

**INLAND PORT AUTHORITY
THURSDAY, OCTOBER 3, 2024**

**LEGISLATIVE CHAMBERS @ 9:00 A.M.
1819 Farnam Street, Omaha, NE 68183**

Agenda and materials are available online at the City of Omaha web site [here](#).

CALL TO ORDER

1. Roll Call

CERTIFICATION OF PUBLICATION – NOTIFICATION OF OPEN MEETING ACT

2. City Clerk certifies publication in the Daily Record on September 27, 2024, notice of the Inland Port Authority Meeting, October 3, 2024.

A current copy of the Open Meeting Act is posted in a white binder on the east wall of the Legislative Chambers.

ACTION ITEMS

3. Approval of minutes from the September 19, 2024 Special Meeting – [see attached](#). **(VOTE TODAY)**
4. Community Advisory Committee Appointment Recommendations – [see attached](#). **(VOTE TODAY)**
5. RFP for Innovation District – [see attached](#). **(VOTE TODAY)**
6. RFP For Banking – [see attached](#). **(VOTE TODAY)**

COMMITTEE REPORTS

7. Governance Committee report – [see attached](#).
8. Real Estate and Development Committee report – [see attached](#).
9. Finance Committee report – [see attached](#).
10. Operations Committee report – [see attached](#).

DISCUSSION ITEMS

11. Updates to the Executive Director Job Description – [see attached](#).
12. Plan for the Airport Business Park Project

ADJOURNMENT

MINUTES FOR THE INLAND PORT AUTHORITY SPECIAL MEETING THURSDAY, SEPTEMBER 19, 2024

LEGISLATIVE CHAMBERS @ 8:30 A.M.
1819 Farnam Street, Omaha, NE 68183

Agenda and materials are available online at the City of Omaha web site [here](#).

MEMBERS PRESENT:

Brook Aken
Jacob Hoppe
Terrell McKinney
Davielle Phillips
Mike Riedmann – arrived after roll call
Carmen Tapio
Tom Warren
Ernest White – arrived after roll call

MEMBERS ABSENT:

Mike Helgerson

STAFF PRESENT:

Jennifer Taylor, Deputy City Attorney
Elizabeth Butler, City Clerk
Kimberly Hoelsing, Deputy City Clerk

Chair Terrell McKinney called the meeting to Order.

1. Roll Call

CERTIFICATION OF PUBLICATION – NOTIFICATION OF OPEN MEETING ACT

2. City Clerk certifies publication in the Daily Record on September 13, 2024, notice of the Inland Port Authority Special Meeting, September 19, 2024.

A current copy of the Open Meeting Act is posted in a white binder on the east wall of the Legislative Chambers.

ACTION ITEMS

3. Approval of minutes from the September 5, 2024 meeting – [see attached](#). **(VOTE TODAY)**

MOTION by Tapio, SECOND by Warren to approve minutes.

Yeas: Aken, Hoppe, McKinney, Phillips, Tapio, Warren

Absent: Helgerson, Riedmann, White

MOTION APPROVED 6-0

DISCUSSION ITEMS

4. Presentation for Airport Business Park Project by Burlington Capital and Omaha Economic Development Corporation – [see attached](#).

SPEAKERS:

Senator Justin Wayne, 8937 N 56th Avenue Circle

Michael Maroney, OEDC, 2221 North 24th Street

George Achola, Burlington Capital, 1004 Farnam Street, Suite 40

Jeff Randall, Burlington Capital, 1004 Farnam Street, Suite 40

Mark Norman, Omaha Chamber of Commerce, 808 Conagra Drive, Suite 400

Caleb Snyder, Lamp Rynearson, 14710 W Dodge Road, Suite 100

Maria Rodriguez, Midwest Right-of-Way, 13425 A Street

OEDC and Burlington Capital presented the plan for the Airport Business Park Program Grant. Board members asked the representatives questions in regards to several topics including return on investment, plans for the next 6 months, possibility of incorporating the 24th and Ames truck route, coordination with other projects in the area and implication for workforce development and housing, community involvement in the project, attraction and discussion with potential businesses, funds and cost for the pre-development phase, work that was done with the \$400K planning grant funds, potential job creation numbers, as well as questions on how the fee based development relationship is structured between OEDC and Burlington Capital.

