

NOTICE OF MEETING

**Des Moines Area Metropolitan Planning Organization (MPO)
Policy Committee**

4:00 p.m., November 21, 2024

Des Moines Area MPO Burnham Conference Room

TENTATIVE AGENDA

- 1. CALL TO ORDER**
- 2. VOTE:** Approval of Agenda
- 3. VOTE:** Approval of October Meeting Minutes Page 2
- 4. CONSENT AND VOTE:**
 - a. October Financial Statement Page 6
 - b. Contracts and Expenses Page 7
 - c. FFY 2025-2028 Transportation Improvement Program Amendments Page 8
- 5. PUBLIC COMMENT** Page 10
- 6. PRESENTATION:** City of Des Moines SS4A Implementation Grant Page 11
- 7. REPORT AND VOTE:** Mobilizing Tomorrow Final Draft Page 12
- 8. REPORT AND VOTE:** Carbon Reduction Program Funding Recommendation Page 13
- 9. REPORT AND VOTE:** Calendar Year 2025 Meeting Dates..... Page 15
- 10. REPORT AND VOTE:** Technical Training Contract..... Page 17
- 11. REPORT AND VOTE:** FY2025 Budget Amendment Page 18
- 12. REPORT:** Representative Selection Process..... Page 19
- 13. REPORT:** Surface Transportation Block Grant (STBG) and Set-Aside Program Schedule..... Page 20
- 14. DIRECTOR’S REPORT**
- 15. OTHER NON-ACTION ITEMS OF INTEREST TO THE COMMITTEE**
- 16. NEXT MEETING DATE:** 4:00 p.m. January 23, 2025 (pending approval of 2025 meeting dates)
- 17. ADJOURNMENT**

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.dmampo.org/title-vi/ or call 515-334-0075.

November 2024
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the October 17, 2024, MPO Policy Committee meeting minutes.

BACKGROUND:

The minutes of the October 17, 2024, MPO Policy Committee meeting are included on the following pages.

RECOMMENDATION:

Recommend approval of the minutes of the October 17, 2024, MPO Policy Committee meeting.

STAFF CONTACT:

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

November 2024
Item No. 4a

ISSUE: October Financial Statement

VOTE: October Financial Statement for Policy Committee approval.

BACKGROUND:

Contents of the October Financial Statement can be found at the following links. The MPO's Finance Subcommittee also has been provided with the documents to review.

- [Statement of Financial Position](#)
- [Budget vs. Actuals](#)
- [Transaction List by Vendor](#)
- [Water Trails Transactions Detail](#)
- [Water Trails DOT Grant Fund Balance](#)

RECOMMENDATIONS:

Recommend approval of the October Financial Statement.

STAFF CONTACT:

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

November 2024
Item No. 4b

ISSUE: Contracts and Expenses

VOTE: Contracts and expenses for Policy Committee approval.

BACKGROUND:

Below are contracts and/or expenses that require approval of the MPO Policy Committee. MPO legal counsel has reviewed proposed agreements.

VENDOR	PURPOSE	NOTES/INFORMATION	AMOUNT REQUESTED
Toole Design	Amended Comprehensive Safety Action Plan Contract	The original contract approved in August 2023 is scheduled to conclude on December 31, 2024. The amended contract extends the contract length through June 1, 2025, allowing for the consultant to develop an application for the next round of the Safe Streets for All program in spring 2025.	No budgetary change

RECOMMENDATION:

Recommend approval of the above contracts and/or expenses.

STAFF CONTACT:

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

November 2024
Item No. 4c

ISSUE: FFY 2025-2028 Transportation Improvement Program Amendment

VOTE: Requested amendments to *Federal Fiscal Year 2025-2028 Transportation Improvement Program* for Policy Committee approval.

BACKGROUND:

The Iowa Department of Transportation and Polk County have requested the following amendments to the *FFY 2025-2028 Transportation Improvement Program*:

Sponsor: Iowa DOT
Project: I-80 (54652)
Federal Aid Amount: \$2,161,533
Total Cost: \$3,609,630
Type of Funding: NHPP
Location: I 80: EB I-80 Aux Lanes at W I-35/235 Interchange
Change: Amount of federal aid increased by more than 30 percent from \$2,161,533 to \$3,248,667.

Sponsor: Polk County
Project: Traffic Signal Improvements (55977)
Federal Aid Amount: \$22,240
Total Cost: \$27,800
Type of Funding: CMAQ
Location: Various intersections in Polk County
Change: Add project into TIP

Sponsor: Polk County
Project: Traffic Signal System Improvements (55981)
Federal Aid Amount: \$483,760
Total Cost: \$604,700
Type of Funding: CMAQ
Location: Various intersections in Polk County
Change: Add project into the TIP

Sponsor: Polk County
Project: Bridge 3618 Replacement (35971)
Federal Aid Amount: \$350,000
Total Cost: \$550,000
Type of Funding: STBG
Location: On NE 38th St, Over Deer Creek, N of NE 108th Ave
Change: Add project into the TIP

RECOMMENDATIONS:

Recommend approval of the proposed *Federal Fiscal Year 2025-2028 Transportation Improvement Program* amendments.

