




DES MOINES AREA MPO

Executive Committee Meeting

November 8, 2023

APPROVAL OF AGENDA

November 8, 2023, Agenda



1. Call to Order
2. VOTE: Approval of Agenda
3. VOTE: Approval of Meeting Minutes
4. CONSENT and VOTE: Approval of the Financial Statement
5. CONSENT and VOTE: Contracts and Expenses
6. REPORT and VOTE: Calendar Year 2024 Meeting Dates
7. REPORT and VOTE: Decision Making Tree
8. REPORT: MPO Rep Selection Process
9. REPORT: Planning Area Boundary Update
10. REPORT: Mobilizing Tomorrow Update
11. REPORT: FFY 2028 Surface Transportation Block Grant Program Schedule
12. REPORT: Executive Director Search
13. REPORT: Director Report
14. Other Non-Action Items of Interest to the Committee
15. Next Meeting Date – December 13, 2023 – 11:30 a.m.
16. Adjournment

APPROVAL OF MEETING MINUTES

APPROVAL OF THE FINANCIAL STATEMENT

CONTRACTS AND EXPENSES

InTrans Contract Amendment

- \$60,000 contract for Data Bike Trail Pavement Management System Program approved in May 2022
 - \$60,000 budgeted in FY 2023, of which \$45,000 spent
 - \$30,000 budgeted in FY 2024, of which \$15,000 spent
- \$25,000 contract amendment requested for additional phase of work
 - Propose using \$15,000 unspent from FY 2024 budget
 - Remainder of funds from related data bike software budget and unbudgeted reserve funds

CALENDAR YEAR 2024 MEETING DATES

Calendar Year 2024 Meeting Dates

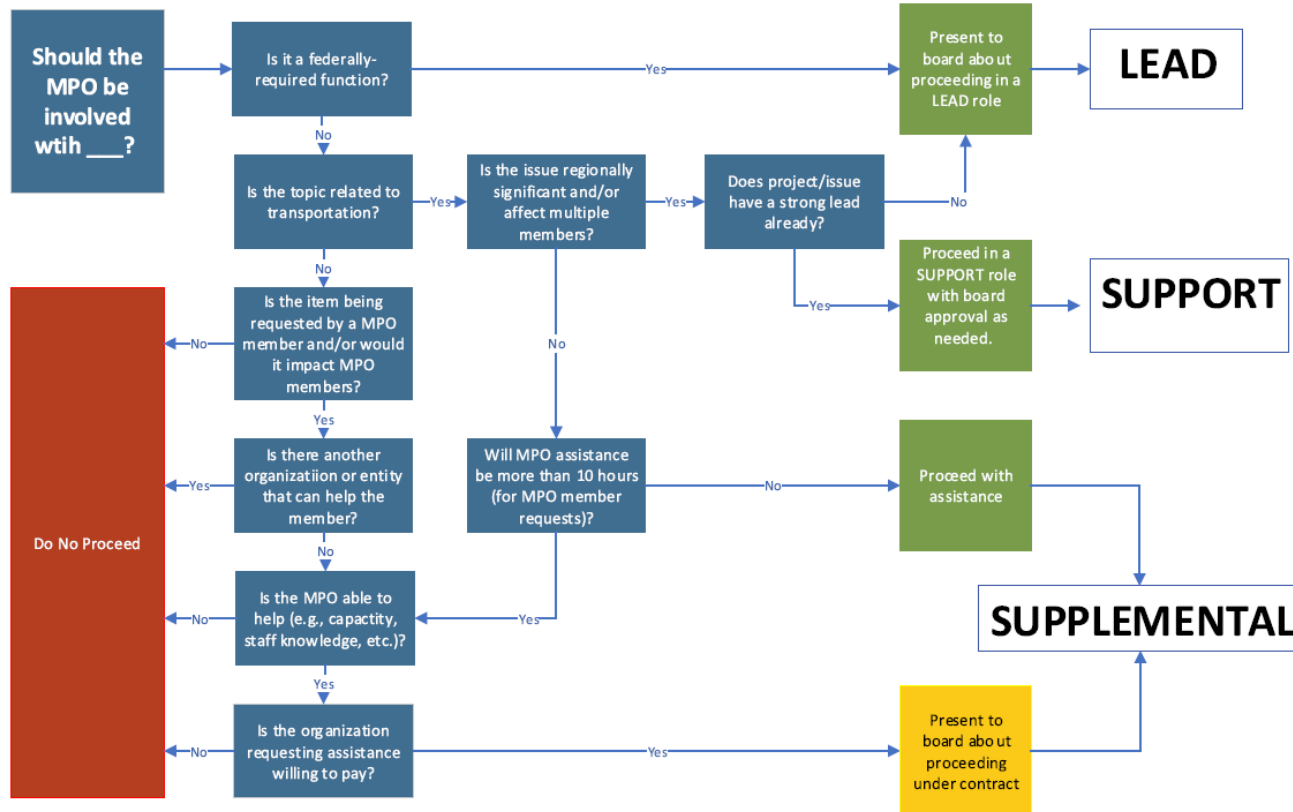
TTC 9:30 am	Exec 11:30 am	Policy 4:00 pm
January 4	January 10	January 18
February 1	February 7	February 15
March 7	March 13	No meeting
April 4	April 10	April 18
May 2	<i>May 15*</i>	May 16
June 6	June 12	June 20
<i>July 11**</i>	July 17	No meeting
August 1	August 7	August 15
September 5	September 11	<i>September 26***</i>
October 3	October 9	October 17
November 7	November 13	November 21
December 5	December 11	No meeting

