



DES MOINES AREA MPO

Executive Committee Meeting

March 7, 2024



DES MOINES AREA
MPO
METROPOLITAN PLANNING ORGANIZATION

APPROVAL OF AGENDA

March 7, 2024, Agenda

1. Call to Order
2. VOTE: Approval of Agenda
3. VOTE: Approval of Meeting Minutes
4. CONSENT and VOTE: Contracts and Expenses
5. CONSENT and VOTE: Approval of the Financial Statement
6. REPORT and VOTE: Executive Director Contract
7. REPORT and VOTE: FFY 2028 Transportation Improvement Program Amendments
8. REPORT and VOTE: Scott Avenue Dam Mitigation Change Order #1
9. REPORT and VOTE: MPO Bank Account Signatories
10. REPORT and VOTE: Draft FY 2025 Unified Planning Work Program and Budget
11. REPORT and OPTIONAL VOTE: StreetLight Data
12. Other Non-Action Items of Interest to the Committee
13. Next Meeting Date – April 10, 2024
14. Adjournment

APPROVAL OF MEETING MINUTES

CONTRACTS AND EXPENSES

Contracts & Expenses

VENDOR	PURPOSE	NOTES/INFORMATION	AMOUNT REQUESTED
InTrans	Development of Trail Management Program	Payment to InTrans/Iowa State per agreement last amended November 2023	\$6,250.00
2 The Top	Executive Director Search Process	Board approved contract with search firm in December 2023	\$32,500.00
Iowa Retirement Investor's Club (RIC)	Administration of MPO Deferred Compensation (457b and 401(a))	State of Iowa's supplemental retirement savings program. Recommended by Finance Subcommittee. Agreement has been reviewed by MPO legal counsel.	\$400.00 set up fee; \$50 annual fee

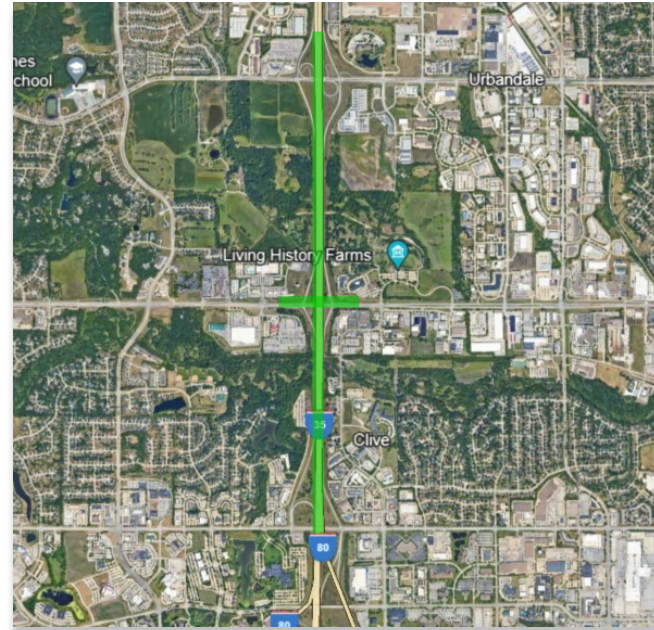
FINANCIAL STATEMENT

EXECUTIVE DIRECTOR CONTRACT

FFY 2024-2027 TIP AMENDMENTS

FFY 2024-2027 TIP Amendment

- Sponsor: Iowa Department of Transportation (DOT)
- Project: I-80: University Ave to N of Douglas Ave (Item 48464)
- Federal Aid Amount: \$89,810,100
- Total Cost: \$99,798,000
- Type of Funding: NHPP, PRF
- Change: Increase total project cost to \$111,442,454