In addition, questions were raised about the 10-year pro forma. Burlington Capital mentioned that this document had recently been updated to include the Enterprise parcel. Board members requested that the 10-year pro forma, that is consistent with DED guidelines, be provided so that it can be reviewed.

ADJOURNMENT

MOTION by Riedmann, SECOND by Phillips that the meeting be adjourned

Yeas: Aken, Hoppe, McKinney, Phillips, Riedmann, Tapio, Warren, White

Absent: Helgerson

MOTION APPROVED 8-0

MEETING ADJOURNED AT: 10:24 A.M.

MINUTES FOR THE OMAHA INLAND PORT AUTHORITY

ADVISORY COMMITTEE REVIEW MEETING

ZOOM | 1:00 PM CST

SEPTEMBER 20TH, 2024

MEMBERS PRESENT:

Thomas Warren

Mike Helgerson

Ernest White

1. The Committee coordinated to individually review the applications for the Community Advisory Committee and met to discuss the prioritization of candidates and meeting the legislative intent of the Community Advisory Committee
2. Discussion by the Committee focused on the information provided by candidates in their applications, professional and volunteer experiences, and ties to the community
3. The Committee clarified that points discussed in the Omaha Inland Port Authority Board of Directors meeting that CAC members can satisfy more than one legislative directive
4. The Committee discussed the requirements of the representative for “youth or youth serving organizations” discussed at the OIPA Board of Directors meeting
5. After reviewing the applications, the Committee only found documentation of one business owner operating within the OIPA area. That person is recommended to be placed on the CAC.
6. The Committee discussed and concluded that recommending a slate of candidates to the OIPA Board of Directors that meet the legislative intent would be an expeditious approach to seat the Community Advisory Committee

7. The Committee recommends seating the committee with a vacancy for one of the required business representatives and soliciting new applications for that role.
8. The Committee recommended that the two *ex officio* positions be recommended as the Councilmember from District 2 and the State Senator from Legislative District 13
9. The recommended slate of candidates for the Community Advisory Committee is included below. Notes about the alignment with the legislative intent expressed in authorizing legislation are also included in this table.

Candice Price	At-Large
Melissa Youngblood	Business
Osuman Issaka	Youth/Youth-Serving
Randi Peavy	Resident
Joe Fox Jr.	Resident
LaLeesha Haynes	At-Large
Vacan	Business
District 2 Representative, Omaha City Council	<i>Ex Officio</i>
State Senator from Legislative District 13	<i>Ex Officio</i>

Request for Proposal (RFP) for Visioning and Financial Pro Forma Consulting Services for the Omaha Inland Port Authority Innovation District

Issuing Entity:

Omaha Inland Port Authority

Issue Date:

11/1/24

Proposal Due Date:

12/1/24

Introduction

The Omaha Inland Port Authority is seeking proposals from qualified consultants to assist in the creation of a comprehensive vision and financial pro forma for the development of an Innovation District within the inland port authority's jurisdiction. This district will serve as a catalyst for economic growth, providing new opportunities for an economically impoverished community by integrating leading-edge institutions, companies, startups, and business incubators.

The purpose of this RFP is to identify a consultant who will conduct visioning exercises, recommend strategic approaches, and produce a financial pro forma aligned with the Innovation District models outlined in the Nebraska Revised Statutes and the Municipal Inland Port Authority Act.

Scope of Work

The selected consultant will be responsible for the following tasks:

1. Visioning and Strategic Planning

- Facilitate a visioning process with stakeholders, including community members, local businesses, research institutions, startups, and governmental entities, to develop a shared vision for the Innovation District.
- Analyze the unique opportunities and challenges within the Omaha Inland Port Authority's geographic area, with a focus on revitalizing the Omaha Inland Port Authority Area
- Identify and recommend a specific innovation district model or a blended approach from the following models:
 - **Anchor-Plus Model:** Focus on mixed-use development centered around major institutions and entrepreneurial ventures.

- **Re-imagined Urban Areas Model:** Focus on redeveloping industrial or warehouse districts with strong transit connections and proximity to high-demand areas.
- **Urbanized Science Park Model:** Focus on densifying traditionally isolated innovation areas with new retail, restaurants, and mixed-use activities.

Provide recommendations for positioning the district as a hub for cutting-edge industries and future economic opportunities.