DECISION MAKING TREE

Decision Making Tree

- Developed after receiving feedback from MPO members and Policy Board about need for more clarity about what MPO gets involved with
- Tool to guide whether MPO should be involved with projects/initiatives and at what level:
 - Lead: MPO in leadership position
 - Support: MPO in a position of supporting others that are leading the activity
 - Supplemental: MPO supports project outside its core mission or provides limited support for non-regional projects
 - No Involvement: MPO is not involved at all

Decision Tree



Decision Tree Definitions

LEAD

MPO is in a leadership position. Activities performed in this role may include the following:

- All federally required activities of the MPO (i.e., LRTP, TIP, UPWP, awarding STBG funds, Public Involvement Plan)
- Project development (i.e., taking project from conception through implementation). * Note: Specific projects that receive this assistance will likely be limited, due to staff capacity, and will be determined by the MPO board. It is not the intent that the MPO will manage actual construction of projects as it does with water trails. This responsibility would be left to a MPO member.
 - Leading facilitation on projects affecting multiple jurisdictions.
 - Project funding which may include:
 - Significant STBG funds for implementation
 - Developing grant applications and grant administration, if necessary
 - Allocating staff time and/or funding for studies/planning; if consultants are used, MPO is the contracting entity.
- Building/maintaining/acquiring tools and data necessary for MPO activities that are otherwise unavailable (e.g., travel demand model, data bike)
- All functions listed in Support role.

Recent Examples:

- Transload Facility
- Safe Streets for All Initiative
- Purple Heart Highway Interstate Designation
- Data Bike

SUPPORT

MPO is in a position of supporting others. Activities performed in this role may include the following:

- Offering letters of support for grant applications.
- Ensuring projects are programmed appropriately in the TIP and Long-Range Transportation Plan
- Including projects in the annual DC list.
- Assembling data collected by others for easy use by MPO members.
- Providing data, modeling support, and other technical analysis for use by MPO members.
- Staff and/or board serving on project committees of MPO members and other regional partners.
- Project funding, which may include:
 - Smaller STBG funds for implementation
 - Allocating funding for studies/planning; if consultants are used, the project sponsor is the contracting entity.

SUPPLEMENTAL

MPO supports other projects outside of its core mission as capacity and board willingness allows. These situations will likely be rare and must have extenuating circumstances for the MPO to be involved (e.g., regional need but no other entities or consultants available to assist)

MPO provides limited planning support to MPO members for non-regional projects (e.g., map making, assistance with DOT grant applications, public input assistance).

MPO REPRESENTATIVE SELECTION PROCESS

Key Steps

- Appointment of Policy and Technical representatives by each member
- Appointment or Nomination of Executive Committee representatives
- Election of Officers

Process - Under 50,000

- Request forms/sample resolutions sent to each member in November, due by end of December
- Tech and Policy representatives – appointed by the member
- Executive Committee representative:
 - One nominee per member
 - Selection committee of mayors/supervisor chair meets to review nominees and select two representatives
 - Staff will schedule selection committee meeting

East Subarea

Altoona
Bondurant
Carlisle
Mitchellville
Pleasant Hill

Northeast Subarea

Dallas County
Grimes
Johnston
Polk City
Urbandale

Southwest Subarea

Clive
Norwalk
Warren County
Waukee
Windsor Heights

Process - Over 50,000 + Polk County

- Request forms/sample resolutions sent to each member in November, due by end of December
- Tech, Policy, and Executive Committee representatives – appointed by the member