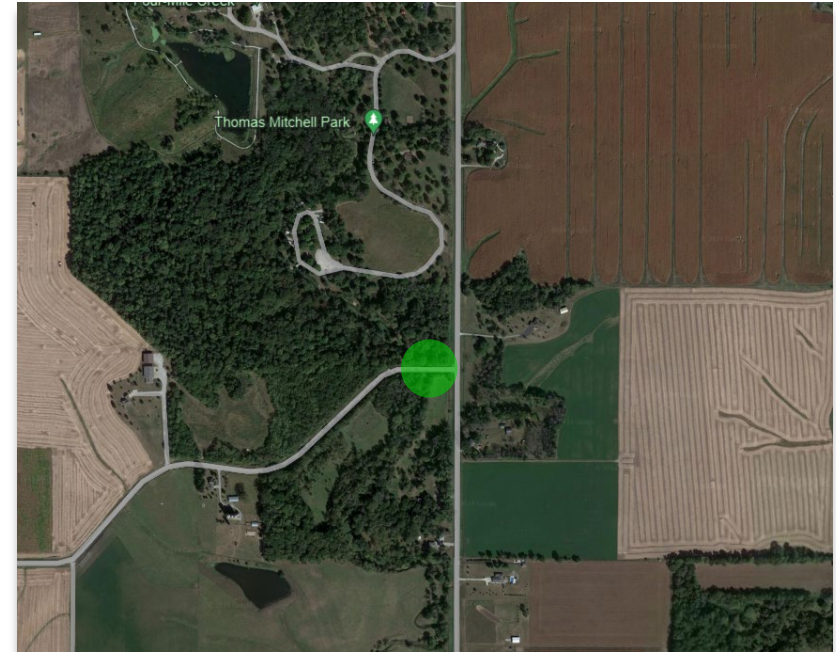
FFY 2024-2027 TIP Amendment

- Sponsor: City of Des Moines
- Project: SE Connector from 30th St to US 65 (Item 39393)
- Federal Aid Amount: \$11,284,000
- Total Cost: \$58,000,000
- Type of Funding: STBG
- Change: Add \$34,000,000 INFRA grant to funding



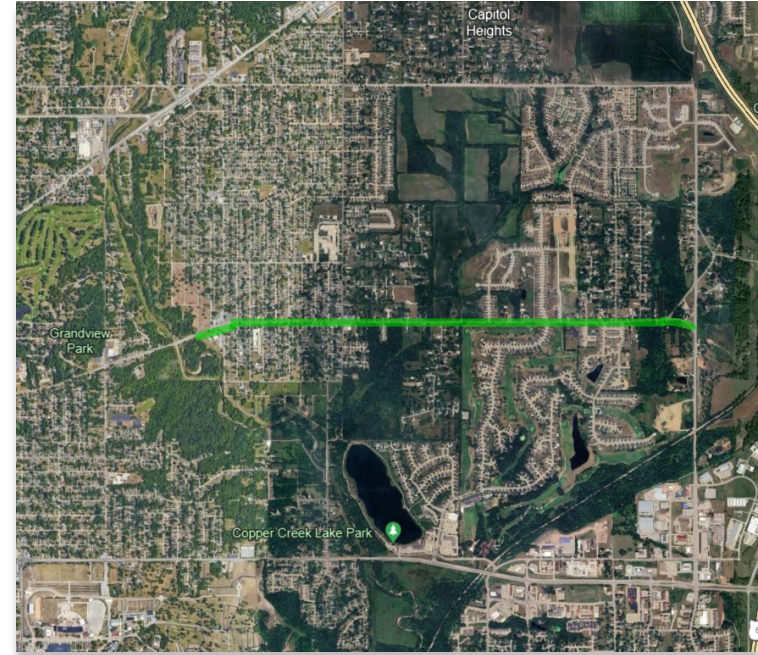
FFY 2024-2027 TIP Amendment

- Sponsor: Polk County
- Project: BR 667 (Item 40199)
- Federal Aid Amount: \$550,000
- Total Cost: \$800,000
- Type of Funding: STBG
- Change: Add project to FY 2024-2027 TIP