STAFF CONTACTS:

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

November 2024
Item No. 5

ISSUE: Public Comment of MPO Actions

PUBLIC COMMENT: Opportunity for public comments on actions taken by the MPO board.

BACKGROUND:

The MPO's *Public Participation Plan* provides an opportunity for the public to comment on items on the agenda.

RECOMMENDATION:

None. Public comment only.

STAFF CONTACTS:

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

November 2024
Item No. 6

PRESENTATION: City of Des Moines SS4A Implementation Grant

The City of Des Moines was recently awarded a \$13 million Safe Streets and Roads for All (SS4A) grant from the U.S. Department of Transportation. The grant will fund additional school-zone speed-feedback signs, retroreflective traffic signal backplates, and 3.3 miles of corridor projects, including pedestrian crossing improvements, on-street bicycle facilities, road diets, and other safety measures.

Des Moines City Engineer Steve Naber, who serves on the MPO's Transportation Technical Committee, will present on the City's process of project-selection, application, and project elements.

The Des Moines Area MPO will soon be starting its own process of selecting projects for an application for SS4A implementation funding, following the adoption of a regional Comprehensive Safety Action Plan in early 2025. The planning process has identified the regional High-Risk and High-Injury Networks, and facilitated discussions are being planned for December and January to pick projects for a regional grant application.

RECOMMENDATION:

None. Information only.

STAFF CONTACTS:

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November 2024
Item No. 7

ISSUE: *Mobilizing Tomorrow* Final Draft

REPORT and VOTE: Review of the final draft of *Mobilizing Tomorrow*, the MPO's long-range transportation plan update; consider approval.

BACKGROUND:

The final draft of *Mobilizing Tomorrow*, the MPO's long-range transportation plan, has been posted on the MPO website. The long-range transportation plan requires a 30-day public comment period which opened on September 23, 2024. Staff collected public comments through October 23, 2024.

An open house public meeting was held on October 9, 2024, from 4 to 6 p.m. at the MPO office. Staff have reviewed and incorporated comments into the final draft of the plan.

[The final draft of *Mobilizing Tomorrow* is available for review on the MPO website \(click to access\).](#)

The MPO is required to approve the region's long-range transportation plan by the end of November 2024.

RECOMMENDATIONS:

Recommend approval of the final draft of *Mobilizing Tomorrow*, the region's long-range transportation plan.

STAFF CONTACT:

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(515) 334-0075

November 2024
Item No. 8

ISSUE: Carbon Reduction Program Funding Recommendation

REPORT AND VOTE: Report on the updated Carbon Reduction Program funding recommendation for Policy Committee approval.

BACKGROUND:

The deadline for submission of Federal Fiscal Year (FFY) 2026 - 2029 Carbon Reduction Program applications was September 27, 2024. The Funding Subcommittee heard presentations from the project sponsors on October 9 and formulated a funding recommendation.

The Executive Committee reviewed the recommended awards at its October 9 meeting and took no action. The award recommendation went before the Policy Committee on October 17. Meantime, staff received a letter from the City of Johnston asking the committee to reconsider its CRP funding application. The Policy Committee discussed the letter and sent the recommendation back to the Funding Subcommittee for further review.

The Funding Subcommittee met on November 15 and updated its recommendation to include \$1.1 million for the City of Johnston.

[A summary of the submitted Carbon Reduction Program applications and updated award recommendations is included on the following page.](#)

RECOMMENDATIONS:

Recommend approval of the updated award recommendations.

STAFF CONTACT:

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

November 2024
Item No. 9

ISSUE: Calendar Year 2025 Meeting Dates

REPORT and VOTE: Consider approval of the proposed meeting dates for Calendar Year 2025 for the MPO's Executive Committee.

BACKGROUND:

The MPO staff annually issues a proposed MPO meeting schedule for the upcoming calendar year. The MPO is required to issue its upcoming meeting dates to comply with the State of Iowa's Open Meetings Law. MPO staff asks for feedback on any known conflicts with the proposed schedule.

Included, immediately following, is the proposed Calendar Year 2025 MPO meeting schedule.

RECOMMENDATIONS:

Consider approval of the Policy Committee meeting dates for Calendar Year 2025.

STAFF CONTACT:

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(515) 334-0075

November 2024
Item No. 10

ISSUE: Technical Training Contract

REPORT and VOTE: Review a Staff Transition Plan and a six-month, revised contract with contract employee Zach Young; consider approval of contract.

