forth.
2. Scope of Services. MAPA shall do, perform and carry out in a satisfactory and proper manner all necessary services required to carry out the Contract as set out in the attached Scope of Services. As part of that Scope of Services, required federal contract language has been attached and said language is also to be considered part of this Contract.
3. Personnel. The Planning Agency shall furnish the necessary personnel, materials and services, equipment and transportation and otherwise do all things necessary for or incidental to the performance of the work set forth in the Scope of Services herein.

All of the services required hereunder shall be performed by the Planning Agency or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized by the Planning Agency to perform such services.

None of the work or services covered by this Contract shall be subcontracted by the Planning Agency without prior written approval by the City.

4. Time of Performance. The services of Planning Agency shall commence on upon execution of the City and be finished on or before December 15, 2022.
5. Compensation. Payment shall be due upon reimbursement from the State of Iowa and receipt of an invoice for actual work performed. Actual costs include direct labor costs, direct non-labor costs, overhead costs, and mileage. The City agrees to compensate the Planning Agency for professional

services rendered in the amount of: 1) Appraisal Assistance on 150 properties not to exceed \$2,640; 2) Interim Mortgage Assistance of \$535.00 per property not to exceed \$26,750 and 3) Property acquisition and demolition services of \$4,000 per property not to exceed \$100,000 (25 properties).

A. Direct Labor Costs. Direct costs are the earnings that individuals receive for the time they are working directly on the project.

i. Hourly Rates: For hourly employees, the hourly earnings rate shall be their employee's straight time hourly rate for the pay period in which the work was performed. If overtime hours are worked on this project, the premium pay portion of those hours is not allowable as a direct labor cost. For salaried employees, the hourly earnings rate shall be their actual hourly rate as recorded in the Planning Agency's accounting books of record.

ii. Time Reports: The hours charged to the project must be supported by adequate time distribution records that clearly indicate the distribution of hours to all projects/activities on a daily basis for the entire pay period. Time reports must provide a clear identifying link to the projects: such as project description, project number, pertinent work phase, dates of service, and the individual's name and position. There must be an adequate system of internal controls in place to ensure that time charges are correct and have the appropriate supervisory approval.

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. Purchases of such items should follow federal funding procurement process. 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 Planning Agency'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.

6. Method of Payment. The Planning Agency will request payment for services performed under this Contract upon completion of the project. Final payment of services under this contract shall be made by the City within thirty (30) days following satisfactory completion of the Planning Agency's obligations under this Contract.

7. Records. At any time during the normal business hours and as often as is necessary, each party shall make available to the other party and federal or state agents, the financial and administrative records with respect to all matters covered by this Contract.

All reports, data or other public documents and information necessary to the performance of work under this Contract shall be made available to the Planning Agency.

The Planning Agency shall maintain all financial and administrative records for a period of five (5) years from the date of final payment by the City.

8. Termination of Contract for Cause. If, through any cause, the Planning Agency shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if the Planning Agency shall violate any of the covenants, agreements, or stipulations of this Contract, the City shall thereupon have the right to terminate this Contract by giving written notice to the Planning Agency of such termination and specifying the effective date thereof, at least fourteen (14) days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Planning Agency shall, at the option of the City, become its property, and the Planning Agency shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.
9. Termination for Convenience of the City. The City may terminate this Contract at any time by giving written notice to the Planning Agency of such termination and specifying the effective date thereof, at least fourteen (14) days before the effective date of such termination. In that event, all finished or unfinished documents and other materials as described in Paragraph 8 above shall, at the option of the City, become its property. If the contract is terminated by the City as provided herein, the Planning Agency will be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the Planning Agency covered by this Contract, less payments of compensation previously made. If this Contract is terminated due to the fault of the Planning Agency, Paragraph 8 hereof relative to termination shall apply.
10. Changes. The City may, from time to time, require changes in the scope of the services of the Planning Agency to be performed hereunder. Such changes, including any increase or decrease in the amount of the Planning Agency's compensation, which are mutually agreed upon by and between the City and the Planning Agency, shall be incorporated in written amendments to this Contract.
11. Interest of Members of the City and Others. No employee of the City and no members of its governing body, and no other public official of the governing body of the locality in which the Project is situated or being carried out who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this Project, shall participate in any decision relating to this Contract which affects his personal interest or have any personal or pecuniary interest, direct or indirect, in this Contract or the proceeds thereof.
12. Interest of the Planning Agency. The Planning Agency 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 of services required to be performed under this Contract. The Planning Agency further covenants that in the performance of this Contract no person having any such interest shall be employed.
13. The Planning Agency hereby agrees to comply with all federal, state and local laws, rules and ordinances applicable to the work and to this Contract.
14. This Contract shall be binding on successors and assigns of either party.
15. The Planning Agency warrants that it has not employed or retained any company, or persons, other than a bona fide employee working solely for the Planning Agency to solicit or secure this Contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Planning Agency, any fee, commission, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this Contract. For

breach or violation of this warranty the City shall have the right to annul this Contract without liability.

16. Severability. Should any provisions of this Contract be deemed unenforceable by a court of law, all of the other provisions shall remain in effect.
17. Entire Agreement. This Contract contains the entire agreement between the Planning Agency and the City for the purpose of providing administrative services related to the City's post-flood acquisition grant application. There are no other written or oral agreements, understandings, or contracts that shall take precedence over the items contained herein, unless they have been made a part of this Contract per Section 10.
18. Hold Harmless. The City shall hold harmless, waive, and indemnify the Planning Agency against all claims, liabilities, and costs, including reasonable attorney fees, of defending any claim or suit, including those by any third party, arising out of the services provided by the Planning Agency, except to the extent caused by the gross negligence or willful misconduct of the Planning Agency or its employees. In no event shall the Planning Agency be liable to the City for lost revenues of the City, or special or consequential damages, even if the Planning Agency has been advised of the possibility of such damages. The Planning Agency's total liability under this Contract for damages, costs and expenses, regardless of cause, shall not exceed the total amount of fees paid to the Planning Agency by the City under this Contract.