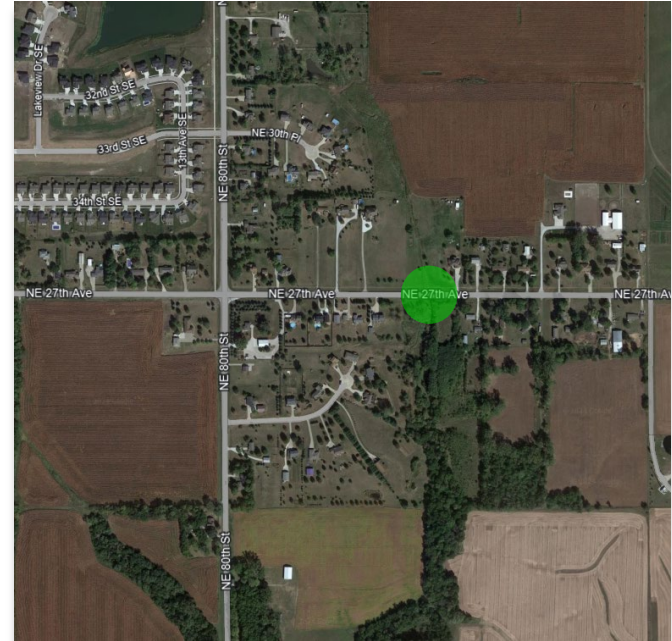
FFY 2024-2027 TIP Amendment

- Sponsor: Polk County
- Project: NE 23rd Avenue (Item 45901)
- Federal Aid Amount: \$3,250,000
- Total Cost: \$5,950,000
- Type of Funding: STBG
- Change: Add project to FY 2024-2027 TIP



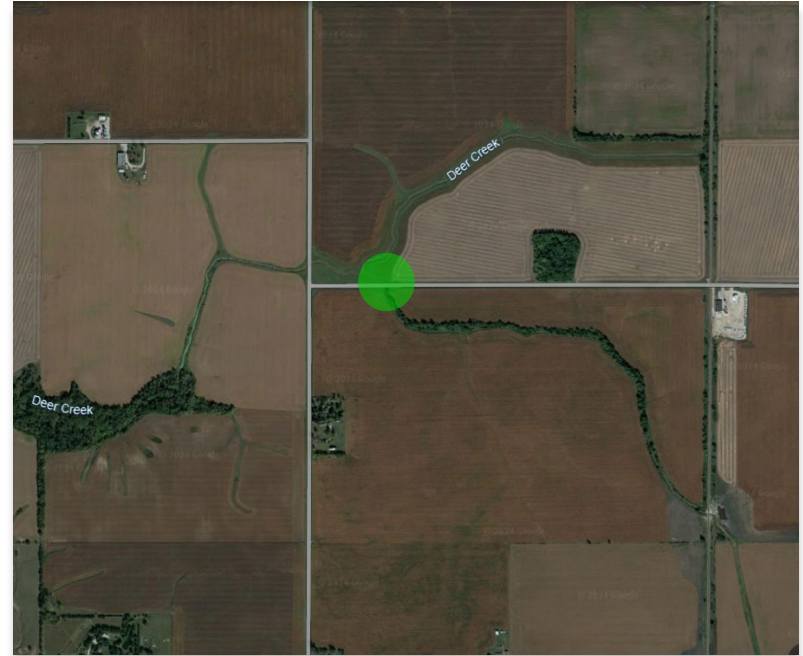
FFY 2024-2027 TIP Amendment

- Sponsor: Polk County
- Project: BR 6668 (Item 45918)
- Federal Aid Amount: \$500,000
- Total Cost: \$900,000
- Type of Funding: STBG
- Change: Add project to FY 2024-2027 TIP



FFY 2024-2027 TIP Amendment

- Sponsor: Polk County
- Project: BR 3618 (Item 35971)
- Federal Aid Amount: \$350,000
- Total Cost: \$550,000
- Type of Funding: STBG
- Change: Add project to FY 2024-2027 TIP



SCOTT AVENUE DAM MITIGATION CHANGE ORDER #1

Scott Avenue Dam Change Order #1

- Change Order #1 is to add a contract item to install an expansion joint in the dam step concrete to address existing vertical crack
- Two expansion joints will be installed at a total estimated cost of \$1,000



MPO BANK SIGNATORIES

MPO Bank Signatories

- MPO Policies and Procedures Manual requires two signatures for checks written from MPO bank accounts.
 - Executive Director, Assistant Director, and Planning Manager have the authority under the manual.
 - MPO currently has only an Executive Director.
- The Policy Committee in June 2023 voted to authorize Andrew Collings, Principal Planner, as the second signatory.
 - Collings plans to leave MPO by end of March.
- Staff recommends authorizing Gunnar Olson, Public Affairs Manager, to serve as the second signatory.

