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NOTICE OF MEETING

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

**11:30 a.m., Wednesday, August 8, 2012
Des Moines Area MPO - Mead Conference Room**

TENTATIVE AGENDA

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.

1. **Call To Order**
2. **VOTE: Approval of Agenda**
3. **VOTE: Approval of Meeting Minutes** Page 2
 - Approve the July 18, 2012, meeting minutes.
4. **REPORT and VOTE: Urban Area Boundary Update** Page 6
 - Report on the 2010 Urban Area Boundary update; consider approval.
5. **REPORT and VOTE: Fiscal Years 2013-2016 Transportation Capital Improvement Program Document** Page 8
 - Report on the *Fiscal Years 2013-2016 Transportation Capital Improvement Program*; consider approval.
6. **REPORT: Federal Fiscal Year 2016 Surface Transportation Program Small Member Community Applications** Page 9
 - Report on the application process for Surface Transportation Program funds in the small member government category.
7. **REPORT: Federal Fiscal Years 2013-2016 Transportation Improvement Program Amendment Request** Page 10
 - Report on the City of Des Moines’ request to amend a project in the *Federal Fiscal Years 2013-2016 Transportation Improvement Program* for the Southeast Connector TIGER grant award.
8. **REPORT: Federal Fiscal Years 2013-2016 Transportation Improvement Program Administrative Modification Request** Page 12
 - Report on the City of Des Moines’ request to modify a project *Federal Fiscal Years 2013-2016 Transportation Improvement Program* to move funding forward for the Southeast Connector.
9. **REPORT: The Tomorrow Plan Update** Page 13
 - Update on activities related to *The Tomorrow Plan*.
10. **Other Non-Action Items of Interest to the Committee**
11. **VOTE: Approval of the August 16, 2012, MPO Agenda**
12. **Next Meeting Date**
 - Wednesday, September 12, 2012, 11:30 a.m., MPO Office – Mead Conference Room.
13. **Adjournment**

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

Agenda Report

MPO Executive Committee

August 2012
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the July 18, 2012, MPO Executive Committee meeting minutes.

BACKGROUND:

The minutes of the July 18, 2012, MPO Executive Committee meeting are enclosed on the following pages.

RECOMMENDATION:

Approve the minutes of the July 18, 2012, MPO Executive Committee meeting.

STAFF CONTACT:

Jennifer Ratcliff, jratcliff@dmampo.org;
(515) 334-0075.

MEETING MINUTES

Des Moines Area Metropolitan Planning Organization (MPO)
Executive Committee
11:30 a.m., Wednesday, July 18, 2012
Des Moines Area MPO Meeting Room
Des Moines, Iowa

The MPO Executive Committee held a meeting at 11:30 a.m., on July 18, 2012, in the MPO Meeting Room. Before the meeting, the MPO staff sent agenda packets to the MPO Executive Committee's representatives and posted the agenda at the MPO office at 4:10 p.m., on June 8, 2012. The fiscal year-to-date publication cost of meeting minutes for the MPO: \$0.0. In addition to these published tentative minutes, there also may be additional meeting notes on file with the MPO staff that are public records and available upon request as provided by law. These tentative minutes reflect all action taken at the meeting.

Members Present:

Chris Coleman, City of Des Moines
Tom Hockensmith, Polk County
Tom Armstrong, City of Grimes
Paula Dierenfeld, City of Johnston
Robert Mahaffey, City of Des Moines
Ted Ohmart, City of West Des Moines

Members Absent:

Angela Connolly, Polk County

Others Present:

Mike Clayton, Iowa Department of
Transportation*

Staff Present:

Stephanie Muller, Executive Administrator
Jonathan Wilson, MPO General Counsel
Dylan Mullenix, Principal Transportation
Planner
Luke Parris, Senior Transportation Planner
Zach Young, Associate Transportation Planner
Bethany Wilcoxon, Senior Transportation
Planner

* Non-voting Representative

1. Call to Order

MPO Chair Coleman called the July 18, 2012, meeting to order at 11:39 a.m.