Passed and Approved:

Metropolitan Area Planning Agency

City of Pacific Junction

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Doug Kindig, Board Chair

\_\_\_\_\_  
Andy Young, Mayor

**AMENDED SCOPE OF SERVICES  
PACIFIC JUNCTION, IOWA  
(HSEMD AGREEMENT 2019-FRF-0007 ADMINISTRATIVE ASSISTANCE)**

The Metropolitan Area Planning Agency (Planning Agency) shall assist in completing certain elements of a Hazard Mitigation Grant Program (HMGP) application being developed by the City in conjunction with the Iowa Homeland Security and Emergency Management Division (HSEMD). In addition, MAPA will provide assistance in the development and implementation of an Interim Mortgage Assistance Program funded through the Iowa Flood Mitigation Board (Agreement No. 2019-FRF-0007). The Scope shall also include the maintenance of required records and documents and other required actions not specifically listed, but requested by the local government, including but not limited to the following activities:

**APPRAISAL SERVICES**

1. Assist City prepare request for proposals for USPAP appraisal services, assist in soliciting said proposals, and evaluating submitted proposals upon request of the City.
2. Coordinate with the City and selected USPAP appraisal firm working on completing property appraisals.
3. Provide other assistance as necessary in the development of a HMGP application to HSEMD.

**INTERIM MORTGAGE ASSISTANCE SERVICES**

1. Develop policy and procedures for Interim Mortgage Assistance Program for City approval.
2. Notify property owners regarding the availability of assistance through the Interim Mortgage Assistance Program.
3. Assist property owners with application and required documentation to verify eligibility.
4. Coordinate as necessary with financial institutions to verify outstanding loan balances, loan terms, and principal, interest and escrow payments in arrears.
5. Coordinate with the City on the approval of assistance and payments to financial institutions on behalf of property owners.
6. Maintain financial and program records.

**PROPERTY ACQUISITION AND DEMOLITION ASSISTANCE**

**Planning Activities:**

1. Assist City in preparing a redevelopment plan identifying properties to be acquired, identifying reuse strategies and concepts, phasing, development standards, and implementation strategy.
2. Prepare GIS maps of water and sewer utilities, roadways, voluntary buyout properties, proposed redevelopment properties, etc.

**General Grant Activities:**

1. Meet with the City to review and assure understanding of terms and conditions of the grant agreement with HSEMD.
2. Serve as the City's acquisition representative and provide supervision, inspection, and other services necessary to complete the program from inception to closeout.



3. Provide supervision, inspection, and other services necessary to complete the program from inception to close out.
4. Assure compliance with other agencies, such as the Department of Transportation, State Historic Preservation Office, and US Corps of Engineers.
5. Update the City on the progress on the project.

#### Project Management:

1. Prepare Program Administrative Plan for approval by the City.
2. Assist City in acquiring required contract and bid documents for appraisal, legal and title, and inspection services.
3. Participate in all agreement meetings.
4. Perform the procurement process for all activities in accordance with Federal and City regulations.
5. Assist in setting up separate non-interest bearing checking account and general ledger codes.
6. Prepare all necessary documents and submit, as required.
7. Coordinate with the City-contracted appraiser and attorney.
8. Meet with property owners to make the offer to purchase and prepare all necessary documentation.
9. Determine relocation allowances to eligible tenants and property owners.
10. Inspect all purchased property at time of closing and demolition.
11. Assist City in acquiring required contract and bid documents for property demolitions, including asbestos and demolition management.
12. Monitor project compliance with HSEMD requirements.
13. Monitor progress toward successful completion of project.
14. Provide necessary documentation as verification of expended funds.
15. Assist in complying with all financial and audit requirements.
16. Monitor and update the City on any necessary contract or project amendments.
17. Perform close-out and assist with audit.
18. Provide other technical assistance as may be required.

#### Recordkeeping:

1. Assist in setting up bookkeeping system for grant funds.
2. Assist in setting up filing system for program information maintenance.
3. Regularly monitor records.
4. Prepare payment requests and assist in disbursing funds.
5. Meet with HSEMD officials, as requested.
6. Assist in preparing monthly, quarterly, and annual reports.
7. Prepare final close-out reports.

The above scope is intended to be general, but some areas may have more detailed requirements implied, but not listed. The Planning Agency will assist the City with these requirements, unless special requests are made to the Executive Director of the Planning Agency, or governing body of the grantee. The City may request additional assistance from the Planning Agency that is not specifically designated.

