




DES MOINES AREA MPO

Executive Committee Meeting

July 12, 2023

APPROVAL OF AGENDA

July 12, 2023, Agenda



1. Call to Order
2. VOTE: Approval of Agenda
3. VOTE: Approval of Meeting Minutes
4. CONSENT and VOTE: Approval of the June Financial Statement
5. CONSENT and VOTE: Contracts and Expenses
6. PUBLIC COMMENT on MPO Actions
7. REPORT and VOTE: Final FFY 2024-2027 Transportation Improvement Program
8. REPORT and VOTE: Comprehensive Safety Action Plan Consultant Approval
9. REPORT and VOTE: Water Trails BUILD Grant Payment Approval
10. VOTE: Enter Closes Session
11. OPTIONAL VOTE: Action in Public Session Related to Subject of Imminent Litigation
12. REPORT: Employee Handbook
13. REPORT: Policies and Procedures Manual
14. REPORT: MPO 2020 Urban Area Boundary
15. REPORT: Upcoming Events
16. Other Non-Action Items of Interest to the Committee
17. Next Meeting Date – August 9, 2023 – 11:30 a.m.
18. Adjournment

APPROVAL OF MEETING MINUTES

APPROVAL OF THE JUNE FINANCIAL STATEMENT

CONTRACTS AND EXPENSES

Contracts and Expenses

VENDOR	PURPOSE	NOTES/INFORMATION	AMOUNT REQUESTED
Iowa State University	Development of a Trail Management Program	Payment 3 of 4; project in FY 2024 UPWP/budget	\$15,000.00

FINAL FFY 2024-2027 TRANSPORTATION IMPROVEMENT PROGRAM

Final FFY 2024-2027 TIP

- The draft FFY 2024-2027 was submitted to the Iowa DOT on June 15th
- The DOT had a handful of minor comments that have been addressed
- Polk County is finalizing a few amendments to their CFYP that will be incorporated into the Final TIP before it's submitted to the DOT on July 15th

COMPREHENSIVE SAFETY ACTION PLAN CONSULTANT APPROVAL

Comprehensive Safety Action Plan Consultant Approval

- Submitted RFPs:
 - Felsburg, Holt & Ullevig (FHU) – Fehr & Peers and Group Creative Services
 - SRF – Alta Planning + Design and Snyder & Associates
 - Toole Design – HR Green, Confluence, and HDR Engineering
- Selection Committee:
 - Mark Holm – City of Ankeny
 - Marketa Oliver – City of Bondurant
 - Stephanie Riva – City of Norwalk
 - John Davis – City of Des Moines
 - Eric Peterson – City of West Des Moines
 - Luis Montoya – DART
 - Jeremy Lewis – Street Collective

Comprehensive Safety Action Plan Consultant Approval

- Consultant interviews were held on June 28, 2023
- Each team received 30 min to present their proposal followed by 20 min of questions from the Committee
- The Selection Committee submitted their scores for the proposal and the interviews
- Proposals were scored out of 100 pts, and the interview portion was scored out of 45 pts
- As stated in the RFP, the team with the highest score would be considered the preferred consultant

Comprehensive Safety Action Plan Consultant Approval



- After compiling the scores, Toole Design (HR Green, Confluence, and HDR Engineering) had the highest score of 119/145
- Based on these results, the Selection Committee recommends that the MPO enter contract negotiations with Toole Design

Comprehensive Safety Action Plan Consultant Approval

- Next Steps:
 - Selection Committee recommendation will go before the Executive Committee at their July meeting;
 - Executive Committee will approve staff entering contract negotiations with Toole
 - Staff will work with Toole to draft a contract which will be brought back to Technical, Executive, and Policy Committees in August for approval

WATER TRAILS BUILD GRANT PAYMENT APPROVAL

Water Trails BUILD Grant Payment Approval

- Snyder & Associates has submitted the Application for Partial Payment No. 7 to Polk County for review and approval
- Polk County has reviewed the pay application and concurs with the \$2,148,552.85 amount.
 - \$2,078,772.25 is for immediately reimbursable expenses.
 - Remaining \$69,780.60 is for stored materials. The MPO will not be able to submit reimbursement for these costs until the materials are used per Iowa DOT specifications.

