

**Mid-Iowa Planning Alliance for Community Development
Executive Committee**

**10 a.m., Friday, October 27, 2023
420 Watson Powell Jr. Way, Suite 200
Des Moines, IA 50309**

Online Meeting Link Option : Zoom

[Click here to join the meeting](#)

Meeting ID: 817 3185 6808

TENTATIVE

- 1. Call to Order**
- 2. VOTE: Approval of Agenda**
- 3. VOTE: Approval of Meeting Minutes.....** Page 2
 - Consider approval of the September 29th, 2023, meeting minutes.
- 4. REPORT and VOTE: Des Moines Area MPO Invoice to MIPA for the 1st Quarter of Fiscal Year 2024.....** Page 3
 - Report on the MPO's Invoice to MIPA for the 1st Quarter of Fiscal Year 2024; consider approval.
- 5. REPORT and VOTE: CDBG Administration Contracts.....** Page 4
 - Report on the CDBG administration contracts with the City of Knoxville and the City of Nevada; consider approval.
- 6. REPORT and OPTIONAL VOTE: MIPA Transition Update.....** Page 5
 - Report on MIPA's progress in transitioning from the MPO; consider approval.
- 7. REPORT: Central Iowa Regional Transportation Planning Alliance Administration** Page 10
 - Report on the updated interest from CIRTPA for organizational administration by MIPA.
- 8. Other Non-Action Items of Interest to the Committee**
- 9. Next Meeting Date**
 - The next meeting date is at 10:00 a.m., Friday, November 17, 2023, hybrid meeting.
- 10. Adjournment**

ISSUE: Meeting Minutes

VOTE: Consider approval of the September 29th, 2023 MIPA Board meeting minutes.

BACKGROUND:

[Click here for a copy of the September 29th, 2023 MIPA Board meeting minutes.](#)

RECOMMENDATION:

Approve the minutes of the September 29th, 2023, MIPA Board meeting.

STAFF CONTACT:

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ISSUE: Des Moines Area MPO Invoice to MIPA for the 1st Quarter of Fiscal Year 2024

REPORT and VOTE: Report and consider approval of the Des Moines Area Metropolitan Planning Organization (MPO) Invoice to MIPA for the 1st Quarter of Fiscal Year 2024.

BACKGROUND:

The MPO bills MIPA for work conducted on MIPA's behalf on a quarterly basis. The MPO's 1st Quarter Fiscal Year 2024 Invoice covers work conducted for the period beginning July 1, 2023 through September 30, 2023. If approved, MIPA staff will proceed with reimbursing the MPO.

[Click here for a copy of the MPO 1st Quarter Fiscal Year 2024 Invoice.](#)

RECOMMENDATION:

Approve payment to the Des Moines Area Metropolitan Planning Organization for the 1st Quarter of Fiscal Year 2024, July 1, 2023 through September 30, 2023.

STAFF CONTACT:

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ISSUE: CDBG Administration Contracts

REPORT and VOTE: Report on the CDBG administration contracts with the City of Knoxville and City of Nevada.

BACKGROUND:

The City of Knoxville and the City of Nevada have hired MIPA to provide CDBG administration services for the proposed downtown façade project. If the application to IEDA is approved, MIPA would move forward as the administrator for the project.

[Click here for a copy of the proposed contract with the City of Knoxville.](#)

[Click here for a copy of the proposed contract with the City of Nevada.](#)

RECOMMENDATION:

Approve the proposed contracts with the City of Knoxville and the City of Nevada for CDBG Administration Services for \$30,000 each.

STAFF CONTACT:

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ISSUE: MIPA Transition Update

REPORT and OPTIONAL VOTE: Report on MIPA's progress in transitioning from the MPO.

BACKGROUND:

The MPO Board has indicated that MIPA must transition away from the MPO as the MPO Board intends to end all contracts with MIPA by the end of FY 2024 (June 30, 2024). Although not explicitly stated, the sooner that MIPA transitions away the better.