## **Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards**

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to

construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 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.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions 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 Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See §200.322 Procurement of recovered materials.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75888, Dec. 19, 2014]

MAPA CONTRACT COVER PLATE  
(Amendment 2)

CONTRACT IDENTIFICATION

1. Contract Parties: MAPA and Pottawattamie County Iowa
2. Project Number and Title: 17POTT01 – Pottawattamie County CITIES Administration  
Cities of: Macedonia, Minden, Treynor and Walnut Projects
3. Effective Date: March 15, 2017
4. Completion Date: May 15, 2021

CONTRACT PARTIES

5. Pottawattamie County  
227 South 6th Street  
Council Bluffs, IA 51501
6. The Planning Agency:  
The Omaha-Council Bluffs Metropolitan Area Planning Agency  
2222 Cuming Street  
Omaha, Nebraska, 68102

ACCOUNTING DATA

7. Contract - For an amount not to exceed \$ 10,000

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  
POTTAWATTAMIE COUNTY, IOWA

This amendatory agreement made and entered into as of this twenty sixth day of March, 2020 by and between Pottawattamie County, 227 South 6th, Council Bluffs, Iowa 51501 (herein called "County") 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 County entered into an agreement dated March 15, 2017 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 March 15, 2017 be and is hereby amended to read as follows:

Completion Date: May 15, 2021

AND THAT, the Time of Performance paragraph on page 3 of said Agreement dated March 15, 2017 be and is hereby amended to read as follows:

4. Time of Performance. The services of the County are to commence March 15, 2017 and end May 15, 2021.

The parties hereto further agree that except as herein expressly provided the Agreement entered into by the parties on March 15, 2017 shall be unchanged and remain in full force and effect.

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

POTTAWATTAMIE COUNTY IOWA

Attest: \_\_\_\_\_ Date \_\_\_\_\_

By \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Title

OMAHA-COUNCIL BLUFFS METROPOLITAN  
AREA PLANNING AGENCY

Attest: \_\_\_\_\_ Date \_\_\_\_\_

By \_\_\_\_\_ Date: \_\_\_\_\_  
Board Chair



Omaha - Council Bluffs  
Metropolitan Area  
Planning Agency



2222 Cuming Street  
Omaha, NE 68102-4328

402-444-6866 P  
402-951-6517 F

[www.mapacog.org](http://www.mapacog.org)  
[mapa@mapacog.org](mailto:mapa@mapacog.org)

March 3, 2020

Eric Gautschi  
Project Manager  
The New BLK  
7914 W. Dodge Road, #244  
Omaha, NE 68114

Re: Extension of Contract UK2001

Dear Mr. Gautschi,

MAPA is extending the end date for Contract UK2001 - On-Call Professional Services from March 31, 2020 to June 30, 2020 effective immediately. No further action is required from you. Please save this letter for your records.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Helgerson".

Michael Helgerson  
Transportation and Data Manager



Christina Brownell <[cbrownell@mapacog.org](mailto:cbrownell@mapacog.org)>

---

**Fwd: Contract extension for UK2001**

---

**Michael Helgerson** <[mhelgerson@mapacog.org](mailto:mhelgerson@mapacog.org)>  
To: "Christina M. Brownell (MAPA)" <[cbrownell@mapacog.org](mailto:cbrownell@mapacog.org)>

Mon, Mar 9, 2020 at 4:03 PM

E-Mail from NDOT, our letter to The New BLK

**Michael Helgerson**

Transportation & Data Manager  
Metropolitan Area Planning Agency  
402-444-6866 x224  
[mhelgerson@mapacog.org](mailto:mhelgerson@mapacog.org)



----- Forwarded message -----

From: **Wacker, Craig** <[craig.wacker@nebraska.gov](mailto:craig.wacker@nebraska.gov)>  
Date: Tue, Mar 3, 2020 at 3:06 PM  
Subject: RE: Contract extension for UK2001  
To: Court Barber <[cbarber@mapacog.org](mailto:cbarber@mapacog.org)>  
Cc: Michael Helgerson <[mhelgerson@mapacog.org](mailto:mhelgerson@mapacog.org)>

Sorry I thought I had gotten back to you on this, you can do the extension administratively. Issue them a letter extending the agreement and cc me on it, and it will be good.

Thanks

Craig

Craig Wacker, AICP

Planning Manager

402-479-4623

**From:** Court Barber <[cbarber@mapacog.org](mailto:cbarber@mapacog.org)>  
**Sent:** Tuesday, March 3, 2020 2:55 PM  
**To:** Wacker, Craig <[craig.wacker@nebraska.gov](mailto:craig.wacker@nebraska.gov)>  
**Cc:** Michael Helgerson <[mhelgerson@mapacog.org](mailto:mhelgerson@mapacog.org)>  
**Subject:** Contract extension for UK2001



Craig,

One of our phone conversation topics two weeks ago was an extension for contract UK2001 (with The New BLK). The current end date is March 31 and we need it pushed to June 30. Do you know yet whether that can be done administratively or if it will need further approval?

--

**Court Barber**

Associate Transportation Planner

**Metropolitan Area Planning Agency (MAPA)**

2222 Cuming Street

Omaha, NE 68102

[cbarber@mapacog.org](mailto:cbarber@mapacog.org)

402-444-6866 e.219



**New BLK Extension Letter March 2020.pdf**

72K



## TRAVEL AUTHORIZATION FORM

Person Traveling :	MAPA Staff Member 1		
Dates of Travel:	June 7 - 10, 2020		
Departure Time:	8:00 AM	Return Time:	8:00 PM
Traveling to :	Detroit, MI		
Purpose:	NARC Annual Conference		
Coding:	28000-01 16NDOR02		
Block Rate Deadline:	N/A		
# Traveling:	TBD		

