

NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO)
Executive Committee

11:30 a.m., February 8, 2022
Des Moines Area MPO Burnham Conference Room

TENTATIVE

1. **Call To Order**
2. **VOTE: Approval of Agenda**
3. **VOTE: Approval of Meeting Minutes**..... Page 3
 - Approve the January 11, 2023, meeting minutes.
4. **CONSENT and VOTE: Expenses** Page 7
5. **PRESENTATION: Draft FY 2022 Audit** Page 8
 - Presentation from Denman & Company on the draft *Fiscal Year 2022 Audit*.
6. **REPORT and VOTE: Contract for Travel Demand Model Consultant Services** Page 9
 - Report on a contract with HDR, Inc., for an update to the MPO's Travel Demand Model; consider approval.
7. **REPORT and VOTE: Polk County Multi-Jurisdictional Hazard Mitigation Plan Update** Page 11
 - Report regarding the update to the Polk County Hazard Mitigation Plan and MPO responding to a future request for proposals to conduct the planning work; consider approval.
8. **REPORT and VOTE: Green Iowa AmeriCorps Opportunity** Page 13
 - Report on an opportunity to be a host site for the Resilient Iowa Communities Branch of the Green Iowa AmeriCorps program; consider approval.
9. **REPORT and VOTE: Election of Calendar Year 2023 Officers**..... Page 15
 - Report regarding the Nominating Committee's recommendation for the Executive Committee officer positions for CY 2023; consider approval.
10. **REPORT and VOTE: FFY 2023-2026 Transportation Improvement Program Amendment** Page 16
 - Report on FFY 2023-2026 Transportation Improvement Program amendments from the City of Des Moines; consider approval.
11. **REPORT and VOTE: MPO Appointment to SUDAS Board of Directors** Page 17
 - Report on the need for the MPO to appoint a representative to the Statewide Urban Design and Specifications Board of Directors and call for nominations; consider approval.
12. **REPORT and VOTE: Iowa DOT 2019-2023 Safety Performance Targets (PM1)** Page 18
 - Report on the Iowa DOT's 2019-2023 safety performance targets; consider approval.
13. **REPORT and VOTE: Iowa DOT 2022-2025 Pavement & Bridge Performance Targets (PM2)**..Page 19
 - Report on the Iowa DOT's 2022-2025 pavement and bridge performance targets; consider approval.
14. **REPORT and VOTE: Iowa DOT 2022-2025 System and Freight Performance Targets (PM3)**.. Page 20
 - Report on the Iowa DOT's 2022-2025 system and freight performance targets; consider approval.

The established protocol for minutes of this meeting will be to list all attendees, and with each item on which a vote is conducted in the ordinary course in order to take formal action, those voting nay or abstaining will be identified by name. Any member who is absent from the meeting for any period of time during which a vote of the body is taken, is expected to notify the recording secretary at the conclusion of the meeting so that the absence can be duly noted in the minutes. Roll Call votes will be taken as required by law or upon the request of any member that is approved by the chair, and the vote of each member for or against the proposition, or abstention, will be incorporated in the minutes or recorded on a separate sheet attached to the minutes.

The MPO receives federal funding and may not discriminate against anyone on the basis of race, color, or national origin, according to Title VI of the Civil Rights Act of 1964. For more information or to obtain a Title VI Complaint form, visit www.dnampo.org/title-vi/ or call 515-334-0075.

15. REPORT: FY 2023 2nd Quarter Budget Report	Page 21
• Report on and discussion on the 2 nd quarter expenditures for Fiscal Year 2023.	
16. REPORT: FY 2024 Unified Planning Work Program and Budget Development.....	Page 23
• Discussion on the process to develop the upcoming work program and budget for FY 2024.	
17. REPORT: Follow-Up on January 12, 2023, Strategic Direction Meeting.....	Page 24
• Discussion to follow-up on the January 12, 2023, meeting to discuss strategic direction on MPO contracts.	
18. REPORT: FFY 2024-2027 Transportation Improvement Program Development	Page 25
• Report on the FFY 2024-2027 Transportation Improvement Program Schedule.	
19. REPORT: Safe Streets and Roads for All Grant Award Announcement.....	Page 26
• Report on the Safe Streets and Roads for All Grant awarded to the Des Moines Area MPO.	
20. REPORT: Purple Heart Highway Update.....	Page 28
• Update on the process to redesignate IA 5/ US 65 Freeway Corridor to an Interstate.	
21. REPORT: Water Trails Update	Page 29
• Update on efforts related to the use of the BUILD Grant for water trails.	
22. REPORT: Legislative Update.....	Page 30
• Update on the key legislative issues that impact the MPO member governments.	
23. REPORT: Upcoming Events	Page 31
24. VOTE: Approval of the MPO Policy Committee Agenda	
25. Other Non-Action Items of Interest to the Committee	
26. Next Meeting Date – March 8, 2023, at 11:30 a.m.	
27. Adjournment	

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the January 11, 2023, MPO Executive Committee meeting minutes.

BACKGROUND:

The minutes of the January 11, 2023, MPO Executive Committee meeting is included on the following pages.

RECOMMENDATION:

Approve the minutes of the January 11, 2023, MPO Executive Committee meeting.

