



DES MOINES AREA MPO

Executive Committee Meeting

November 13, 2024

APPROVAL OF AGENDA

November 13, 2024, Agenda

1. Call to Order
2. VOTE: Approval of Agenda
3. VOTE: Approval of Meeting Minutes
4. REPORT and VOTE: Calendar Year 2025 Meeting Dates
5. REPORT and DISCUSS:
 - a. *Mobilizing Tomorrow* Final Draft
 - b. Staffing Transition Plan
 - c. FY 2025 Budget Amendment No. 1
 - d. Representatives Selection Process
 - e. Surface Transportation Block Grant (STBG) and Set-Aside Program Schedule
6. INFORMATIONAL ITEMS:
 - a. October Financial Statement
 - b. Contracts and Expenses
 - c. Transportation Improvement Program Amendments
 - d. Carbon Reduction Funding
7. Other Non-Action Items of Interest to the Committee
8. Next Meeting Date – December 11, 2024 – 11:30 a.m.
9. Adjournment

APPROVAL OF MEETING MINUTES

CALENDAR YEAR 2025 MEETING DATES

Calendar Year 2025 Meeting Dates

- Propose moving Executive Committee to 1st Thursday
 - Allows staff to focus agenda development to 2 vs. 3 weeks
 - Allows for week between Tech/Exec and Policy for any necessary follow-up
 - Easier to automate scheduling to meeting invites and public calendar

1 st Thursday unless noted		3 rd Thursday unless noted
Technical 9:00 am	Executive 11:30 am	Policy 4:00 pm
January 9*		January 23*
February 6		February 20
March 6		No meeting
April 3		April 17
May 1		May 22**
June 5		June 26⁺
July 10⁺		No meeting
August 7		August 21
September 4		September 18
October 2		October 16
November 6		November 20
December 4		No meeting

MOBILIZING TOMORROW – FINAL DRAFT

Mobilizing Tomorrow Final Draft

- The LRTP update is due in November.
- Final Approval will occur at the November 21, 2024 – Policy Committee meeting.
- All final plan content is posted on the website



Mobilizing Tomorrow Final Draft

- Minimal updates to previous document:
 - Reformatting/design layout
 - Cleaning up language/conciseness
 - Content reorganization
 - Organized chapters by transportation mode
 - Measures and targets by transportation mode
 - State of the System into main chapters
 - Updated data
 - Growth Scenario
 - Fiscal Analysis
 - Performance Measures



Mobilizing Tomorrow Final Draft

- Plan Content – Chapters
 - Chapter 1 – Introduction
 - Chapter 2 – Roads & Bridges
 - Chapter 3 – Bicycle, Pedestrian, & Transit
 - Chapter 4 – Aviation & Freight



Mobilizing Tomorrow Final Draft

- Chapter Structure
 - Existing conditions/state of the system
 - Measures and targets
 - Fiscal capacity/project list



Mobilizing Tomorrow Final Draft

- Plan Content – Appendices
 - Appendix A – Demographics & Growth Scenario
 - Appendix B – Travel Demand Model Validation
 - Appendix C – Fiscal Analysis Methodology
 - Appendix D – Performance Measure Methodology
 - Appendix E – Project Selection Methodology
 - Appendix F – Environmental Analysis
 - Appendix G – Public Engagement Process
 - Appendix H – Congestion Management Process
 - Appendix I – Amendment & Revision Process
 - Appendix J – Policies & Best Practices
 - Appendix K – Acronyms



Mobilizing Tomorrow Final Draft

- The MPO requires a 30-day public comment period.
- Draft Plan released on September 23, 2024.
 - Collected online public comments through October 23, 2024.
 - Hosted public open house on October 9, 2024.
- Incorporated majority of comments received into the final draft.



Mobilizing Tomorrow Final Draft

- Incorporated comments from:
 - Des Moines
 - DART
 - Pleasant Hill
 - Freight Roundtable
- Documented comments from general public in Appendix G.



Mobilizing Tomorrow Final Draft

- Approval of final draft will fulfill US DOT's requirement for the MPO to develop a LRTP.
- Ensures that MPO can continue to move forward with the development of projects in the MPO Transportation Improvement Program (TIP).
- Technical Committee recommended approval of the plan at their November meeting.