### Estimated Travel Expenses:

Registration \$525.00 ✓  
 Flights \$550.00 ✓

Transp. Fares \$60.00  
 Auto Rental \$0.00

Parking \$50.00  
 Other \$50.00

MAPA Vehicle Miles  
 MAPA Vehicle Mileage \$0.00

Personal Vehicle Miles  
 Personal Vehicle Mileage \$0.00 Rate \$0.575

Per Diem	Start Day	Between Days	x	# of days	End Day
Day's Max.	\$42.00 ✓	\$56.00 ✓			\$42.00
Breakfast	\$9.75	\$13.00 ✓	x	2	\$9.75
Lunch	\$11.25	\$15.00 ✓	x	2	\$11.25
Dinner	\$17.25	\$23.00 ✓	x	2	\$17.25
Incidental	\$3.75	\$5.00 ✓	x	2	\$3.75
Meals & Incidental					
Total	\$42.00	\$56.00	x	2	\$42.00
Lodging	\$136.00 ✓	\$136.00	x	2	
Taxes & Fees on Lodging	\$27.20	\$27.20	x	2	

Deduction for Meals Provided at Conferences \_\_\_\_\_

Total Lodging \$489.60

Total Meals and Incidentals \$196.00

Total Estimated Travel Expenses: \$1,920.60

Date Submitted:	by	Employee Traveling
Date Approved:	by	Events Coordinator
Date Approved:	by	Department Director
Date Approved:	by	Executive Director
Date Approved:	by	Finance Committee Chair/Member (if amount is over \$1000)
Date Approved:	by	Board of Directors Chair/Member (if amount is over \$2000)



## TRAVEL AUTHORIZATION FORM

Person Traveling :	MAPA Staff Member 2		
Dates of Travel:	June 7 - 10, 2020		
Departure Time:	8:00 AM	Return Time:	8:00 PM
Traveling to :	Detroit, MI		
Purpose:	NARC Annual Conference		
Coding:	28000-01 16NDOR02		
Block Rate Deadline:	N/A		
# Traveling:	TBD		

### Estimated Travel Expenses:

Registration \$525.00  
 Flights \$550.00

Transp. Fares \$60.00  
 Auto Rental \$0.00

Parking \$50.00  
 Other \$50.00

MAPA Vehicle Miles

MAPA Vehicle Mileage \$0.00

Personal Vehicle Miles

Personal Vehicle Mileage \$0.00

Rate \$0.575

Per Diem	Start Day	Between Days	x	# of days	End Day
Day's Max.	<u>\$42.00</u>	<u>\$56.00</u>			<u>\$42.00</u>
Breakfast	<u>\$9.75</u>	<u>\$13.00</u>	x	<u>2</u>	<u>\$9.75</u>
Lunch	<u>\$11.25</u>	<u>\$15.00</u>	x	<u>2</u>	<u>\$11.25</u>
Dinner	<u>\$17.25</u>	<u>\$23.00</u>	x	<u>2</u>	<u>\$17.25</u>
Incidental	<u>\$3.75</u>	<u>\$5.00</u>	x	<u>2</u>	<u>\$3.75</u>
Meals & Incidental					
Total	<u>\$42.00</u>	<u>\$56.00</u>	x	<u>2</u>	<u>\$42.00</u>
Lodging	<u>\$136.00</u>	<u>\$136.00</u>	x	<u>2</u>	
Taxes & Fees on Lodging	<u>\$27.20</u>	<u>\$27.20</u>	x	<u>2</u>	

Deduction for Meals Provided at Conferences

Total Lodging \$489.60

Total Meals and Incidentals \$196.00

Total Estimated Travel Expenses: \$1,920.60

Date Submitted:	by	Employee Traveling
Date Approved:	by	Events Coordinator
Date Approved:	by	Department Director
Date Approved:	by	Executive Director
Date Approved:	by	Finance Committee Chair/Member (if amount is over \$1000)
Date Approved:	by	Board of Directors Chair/Member (if amount is over \$2000)

\* See Notes on Page 2



## TRAVEL AUTHORIZATION FORM

Person Traveling :	MAPA Staff Member 3		
Dates of Travel:	June 7 - 10, 2020		
Departure Time:	8:00 AM	Return Time:	8:00 PM
Traveling to :	Detroit, MI		
Purpose:	NARC Annual Conference		
Coding:	28000-01 16NDOR02		
Block Rate Deadline:	N/A		
# Traveling:	TBD		

### Estimated Travel Expenses:

Registration \$525.00  
 Flights \$550.00

Transp. Fares \$60.00  
 Auto Rental \$0.00

Parking \$50.00  
 Other \$50.00

MAPA Vehicle Miles  
 MAPA Vehicle Mileage \$0.00

Personal Vehicle Miles  
 Personal Vehicle Mileage \$0.00 Rate \$0.575

Per Diem	Start Day	Between Days	x	# of days	End Day
Day's Max.	\$42.00	\$56.00			\$42.00
Breakfast	\$9.75	\$13.00	x	2	\$9.75
Lunch	\$11.25	\$15.00	x	2	\$11.25
Dinner	\$17.25	\$23.00	x	2	\$17.25
Incidental	\$3.75	\$5.00	x	2	\$3.75
Meals & Incidental					
Total	\$42.00	\$56.00	x	2	\$42.00
Lodging	\$136.00	\$136.00	x	2	
Taxes & Fees on Lodging	\$27.20	\$27.20	x	2	

Deduction for Meals Provided at Conferences \_\_\_\_\_

Total Lodging \$489.60

Total Meals and Incidentals \$196.00

Total Estimated Travel Expenses: \$1,920.60

Date Submitted:	by	Employee Traveling
		<u>Applies to overnight travel only</u>
Date Approved:	by	Events Coordinator
Date Approved:	by	Department Director
Date Approved:	by	Executive Director
Date Approved:	by	Finance Committee Chair/Member (if amount is over \$1000)
Date Approved:	by	Board of Directors Chair/Member (if amount is over \$2000)