STAFF CONTACT:

Tracey Deckard, tdeckard@dmampo.org
(515) 334-0075

MEETING MINUTES
Des Moines Area Metropolitan Planning Organization (MPO)
EXECUTIVE COMMITTEE
11:30 a.m., Wednesday, January 11, 2023
Des Moines Area MPO | Virtual Meeting

The MPO Executive Committee held a hybrid live/virtual meeting at 11:30 a.m. on January 11, 2023, at the Des Moines Area MPO office and via Zoom. MPO staff emailed agenda packets to the MPO Executive and members on January 5, 2023. **In addition to these published tentative minutes, there also may be additional meeting notes on file with the MPO staff that are public records and available upon request as provided by law. These tentative minutes reflect all action taken at the meeting.**

Executive Members Present:

Bob Andeweg | City of Urbandale
Matthew McKinney | City of West Des Moines
Ted Weaver | City of Clive
Mark Holm | City of Ankeny
Ruth Randleman | City of Carlisle
Frank Cownie | City of Des Moines
Joe Gatto | City of Des Moines
Jeff Walters | City of Polk City
Tom Hockensmith | Polk County
Russ Trimble | West Des Moines
Dean O'Connor | City of Altoona
Andy Loonan | IDOT

Executive Members Absent:

Stephanie Riva | City of Norwalk

Staff Present:

Todd Ashby | Executive Director
Dylan Mullenix | Assistant Director
Andrew Collings | Principal Planner
Allison van Pelt | Senior Planner
Tracey Deckard | Office Manager
Lucas Young | Senior Planner
Aspen Pflanz | Associate Planner
Rhonda Miller | Accountant
Scott Brennan | MPO General Counsel

Others Present:

Clifford Leonard | Public

1. Call to Order

MPO Chair Bob Andeweg called the January 11th meeting to order at 11:30 a.m. A quorum was present.

2. Approval of Agenda

MOTION: A motion was made by Gatto and seconded by Weaver to approve the January 11, 2023, Des Moines Area Metropolitan Planning Organization Executive Committee meeting agenda.

MOTION CARRIED

3. Approval of Meeting Minutes

MOTION: A motion was made by Cownie and seconded by Gatto to approve the November meeting minutes.

MOTION CARRIED

4. Approval of Contracts and Expenses

Executive Director presented. Recommend approval of payment to Denman & Co. for the FY 2022 Audit in the amount of \$6,000, payment to ICLEI for membership dues in the amount of \$3,400 and ESRI for the ArcGIS License in the amount of \$5,900.

MOTION: A motion was made by Gatto and seconded by O'Connor to approve payment of the invoices from Denman & Co., ICLEI, and ESRI.

MOTION TO APPROVE INVOICES ONLY CARRIED

5. **FFY 2023-2026 Transportation Improvement Program Amendments**
Planning Manager presented. Recommend approval of the Federal Fiscal Year 2023-2026 Transportation Improvement Program amendments from the City of Des Moines, the City of Johnston, and the City of West Des Moines.
MOTION: A motion was made by Weaver and seconded by O'Connor to approve the FFY 2023-2026 Transportation Improvement Program Amendments.
MOTION CARRIED
6. **FFY 2022-2026 Passenger Transportation Plan Draft**
Staff presented. Recommend approval of the DMAMPO/CIRTPA FFY 2023-2027 Passenger Transportation Plan draft.
MOTION: A motion was made by Cownie and seconded by Randleman to approve the draft FFY 2023-2027 Central Iowa Passenger Transportation Plan draft.
MOTION CARRIED
7. **Fiscal Year 2024 Unified Planning Work Program and Budget Development**
Assistant Director presented. Discussion of the process to develop the next work program and budget. Report and discussion only.
8. **FFY 2027 Surface Transportation Block Grant (STBG) Program Applications**
Discussion regarding applications for FFY 2027 Surface Transportation Block Grant Program and deadlines and schedule.
Report and discussion only.
9. **RAISE Grant Notice of Funding Opportunity**
Planning Manager presented. Update on the release of the RAISE grant Notice of Funding Opportunity. Report and discussion only.
10. **Iowa DOT 2019-2023 Safety Performance Targets (PM1)**
Staff presented. Report on the Iowa DOT's 2019-2023 safety performance targets.
Report and discussion only.
11. **Iowa DOT 2022-2025 Pavement and Bridge Performance Targets (PM2)**
Staff presented. Report on the Iowa DOT's 2022-2025 pavement and bridge performance targets.
Report and discussion only.
12. **Iowa DOT 2022-2025 System and Freight Performance Targets (PM3)**
Staff presented. Report on the Iowa DOT's 2022-2025 system and freight performance targets.
Report and discussion only.
13. **Greenhouse Gas Inventory Update**
Staff presented. Update on community-wide and regional greenhouse gas inventories.
Report and discussion only.
14. **Purple Heart Highway**
Staff presented. Continued work in Phase 2, discussion of special meeting held in December, continue to work with other stakeholders to work through potential issues with ag stakeholders.
Report and discussion only.
15. **Water Trails**
Executive Director presented. First payment and reimbursement has been made Contractor to start work this month depending on weather.
Report and discussion only.

16. **Legislative Issues Update**

Assistant Director presented. Discussion of various Senate files of interest as well as discussion of potential new programs and funding since the appropriations has passed
Report and discussion only.

17. **MPO Representative Process**

Assistant Director presented. Review of the process for MPO members to appoint representatives and for the MPO to select officers or 2023.

18. **Upcoming Events**

Information only.

19. **Other Non-Action Items**

None.

20. **Vote- MPO Policy Agenda**

MOTION: A motion was made by Gatto and seconded by O'Connor to approve the draft agenda.