Water Trails BUILD Grant Payment Approval

- Work Completed over the last month:
 - Continued grading the south bank and the trail
 - Railroad bridge footings removed
 - Continuing to haul rock to stockpiles
- Upcoming Work:
 - Shifting work to the north end of the dam to construct maintenance path and cascading drop
 - Construct rock vanes and bank stabilization on south bank
 - Preparations for Harriet Street bid letting (October 17th)

Water Trails BUILD Grant Payment Approval

- Discussion question: Can MPO staff approve future pay estimates administratively vs. board approval?
 - Waiting for board approval adds ~3 weeks to process.
 - Contractors expect payment within 2 weeks of pay estimate submittal.
 - All payments are and would continue to be included in monthly financial statement.
 - Change orders would still come before board for approval.

ENTER CLOSED SESSION

ACTION IN PUBLIC SESSION RELATED TO SUBJECT OF IMMINENT LITIGATION

EMPLOYEE HANDBOOK

Employee Handbook

- Last handbook update was approved in 2012
- MPO staff undertook update and brought to board in March 2023
- Subcommittee formed to review and provide guidance
 - David Jones, Ankeny (Chair)
 - Dean O'Connor, Altoona
 - Joe Gatto, Des Moines
 - Len Murray, Pleasant Hill
 - Mike Jones, Windsor Heights
- Subcommittee met twice over last few months
- Draft update included in agenda packet

Employee Handbook – Recommended Updates

- Minor formatting, editing, and general clarifications throughout.
- Chapter 1 – Introduction:
 - Clarified that changes to the handbook are the purview of the Policy Committee.
 - Added language that the handbook should be reviewed periodically.
- Chapter 2 - General Policies:
 - Updated and further defined the Drug and Alcohol Policy.
- Chapter 3 – Employment Policies:
 - Updated the initial employment/probation period from 3 to 12 months.

Employee Handbook – Recommended Updates

- Chapter 4 – Attendance and Leave Policies:
 - Placed a maximum accrual of sick time of 1200 hours.
 - Added language that up to 240 hours of accrued vacation time may be carried over to the next fiscal year (a max of 40 hours may be cashed out); if time carried over is not used, it is lost.
 - Subcommittee recommends any employees currently over this limit be given a one-time exception to cash out their accrued vacation over this limit.
 - Increased the vacation allowance from 80 hours to 120 hours for employees with less than 5 years of service.
 - Clarified time allowed for bereavement leave depending on the employee's relationship to the deceased.
 - Updated the military leave policy to comply with state and federal laws.

Employee Handbook – Recommended Updates

- Chapter 5 – Compensation:
 - Added language to be consistent with the salary schedule and compensation adjustment matrix previously approved by the MPO.
 - Increased the longevity bonuses offered to employees from \$600 increments to \$750 increments.
- Chapter 6 – Employee Benefits:
 - Clarified language regarding coverage during military leave.

Employee Handbook – Recommended Updates

- Appendix A – Remote Work Policy:
 - Clarified remote work is available for up to two days per week.
 - Reviewed/updated workplace safety/liability section.
- Appendix B – Drug and Alcohol Policy and Testing Program:
 - New section added to support policies identified in Chapter 2.

POLICIES AND PROCEDURES MANUAL

Policies and Procedures Manual

- Staff assembled all operational policies/procedures into one manual
- Sent to legal counsel for review
- Financial policies/procedures reviewed by Finance Subcommittee
- Additional policies identified during process
 - Credit Card Policy
 - Public Purpose Policy
 - Financial Roles/Responsibilities
 - Employment Expense Authorization Procedures