## TRAVEL AUTHORIZATION FORM

Person Traveling :	MAPA Board Member 1		
Dates of Travel:	June 7 - 10, 2020		
Departure Time:	8:00 AM	Return Time:	8:00 PM
Traveling to :	Detroit, MI		
Purpose:	NARC Annual Conference		
Coding:	11-6080 99998-01 No Grant		
Block Rate Deadline:	N/A		
# Traveling:	TBD		

### Estimated Travel Expenses:

Registration \$525.00  
Flights \$550.00

Transp. Fares \$60.00  
Auto Rental \$0.00

Parking \$50.00  
Other \$50.00

MAPA Vehicle Miles  
MAPA Vehicle Mileage \$0.00

Personal Vehicle Miles  
Personal Vehicle Mileage \$0.00 Rate \$0.575

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Date Approved:	by	Board of Directors Chair/Member (if amount is over \$2000)

\* See Notes on Page 2



## TRAVEL AUTHORIZATION FORM

Person Traveling :	MAPA Board Member 2		
Dates of Travel:	June 7 - 10, 2020		
Departure Time:	8:00 AM	Return Time:	8:00 PM
Traveling to :	Detroit, MI		
Purpose:	NARC Annual Conference		
Coding:	11-6080 99998-01 No Grant		
Block Rate Deadline:	N/A		
# Traveling:	TBD		

### Estimated Travel Expenses:

Registration \$525.00  
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Transp. Fares \$60.00  
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MAPA Vehicle Miles  
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Rate \$0.575

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Breakfast	<u>\$9.75</u>	<u>\$13.00</u>	x	<u>2</u>	<u>\$9.75</u>
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Dinner	<u>\$17.25</u>	<u>\$23.00</u>	x	<u>2</u>	<u>\$17.25</u>
Incidental	<u>\$3.75</u>	<u>\$5.00</u>	x	<u>2</u>	<u>\$3.75</u>
Meals & Incidental					
Total	<u>\$42.00</u>	<u>\$56.00</u>	x	<u>2</u>	<u>\$42.00</u>
Lodging	<u>\$136.00</u>	<u>\$136.00</u>	x	<u>2</u>	
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Deduction for Meals Provided at Conferences \_\_\_\_\_

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Date Approved:	by	Department Director
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Date Approved:	by	Board of Directors Chair/Member (if amount is over \$2000)

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**Sun, Jun 7**From **Eppley Field (OMA)**To **Detroit Metropolitan Wayne County (DTW)**

Delta

Shortest

10:10am

OMA



1:04pm

DTW

1h 54m, Nonstop

Fare Rules and Restrictions:

- Airline assigns seats
- Bring a carry-on bag

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Delta

Shortest

8:40pm

DTW



9:48pm

OMA

2h 8m, Nonstop

Fare Rules and Restrictions:

- Airline assigns seats
- Bring a carry-on bag

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MAPA FY - 2021 Draft Program Budget Table