MOTION CARRIED

21. **Next Meeting Date**

February 8, 2023, beginning at 11:30.

22. **Adjournment**

Hearing no objection to the contrary, the Chair adjourned the Executive Committee meeting at 12:09 p.m.

ISSUE: Contracts and Expenses

CONSENT and VOTE: Consider approval of the following expenses in accordance with the MPO's proposed policies and procedures regarding contracts and expenses.

BACKGROUND:

Below is an expense that exceed the limits set by the MPO's policy and procedures regarding expenditures.

VENDOR	PURPOSE	NOTES/INFORMATION	AMOUNT REQUESTED
Iowa State University Institute of Transportation Research	To develop a methodology for analyzing and forecasting trail pavement conditions for better maintenance and management of the regional trail network.	Project included in the FY 2023 budget for a total of \$60,000. This is the second invoice. Following payment, \$30,000 will remain to be invoiced in future months. Project addresses the FHWA/FTA Planning Emphasis Area: Data in Transportation Planning.	\$15,000.00

RECOMMENDATION:

Recommend approval of the above expense.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org
(515) 334-0075

ISSUE: Draft *Fiscal Year 2022 Audit*

PRESENTATION: Presentation and discussion of the draft *Fiscal Year 2022 Audit*.

BACKGROUND:

Denman & Company has completed the *Fiscal Year 2022 Audit* of the MPO's Finances. The MPO staff has reviewed the initial findings of the report and found no instances of noncompliance with federal requirements. The MPO's Finance Subcommittee also reviewed and discussed the audit with Denman & Company at their February 3rd meeting.

[The draft audit document is available to view on the MPO's website \(click to access\).](#)

Future Actions

- The Executive Committee will be asked to vote on the *Fiscal Year 2022 Audit* at its March meeting.
- The *Fiscal Year 2022 Audit* will be filed with the State of Iowa by the April 1, 2023, deadline.
- The *Fiscal Year 2022 Audit* will be filed with the Federal Audit Clearinghouse.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075

ISSUE: Contract for Travel Demand Model Consultant Services

REPORT and VOTE: Consider approval of a contract with HDR, Inc., for an update to the MPO's Travel Demand Model.

BACKGROUND:

The MPO is required to maintain a regional travel demand model. The model is a tool in transportation planning that is used to replicate existing travel characteristics of the metropolitan area and then model the impact that changes to the system may have on regional travel. These changes can include things like socioeconomic and demographic changes, changes to the roadway and transit network, and changes in cost of travel. The model is routinely used by the MPO staff, the Iowa Department of Transportation (DOT), and MPO member communities in various studies and planning efforts such as Interchange Justification Reports, corridor studies, and comprehensive planning.

While the MPO routinely updates the travel demand model, it traditionally undertakes a more intensive update at the beginning of the long-range transportation plan's development. The MPO staff is now beginning the update to the long-range transportation plan, which is due in late 2024. During these intensive updates, the MPO works closely with the Iowa DOT as well as a consultant team. The MPO has used HDR, Inc., for this assistance in the past and would like to continue this relationship for this model update.

[The draft Scope of Work and Fee Schedule for the Travel Demand Model Update is available to view on the MPO's website \(click to access\).](#)

Past Actions

The *Fiscal Year 2023 Unified Planning Work Program (UPWP)* and Budget, approved by the MPO board in May 2022, includes funding to begin this project. As noted, the MPO has approved contracts with HDR, Inc., in the past for similar efforts, which were completed successfully.

Future Actions

The next steps in this process will include:

- Obtaining signatures for the approved contract;
- Working with HDR, Inc., the Iowa DOT, and member communities on the model update;
- Including remaining funding necessary to continue the model update in the FY 2024 UPWP and budget;
- Periodically approving the payment of invoices for work completed; and,
- Using the model to help develop the long-range transportation plan update, as well as making the model data available to the Iowa DOT and member communities for their use

Financial Impacts

The total contract cost with HDR, Inc., for the model update is \$71,561.00. This cost will be split across the remainder of FY 2023 and FY 2024. The FY 2023 budget included \$10,000 for travel demand model consulting. There are other project costs in the FY 2023 budget that could be moved to the model project to cover additional costs. The remaining costs will be programmed in the FY 2024 budget.

RECOMMENDATIONS:

Recommend approval for staff to enter a contract with HDR, Inc., for travel demand model consulting services.

STAFF CONTACTS:

Todd Ashby, tashby@dmampo.org
(515) 334-0075

ISSUE: Polk County Multi-Jurisdictional Hazard Mitigation Plan Update

REPORT and VOTE: Consider approval for MPO staff to pursue the Polk County Hazard Mitigation Plan request for proposals (RFP).

BACKGROUND:

In the coming weeks Polk County will release its RFP to update the Polk County Multi-Jurisdictional Hazard Mitigation Plan (PCMJHMP).

The PCMJHMP guides hazard mitigation planning to better protect the people and property of the planning area from the effects of hazard events. The plan demonstrates the jurisdictions' commitments to reducing risks from hazards and serves as a tool to help decision makers direct mitigation activities and resources. This plan also makes Polk County and the participating jurisdictions eligible for certain federal grant programs; specifically, the Federal Emergency Management Agency's (FEMA) Hazard Mitigation Assistance (HMA) grants such as the Hazard Mitigation Grant Program, Pre- Disaster Mitigation Program, and Flood Mitigation Assistance Program.