MPO 2020 URBAN AREA BOUNDARY

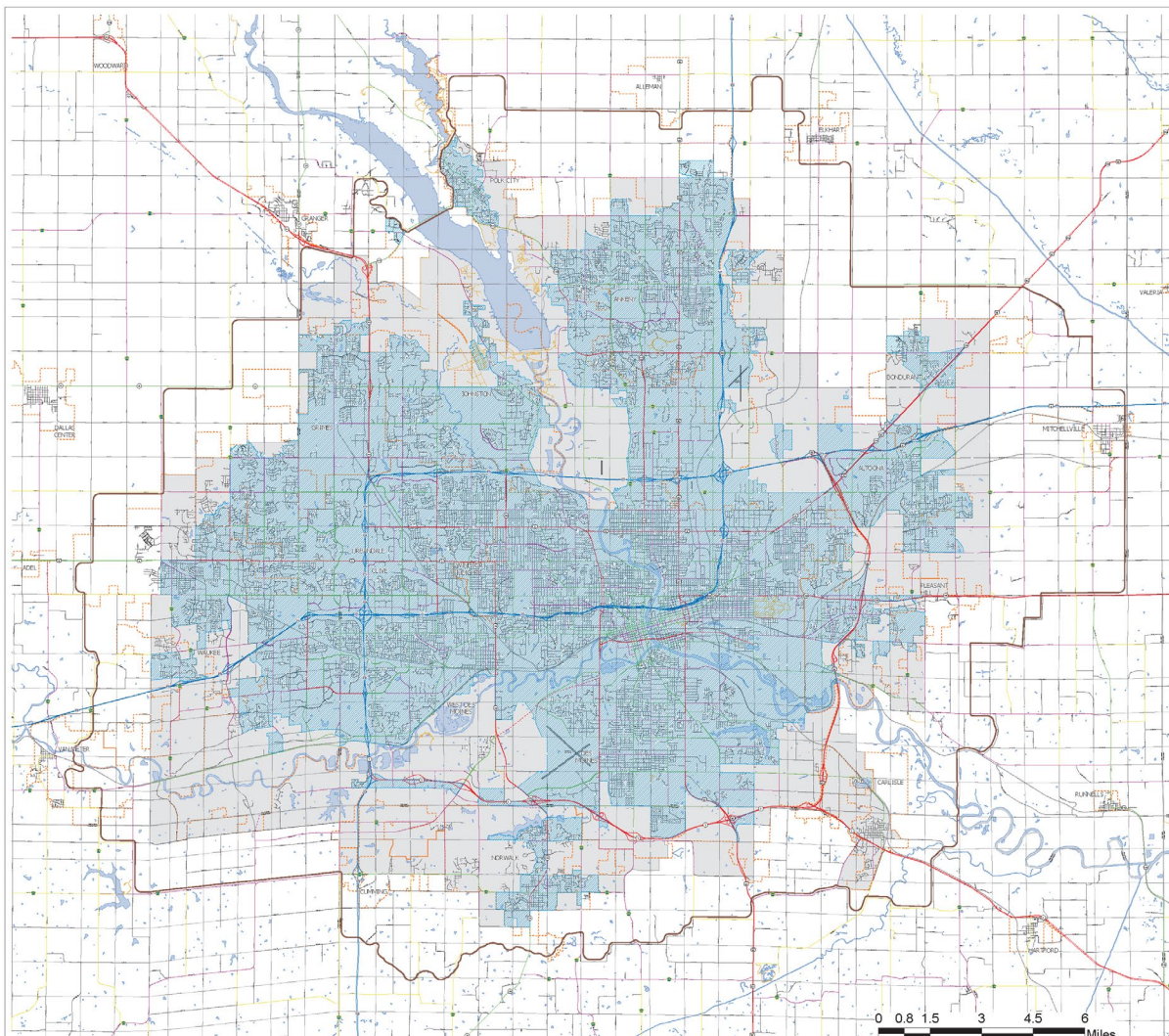
MPO 2020 Urban Area Boundary



- Following each Decennial census, Federal law requires cooperation between the State and MPOs to update the Urban Area Boundary (UAB)
- In January FHWA published the 2020 urban area population and housing unit data. Over the Summer and Fall, the Iowa DOT and the MPO will work together to create the final adjusted UAB. Adjustments to UABs should be approved by the Iowa DOT and FHWA Division Office by December 29, 2023