2. Approval of Agenda

MOTION: A motion was made to approve the July 18, 2012, Des Moines Area Metropolitan Planning Organization Executive Committee meeting agenda.

MOTION CARRIED UNANIMOUSLY

3. Approval of Meeting Minutes

MOTION: A motion was made to approve the June 7, 2012, Des Moines Area Metropolitan Planning Organization Executive Committee meeting minutes.

MOTION CARRIED UNANIMOUSLY

4. *Horizon Year 2035 Metropolitan Transportation Plan Amendment*

MOTION: A motion was made to approve the Iowa Department of Transportation's request to amend the *Horizon Year 2035 Transportation Plan* to add an auxiliary lane to Interstate 235 between 63rd and 73rd Streets.

MOTION CARRIED UNANIMOUSLY

5. *Federal Fiscal Year 2013-2016 Transportation Improvement Program Final Draft*

MOTION: A motion was made to approve the final draft of the *Federal Fiscal Year 2013-2016 Transportation Improvement Program*.

MOTION CARRIED UNANIMOUSLY

(TOM ARMSTRONG ARRIVED AT 11:48 AM)

6. *Federal Fiscal Years 2012-2015 Transportation Improvement Program Administrative Modification Request*

MOTION: A motion was made to approve the City of Des Moines' request to increase FFY 2014 and FFY 2015 Surface Transportation Program funding for their Southeast Connector project and City of Ankeny's request to increase FFY 2012 Surface Transportation Program funding for their Northeast 36th Street project.

MOTION CARRIED UNANIMOUSLY

7. Travel Demand Model Review Contract

MOTION: A motion was made to approve the travel demand model review contract; subject to General Council's approval.

MOTION CARRIED UNANIMOUSLY

8. *Transportation Reauthorization Update*

MPO staff presented; discussion only on item 8.

9. Local Option Sale Tax Information

MPO staff presented; discussion only on item 9.

10. TIGER Grant Process

MPO staff presented; The MPO Executive Committee discussed the current TIGER grant process and the MPO's role in support applications for TIGER grants. The need to support only regionally significant projects was discussed with the potential to alternate between projects each year if the region had multiple high priorities. The need to alternate comes from the fact that the Greater Des Moines region will likely only receive one award at a time. In the past, the MPO has provided letters of support to any project that meets the criteria. The committee discussed the fact that they cannot control how many projects will apply for TIGER grants, but they can control which projects we provide letters of support. Supporting one project could result in higher funding amounts awarded to the priority project. Providing a strong endorsement to one regional priority would be provide the most benefit to the region.

11. Transportation Improvement Program Development

MPO staff presented; discussion only on item 11.

12. *The Tomorrow Plan* Update

MPO staff presented; discussion only on item 12.

13. Fiscal Year 2013 Budget Carryover Balance

MPO staff presented; discussion only on item 13.

14. US 65/Iowa 5 Interstate Designation

MPO staff presented; discussion only on item 14.

15. Trail Counting Update

MPO staff presented; discussion only on item 15.

16. Other Non-Action Items of Interest to the Committee

17. Approval of the July 26, 2012, MPO Agenda

18. Next Meeting Date

11:30 a.m., Wednesday, August 8, 2012, in the MPO Mead Conference Room.

19. Adjournment

Chair Coleman adjourned the meeting at 12:25 p.m.

Agenda Report

MPO Executive Committee

August 2012
Item No. 4

ISSUE: Urban Area Boundary Update

REPORT and VOTE: Consider approval of the 2010 Urban Area Boundary update.

BACKGROUND:

Following each decennial U.S. Census, federal law requires that urbanized areas/Metropolitan Planning Organizations (MPO) update their local urban area boundary (UAB) to meet federal-aid highway program requirements that are consistent with state and local planning rules. The UAB must be no smaller than the Urbanized Area, which is developed by the U.S. Census Bureau. The UAB is used for statistical reporting, distinguishing between urban and rural functional classification, and in determining eligibility for funding.