The previous update to the PCMJHMP was completed by MPO staff through contract after the MPO submitted an RFP response. In 2018-2019 the planning process and contract were organized into two phases, totaling \$60,000 paid to the Des Moines Area MPO for this work. The MPO was selected to complete the plan update due to its established relationships with Polk County city governments and their staff, the MPOs extensive data and resources it has accumulated through its regional planning work, and the presence of staff with experience and expertise in hazard mitigation planning, data analytics, mapping, and more.

The MPO staff is looking for direction regarding authorization to respond to the PCMJHMP RFP when it is released. Staff feels they have the capacity, expertise, and ability to fully execute the plan efficiently and effectively given approval from the board.

Past Actions

In the fall of 2017, MPO staff was approached by A.J. Mumm, Director of the Polk County Emergency Management Agency, regarding the possibility of the MPO updating PCMJHMP. The Agency previously hired an out of state consulting firm to complete the original plan that was approved in July of 2014 and was due to be updated by July of 2019. Given the time constraints of updating the HMP by the deadline of 2019 and the cost to complete the original plan, Emergency Management staff wanted to utilize a local agency that could handle the truncated timeline and complete the project at a reduced cost.

In February 2018, the Policy Committee approved an action to allow the MPO staff to submit a response to the Hazard Mitigation Plan RFP. The contract was awarded to the MPO and the Policy Committee voted to approved the Phase 1 contract at their March 2018 meeting. Phase 2 of the contract was approved at the November 2018 Policy meeting.

The MPO's role in the 2019 PCMJHMP was to:

- Assist in establishing the Hazard Mitigation Planning Committee (HMPC) as defined by the Disaster Mitigation Act (DMA);
- Ensure the updated plan meets the DMA requirements as established by federal regulations and following FEMA's planning guidance;
- Facilitate the entire planning process;
- Identify the data requirements that HMPC participants could provide and conduct the research and documentation necessary to augment that data;
- Assist in facilitating the public input process;
- Produce the draft and final plan update documents; and,
- Coordinate the Iowa Homeland Security and Emergency Management Division and FEMA plan review.

Future Actions

The next steps in this process if the board approves staff request to submit a response to the RPF:

- Submit response to Hazard Mitigation RFP;
- Approved contract between MPO and Polk County Emergency Management;
- Amend the current Fiscal Year 2023 Unified Planning Work Program and Budget to include the plan update; and,
- Include the project in the Fiscal Year 2024 Unified Work Program and Budget.

Financial Impacts

The past contract was for \$60,000. The contract amount for this iteration is not currently known, however, the Polk County Emergency Management staff has indicated that it would likely be higher than the last update. Staff is estimating the plan update would take between 285-300 hours of staff time between April 2023 and July 2024.

RECOMMENDATIONS:

Recommend approval of staff's request to submit a response to the Polk County Hazard Mitigation Plan update.

STAFF CONTACTS:

Allison van Pelt, avpelt@dmampo.org
(515) 334-0075

ISSUE: Green Iowa AmeriCorps Opportunity

REPORT and VOTE: Consider approval of the MPO becoming a host site for the Resilient Iowa Communities Branch of the Green Iowa AmeriCorps program.

BACKGROUND:

The University of Northern Iowa's Center for Energy and Environmental Education (UNI-CEEE) has approached MPO staff about becoming a host site for the [Resilient Iowa Communities Branch](#) of their [Green Iowa AmeriCorps](#) program.

[AmeriCorps](#) is the federal agency connecting individuals and organizations through service and volunteering to tackle the nation's most pressing challenges. Every year, 75,000 AmeriCorps members serve through thousands of nonprofit, community, and faith-based organizations, joining more than 1.2 million Americans who've taken the pledge to "get things done" since the program's inception in 1994.

Green Iowa AmeriCorps is part of the State/National branch of AmeriCorps. Green Iowa AmeriCorps is part of the State/National branch of AmeriCorps. Their state-wide community service program operates out of the University of Northern Iowa's Center for Energy and Environmental Education. The program was originally founded in 2009 to address sustainable usage of energy resources in several Iowan communities as they struggled to rebuild from a series of devastating floods in 2008. Since then, Green Iowa AmeriCorps has been an active community partner and has expanded to many communities across the state.

As a Resilient Iowa Communities host site, the MPO could take on members to work alongside MPO staff and member governments to further sustainability actions/goals related to transportation, energy, waste, land use, climate and air quality, stormwater, and so forth. These members would provide boots-on-the-ground support for the MPO and its members for data collection, analysis, interpretation, and community engagement. Specific to the MPO, transportation-related projects could include assisting in the development of:

- Greenhouse gas emissions corridor analyses;
- Regional Carbon Reduction Plan;
- Transportation system resiliency analyses;
- Electric vehicle planning, including workshops, events, surveys, and analysis;
- Projects applicable to IIJA programs such as PROTECT, Charging & Fueling Infrastructure programs;
- Mode-choice surveys, analysis, and pilot projects attempting mode-shift;
- Member community greenhouse gas emissions inventory updates;
- Passenger transportation amenity needs analysis for transit mode-choice shift;

Through this partnership, Green Iowa AmeriCorps would provide the MPO:

- 2-3 members FTE starting Spring 2023 through September 2023;
- Up to 2 summer FTE members May through September 2023;
- All human resources needs for members, including hiring, payroll, etc.