PLANNING AREA BOUNDARY UPDATE

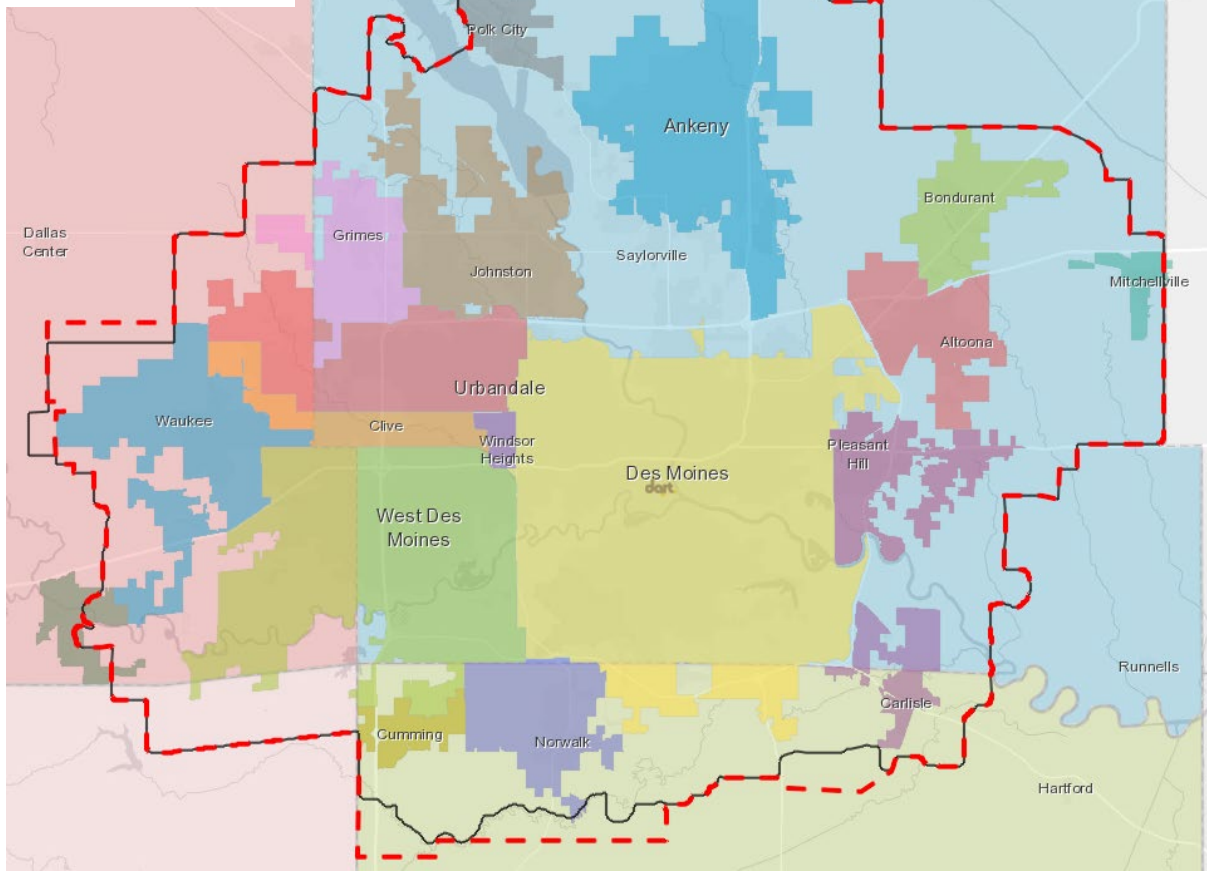
Planning Area Boundary Update

- Boundary is being updated in conjunction with the long-range transportation plan update
- Boundary is required to include the Urban Area Boundary (approved in September 2023) as well as future growth anticipated within the next 20 years
- Staff has reviewed future land use maps/comprehensive plans to determine adjustments to the current boundary