2. Financial Pro Forma

- Develop a comprehensive financial pro forma that details the projected costs, potential revenue streams, and financial sustainability of the proposed Innovation District models.
- Analyze funding opportunities, including grants, private investments, and public-private partnerships, with particular attention to supporting businesses within the Omaha Inland Port Authority District.
- Ensure the pro forma addresses infrastructure investments, mixed-use development, and integration of light industrial space.

3. Technical and Regulatory Guidance

- Provide guidance on aligning the vision with existing regulations and local development plans.
- Identify opportunities for integrating advanced infrastructure, such as high-speed internet, smart technologies, and public transportation improvements.

4. Customized Visioning for North Omaha

- Develop a vision that reflects the social, cultural, and economic landscape of North Omaha, focusing on the needs of entrepreneurs and local communities.

5. Barrier Analysis and Solutions

- Conduct a detailed analysis of the barriers faced by local entrepreneurs and propose tailored solutions to address capital, technical assistance, and business formalization challenges.

6. Community Engagement and Accountability

- Facilitate deep community involvement in the design of the innovation district, ensuring that the project remains accountable to local stakeholders and meets the needs of residents.

7. Policy Alignment and Financial Strategy

- Align the district's development with national and local innovation policies, identifying opportunities for political and financial support, including grant opportunities and public-private partnerships.

8. Sustainability and Market Strategy

- Create strategies for integrating the innovation district into the broader regional economy, fostering partnerships with educational institutions and industries, and ensuring long-term sustainability.

9. Physical Infrastructure Planning

- Recommend plans for the physical spaces of the district which includes an innovation hub, ensuring that local entrepreneurs have access to safe, well-equipped spaces to learn, build, and operate their businesses. Facilitating natural interactions and business incubation.

10. Monitoring and Impact Measurement

- Establish a framework for ongoing monitoring, with metrics focused on economic impact, job creation, and business success in the community.

Proposal Requirements

Consultants interested in responding to this RFP should include the following in their proposals:

1. Cover Letter

A brief introduction to the consultant or consulting firm, highlighting relevant experience and key qualifications.

2. Qualifications and Experience

A detailed description of the firm's experience in working with innovation districts, inland port authorities, economically disadvantaged communities, or similar development projects. Include examples of previous projects, including outcomes and references.

3. Proposed Approach and Methodology

A description of the consultant's approach to visioning, strategic planning, and the development of a financial pro forma. Include key milestones, stakeholder engagement strategies, and expected deliverables.

4. Team Composition and Resumes

A list of team members who will be assigned to the project, including their roles and relevant experience.

5. Timeline

A proposed timeline for the completion of the visioning process, strategic recommendations, and the financial pro forma, **not exceeding one year** from the start of the project.

6. Cost Proposal

A detailed cost estimate for the consulting services, including hourly rates, anticipated expenses, and a total project cost.

Selection Criteria

Proposals will be evaluated based on the following criteria:

- Demonstrated experience and expertise in innovation district planning, especially in economically distressed areas.
 - Understanding of the inland port authority and local economic conditions.
 - The quality and feasibility of the proposed approach.
 - Alignment with the goals of the Omaha inland port authority and the community.
 - Cost-effectiveness of the proposal.
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Submission Instructions

Proposals must be submitted by [Submission Date] to [Contact Information]. Proposals submitted after the deadline may not be considered.

All inquiries regarding this RFP should be directed to [Contact Name and Contact Information].

Terms and Conditions

- The Omaha Inland Port Authority reserves the right to reject any or all proposals.
- The selected consultant will be required to enter into a formal contract with the inland port authority.
- All work produced as part of this contract will become the property of the Omaha Inland Port Authority.

Request for Proposal (RFP) for Banking Services

Issued by: Omaha Inland Port Authority

Finance Committee

Carmen Tapio - Chair

Mike Helgerson

Ernest White

Date Issued: October 7, 2024

Proposal Due Date: November 8, 2024

1. Introduction & Background

The newly established Omaha Inland Port Authority is seeking proposals from qualified financial institutions to provide banking services for a checking account and related subaccounts holding \$126 million of grant funds available to the agency. The selected bank will serve as the depository institution for the Omaha Inland Port Authority's Finance Committee.