In return, the MPO would provide members:

- Appropriate office space, technology, & supplies;
- Travel reimbursement if the member uses own car for project work;
- Designated supervisor who meets weekly with members, approves timesheets, & provides resources/guidance needed to be successful in the role;
- On-site orientation and integration into staff.

Additionally, the MPO would:

- Pay \$4,000 to UNI CEEE/GIAC for Spring through September partnership;
- Release members in case of Iowa Disaster Cadre disaster response efforts are necessary;
- Release members for AmeriCorps program training(s) and Day of Service;
- Display “AmeriCorps member serving here” signage;
- Allow members to wear AmeriCorps uniforms while in service;
- Allow member email signature to include “Green Iowa AmeriCorps”

Finally, if MPO governance approves this partnership, there is an opportunity to apply for a full-year extension from September 2023-August 2024 in similar work program areas. The above partnership roles would still apply, but the cost would be \$8-10,000.

MPO staff has reached out to the Iowa Department of Transportation to determine if Carbon Reduction Strategy or other MPO DOT-reimbursable funding can/should be used to support this partnership fiscally or if payment would need to be from local sources. Iowa DOT has referred the MPO staff inquiry to the regional Federal Highway Administration Contact, Darla Hugaboom, and we are awaiting their reply.

Financial Impacts

As noted, the cost to the MPO to host AmeriCorps staff would be \$4,000 for the initial timeframe of Spring through September 2023. This cost would be split between the current FY 2023 budget and the FY 2024 budget. The MPO’s current budget includes \$40,000 for intern-related expenses. If the MPO agrees to be a host site, it would reduce or potentially eliminate the need to budget for intern-related costs in FY 2024.

RECOMMENDATION:

Recommend approval of the MPO proceeding with the process to become a host site for the Resilient Iowa Communities Branch of their Green Iowa AmeriCorps program.

STAFF CONTACT:

Allison van Pelt, avpelt@dmampo.org;
(515) 334-0075

ISSUE: Election of Calendar Year 2023 Officers

REPORT and VOTE: Consider approval of the Nominating Committee's recommended slate of officers for CY 2023.

BACKGROUND:

The MPO Chair annually appoints a nominating committee to recommend a slate of candidates to serve on the Executive Committee. Chair Bob Andeweg appointed the following to serve on the nominating committee:

- Mark Holm, City of Ankeny, Chair;
- Jeff Walters, City of Polk City; and,
- Tom Hadden, City of West Des Moines

The committee met on February 2nd and voted to nominate the current MPO officers to another year of service. Current officers include:

- Bob Andeweg, City of Urbandale, Chair;
- Stephanie Riva, City of Norwalk, Vice-Chair; and,
- Ted Weaver, City of Clive, Secretary/Treasurer

The nominating committee's slate of candidates will be on the February Policy Committee meeting agenda for a vote, at which point additional nominations may be offered for consideration.

RECOMMENDATION:

Recommend approval of the Nominating Committee's slate of officers for CY 2023.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075

ISSUE: FFY 2023-2026 Transportation Improvement Program Amendments

REPORT and VOTE: Consider approval of an amendment request to the *Federal Fiscal Year 2023-2026 Transportation Improvement Program* from the City of Des Moines.

BACKGROUND:

The MPO staff is proposing the following amendments to the *FFY 2023-2026 Transportation Improvement Program*:

Sponsor: City of Des Moines

Project: Walnut Street Bridge Replacement

Federal Aid Amount: \$3,400,000

Total Cost: \$11,000,000

Type of Funding: STBG

Change: Move project to FFY 2024 and increase total cost to \$21,000,000

RECOMMENDATIONS:

Recommend approval of the proposed *Federal Fiscal Year 2023-2026 Transportation Improvement Program* amendment request.

STAFF CONTACTS:

Zach Young, zyoung@dmampo.org
(515) 334-0075

ISSUE: MPO Appointment to SUDAS Board of Directors

REPORT: Report regarding the nomination of a technical representative to the Statewide Urban Designs and Specifications Board of Directors.

BACKGROUND:

The MPO periodically appoints a technical representative to serve as the MPO's representative to the Statewide Urban Designs and Standards (SUDAS) Board of Directors. The SUDAS representative is required to be a licensed professional engineer (P.E.). Mark Mueller, with the City of Ankeny, has been the MPO's representative since August 2016. Mr. Mueller's term is expiring, and he has offered to continue serving in this role if the board reappoints him.

RECOMMENDATION:

Recommend reappointment of Mark Mueller as the MPO representative on the Statewide Urban Design and Specifications Board of Directors.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org
(515) 334-0075

ISSUE: Iowa DOT 2019-2023 Safety Performance Targets (PM1)

REPORT: Report on the Iowa DOT's 2019-2023 safety performance targets.

BACKGROUND:

As part of the Federal Highway Administration's (FHWA) Highway Safety Improvement Program (HSIP), MPOs can either (1) support their state department of transportation's (DOT) targets or (2) establish their own targets for their planning area. In August 2022, the Iowa DOT established statewide safety performance targets for the 2019-2023-period. The Des Moines Area MPO has 180 days, or until February 27, 2023, to either support the Iowa DOT's statewide targets or set its own regional targets. There are no penalties for MPOs that do not meet or make significant progress towards the safety performance targets. A memo from the Iowa DOT summarizing the targets and target setting methodology is attached.

Previously, the Des Moines Area MPO adopted the Iowa DOT's statewide safety performance targets.