MPO 2020 Urban Area Boundary

- Urban Area:
 - Defined by the Census as any densely settled areas consisting of 2,000 or more housing units or 5,000 or more people. All other areas are considered rural. Prior to 2020, the Census Bureau relied solely upon population density and defined areas of 2,500 people or more as urban
- Urban Area Boundary:
 - A slightly larger area than the urban area that has been adjusted to be better suited to transportation needs
- Planning Area Boundary:
 - The defined planning area that is intended to encompass the region's future growth extending beyond the urban area boundary



Federal Functional Classification Changes
 From 2020 Urban Area Boundary
 MPO or City Approval
 Signature: _____
 Title: _____
 Date: _____

For the Division Administrator of the
 Federal Highway Administration
 Signature: _____
 Title: _____
 Date: _____



- Urban Classification
 - Interstate
 - Other Principal Arterial
 - Minor Arterial
 - Collector
 - Local
- Rural Classification
 - Interstate
 - Other Principal Arterial
 - Minor Arterial
 - Major Collector
 - Minor Collector
- Parks, Institution, and Federal
- Corporate Limits
- County Borders
- 2020 Urban Areas
- MPO Boundary
- 2020 Urban Area Boundary

Proposed FFC routes shown as a dashed line.

URBAN FEDERAL FUNCTIONAL CLASSIFICATION MAP OF

**Des Moines Area
 Metropolitan
 Planning
 Organization
 IOWA**



MPO 2020 Urban Area Boundary

- The UAB is what typically defines eligibility or jurisdiction for several federal and state programs, including but not limited to:
 - Federal Fictional Classification (FFC)
 - Highway Performance Monitoring System (HPMS)
 - Surface Transportation Block Grant (STBG)
 - Set-Aside: Transportation Alternatives (TA) or (TAP)
 - Determine the jurisdiction/responsibility between an MPO and an RPA
- The MPO utilizes the Planning Area Boundary rather than the Urban Area Boundary to define funding and FFC eligibility

MPO 2020 Urban Area Boundary

- In addition to the UAB update process, Federal Functional Classification updates will occur in Fall of 2023
 - Fall 2023, Systems Planning will begin identifying **UAB related FFC** changes and review with the group to incorporate
 - Fall 2023, the MPO will being to identify **additional FFC** changes not associated with the UAB update (these will follow the current policy process)
- FFC updates through the normal process requires the MPO to formally make the requests to the Iowa DOT on behalf of communities. The MPO will solicit changes from communities in conjunction with the UAB update


UPCOMING EVENTS

Upcoming Events

- **Iowa County Engineers Association (ICEA) Mid-Year Conference – July 13th – Ames**
- **Transportation Research Board (TRB) International Conference on Low Volume Roads – July 23rd – 26th – Cedar Rapids**
- Safe Kids Worldwide’s Childhood Injury Prevention Convention – July 23-26 – National Harbor, MD
- Governor’s Highway Safety Association (GHSA) 2023 Annual Meeting – August 12-16 – New York
- 2023 Joint Institute of Transportation Engineers (ITE) International Annual Meeting and Exhibition – August 13-16 – Portland, OR
- 2023 Missouri, Iowa, Nebraska, Kansas (MINK) Local Roads Meeting – September 13-14 – St. Joseph, MO
- **American Planning Association (APA) Upper Midwest Annual Conference – October 11-13 – Cedar Falls**
- **Safe Routes to School Summit 2023 – October 24-26 – Online**
- **Iowa State University (ISU) Institute for Transportation (InTrans) Traffic and Safety Forum - November 8 – Ames**
- **ISU InTrans Municipal Streets Seminar - November 14 - Ames**
- TRB Transportation Resilience 2023 – International Conference on Extreme Weather & Climate Change Challenges – November 13-15th – Washington, D.C.

OTHER ITEMS OF INTEREST

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