Inland Port Authorities are authorized by Nebraska Revised Statutes § 13-3301 to 13-3316. The Municipal Inland Port Authority Act (“Act”) is intended to stimulate the Nebraska economy by incentivizing the development of new industrial hubs and providing the economic development tools necessary to acquire and develop large shovel-ready sites. In addition to the development of commercial and industrial sites, Nebraska’s inland port authorities will serve as regional merging points for multi-modal transportation and the distribution of goods. As amended by LB164, Inland Port authorities can also be utilized to build our innovation districts and serve as a vital resource for stimulating and supporting tourism, entrepreneurship, and technology-based small businesses in this state. The City of Omaha City Council approved an ordinance seeking to establish an inland port authority on January 9, 2024. The Nebraska Department of Economic Development approved the Omaha Inland Port Authority (OIPA) on March 26, 2024. The OIPA Finance Committee will oversee this project, and all financial operations will be conducted in coordination with the OIPA Board of Directors. It is the intent of the OIPA to award all services to a single company satisfying a mixture of required services and other additional services described in a respondent proposal. Banking services are anticipated to commence in December of 2024 and continue until a new solicitation is issued.

2. Overview of Minimum Requirements

The Omaha Inland Port Authority will only consider proposals from firms that:

- Are a banking corporation authorized to do business in the state of Nebraska;
- Have a history of serving public sector institutions within the City of Omaha;
- Can establish an Insured Cash Sweep (ICS) account to allow for all OIPA deposits to be insured;
- Provide competitive interest rates for account holdings;
- Allow for the establishment of subaccounts for specific purposes (e.g. payroll), and
- Can maintain compliance with all applicable state and local laws.

3. Scope of Services

The selected bank must provide a range of services including:

1. **Wire Transfer Services:** The OIPA requests documentation of the following services for incoming, outgoing and other wire transfers:
 - a. Ability of OIPA to initiate and monitor wire transfers online.
 - b. Ability to create and store recurring/repetitive wire instructions/templates.
 - c. Ability to create and store future-dated wire instructions.
 - d. Security measures for wire initiation and approval.
2. **Automated Clearing House (ACH):** It is anticipated that ACH services will be required for activities including (but not limited to) payroll, reimbursement by state and federal agencies, and vendor payments. The OIPA requests:
 - a. Documentation that the respondent institution is a sending and receiving bank of the National Automated Clearing House Association (NACHA).
 - b. Method by which the OIPA can submit ACH files or initiate ACH via bank software/website
 - c. Pre-notification policy and cost
 - d. Re-presentation of checks (RCK) through ACH on a targeted date
 - e. Security measures for ACH initiation/origination and ACH reception (ACH filters and blocks)
3. **Availability of Funds:** OIPA requests documentation regarding the availability of funds for normal business operations. The OIPA requests:
 - a. Documentation on institution's availability policies differ and any differences from the Federal Reserve Bank availability schedule
 - b. The policy on receiving same day credit for deposits.
4. **Monthly Statements and Account Analysis:** Account statements will serve as an important compliance and management tool for the OIPA Finance Committee and Board of Directors. The OIPA requests:
 - a. A sample of the bank's monthly statement and account analysis
 - b. A listing of what reports would be available to the OIPA, how long report images are maintained online, and the bank's dispute resolution process.

- c. Availability of electronic document storage options to ensure compliance with grant requirements.
5. **Collection and Deposit Services:** OIPA business activities are anticipated during normal business hours. The OIPA requests:
- a. Cutoff times and requirements by location (vault, teller, bank center, branch)
 - b. Bank policy on strapped/rolled and pricing basis
 - c. Credit advice processing (online or mailed)
 - d. Discrepancy and write off policies
 - e. Type of deposit bag used/required
 - f. Change order processing
 - g. Standard return and re-clear processing
 - h. Deposit locations
 - i. Deposit reconciliation services availability
6. **Remote Deposit Services:** The OIPA anticipates the need for check truncation and check conversion services as part of its operations. The OIPA requests a bank's:
- a. Lease options for scanning equipment, software, transfer procedures, batching and security measures for remote deposit services
 - b. Portal entry or stand-alone service.
 - c. Deadlines for same day credit of deposits
 - d. Document retention policy for checks converted to ACH or processed via remote deposit capture
 - e. Liability for fraudulent deposit items
7. **Account Management and Online Bank Services:** The OIPA anticipates that online banking services will be important for the day-to-day operations of the agency, including monitoring balances and transactions. Subaccounts may be utilized by the OIPA for specific purposes (e.g. payroll) and/or to maintain compliance with external requirements. The OIPA requests:
- a. System requirements of online banking services and whether software installation is required
 - b. Documentation of supported financial management systems (if any) that integrate directly with online bank systems
 - c. A description of Interactive Voice Response/Interactive Web Response (IVR/IWR) functionality offered
 - d. A detailed description of online services and a list of all capabilities, including the following basic services:
 - i. Reporting:
 - 1. Daily balance reporting (summary, detail and check images)
 - 2. Daily ACH and wire with full addenda information