BACKGROUND:

In December 2023, the MPO approved a one-year contract with former MPO Planning Manager Zach Young to continue performing certain duties. As we reach the end of that one-year contract, MPO staff worked with the Personnel Committee to develop a plan to transition those duties to other staff. The MPO Executive Director will review that plan in more detail at the November meeting. Highlights include:

- Existing tasks are reassigned to existing staff and, in some cases, new staff to be hired.
- At the conclusion of the existing contract, staff proposed that a new, on-call contract begin with Zach focused on training of existing and new staff. Zach's time could be tapped into as needed over a 6-month period. This contract would be staged as shown below, at the current rate of \$100/hour, for a maximum of \$21,000 plus any travel expenses. As with the current contract, Zach would only be paid for time worked under the proposed new contract.
 - January through March: capped at 195 hours (average of 15 hours/week)
 - April through June: capped at 15 hours (average of ~1 hour/week)
- Concurrently, the process would begin to hire two additional staff. These new staff, along with existing staff, would take over tasks Zach is currently performing and provide added capacity to carry out additional MPO work. These additions would bring staffing levels up to where we were in 2023, minus one planner lost following the end of the CIRTPA contract.
- The transition plan is cost neutral, requiring no increase in the existing budget. However, a budget amendment is necessary to shift funding among budget categories.
- While the on-call training contract would begin in January, training with existing staff has already commenced. The additional contract would allow for additional training assistance for new staff to be added, as well as training on tasks that will not begin until early 2025.
- [A copy of the proposed contract is available on the MPO website \(click to access\).](#)

RECOMMENDATION:

Recommend approval of a six-month contract with Zach Young to provide technical training to MPO staff that will not exceed 210 hours.

STAFF CONTACT:

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

November 2024
Item No. 11

ISSUE: FY 2025 Budget Amendment #1

REPORT and VOTE: Review of a proposed amendment to the FY 2025 budget.

BACKGROUND:

MPO staff has identified the need to amend the FY 2025 budget to address three items described below.

- Increase the amount budgeted for former staff consultation, per Item 10 of this agenda. This item would increase by \$23,000.
- Increase the amount budgeted for staff longevity bonuses by \$1,200 to reflect the updated bonus structure in the MPO Employee Handbook approved in August 2023.
- Increase the amount budgeted for Travel Model Consultant by \$35,810. The new figure reflects the maximum amount remaining from the contract with HDR that the MPO entered into in March 2023 for the travel model update required as part of the Mobilizing Tomorrow update.

The following adjustments would be made to accommodate the proposed \$60,010 cumulative increase:

- Reduce salaries and wages budgeted for vacant staff positions that have yet to be filled, totaling \$47,040.
- Use unbudgeted \$12,970 of \$35,490 in unbudgeted funds.

The net impact of these proposed changes is a reduction in the projected end-of-year balance from \$35,490 to \$22,520.

[A red-lined Fiscal Year 2025 Unified Planning Work Program and Budget document showing these changes is available on the MPO website.](#) The MPO Finance Subcommittee will also discuss the amendment at its November meeting.

RECOMMENDATION:

Recommend approval of the proposed budget amendment.

STAFF CONTACT:

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November 2024
Item No. 12

ISSUE: MPO Representative Selection Process

REPORT: Review of the process for MPO members to appoint representatives and for the MPO to select officers for 2024.

BACKGROUND:

At the end of the calendar year, MPO staff begin the process of soliciting MPO member representatives for the new year. This agenda item is to review the process outlined in the MPO's [bylaws](#) and to discuss steps staff intends to take to facilitate this process. The process is as follows:

- By November 15th, MPO staff will send a request to each MPO member asking for the names of their representatives for the Policy and Technical Committees, as well as their Executive Committee representative (for those with designated representatives) or their Executive Committee nominee (for communities under 50,000), due by the end of December (Article III, Section 5 of the bylaws). Staff will provide a sample resolution for the members to use. New representatives will take their positions beginning in January.
- Executive Committee representatives for the three subareas are to be appointed by a vote of a selection committee, comprised of each subarea city's mayor or their county board chair. Each community's appointment must be approved in advance by their city or county. Each subarea may appoint two representatives. This process is to be completed prior to the February Executive Committee meeting where a nominating committee will propose their slate of officers (Article V, Section 2 of the bylaws). To aid in this process, staff will provide each subarea's selection committee with the Executive Committee nominations from each subarea community.
- The MPO chair will appoint a nominating committee prior to the February Executive Committee meeting. The nominating committee will present a proposed slate of officers, to be selected from among the 11 Executive Committee members – at the February Executive and Policy meetings (Article VIII, Section 3 of the bylaws). The Policy Committee will vote to elect officers at its February meeting (Article VI, Section 5 of the bylaws).
- New officers terms begin March 1 (Article VI, Section 6 of the bylaws).

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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November 2024
Item No. 13

ISSUE: Surface Transportation Block Grant (STBG) and Set-Aside Program Schedule

REPORT: Report on the Federal Fiscal Year 2029 Surface Transportation Block Grant (STBG) and Set-Aside Program Schedule.

BACKGROUND:

The MPO will award Surface Transportation Block Grant (STBG) Program funds to critical projects throughout the region. The MPO will begin the process for selecting and awarding Federal Fiscal Year (FFY) 2029 STBG funds in December 2024.

Applications, guidelines, schedule and scoring criteria will be posted on the MPO website by December 2, 2024. Completed applications are due **January 10, 2025**.

The Transportation Alternatives Set-Aside Program will follow the same schedule as the STBG program.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

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