With that understanding, MIPA staff released a Request for Information (RFI) to member communities and other interested regional partners (ISU, DMACC, Grand View University, etc.) in June to determine opportunities available for organizational operations. The RFI requested respondents to list the available services that they would be willing to provide, including:

- General Office Support
 - Office Space
 - Account, budgeting, and reporting
 - Payroll and benefits administration
 - Other general administrative support
- Planning support
 - GIS/data analysis
 - Public involvement
 - Advice and collaboration with MIPA staff

There were two responses, one for Planning Support and another for Office Space and Payroll and Benefits Administration. In either scenario, MIPA would still need to secure additional accounting and budgeting support in addition to other employee benefits (deferred comp, etc.), legal services, and other software (Microsoft office, GIS, etc.).

Current Scenario – MIPA contracts with the MPO for most services. Current services include:

- Rent, printing, and other office necessities
- Budgeting, accounting, and payroll
- Staffing support for projects

This situation will end at the end of FY 2024, if not earlier. There is no option to continue contracting with the MPO in any capacity.

The following are scenarios that have been identified as potential options for MIPA moving forward.

Scenario #1 – MIPA finds another organization to mimic the current arrangement.

The MPO and MIPA are closely aligned due to the overlapping nature of the two organizations' planning work and membership. This overlap has provided additional contracts for MIPA (i.e. HTF contracts). There are very few organizations in the Mid-Iowa region that have a similar footprint and have the same interactions with state and federal programming.

The RFI attempted to find another organization that would allow for an arrangement similar to the status quo.

Scenario #1a – MIPA Negotiates with Story County.

Since Story County was the only respondent to the RFI for multiple services, MIPA could negotiate for the items that the County included in its response. Mainly office space and payroll and benefits administration.

With this scenario, MIPA would still need to secure budgeting and accounting services, whether it be through a firm or hiring an employee. While MIPA could potentially secure health, vision, and dental insurance through the County, it would be at COBRA prices which would be above the cost of the plan. Additional employee benefits such as deferred compensation would also need to be secured.

Given some of the staffing changes that have occurred with Story County, the planning support that was included in the RFI response may not be available at this time.

This scenario would have MIPA renting space from Story County and paying for benefits administration and payroll. However, MIPA would still need to secure a number of other resources that it currently receives from the MPO.

Scenario #2 – MIPA is a separate organization.

In this scenario, MIPA would not look to others for support staff or shared benefits. Each of the following scenarios are variations of MIPA securing needed services and equipment. Each will require additional staff or contracted services (e.g. accounting).

Scenario #2a – MIPA utilizes a shared workspace.

There are a variety of shared workspaces that are available to companies or other non-profit organizations. These types of arrangements typically include many office amenities such as internet, printing and copying, and meeting & conference room access.

MIPA would need to secure everything that is being provided by the MPO except for office space and general printing. This would most likely include hiring a firm or staff person for payroll, benefits, and accounting.

This option may not be ideal for document storage or meeting the various requirements for public interaction that MIPA and the agencies administered by MIPA are required to follow.

Scenario #2b – MIPA rents office space from an organization/city/county.

This scenario is similar to Scenario #2a whereby MIPA would still need secure everything necessary to function as an organization but would rent space from an agency rather than a shared workspace. Based on the responses received from the RFI, it does not appear that many communities or organizations are interested in this arrangement.

Scenario #2c – MIPA is a virtual organization.

This scenario represents MIPA on its own by securing all needed services by itself, excluding rent. Rather employees work from home or through an individual shared workspace. This also raises the same issues from a public accountability aspect as Scenario #2a.

Scenario #2d – MIPA rents its own space.

This scenario represents MIPA on its own by securing all needed services by itself, including rent.

Given the available scenarios, it is important for the MIPA Board to review and compare available goods and services. To facilitate that review, staff has grouped needed items into three categories.

Category #1 – Immediate need

Items included in this category are required for MIPA to continue day to day operations. Necessary items include:

- Payroll
- Employee insurance and other benefits
- Organizational insurance
- Accounting, banking, budgeting, and project management
- Computers and necessary software (Microsoft Office and ArcGIS)
- File storage and sharing
- Basic office supplies and filing
- Website and other technology access
- Policies and procedures booklet/manual
- Employee handbook

Category #2 – Necessary items in a reasonable time frame

- Office space – Including internet access and phone services
- Office furniture
- General office printing, copying, postage, etc.
- Meeting space
- OSHA and other required materials

Category #3 – Potential items of need that are not immediate.