3. Current day reporting
 4. All reports can be converted to Excel.
 - ii. Execution of Transactions:
 1. Transfers between accounts
 2. Initiation of wire transfers
 3. Initiation of stop payment orders
 4. Positive pay actions including time requirements
 5. Initiation of ACH transactions; recurring/repetitive/future ACH debit(collection) or credit (direct deposit) transactions
 6. Maintenance of wire transfer templates
 7. Stale-dating of checks
 8. Other services such as EDI, remote collection, controlled disbursement
 9. Confirmations availability and format
 - iii. Internal Controls
 1. Online cleared check information/images
 2. Multi-level security administration requirements, with self-administered control
 3. Positive pay reports (including imagine of exception items)
- 8. Card Services:** The OIPA anticipates that purchasing cards will be an important resource for OIPA staff, including the Executive Director. The OIPA anticipates fewer than five (5) purchasing cards will be issued. The OIPA requests:
- a. Online card management processes (including new card issuance, deletion, replacing, modifying, etc.)
 - b. Settlement terms/billing cycle options
 - c. Payment options
 - d. Card control and usage restriction options
 - e. Information reporting capabilities – paper vs. electronic
 - f. Security features – including account number encryption policy
 - g. Interface options with internal financial systems, including any interface requirements
 - h. Fraud policy
 - i. Rebates for purchases on purchasing cards
- 9. Overdraft Processing:** The OIPA requests:
- a. Overdraft policies, including whether accounts and subaccounts are aggregated for the calculation of fees
 - b. Rate basis for overdrafts
 - c. Rate basis and definition of “daylight overdrafts”

10. Account Reconciliation & Positive Pay Services: The OIPA anticipates the need for services to support the financial management of agency operations. The OIPA requests:

- a. A description of full, partial, deposit and serial sort reconciliation services, including:
 - i. File transmission deadlines
 - ii. File layout requirements
 - iii. Imaging capabilities and availability
 - iv. Reporting capabilities – (e.g. paper, electronic)
 - v. System requirements for interface
- b. A description of positive pay services and verification items, including:
 - i. Positive pay services and verification items
 - ii. Teller data update schedules
 - iii. Data transmission methods and time windows
 - iv. Control options – notification default
 - v. Online access to positive pay services

Additional services may be requested by the OIPA based on the availability of services from respondent banking institutions and the application to agency needs. Respondent firms may provide information about additional services including:

1. **Payroll Processing Services:** Respondent banks may provide information about available payroll processing services, the required format for payroll information, and whether the services are provided internally or by an external partner.
2. **Investment Portfolio Management & Treasury:** Respondent banks may provide information on assistance and fees associated with investment management and maintaining liquidity within the agency. Banks should note whether these services are provided internally or by an external partner.
3. **Safekeeping Services:** Respondent banks may provide information about available safekeeping services including a breakdown of charges on clearing and income distribution.

4. Selection Criteria

The Finance Committee will evaluate proposals based on the following criteria:

- **Experience:** Proven track record of working with large public institutions or similar government entities.
- **Service Capability:** Understanding of OIPA's needs and operations, the ability to meet the outlined scope of services, and a demonstrated flexible service orientation (e.g. ability to handle off-cycle requests for information).
- **Security:** Comprehensive cybersecurity protocols and fraud prevention measures.
- **Fees and Charges:** Competitiveness of rates, interest, and fee structure.
- **References:** Positive testimonials and references from similar clients.