Performance Measure	Five-year Rolling Averages	
	2017-2021 Baseline	2019-2023 Target
Number of Fatalities	337.2	351.4
Fatality Rate*	1.029	1.073
Number of Serious Injuries	1,376.4	1,398.2
Serious Injury Rate*	4.193	4.264
Non-Motorized Fatalities and Serious Injuries	130.0	134.4

**Rates are per 100 million vehicle miles traveled (VMT)*

RECOMMENDATIONS:

Recommend approval of the Iowa DOT 2019-2023 Safety Performance Targets (PM1).

STAFF CONTACT:

Zhi Chen, zchen@dmampo.org
(515) 334-0075

ISSUE: Iowa DOT 2022-2025 Pavement and Bridge Performance Targets (PM2)

REPORT: Report on the Iowa DOT's 2022-2025 pavement and bridge performance targets.

BACKGROUND:

The Moving Ahead for Progress in the 21st Century (MAP-21) Act and the Fixing America's Surface Transportation (FAST) Act established pavement and bridge conditions national performance measures (PM2) for state department of transportation (DOT) and metropolitan planning organizations (MPOs). Targets are set every 2 and 4 years, with the first targets set in calendar year (CY) 2018 for the CY 2018-2021 performance period. For the second reporting period of CY 2022-2025, the Iowa DOT set its 2- and 4-year PM2 targets in October 2022. The Des Moines Area MPO has 180 days, or until April 1, 2023, to support the Iowa DOT's statewide 4-year targets or set its own regional targets. There are no penalties for MPOs that do not meet or make significant progress towards the performance targets. A memo from the Iowa DOT summarizing the targets and target setting methodology is attached.

Previously, the Des Moines Area MPO adopted the Iowa DOT's statewide pavement and bridge performance targets.

	Topic	Performance measure(s)	Baseline (CY 2021 data)	Proposed 2-year target (CY 2023 data)	Proposed 4-year target (CY 2025 data)
PM2	Pavement	Percentage of pavements of the Interstate System in Good condition	58.8%	55.0%	55.0%
		Percentage of pavements of the Interstate System in Poor condition	0.4%	3.0%	3.0%
		Percentage of pavements of the non-Interstate NHS in Good condition	37.9%	35.0%	35.0%
		Percentage of pavements of the non-Interstate NHS in Poor condition	3.7%	6.0%	6.0%
	Bridge	Percentage of NHS bridges classified as in Good condition	48.6%	52.5%	56.0%
		Percentage of NHS bridges classified as in Poor condition	2.4%	5.0%	6.6%

RECOMMENDATIONS:

Recommend approval of the Iowa DOT 2022-2025 Pavement and Bridge Performance Targets (PM2).

STAFF CONTACT:

Zhi Chen, zchen@dmampo.org
(515) 334-0075

ISSUE: Iowa DOT 2022-2025 System and Freight Performance Targets (PM3)

REPORT: Report on the Iowa DOT's 2022-2025 system and freight performance targets.

BACKGROUND:

The Moving Ahead for Progress in the 21st Century (MAP-21) Act and the Fixing America's Surface Transportation (FAST) Act established system and freight national performance measures (PM3) for state department of transportation (DOT) and metropolitan planning organizations (MPOs). Targets are set every 2 and 4 years, with the first targets set in calendar year (CY) 2018 for the CY 2018-2021 performance period. For the second reporting period of CY 2022-2025, the Iowa DOT set its 2- and 4-year PM3 targets in October 2022. The Des Moines Area MPO has 180 days, or until April 1, 2023, to support the Iowa DOT's statewide 4-year targets or set its own regional targets. There are no penalties for MPOs that do not meet or make significant progress towards the performance targets. A memo from the Iowa DOT summarizing the targets and target setting methodology is attached.

Previously, the Des Moines Area MPO adopted the Iowa DOT's statewide system and freight performance targets.

	Topic	Performance measure(s)	Baseline (CY 2021 data)	Proposed 2-year target (CY 2023 data)	Proposed 4-year target (CY 2025 data)
PM3	System Performance	Percent of person-miles traveled on the Interstate that are reliable	99.9%	98.0%	98.0%
		Percent of person-miles traveled on the non-Interstate NHS that are reliable	96.5%	94.0%	94.0%
	Freight	Truck Travel Time Reliability Index (Interstate only)	1.13	1.25	1.25

RECOMMENDATIONS:

Recommend approval of the Iowa DOT 2022-2025 System and Freight Performance Targets (PM3).

STAFF CONTACT:

Zhi Chen, zchen@dmampo.org
(515) 334-0075

ISSUE: Fiscal Year 2023 2nd Quarter Budget Report

REPORT: Update on the 2nd quarter expenditures for Fiscal Year 2023.

BACKGROUND:

The MPO staff has developed a status report for the Fiscal Year 2023 budget. The report compares expenditures as compared to budgeted amounts through the first two quarters of the year. The MPO's Finance Subcommittee also reviewed this information at its February 3rd meeting.