DRAFT FY 2025 UNIFIED PLANNING WORK PROGRAM AND BUDGET

DRAFT FY 2025 UNIFIED PLANNING WORK PROGRAM AND BUDGET

FY 2025 UPWP and Budget Development

- MPO's scope of work for next fiscal year
 - Work elements and activities
 - Committees
 - Costs
- Requested feedback in January and February from MPO members about work activities and have incorporated feedback received
- Draft due April 1st
- Final due June 1st

FY 2025 UPWP and Budget Development

Task 1: Planning & Studies	MPO Role	Notes
Mobilizing Tomorrow Update	Lead	Federally Required
US 65/IA 5 Interstate Designation	Lead	Ongoing Project
Corridor Preservation Study	Lead	Member Request
Passenger Transportation Plan/Human Service Coordination	Lead	Federally Required
Goods Movement Study	Lead	Member Request/Ongoing Project
Passenger Rail Feasibility Study	Lead or Support	Member/Community Request
Transportation Capital Improvement Plan	Lead	Regular MPO Activity
Multimodal Economic Impact Report	Lead	Member Request
DART Planning Projects	Support	Per MOU with DART
Comprehensive Safety Action Plan	Lead	Develop w/Safe Streets for All Grant
<i>*Midwest Intercity Passenger Rail Initiative</i>	<i>Support</i>	<i>Request from Technical Committee</i>

FY 2025 UPWP and Budget Development

Task 2: Data Collection, Research, & Analysis	MPO Role	Notes
Performance Measure Tracking	Lead	Federally Required
Travel Demand Model Update & Assistance	Lead	Federally Required
Roadway Pavement Forecast & Analysis	Lead	Ongoing Project
Trail Pavement Data Collection & Analysis	Lead	Ongoing Project – Includes Data Bike
ITS Architecture	Lead	Federally Required
Transportation Data/Software	Lead	Member Request – Includes Data Service Subscriptions
Bike/Ped Count Program	Lead	Ongoing Project/Member Request – Includes Trail Counters

FY 2025 UPWP and Budget Development

Task 3: Funding & Programming	MPO Role	Notes
Surface Transportation Block Grant/Transportation Alternatives Program Process	Lead	Federally Required
Transportation Improvement Program	Lead	Federally Required
Transload Facility Grant Reporting	Lead	Federally Required w/BUILD Grant
Water Trails BUILD Grant Administration	Lead	Federally Required w/BUILD Grant
Grant Letters of Support	Support	Member Requests
DC Trip Project Facilitation	Support	Ongoing Project

FY 2025 UPWP and Budget Development

Task 4: Stakeholder Engagement	MPO Role	Notes
Upkeep of Title VI, LEP, and Public Involvement Process	Lead	Federally Required
Committee Support	Lead	Federally Required
Tomorrow Plan Speaker Series	Support	Ongoing Project
Media Relations	Lead/Support	Ongoing/Situational
Public Meeting Support	Lead	Federally Required
Annual Report	Lead	Ongoing Project

FY 2025 UPWP and Budget Development

Task 5: Program Administration	MPO Role	Notes
Unified Planning Work Program and Budget	Lead	Federally Required
MPO Operating Grant Administration	Lead	Federally Required
Annual Audit	Lead	Federally Required
Routine Office Administration	Lead	Ongoing
Strategic Planning	Lead	Situational

Overall Revenue Available for Operations – FY 2025

MPO FUNDING		
MPO DOT FUNDS - FISCAL YEAR 2025		
Planning Funds Available		
FHWA PL - New	\$954,961	25.1%
FHWA PL - Set-Aside	\$24,486	0.6%
FTA 5305d - New	\$195,574	5.1%
FHWA – STBG Carryover	\$7	0.0%
FTA 5305d – Carryover	\$0	0.0%
US DOT Safe Streets for All Grant	\$1,000,000	26.3%
STBG – New	\$300,000	7.9%
Federal DOT Funds Subtotal	\$2,475,028	65.1%
Other Funding		
Local Assessments (\$1/capita)	\$599,296	15.8%
MPO Reserve Funds	\$608,000	16.0%
DOT & CIRTPA SS4A Match	\$62,000	1.6%
Data Bike Assistance	\$7,500	0.2%
Rail Study Contributions	\$25,000	0.7%
Interest Income	\$25,000	0.7%
Non-DOT Funds Subtotal	\$1,326,796	34.9%
Total Funding	\$3,801,824	100.0%

Changes from FY 2024

- ~\$49,000 increase in DOT ‘new’ funds
- ~\$16,000 increase in local assessments
- ~\$25,000 addition of interest income
- ~205,000 increase in STBG funds
- ~\$170,000 increase in Reserve funds
- No contract revenue