5. Submission Requirements

Interested financial institutions must submit a proposal that includes:

- A cover letter summarizing the institution's experience and qualifications.
- A detailed proposal outlining how the institution will meet the banking service requirements.
- A fee schedule for all services provided.
- Summary of interest rates for recommended account(s)
- Documentation of state or federal charter to operate in Nebraska.
- Call report for prior period.
- Rating agency rating (Veribanc, Highline, etc.).
- Community Reinvestment Act (CRA) rating.
- At least three references from clients of a similar size and scope.

Proposals may be submitted electronically via e-mail to cityclerk@cityofomaha.org . E-mail submissions should include "OIPA Banking Services Request for Proposals" in the subject line of the e-mail. Hard copies of banking proposals may be mailed or delivered to:

Omaha Inland Port Authority
c/o City Clerk's Office
1819 Farnam Street, Suite LC-1
Omaha, NE 68183

All written and electronic proposals must be received by 4:30PM CST on November 8, 2024. Late submissions will not be accepted.

6. Schedule

Below is a detailed schedule for this request for proposals:

- Request for Proposals Issued: October 7, 2024
- Written Questions Due: October 18, 2024
- Responses to Questions Posted: October 25, 2024
- Proposals Due by 4:30 pm CST November 8, 2024
- Recommended Firm Advanced to OIPA Board: November 29, 2024
- Contract Executed with Selected Firm: December 5, 2024

Written questions will be accepted until 4:30pm CST on October 18th, 2024. Questions should be directed to:

City Clerk's Office
1819 Farnam Street, Suite LC-1
Omaha, NE 68183
cityclerk@cityofomaha.org

Responses to questions received before the deadline will be posted to the Omaha Inland Port Authority website at <https://cityclerk.cityofomaha.org/inland-port-authority/> on October 25, 2024.

**OMAHA INLAND PORT AUTHORITY GOVERNANCE
COMMITTEE MEETING Report**

Via GoogleMeet @ 10:00am

September 18, 2024

Members Present: Terrell McKinney, Thomas Warren, & Carmen Tapio

1. We discussed the agenda for the October meeting.
 - a. Committee reports
 - b. Community Advisory: Create a slate for votes
 - c. Conflict of interest form (For other businesses related to RFPs & etc)
2. RFP draft for Innovation District
 - a. Discussed the draft RFP
 - b. Post on the clerk's website
3. Airport Business Park Presentation Special Meeting Expectations
 - a. What do they need to complete the work
 - i. What deliverables does the board want them to meet
 - ii. Potential amendment to the contract for deliverables and set amount to allow grantees to do their work to meet our expectations.
4. Website
 - a. Need for access to board information (minutes, board member info, etc)
 - b. Get it done as soon as possible
5. Strategic visioning retreat
 - a. Avoid husker home games and hold during daytime
 - b. Carmen Tapio: offered to host the retreat at the Net WorkSpot
 - c. Potential dates:
 - i. October 19th and 26th
 - ii. November 2nd and November 16th
6. Discussed the Executive Director Job Description
 - a. Edits needed:
 - i. Change job title to Executive Director of Omaha Inland Port Authority
 - ii. ED will work with local, state, and federal entities as necessary for grants

and other business

- b. Need job description for the executive director of the Innovation District who will report to the executive director of the OIPA
 - c. Comparable pay with benefits
 - d. Utilize a search firm (Carmen has a list of potential firms)
7. Other Business discussed
- a. Need office space as we move into the new year.
 - b. OIPA must capture major milestones
 - c. OIPA must ensure we have proper coordination with all projects, activities, and committees.