The 2nd quarter budget report is included on the following page.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Rhonda Miller, rmiller@dmampo.org
(515) 334-0075

MPO Budget Update FY 2023 (July 1,2022 - June 20, 2023)

FY 2023 Expenditures

BUDGET CATEGORY	FY 2023 BUDGET	1ST QUARTER July - September	2ND QUARTER October- December	AMOUNT REMAINING	%
Salaries & Wages	\$ 861,835.00	\$ 229,116.06	\$ 270,163.70	\$ 362,555.24	58%
Fringe Benefits	\$ 705,845.00	\$ 124,396.30	\$ 122,916.66	\$ 458,532.04	35%
Personnel Costs TOTAL	\$ 1,567,680.00	\$ 353,512.36	\$ 393,080.36	\$ 821,087.28	48%
Facilities	\$ 141,000.00	\$ 32,173.23	\$ 22,046.50	\$ 86,780.27	38%
Professional Services (Attorney, Audit, Payroll)	\$ 74,750.00	\$ 29,114.25	\$ 30,632.66	\$ 15,003.09	80%
Computers & Software	\$ 55,000.00	\$ 10,929.26	\$ 13,264.15	\$ 30,806.59	44%
Telecommunications	\$ 23,000.00	\$ 5,509.90	\$ 3,412.77	\$ 14,077.33	39%
Printing and Postage	\$ 10,200.00	\$ 960.31	\$ 369.60	\$ 8,870.09	13%
Travel & Training	\$ 60,000.00	\$ 10,251.79	\$ 5,567.04	\$ 44,181.17	26%
Dues/Memberships	\$ 14,170.00	\$ 7,299.03	\$ 5,974.00	\$ 896.97	94%
Equipment	\$ 18,000.00	\$ 600.73	\$ 820.01	\$ 16,579.26	8%
Office Supplies	\$ 12,000.00	\$ 2,516.81	\$ 1,102.65	\$ 8,380.54	30%
Publications	\$ 5,000.00	\$ 509.33	\$ 768.94	\$ 3,721.73	26%
Sponsorships	\$ 15,000.00	\$ 310.50		\$ 14,689.50	2%
Food & Beverages	\$ 7,000.00	\$ 1,904.43	\$ 2,525.33	\$ 2,570.24	63%
Meeting Rooms	\$ 500.00			\$ 500.00	0%
Non-Personnel Special Studies/Projects	\$ 194,500.00			\$ 194,500.00	0%
MPO Audit (Task 6)	\$12,000	\$ -	\$ 6,000.00	\$ 6,000.00	50%
CIRTPA Audit	\$3,500	\$ -		\$ 3,500.00	0%
HTF Audit	\$3,000	\$ -		\$ 3,000.00	0%
MIPA Audit	\$3,000	\$ -		\$ 3,000.00	0%
CXR Sponsorship (Task 4)	\$30,000	\$ -	\$ 20,000.00	\$ 10,000.00	67%
Strategic Planning (Task 6)	\$25,000	\$ -		\$ 25,000.00	0%
Travel Demand Model Consultant (Task 1)	\$10,000	\$ -		\$ 10,000.00	0%
Speaker Series (Task 3)	\$15,000	\$ -		\$ 15,000.00	0%
dTIMS Licenses for CIRTPA	\$18,000	\$ -		\$ 18,000.00	0%
Data bike software/Intrans (task 2)	\$60,000	\$ -	\$ 20,608.25	\$ 39,391.75	34%
Website Overhaul (task 3)	\$15,000	\$ 8,500.00		\$ 6,500.00	57%

ISSUE: *Fiscal Year 2024 Unified Planning Work Program* and Budget Development

REPORT: Discussion of the process to develop the next work program and budget.

BACKGROUND:

MPO staff is beginning to develop the *Fiscal Year 2024 Unified Planning Work Program* (FY 2024 UPWP) and budget, which will document all planning activities the MPO will perform from July 1, 2023, through June 30, 2024. The Iowa Department of Transportation (DOT) requires the UPWP to describe the MPO's proposed planning activities – including task objectives, previous work, project descriptions, and work products – as well as the budget and funding sources to carry out the planning activities. The Iowa DOT requires the MPO to submit a draft UPWP by April 1, 2023, and a final UPWP by June 1, 2024.

The MPO staff asks for input from member governments and participating agencies on planning tasks for FY 2024 throughout the development of the UPWP. In particular, MPO staff would welcome any proposals for special studies, plans, or other activities, as well as requests for local planning assistance.

The MPO's Finance Subcommittee met on February 3rd and reviewed initial FY 2024 budget figures. MPO staff will review this information with the Executive Committee at its February meeting as well. [The information can be found here \(click to access\).](#)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075

ISSUE: Follow-Up on January 12 MPO Special Meeting

REPORT: Discussion to follow-up on the January 12, 2023, meeting to discuss strategic direction on MPO contracts.

BACKGROUND:

The MPO Policy Committee held a special meeting on January 12, 2023, to discuss strategic direction on MPO contracts. The meeting was facilitated by Pat Boddy. This agenda item will allow for continued discussion on the topic at the Executive Committee's February meeting. MPO staff will provide additional information prior to the meeting.

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACTS:

Todd Ashby, tashby@dmampo.org;
(515) 334-0075

ISSUE: FFY 2024-2027 Transportation Improvement Program Development

REPORT: Report on the process to develop the *Federal Fiscal Years 2024-2027 Transportation Improvement Program*.

BACKGROUND:

The Federal Highway Administration (FHWA) requires that the MPO annually develop a four-year Transportation Improvement Program (TIP) that details the use of federal funds for transportation projects in the Metropolitan Planning Area.

The MPO staff will begin working on the *Federal Fiscal Years 2024-2027 Transportation Improvement Program* (FFY 2024-2027 TIP) by providing each MPO member government and participating agency a listing of their current TIP projects and associated information from the Iowa Department of Transportation's Transportation Program Management System (TPMS) for review and update.