	FHWA PL				FTA 5305d		RPA-18	CMAQ	FHWA	FTA	Aerial Photograph	Total Transportation	Hours	PY Budget	Increase/ (Decrease) from PY
	NE FY21	NE FY18 C/O	IA FY21	IA FY18/19	NE FY21	IA FY21	IA SPR & 5311	NE	NE-STBG	5310		Funding			
Direct Personnel												974,470		1,032,610	(58,140)
Direct Non-personnel												138,770		147,040	(8,270)
Indirect												367,714		389,663	(21,949)
Contracts - Passthrough												2,496,715		3,207,005	(710,290)
Total												3,977,669		4,776,318	(798,649)
MAPA Activities															
200 UPWP and Federal Assurances	9,134	732	587		3,291	312	800	-	-	-	-	14,856	230		
210 Board and Committee Support	80,402	6,437	5,683		31,093	3,018	11,000	-	-	-	-	137,633	2,117		
220 Regional Transportation Planning	73,758	5,905	4,848		73,182	2,571	19,278	-	-	97,210	-	276,752	4,258		
230 TIP and Local Projects	63,692	5,099	6,075		29,447	3,221	11,630	-	10,000	-	-	129,164	1,987		
240 Communication and Public Involvement	138,958	11,125	12,470		52,381	6,621	500	-	-	-	-	222,055	3,416		
250 Regional Data, Mapping & Forecasting	121,471	9,725	12,567		47,196	6,671	5,000	-	-	-	-	202,630	3,117		
260 Environment and Energy	12,041	964	438		2,430	231	-	40,000	-	-	-	56,104	863		
270 Heartland 2050 - Transportation Eligible	30,189	2,417	3,898		11,030	2,071	4,000	-	-	-	-	53,605	825		
280 Training and Education	22,533	1,804	3,269		13,020	1,731	3,050	-	-	-	-	45,407	699		
290 Management	6,586	527	15,825		2,460	8,401	1,780	-	-	2,790	-	38,369	590		
300 Membership Services	115,978	9,285	10,907		85,400	5,790	-	-	-	-	-	227,360	3,498		
27006 Heartland 2050 Site Visits					77,019							77,019			
Subtotal MAPA Activities - Federal Share	674,742	54,020	76,567	-	350,930	39,697	45,630	32,000	8,000	100,000	-	1,381,586	21,600	1,371,525	10,061
Subtotal MAPA Activities - State Share								-				-		10,000	(10,000)
Subtotal MAPA Activities - Local Share	-	-	-	-	77,019	941	11,408	8,000	2,000			99,368		187,788	(88,420)
Subtotal MAPA Activities	674,742	54,020	76,567	-	427,949	40,638	57,038	40,000	10,000	100,000	-	1,480,954		1,569,313	(88,359)
Contracts and Subrecipients															
22001 LRTP Support	-		-	-	-	-	-	-	-	-	-	-			
22002 Bike Ped Plan		66000	9000	-	-	-	-	-	-	-	-	75,000			
22003 On Call Professinall Srv.									37,500			37,500			
23000 Eppley Corridor Connector Study									370,000			370,000			
23001 Sarpy PEL Study	274,500		-	-	-	-	-	-	-	-	-	274,500			
25003 On-Call Modeling	32,899	2,101	-	-	-	-	-	-	-	-	-	35,000			
25004 Traffic Data Services		40,000	-	-	-	-	-	-	-	-	-	40,000			
26001 Little Steps Big Impact Education Campaign	-		-	-	-	-	-	141,250	-	-	-	141,250			
26001 Little Steps Big Active Commuting Outreach	-		-	-	-	-	-	-	-	-	-	-			
31001 5310 Subrecipients	-		-	-	-	-	-	-	-	377,860	-	377,860			
31002 Heartland 2050 Mini Grants - FY21									312,500			312,500			
31002 Heartland 2050 Mini Grants - FY20	-		-	-	-	-	-	-	125,000	-	-	125,000			
31002 Heartland 2050 Mini Grants - FY19	-		-	-	-	-	-	62,500	-	-	-	62,500			
31002 Heartland 2050 Mini Grants - FY18	-		-	100,000	-	-	-	-	-	-	-	100,000			
31003 Planning Local Subrecipients	288,571		42,857	-	85,714	-	-	-	-	-	-	417,142			
31004 Aerial Photography		12,245	16,035	-	-	8,983		-		-	91,200	128,463			
Subtotal Contracts & Subrecipients - Federal Share	340,819	86,481	39,000	80,000	60,000	-	-	163,000	676,000	188,930		1,634,230		1,600,822	33,408
Subtotal Contracts & Subrecipients - State Share								-	74,000			74,000		65,000	9,000
Subtotal Contracts & Subrecipients- Local Share	255,151	33,865	28,892	20,000	25,714	8,983	-	40,750	95,000	188,930	91,200	788,485		1,541,183	(752,698)
Subtotal Contracts & Subrecipients	595,970	120,346	67,892	100,000	85,714	8,983	-	203,750	845,000	377,860	91,200	2,496,715		3,207,005	(710,290)
Total Federal Share	1,015,561	140,501	115,567	80,000	410,930	39,697	45,630	195,000	684,000	288,930		3,015,816		2,972,347	43,469
Total State Share								-	74,000			74,000		75,000	(1,000)
Total Local Share	255,151	33,865	28,892	20,000	102,733	9,924	11,408	48,750	97,000	188,930	91,200	887,853		1,728,971	(841,118)
Total Activities	1,270,712	174,366	144,459	100,000	513,663	49,621	57,038	243,750	855,000	477,860	91,200	3,977,669		4,776,318	(798,649)

	FHWA PL				FTA 5305d		RPA-18	CMAQ	FHWA	FTA	Aerial Photograph	Total	Hours	PY Budget	Increase/ (Decrease) from PY
	NE FY21	NE FY18 C/O	IA FY21	IA FY18/19	NE FY21	IA FY21	IA SPR & 5311	NE	NE-STBG	5310		Transportation Funding			
Match Funding															
State Funding	-		-	-	-	-	-	-	74,000	-	-	74,000			
Local/Subrecipient Cash			-	-	-	-	11,408	11,750	-	-	-	23,158			
TIP Fees	6,580	21,620	-		16,019	941			9,500			54,660			
Match Contributions	162,000			20,000				37,000	87,500			306,500			
Contracts			-	-	-	-	-	-	-	-	-	-			
Forums			-		40,000							40,000			
Heartland 2050 Foundation Cash	-		-	-	21,000	-	-	-	-	-	-	21,000			
Aerial Photography Match	-	12,245	16,035	-	-	8,983		-	-	-	91,200	128,463			
In-kind Match	86,571		12,857	-	25,714	-	-	-	-	188,930	-	314,072			
Investment Earnings												-			
Cash reserves												-			
Total Match	255,151	33,865	28,892	20,000	102,733	9,924	11,408	48,750	171,000	188,930	91,200	961,853	-	1,803,971	(842,118)
Match %	20%	19%	20%	20%	20%	20%	20%	20%	20%	40%	100%	24%			



## Subcontractor Payment Authorization

Resolution Number 2020-02

Contract Party: Angels Share, Inc.

Contract Description: Dana Campus Renovation Loan (RLF)

Contract Approved by Board of Directors: January 23, 2020

Contact Amount: \$420,000.00

Match Amount: \$50,000.00

Contract Period: 06/25/2019- 06/24/2022

Payee: Terracon Consultants, Inc.