Omaha Inland Port Authority

Real Estate and Development Committee Report

September 24th, 2024 @ 2 pm

Attendees: Davielle Phillips (Chair), Mike Riedmann, Jake Hoppe

1. During our meeting on Sept. 24th, we spoke about the importance of a partnership with OEDC and Burlington Capital to ensure that the community is properly cared for and that Omaha receives the development and economic impact intended with the establishment of the Omaha Inland Port Authority. The partnership will be defined as we continue to progress. A couple suggestions are listed below:
 - a. The creation of an oversight process to help control the release of funding
 - b. Explore additional locations for an Airport Business Park, including the 30th & Ames area and potential to expand the Omaha Inland Port Authority district boundary. – highlighting the need for more robust public transportation routes, proximity to goods and services such as places to eat and shop, and additional infrastructure upgrades needed to accommodate growth.
2. Coordination around the Innovation Hub is needed, we would like to meet with representatives for the IHUB to better understand the ideas and intent behind the IHUB and to begin partnering with them to make progress as we will with OEDC and Burlington Capital.
3. We have questions about what is needed for the Omaha Inland Port Authority in terms of office space, operating expenses, and our collective vision for the OIPA District.
 - a. Additionally, we discussed a couple of locations for OIPA Office space and have a few options for consideration. We need to know what the timing is for office space – when would we like to occupy office space and how much growth should we plan for in the initial location.
 - b. One space that our Committee Chair would like to highlight is a project on North 24th Street that is in need of additional funding to complete the project, would be great for the community and relates to the history of North Omaha, and would present an opportunity to take immediate action and fulfillment of our mission on a small and large scale. The Native Omaha Club building which has sat vacant for a number of years and is being renovated to include 3 rental units, a commercial food and beverage tenant, and an office tenant (would be OIPA in this scenario). This building is outside of the OIPA District by one block and is within the North 24th Street Business Improvement District. The project needs

additional funding to be completed – and this could be completed by Native Omaha Days in 2025.

Here is a list of the other facilities we researched and identified

- Native Omaha Club / Greenwood Building - 3819 N 24th St, Omaha, NE 68110
- Ames Industrial Park - 4411 Florence Boulevard, Omaha, NE, 68110 *
- Master Craft - 1111 13th St, Omaha, NE 68102
- Lake Pointe - 2401 Lake St, Omaha, NE 68111
- Landmark Center - 1299 Farnam St, Omaha, NE 68102

* = within the OIPA boundary

Respectfully Submitted,

Davielle Phillips

**MINUTES FOR THE OMAHA INLAND PORT AUTHORITY
FINANCE COMMITTEE MEETING**

Via Zoom @ 9:00am

September 26, 2024

MEMBERS PRESENT:

Carmen Tapio – Chair
Mike Helgerson
Ernest White

1. The Committee reviewed the remaining Finance Committee meeting dates for 2024. Will schedule 2025 Finance Committee meeting dates once OIPA dates are confirmed.
2. The Committee reviewed minutes from the September 5th and September 19th OIPA meetings. Discussed looking at other state Port Authority SOP's as a basis.
3. The Committee discussed the Burlington Capital/OEDC presentation from the September 19th meeting.
4. The Committee discussed the intended milestone timeline for the Banking Services RFP:
 - a. Draft to OIPA board for October 3rd meeting
 - b. Intent to release RFP by October 7th
 - c. Intent to award 30 days from issuance
 - d. Finance Committee Banking Services decision to full board approval at the December 7, 2024, meeting.

Meeting adjourned 9:56am

Omaha Inland Port Authority

Operations Committee meeting: Wed September 27, 2024 8:30 a.m., via ZOOM

Members present: Thomas Warren – Chair, Brooke Aken

Member absent: Ernest White

The Assumption of Assignment Agreement was executed and the Nebraska Department of Economic Development is prepared to transfer the grant funds to the Omaha Inland Port Authority, once the bank account is set up.

As a follow-up to the discussion regarding the hiring of an Executive Director, the City of Omaha’s Human Resource Department will assist in the selection of a Search firm to facilitate the recruitment process.

We discussed the draft of the RFP to hire a consultant to facilitate the “visioning” exercise for the Innovation district. It has been suggested that we host a meeting where we allow those designated IHUBS in the metropolitan area to make a presentation to the Inland Port Authority Board so that we would be informed as to what currently exists.

Brooke Aken will take the lead on contacting Metropolitan Community College – Fort Omaha campus, as we transition the location of our Board meetings to the Mule Barn, effective January 2025.

We will recommend the date of Saturday, October 12, 2024 8:30 a.m. 1:00 p.m. for a ½ day Board Retreat. Carmen Tapio has offered to host the Retreat at NorthEnd Teleservices.



CITY OF OMAHA JOB DESCRIPTION

CLASSIFICATION TITLE: EXECUTIVE DIRECTOR OF INNOVATION

BARGAINING UNIT: Unclassified, Appointed
PAY RANGE: xxxxx

CODE NUMBER: xxxxx
REVISION DATE: 5/10/24

NATURE OF WORK:

This is responsible professional work directing and implementing the innovation policies, programs and strategic plans of the Omaha Inland Port Authority (OIPA). Work involves advancing the vision, strategy and thinking methodologies used to introduce new programs and services, launch novel ideas, improve existing processes and create a culture of innovation within the OIPA.