STAFFING TRANSITION PLAN

Background



- MPO staffing levels have been in a period of contraction
 - From 10 employees in 2023 down to 7 currently (plus 1 contract employee).
- This period coincided with two processes that would inform the MPO's overall staffing, including:
 - Executive Director Search (concluded February 2024)
 - Human Capital Plan (concluded September 2024)
- To allow these processes to play out, MPO only partially filled the capacity gap:
 - Converted one long-time staff planner to a contract employee under a one-year contract (January-December 2024)
 - Hired Associate Planner Addison Williamson (effective July 2024)
 - Net decrease of 2 staff
- As a next step following the adoption of Human Capital Plan, the Personnel Committee convened to discuss the use of contract employee.
 - Committee representatives objected to the long-term, ongoing use of contract employee.
 - Committee representatives asked staff to provide new path forward.

Transition Plan



This Transition Plan lays out a path forward that is in keeping with the newly adopted Human Capital Plan and the Personnel Committee's recent direction to move away from the use of contract employee.

GOALS

- Retain institutional knowledge
- Provide flexibility in hiring permanent staff



KEY ELEMENTS






















- End use of contract employee
- Retain short-term use of long-term planner as an on-call training consultant
- Hire new full-time planner to restore planning capacity by end of current fiscal year

Key work areas requiring transition

Work Areas Handled by Contract Employee	Receiving Staff Members
MPO Grant Program Management (CRP, STBG, TAP)	Gunnar / New Planner / Carl
Transportation Improvement Program	Addison / New Planner
ICAAP	Addison / Carl
Windsor Heights RAISE grant	Addison / Gunnar
Iowa DOT Reimbursements	Rhonda / Dylan
Grant Reimbursements (BUILD, SS4A)	Rhonda / Addison
Quarterly Grant Reports	Rhonda / Addison
Project Management (LRTP, CSAP)	New Planner

TRAINING TIMELINE

Project time-period: 
 Training schedule: 

Training Areas	Balance of Contract		Balance of 12-month work cycle									
	Nov.	Dec.	Jan.	Feb.	Mar.	Apl.	May	Jun.	Jul.	Aug.	Sep.	Oct.
MPO Grant Program Management		 										
Transportation Improvement Program			 									
ICAAP												
Windsor Heights RAISE grant		 										
Iowa DOT Reimbursements	 											
Grant Reimbursements (BUILD, SS4A)	 											
Quarterly Grant Reports	 											
Project Management	 											

Next Steps

- Prepare new, short-term contract for training consultant for consideration in November
 - January through March capped at 195 hours (average 15 hours/week)
 - April through June capped at 15 hours (average 1 hour/week)
 - Same \$100/hr rate as current contract (max \$21,000, plus any travel expenses)
- Hire additional staff (budget capacity currently exists) in early 2025

FY 2025 BUDGET AMENDMENT #1

FY 2025 Budget Amendment #1



- 3 items requiring budget increase:
 - Per previous item, increase former staff consulting by \$23,000
 - Increase staff longevity bonus item by \$1,200 to align with Employee Handbook
 - Increase Travel Demand Model consultant by \$35,810 to match amount remaining on contract
- Proposed adjustments to offset the \$60,010 in increased expenses:
 - Reduce salaries and fringe for vacant staff position yet to be filled (\$47,040)
 - Use \$12,970 of the FY 2025 budget surplus, reducing the surplus to \$22,520
- Finance Subcommittee reviewed the proposal and recommends approval

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 and inform MPO staff

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

Representative Selection Process

- New Policy Committee representatives will take their positions in January.
- The MPO chair will appoint a three-person nominating committee prior to the February meeting.
 - The nominating committee will present a slate of candidates to be voted on in February.
- Officer terms are from March 1 through the end of February.

FFY 2029 SURFACE TRANSPORTATION BLOCK GRANT SCHEDULE

FFY 2029 Surface Transportation Block Grant Program Schedule

- Applications posted on December 2, 2024
- Applications due January 10, 2025
- Applicant presentations February/March 2025

- TAP will follow the same schedule

INFORMATIONAL ITEMS

INFORMATIONAL ITEMS

Items targeted for the Policy Committee's Consent Agenda are shown as Informational Items on the Executive Committee agenda. Representatives can request to pull out items to be discussed individually if they would like more discussion on them.

- a) October Financial Statement
- b) Contracts and Expenses
- c) FFY 2025-2028 TIP Amendment Requests from the Iowa DOT and Polk County
- d) Carbon Reduction Funding

OTHER ITEMS OF INTEREST

Comprehensive Safety Action Plan Update

- The consultant team as completed a webmap showing scored segments of the priority network.
- They are currently reviewing the scoring data to identify location and recommendations for developing concept layouts.
- The consultants will workshop these locations and concepts with the Technical Committee at their December meeting.
- The final draft of the plan is scheduled to go to the committees for approval in February

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