Payment # 1

Billed to Date: \$ 650.00

Less Previous Payments: \$ -

Amount Due: \$ 650.00

Payment Recommended By: \_\_\_\_\_  
Responsible Charge / MAPA Staff Member

\_\_\_\_\_  
Department Manager

\_\_\_\_\_  
MAPA Executive Director

Approved by MAPA Finance Committee: \_\_\_\_\_  
Date

\_\_\_\_\_  
MAPA Treasurer/Finance Committee Member



# INVOICE

15080 A Cir  
Omaha, NE 68144-5558  
402-330-2202

Project Mgr: Jon Fannon

**Project:** Asbestos and Mold Survey Services - Old Dana College  
2832 Hansen Drive  
Blair, NE

**To:** Metropolitan Area Planning Agency  
Attn: Don Gross  
2222 Cuming St  
Omaha, NE 68102

**REMIT TO:**

Invoice Number: TD13010

Terracon Consultants, Inc.  
PO Box 959673  
St Louis, MO 63195-9673

Federal E.I.N.: 42-1249917

Project Number: 05197C75  
Invoice Date: 1/16/2020  
For Period: 12/08/2019 to 1/18/2020

Quantity	Description of Services	Rate	Total
1.00 L.S.	Asbestos and Mold Survey Services and Report (December 30, 2019)	\$650.00	\$650.00

**Invoice Total \$650.00**

**Statement of Account**

Contract Amount	\$650.00
Amount Previously Billed	\$0.00
Total Due this Invoice	\$650.00
Total Billed	\$650.00
Payments to Date	\$0.00
<b>Total Due</b>	<b>\$650.00</b>

**MAPA Expense Authorization Voucher**

Date 1/30/20 Amt. \$650.00  
Project 72022 - 70  
Account 20-5320  
Grant 20 NSED05  
Acctg. Dir. MRK  
Exec. Dir. [Signature]  
Treasurer PG



# INVOICE

15080 A Cir  
Omaha, NE 68144-5558  
402-330-2202

Project Mgr: Jon Fannon

**Project:** Asbestos and Mold Survey Services - Old Dana College  
2832 Hansen Drive  
Blair, NE

**To:** Metropolitan Area Planning Agency  
Attn: Don Gross  
2222 Cuming St  
Omaha, NE 68102

## REMIT TO:

Invoice Number: TD13010

Terracon Consultants, Inc.  
PO Box 959673  
St Louis, MO 63195-9673

Federal E.I.N.: 42-1249917

Project Number: 05197C75  
Invoice Date: 1/16/2020  
For Period: 12/08/2019 to 1/18/2020

Quantity	Description of Services	Rate	Total
1.00 L.S.	Asbestos and Mold Survey Services and Report (December 30, 2019)	\$650.00	\$650.00

**Invoice Total \$650.00**

## Statement of Account

Contract Amount	\$650.00
Amount Previously Billed	\$0.00
Total Due this Invoice	\$650.00
Total Billed	\$650.00
Payments to Date	\$0.00
<b>Total Due</b>	<b>\$650.00</b>

*Note Receivable - Angels Share, Inc*

## MAPA Expense Authorization Voucher

Date 1/30/20 Amt. \$650.00

Project 72022 - 70

Account 20-5320-1510

Grant OK 20-NR-005 20-1510

Acctg. Dir. MTK

Exec. Dir. \_\_\_\_\_

Treasurer \_\_\_\_\_



## Subcontractor Payment Authorization

Resolution Number 2020-02

Contract Party: Angels Share, Inc.

Contract Description: Dana Campus Renovation Loan (RLF)

Contract Approved by Board of Directors: January 23, 2020

Contact Amount: \$420,000.00

Match Amount: \$50,000.00

Contract Period: 06/25/2019- 06/24/2022

Payee: A1 Complete Services, Inc.

Payment # 2

Billed to Date: \$ 24,125.00

Less Previous Payments: \$ 650.00

Amount Due: \$ 23,475.00

Payment Recommended By: \_\_\_\_\_  
Responsible Charge / MAPA Staff Member

\_\_\_\_\_  
Department Manager

\_\_\_\_\_  
MAPA Executive Director

Approved by MAPA Finance Committee: \_\_\_\_\_  
Date

\_\_\_\_\_  
MAPA Treasurer/Finance Committee Member



## A1 Mold Testing & Remediation Lincoln & Omaha Locations

3900 S 6th Street Suite #2

Lincoln, NE 68502

Office Phone: (402) 474-6653

Cell Phone: (402) 560-6444

Fax: (402) 421-2174

dbayne@a1moldtesting.com

Omaha: (402) 964-2080

www.a1moldtesting.com

ORDER DATE 1/28/2020

INSPECTION DATE 2/4/2020

CUSTOMER NO. CN

4172

COMPANY NAME:		CUSTOMER MESSAGE
CLIENT NAME:	Ed Shada	Thank you for giving us the opportunity to serve you. We appreciate your business and the confidence you have placed in us.
ADDRESS:	637 Forest Drive	
ADDRESS:	Council Bluffs IA 51503-	
PHONE:	(402) 630-5664	
INVOICE DATE:	2/25/2020	
INVOICE NO:	5886	
P.O. NUMBER:		
PREPARED FOR:	Ed Shada	
ADDRESS:	Dana College East Dorm Building,	
CITY, ST & ZIP:		

PRODUCT / SERVICE	QUANTITY UNITS	UNIT PRICE	DESCRIPTION	ETAX	STAX	TAX TOTALS	LINE TOTAL
Waste Removal	1 EA (s)	\$450.00	None	0	0	\$0.00	\$450.00
NOTES:							
Fosters 40-25 Fungicidal Protective Coating	1 EA (s)	\$300.00	None	0	0	\$0.00	\$300.00
NOTES:							
☛ East Side - 1st Floor - East Side Bathroom/Bedroom							
Containment	1 EA (s)	\$100.00	None	0	0	\$0.00	\$100.00
NOTES:							
Air Scrubber	3 Days	\$135.00	None	0	0	\$0.00	\$405.00
NOTES:							
Project	1 EA (s)	\$1,200.00	None	0	0	\$0.00	\$1,200.00
NOTES:							
☛ East Side - 1st Floor - East Side South Kitchen							
Containment	1 EA (s)	\$75.00	None	0	0	\$0.00	\$75.00
NOTES:							
Air Scrubber	3 Days	\$135.00	None	0	0	\$0.00	\$405.00
NOTES:							
Project	1 EA (s)	\$700.00	None	0	0	\$0.00	\$700.00
NOTES:							
☛ East Side - 1st Floor - Electrical Room							
Containment	1 EA (s)	\$75.00	None	0	0	\$0.00	\$75.00
NOTES:							