An employee in this classification exercises considerable independence in the performance of duties which include implementing the OIPA innovation strategic plan, leading and managing complex innovation projects, fostering entrepreneurship, business start-up and economic growth, and establishing benchmarks and metrics to measure program success. General oversight is received by the Omaha Inland Port Authority Board.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Lead the development, publishing and maintenance of the OIPA information and communication architecture, as well as a roadmap for future development, ensuring that it matches and supports the short- and long-term strategic direction of OIPA. Adapt to economic disruptions, learn potential relevant new technologies coming on line or in development in order to communicate implications and possible uses of such technologies to advance economic development.

Lead the Innovation Leadership Team to implement the newly adopted strategic plans and pinpoint areas for new initiatives and sustained expansion. Coordinate with core program partners to integrate city-wide expertise and deliver tailored programs and services to foster entrepreneurship, business start-up and growth, and commercial success from new innovations.

Explore opportunities for operation efficiencies to streamline pathways for commercializing ideas. Foster an environment that empowers both novice and seasoned entrepreneurs to efficiently launch and scale ideas.

Inspire creative thinking and find ways to nurture innovative thinking across all areas of OIPA; champion the role of innovation in achieving the organization's mission and lead the effort to improve the impact of the work through the use of analytic tools; design, develop and establish an innovative culture of measuring for success; brainstorm across teams to discover new solutions and approaches to old problems.

Lead open innovation in areas that support OIPA's mission, using the front end of the innovation process to identify, research and screen potential economic development strategies and develop the business case to reach decisions on opportunities; help formulate effective new ideas and innovative strategies for economic development, marketing, branding or business opportunities using technology trends as a driver for change.

Develop opportunities to grow the private support of the OIPA. Work collaboratively with the Grant division of the Mayor's Office to identify and secure external funding through fundraising, grants, venture capital, and other partnerships and endeavors.

Cultivate strategic partnerships with companies, small businesses, communities, nonprofits, and other collaborators to promote entrepreneurship, innovation, and commercialization. Serve as champion for the individuals, programs and initiatives within the OIPA.

Coordinates activities with other divisions, other governmental entities, and private agencies.

Maintains regular job attendance.

Performs other related duties as assigned or as the situation dictates within the scope of this position.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles of contract management.

Knowledge of sources of current information relative to Innovation programs and grants in aid of such programs.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of current and emerging theories and applications in Innovation.

Knowledge of procedures in performing technical research and report writing.

Knowledge of the principles, techniques, and applications of effective management.

Knowledge of the laws and specifications pertaining to federal grants and other federal aid projects.

Skill in providing visionary and collaborative leadership.

Skill in planning, assigning and coordinating innovative strategies and the activities of professional, technical and clerical staff.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to effectively communicate with governmental entities, elected officials, private agencies, members of the media, and representatives of the public in a variety of different forums.

Ability to stay up to date with best practices, trends, tools, and technologies to enhance operational efficiency and innovative impact.

Ability to plan, organize, and monitor comprehensive projects and establish innovation programs and to provide informed and accurate recommendations of same.

Ability to establish and maintain effective working relationships with government officials, citizen groups, professional organizations, co-workers, and the general public.

Ability to communicate effectively both orally and in writing.

Ability to prepare and implement short- and long-term goals and objectives.

Ability to understand written and oral communication.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to stand, walk or sit from 51 to 75% of the time; and to climb, reach, balance, bend, stoop, squat, kneel, crouch, crawl, push, pull, lift or type up to 25% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree in Public Administration, Business Administration, Leadership, Economic Development or a related field

AND

Ten (10) years of senior-level professional and leadership experience in innovation, technology, start-ups, economic development or business entrepreneurship.

SPECIAL QUALIFICATIONS:

Master's Degree Preferred

Prior not-for-profit management experience preferred.

Must possess and maintain a valid driver's license at the time of application.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in an office setting amid normal conditions of dust, odors, fumes, and noises.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer

Calculator

Printer

Telephone

Copier

Previous Revision Date(s):