- Plotter for map printing
- Office Signs

As the transition progresses, staff will focus on Category #1 items first, followed by Category #2, and then Category #3.

To illustrate cost comparisons, staff has provided the following potential office space leases that are currently or will soon be available. Although office space is listed in Category #2, it is easier to find cost comparisons for illustrative purposes when compared to other Category #1 items.

MIPA Office Cost Comparisons				
Location	Cost	Size	What is included	Total Cost
MPO – Current	\$26,329 (Budgeted)	~400 sq feet	Rent, utilities, building costs	\$26,329
<u>7900 Hickman Road, Windsor Heights</u>	\$10.00 per SF	1,858 SF	Includes utilities, building services, property expenses, other	\$18,580
<u>7506 Hickman Road, Windsor Heights</u>	\$11.00 per SF	1,006 SF	May not include certain utilities, building services, and property expenses	\$11,066 plus other costs
<u>2600 Grand Avenue, Des Moines</u>	\$10.95 per SF	1,000 SF	Does not include utilities, property expenses, or building services	\$10,950 plus other costs
<u>913 9th Street, West Des Moines</u>	\$18.23 per SF	988 SF	May not include certain utilities, building services, and property expenses	\$18,011.24 plus other costs
<u>3821 71st Street, Urbandale</u>	\$9.50 per SF	1,200 SF	May not include certain utilities, building services, and property expenses	\$11,400 plus other costs

As staff continues to review potential services and costs, Category #1 items will be prioritized first. Staffing benefits, including insurance and differed compensation, will most likely be the items that will take the longest to secure. Because insurance is only needed for two employees, it was advised that each potential vendor will have the same general costs. Therefore, it would be best to select an insurance vendor to work with for health, vision, and dental. Assured Partners was recommended and currently works with other EDDs and COGs in Iowa. Therefore, staff is requesting permission to begin working with Assured Partners to get quotes for employee insurance.

RECOMMENDATION:

Allow staff to solicit pricing from different vendors and firms for cost comparison purposes and allow staff to work with Assured Partners to identify different employee insurance options.

STAFF CONTACT:

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ISSUE: Central Iowa Regional Transportation Planning Alliance Administration

REPORT: Report on the Central Iowa Regional Transportation Planning Alliance's (CIRTPA) interest in administration from CIRTPA.

BACKGROUND:

At the May CIRTPA meeting, CIRTPA staff provided an MPO update to CIRTPA members. Several Board Members asked a variety of questions regarding the future of the MPO and the nature of the relationship between the MPO and CIRTPA.

Following that meeting, CIRTPA staff contacted the Iowa DOT and collected information on the contract for administration between the MPO and CIRTPA. At the July CIRTPA meeting, staff presented the available information and an Administration Subcommittee was established to explore administrative options available to CIRTPA. The first meeting of that committee was held on October 4. A second meeting is scheduled for October 25 where the committee will vote on a recommendation to the full CIRTPA Technical and Policy Committees.

Early indications suggest that should CIRTPA wish to secure different administration services, that MIPA will be the entity that CIRTPA would request services from. The following is some basic information of CIRTPA:

- CIRTPA is a 28E organization of Counties and Cities within the Central Iowa Region outside of the Des Moines and Ames MPO Planning Areas.
- CIRTPA was created in 1994 by the Iowa DOT as a transportation planning organization, and is the designated Regional Planning Affiliation (RPA) for Boone, Story, Dallas, Polk, Jasper, Marion, Madison, and Warren counties.
- CIRTPA receives over \$7 million a year in federal transportation dollars, the second most amount of funding of any MPO or RPA in the state besides the Des Moines Area MPO. The FY 2024 budget is \$153,523, of which \$134,523 is for staffing and administrative costs.
- CIRTPA's website can be found [HERE](#)

RECOMMENDATION:

None. Report and discussion only.

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