Proposed MPO Planning Area Boundary



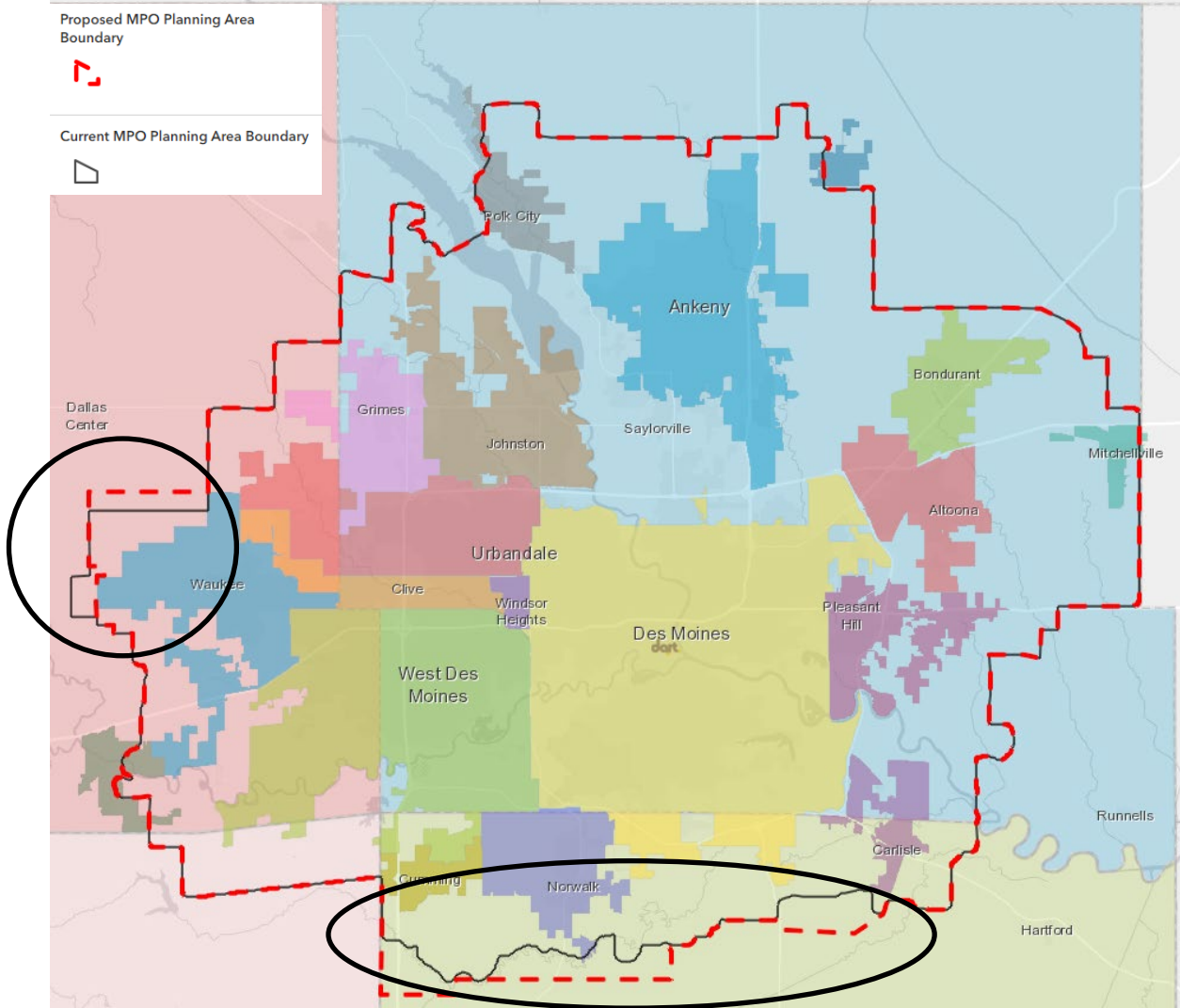
Current MPO Planning Area Boundary



Proposed MPO Planning Area Boundary



Current MPO Planning Area Boundary



MOBILIZING TOMORROW UPDATE

Mobilizing Tomorrow Update

- Items to discuss regarding LRTP update:
 - Funding Projections
 - Growth Scenario
 - Project Solicitation
 - CRP Funding

Mobilizing Tomorrow Update

- Funding Projections
 - New federal guidance now only requires fiscal constraint to cover the first 10-years of the LRTP
 - Therefore, staff has developed preliminary funding projections for 2025-2034
 - Staff has developed projections for the following funding sources:
 - Federal – STBG, TAP, CRP
 - State – RUTF
 - Local – property taxes and bonds

Mobilizing Tomorrow Update

- Annual Growth Rates
 - STBG and TAP – 2.5%
 - CRP – 0.5%
 - RUTF – 2.5%
 - Local – 0.0%
- The Finance Subcommittee approved these growth rates at their November 6th meeting.