# INVOICE

Page 1



ORDER DATE 1/28/2020

INSPECTION DATE 2/4/2020

CUSTOMER NO. CN 4172

Air Scrubber	1 EA (s)	\$135.00	None	0	0	\$0.00	\$135.00
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NOTES:

Project	1 EA (s)	\$500.00	None	0	0	\$0.00	\$500.00
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NOTES:

**East Side - 1st Floor - South Mechanical Room/Hallway**

Containment	1 EA (s)	\$100.00	None	0	0	\$0.00	\$100.00
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NOTES:

Air Scrubber	3 Days	\$135.00	None	0	0	\$0.00	\$405.00
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NOTES:

Project	1 EA (s)	\$1,000.00	None	0	0	\$0.00	\$1,000.00
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NOTES:

**East Side - 1st Floor - West Side Bathroom & Bedroom**

Containment	1 EA (s)	\$100.00	None	0	0	\$0.00	\$100.00
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NOTES:

Air Scrubber	3 Days	\$135.00	None	0	0	\$0.00	\$405.00
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NOTES:

Project	1 EA (s)	\$1,500.00	None	0	0	\$0.00	\$1,500.00
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NOTES:

**East Side - 1st Floor West Side - Mechanical Room**

Containment	1 EA (s)	\$75.00	None	0	0	\$0.00	\$75.00
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NOTES:

Air Scrubber	3 Days	\$135.00	None	0	0	\$0.00	\$405.00
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NOTES:

Project	1 EA (s)	\$1,000.00	None	0	0	\$0.00	\$1,000.00
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NOTES:

**East Side - 2nd Floor East Mechanical Room**

Containment	1 EA (s)	\$75.00	None	0	0	\$0.00	\$75.00
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NOTES:

Air Scrubber	3 Days	\$135.00	None	0	0	\$0.00	\$405.00
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NOTES:

Project	1 EA (s)	\$1,000.00	None	0	0	\$0.00	\$1,000.00
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NOTES:

**East Side - 2nd Floor SE Mechanical Room**

Containment	1 EA (s)	\$75.00	None	0	0	\$0.00	\$75.00
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NOTES:

Air Scrubber	3 Days	\$135.00	None	0	0	\$0.00	\$405.00
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NOTES:

Project	1 EA (s)	\$1,000.00	None	0	0	\$0.00	\$1,000.00
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NOTES:

**East Side - Front Entry Mechanical Room**

Containment	1 EA (s)	\$100.00	None	0	0	\$0.00	\$100.00
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NOTES:

Air Scrubber	3 Days	\$135.00	None	0	0	\$0.00	\$405.00
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NOTES:

**INVOICE**

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ORDER DATE 1/28/2020

INSPECTION DATE 2/4/2020

CUSTOMER NO. CN 4172

Project	1 EA (s)	\$2,800.00	None	0	0	\$0.00	\$2,800.00
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## NOTES:

## ☛ West Side - 2nd Floor - West Side - Mechanical Room

Containment	1 EA (s)	\$75.00	None	0	0	\$0.00	\$75.00
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## NOTES:

Air Scrubber	3 Days	\$135.00	None	0	0	\$0.00	\$405.00
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## NOTES:

Project	1 EA (s)	\$1,000.00	None	0	0	\$0.00	\$1,000.00
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## NOTES:

## ☛ West Side - 2nd Floor SW Mechanical Room

Containment	1 EA (s)	\$75.00	None	0	0	\$0.00	\$75.00
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## NOTES:

Air Scrubber	3 Days	\$135.00	None	0	0	\$0.00	\$405.00
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## NOTES:

Project	1 EA (s)	\$1,000.00	None	0	0	\$0.00	\$1,000.00
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## NOTES:

## ☛ West Side - 3rd Floor - South Apartment Mechanical Room &amp; Hallway

Containment	1 EA (s)	\$100.00	None	0	0	\$0.00	\$100.00
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## NOTES:

Air Scrubber	3 Days	\$135.00	None	0	0	\$0.00	\$405.00
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## NOTES:

Project	1 EA (s)	\$1,000.00	None	0	0	\$0.00	\$1,000.00
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## NOTES:

## ☛ West Side - 3rd Floor South Apartment Kitchen

Containment	1 EA (s)	\$100.00	None	0	0	\$0.00	\$100.00
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## NOTES:

Air Scrubber	3 Days	\$135.00	None	0	0	\$0.00	\$405.00
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## NOTES:

Project	1 EA (s)	\$1,200.00	None	0	0	\$0.00	\$1,200.00
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## NOTES:

## ☛ West Side - Front Entry Mechanical Room

Containment	1 EA (s)	\$100.00	None	0	0	\$0.00	\$100.00
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## NOTES:

Air Scrubber	3 Days	\$135.00	None	0	0	\$0.00	\$405.00
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## NOTES:

Project	1 EA (s)	\$1,200.00	None	0	0	\$0.00	\$1,200.00
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## NOTES:

PRE-TAX SUBTOTAL	\$23,475.00	ORDER TOTAL	\$23,475.00
TOTAL TAXES	\$0.00	TOTAL PAYMENTS	
		TOTAL DUE	\$23,475.00

**INVOICE**