The MPO staff requests that member governments and agencies determine if projects currently programmed for FFY 2023 will receive FHWA authorization to proceed with development before October 1, 2023. If a project does not receive FHWA authorization before October 1, 2023, then the project will need to "roll-over" to a future year in the TIP.

The MPO staff distributes status reports to member governments that currently have projects programmed in the TIP. Over the coming months, staff will contact each of these member governments to discuss the details of their respected projects.

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACTS:

Zach Young, zyoung@dmampo.org
(515) 334-0075

ISSUE: Safe Streets and Roads for All Grant Award Announcement

REPORT: Update on the Safe Streets and Roads for All Grant awarded to the Des Moines Area MPO.

BACKGROUND:

On January 31, 2023, the MPO staff was informed by Senator Grassley's office that the MPO has been awarded a \$1,000,000 Safe Streets and Roads for All grant. This is a joint award that includes \$800,000 for the MPO and \$200,000 for the CIRTPA region. The funds will be used to develop a comprehensive safety action plan for the region, which will set goals on reducing roadway fatalities and serious injuries, conduct a safety analysis, identify policy and process changes, and identify projects and strategies for implementation. By developing a comprehensive safety action plan, the MPO and its communities will be eligible for further implementation dollars through the US DOT Safe Streets for All program in future years. The MPO's action plan will complement the City of Des Moines' Vision Zero planning effort, already underway.

Past Actions

The Policy Committee previously voted on this item at the August 18, 2022, meeting. The Policy Committee provided approval for the MPO staff to submit the grant application with a total request of \$800,000 in federal funds and \$200,000 in local match coming from a combination of MPO reserve funds and Iowa DOT funding support. The MPO staff has since learned that the DOT is willing to provide \$10,000 in state funding to match this grant.

At the November 2022 Policy Committee meeting, staff provided an update on the SS4A grant. Staff informed the Policy Committee that the US DOT had reached out to MPO staff and suggested that the MPO and CIRTPA have a joint grant agreement to improve the efficiency of the grant management process. Each organization could still have a separate RFP process but grant administration would be handled by the MPO. The Committee was agreeable to this and staff proceeded to update the grant application as directed by US DOT.

Future Actions

The next steps in this process will include:

- Finalizing and distributing a request for proposals (RFP) for consultant services;
- Approve funding agreement with the US DOT;
- Select a consultant and enter into a contract for services; and,
- Amending the MPO's *Fiscal Year 2023 Unified Work Program* and Budget to include the funding

Financial Impacts

As noted, the MPO's portion of the grant will require a 20 percent local match, or \$200,000. With the Iowa DOT support of \$10,000, the MPO must provide \$190,000 in matching funds. The MPO agreed to use reserve funds for the source of this match. The MPO's FY 2023 budget anticipates approximately \$1,200,000 in reserve funds at the end of this fiscal year, of which approximately \$632,000, or three months of operating costs, is required to be held back for an operating reserve. This leaves a cash balance of approximately \$568,000 from which the \$190,000 local match can be obtained. This reserve figure will be refined with the completion of the FY 2022 audit.

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACTS:

Zach Young, zyoung@dmampo.org
(515) 334-0075

ISSUE: Purple Heart Highway Update

REPORT: Update regarding the process to redesignate Iowa Highway 5 / US Highway 65 Freeway Corridor to an Interstate.

BACKGROUND:

Staff are continuing to work with the Greater Des Moines Partnership and other stakeholders to promote the Highway 5/US Highway 65 interstate designation. Staff will provide a full update at the February meeting.

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACT:

Gunnar Olson, golson@dmampo.org
(515) 334-0075

ISSUE: Water Trails Update

REPORT: Discussion regarding the execution of the BUILD Grant for Central Iowa Water Trails.

BACKGROUND:

Staff is continuing to work with project partners to develop the Downtown Dam Mitigation and User Access Project and will provide an update at the February meeting.

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org
(515) 334-0075

ISSUE: Legislative Issues Update

REPORT: Standing item to discuss Federal and State legislative issues.

BACKGROUND:

Standing item to allow the committee to discuss any legislative (federal or state) items of interest.

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org;
(515) 334-0075

ISSUE: Upcoming Events

REPORT: Report on upcoming events of regional interest.

BACKGROUND:

Staff will highlight upcoming events, trainings, and other opportunities of interest to representatives of MPO member governments. 2023 events include:

February

7-9: [Smart Growth America's Equity Summit](#) – Virtual

8: [USDOT Webinar: Preparing for Upcoming DOT Discretionary Grant Opportunities](#)

8: [AARP Webinar: 2023 Community Challenge Q&A](#)

13: *Greater Des Moines Council of WMAs Quarterly Meeting* – Annual Review Session – Virtual –
- contact [Allison van Pelt](#) for details

14: [America Walks Webinar: The Walk Audit – An effective Tool for Community Change](#)

14-16: [Everyday Counts Virtual Summit: Innovation for a Nation on the Move](#)

17-21: [ATSSA Convention & Traffic Expo](#) – Phoenix, AZ

March

26-29: [League of American Bicyclists: 2023 National Bike Summit](#) – Washington, DC & online

April

1-4 – [APA National Planning Conference](#) – Philadelphia, PA

26-28 - [APA National Planning Conference](#) – Virtual

May

15-18: [NACTO Designing Cities Conference](#) – Denver, CO

July

23-26: [13th TRB International Conference on Low Volume Roads](#) – Cedar Rapids, IA

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Allison van Pelt, avanpelt@dmampo.org
(515) 334-0075