Mobilizing Tomorrow Update

■ Funding Projections – 2025-2034

- Used annual growth rate to determine an annual funding increase which was added to each year to create a straight-line projection
- Historically, approximately 40 percent of local funding has been used for construction projects

Funding Type	2025-2029	2030-2034	Total
Federal	\$94.6	\$108.6	\$203.1
RUTF	\$388.9	\$434.1	\$823.0
Local	\$1,934.6	\$1,934.6	\$3,869.3
Available Funding for Construction	\$773.9	\$773.9	\$1,547.7
Total	\$1,257.3	\$1,316.5	\$2,573.8

*Amounts shown in millions

Mobilizing Tomorrow Update

- Next Steps
 - Bring funding projections back at December meetings for approval
 - Staff will work with Iowa DOT staff and DART staff to develop projections for DOT funding and transit funding

Mobilizing Tomorrow Update

- Growth Scenario
 - Staff is in the process of developing projections for housing and employment
 - Staff is also finalizing TAZ (Transportation Analysis Zones)
 - Will distribute TAZ shapefile along with housing and employment projects for member communities to allocate their future growth
- Project Solicitation
 - Staff is developing a Google form to collect projects for the LRTP
 - Project will be solicited for 2025-2034 time-frame

Mobilizing Tomorrow Update

- Carbon Reduction Program Funding
 - Discussed holding off on awarding these funds until LRTP update
 - Received more clarity from the Iowa DOT
 - They want the CRP funds included in the FY 2025-2029 Transportation Improvement Program
 - Can amend CRP fund into the TIP late next year

FFY 2028 SURFACE TRANSPORTATION BLOCK GRANT PROGRAM SCHEDULE

FFY 2028 Surface Transportation Block Grant Program Schedule

- Applications posted on December 1, 2023
- Applications due January 5, 2024
- Applicant presentations February/March 2024

- Staff is reviewing/updating program guideline for the TAP program based on changes made by the Iowa DOT.

EXECUTIVE DIRECTOR SEARCH

Executive Director Search

- Search committee met at 10:30 today.
- Chair will provide an update.

DIRECTOR REPORT

MPO Member Updates

	Contacted	Scheduled	Complete	Waiting		Contacted	Scheduled	Complete	Waiting
Altoona			✓		Mitchellville		✓		
Ankeny	✓				Norwalk			✓	
Bondurant			✓		Pleasant Hill				✓
Carlisle			✓		Polk City			✓	
Clive			✓		Polk County		✓		
Dallas County	✓				Urbandale	✓			
DART				✓	Warren County		✓		
Des Moines			✓		Waukee		✓		
Grimes		✓			West Des Moines	✓			
Johnston	✓				Windsor Heights		✓		

UPDATE: Steps on Three Key Recommendations

RECOMMENDATION 1: Strategic Planning in LRTP (What's important to do)

- This approach is being built into the long-range plan process.
- Outreach to Transportation for America for guidance/assistance.

RECOMMENDATION 2: Decision Tree (What MPO focuses on)

- Before the MPO committees this month to consider adoption.

RECOMMENDATION 3: Board Assessment (How we execute)

- RECOMMENDED NEXT STEP: Utilize the Nominating Committee to oversee board assessment and offer recommendations.

Misc. Items

- Waterloo/Cedar Falls MPO asking for a Letter of Support to Iowa legislators in favor of the state rejoining the Midwest Interstate Passenger Rail Commission.
- Denman scheduled to deliver draft annual audit by end of November.
- Capital Crossroads requested MPO director join its steering committee.
- Greater Des Moines Partnership requested MPO join as an investor; previous director had agreed to 5-year commitment in principle

CIRTPA Contract


- CIRTPA voting next week to end its contract with MPO; likely to pass.
 - MPO would lose ~\$135,000 in annual contract funding
 - MPO could fill gap by leaving one planner position unfilled

Zach Young's Remote Work Agreement Status

- Agreement expires end of the calendar year
- Need board direction on how to proceed
- Recommend renewal for CY 2024
 - Complete LRTP update
 - Complete CSAP
 - STBG/ TIP Cycle

OTHER ITEMS OF INTEREST

November 8, 2023, Agenda



1. Call to Order
2. VOTE: Approval of Agenda
3. VOTE: Approval of Meeting Minutes
4. CONSENT and VOTE: Approval of the Financial Statement
5. CONSENT and VOTE: Contracts and Expenses
6. REPORT and VOTE: Calendar Year 2024 Meeting Dates
7. REPORT and VOTE: Decision Making Tree
8. REPORT: MPO Rep Selection Process
9. REPORT: Planning Area Boundary Update
10. REPORT: Mobilizing Tomorrow Update
11. REPORT: FFY 2028 Surface Transportation Block Grant Program Schedule
12. REPORT: Executive Director Search
13. REPORT: Director Report
14. Other Non-Action Items of Interest to the Committee
15. Next Meeting Date – December 13, 2023 – 11:30 a.m.
16. Adjournment