Overall Expenses to Organization - FY 2025

MPO Expenses		
Staff Costs		
Salaries	\$608,178	16.02%
Wages (Intern)	\$19,200	0.5%
Fringe	\$526,439	13.9%
Subtotal	\$1,153,817	30.4%
Non-Personnel Costs		
Indirect Costs	\$344,700	9.1%
Direct Costs – Consultant	\$1,800,153	47.4%
Direct Costs – Other	\$498,450	13.1%
Subtotal	\$2,643,303	69.6%
Total Expenses	\$3,797,120	100.0%

Changes from FY 2024

- Reduced staff from 10 to 9
 - ~\$247,000 reduction in salaries
 - ~\$209,000 reduction in fringe costs
- ~690,500 increase in special project costs

Non-Personnel Direct Cost Detail	
Professional Services: Consultants	
Safe Streets for All	\$1,250,000
Former Staff Services	\$90,153
Purple Heart Hwy	\$250,000
Strategic Planning	\$25,000
Travel Demand Model	\$10,000
Rail Impact Assessment	\$25,000
Multimodal Econ. Impact Study	\$150,000
Subtotal	\$1,800,153
Professional Services: Operations	
Attorney	68,750
Accounting	\$2,200
Audit	\$12,000
Payroll/HR	12,500
Subtotal	\$95,450
Other Special Studies/Projects	
General Sponsorships	\$10,000
Capital Crossroads Contribution	\$20,000
Speaker Series	\$5,000
Pavement Management Software	\$13,000
Transportation Data	\$180,000
Trail Counters	\$175,000
Subtotal	\$403,000

Overall Expenses to Organization - FY 2025

Balance Summary	
Starting Balance End of FY 2024	\$1,594,475
Revenue – FY 2025	
DOT Funds	\$18,475,028
Local Funds	\$5,326,796
Subtotal	\$23,801,824
Costs – FY 2025	
DOT Program	\$2,475,028
Local Costs	\$1,322,092
Water Trails	\$20,000,000
Subtotal	\$23,797,120
Surplus/Deficit – FY 2025	
DOT Balance	\$0
Water Trails Balance	\$0
Local Balance	\$4,704
Subtotal	\$4,704
Balance (Reserve) End of FY 2025	
DOT Balance	\$0
Reserve Funds Used in FY 2025	\$608,000
Local (Operating Reserve)	\$398,492
Local (Other)	\$592,688
Total End Balance	\$991,179

Reserve Status

- \$608,000 programmed in FY 2025
- Finance Subcommittee discussed at 3/5 meeting
 - Ensure 3-month operating reserve maintained
 - Evaluate impact of structural changes before making decision on adequate level to maintain beyond reserve
 - Explore budget forecasts to understand how much, if any, reserve funds might be needed for operations

FY 2025 UPWP and Budget Development

- Next Steps
 - MPO approves draft in March and submits to Iowa DOT/FHWA/FTA
 - Iowa DOT/FHWA/FTA provide comments by end of April
 - MPO approves final in May and submits to Iowa DOT/FHWA/FTA
 - MPO-Iowa DOT planning agreement completed in June
 - New budget takes effect July 1

- Note: still time to make adjustments to document/budget before May MPO approval.

STREETLIGHT DATA

StreetLight Data

- In December, the MPO Technical Committee heard presentations from two vendors of transportation analytics data.
 - ClearGuide and StreetLight
- Staff subsequently surveyed TTC representatives.
 - Preference for StreetLight
- StreetLight offers numerous data modules for various use cases.
- Proposed subscription: \$80,000 annually
 - Vehicles and Freight modules
 - Regional subscription w/access for MPO members
- In draft FY 2025 budget; recommend starting now to use on current projects
- Recommended by MPO Technical Committee

OTHER ITEMS OF INTEREST

You're Invited: Commercial Real Estate Breakfast

- MPO sponsors the Commercial Real Estate Breakfast put on by the Des Moines Business Record.
- We have table of 10 as part of sponsorship. Please let us know if you would like to attend.
 - Thursday, April 25
7 – 9 a.m. (program starts at 7:30 a.m.)
Downtown Hilton
- Sponsorship will be leveraged to encourage public engagement for Comprehensive Safety Action Plan.

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