The MPO staff has drafted a preliminary 2010 UAB and forwarded it to the Iowa Department of Transportation (DOT) for review, and recommended changes have been incorporated. The final UAB map requires approval of the MPO before the updated UAB can be forwarded on to the Federal Highway Administration for final approval.

Included, immediately following is the draft 2010 Urban Area Boundary map.

RECOMMENDATION:

Recommend approval of the 2010 UAB and forward on to the Federal Highway Administration.

STAFF CONTACT:

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

Agenda Report

MPO Executive Committee

August 2012
Item No. 5

ISSUE: *Fiscal Years 2013-2016 Transportation Capital Improvement Program Draft*

REPORT and VOTE: Consider approval of the *Fiscal Years 2013-2016 Transportation Capital Improvement Program* document.

BACKGROUND:

The MPO annually develops a four-year Transportation Capital Improvement Program (TCIP). The TCIP lists all projects in the MPO Planning Area for which federal funding is not utilized and that are scheduled to begin within the upcoming four fiscal years.

To create the *Fiscal Years 2013-2016 Transportation Capital Improvement Program*, the MPO staff requested that MPO member governments and participating agencies submit copies of their respective capital improvement planning documents. The MPO staff reviewed all the MPO member governments' and participating agencies' responses and incorporated those responses into the FY 2013-2016 TCIP document.

The FY 2013-2016 TCIP document is included in this agenda packet's supplemental items.

RECOMMENDATION:

Recommend approval of the *Fiscal Years 2013-2016 Transportation Capital Improvement Program* document.

STAFF CONTACT:

Jennifer Roberts, jroberts@dmampo.org;
(515) 334-0075.

Agenda Report

MPO Executive Committee

August 2012
Item No. 6

ISSUE: Federal Fiscal Year 2016 Surface Transportation Program Small Member Applications

REPORT: Report on the MPO's Surface Transportation Program Small Member Application.

BACKGROUND:

During recent revisions to the MPO's Surface Transportation Program (STP) guidelines, the MPO dedicated a set aside of STP funds for the MPO's members that receive one vote at the MPO, i.e., a population less than 11,500. For Federal Fiscal Year 2016, the MPO has a total of \$353,200 available to program for allocation to small members. The MPO staff notes that eligible MPO members can only apply for funds under the categories of Major Construction – Existing, Minor Construction, or Preservation.

The application deadline was on Friday, July 20, 2012. Staff received applications from the City of Bondurant, City of Grimes, City of Pleasant Hill, and City of Windsor Heights. Each project will be scored by the MPO staff; however, please note that small member projects are not subject to the 50 point threshold. Following scoring, the MPO staff will work to setup a workshop for applicants to present their projects to the STP Funding Subcommittee.

If there are any questions or concerns regarding the process, please contact the MPO staff.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

Luke Parris, lparris@dmampo.org;
(515) 334-0075.

Agenda Report

MPO Executive Committee

August 2012
Item No. 7

ISSUE: *Federal Fiscal Years 2013-2016 Transportation Improvement Program Amendment Request*

REPORT: Report on an amendment request to the MPO's *Federal Fiscal Years 2013-2016 Transportation Improvement Program*.

BACKGROUND:

The City of Des Moines requested the following revision to the *Federal Fiscal Years 2013-2016 Transportation Improvement Program* (FFY 2013-2016 TIP):

Sponsor: City of Des Moines
Project: Southeast Connector: SE 14th Street to SE 18th Street
Project Number: NHSX-U-1945(409)—8S-77
Work Type: Right of Way, Grade and Pave, Outside Services Engineering
Funding: \$10,000,000 FFY 2013 TIGER award; \$2,125,000 FFY 2014 STP award; \$3,600,000 FFY 2015 STP award; \$3,229,000 FFY 2016 STP award; \$45,000,000 total project cost.
Change: Update project termini to read "SE 14th Street to SE 30th Street," and add \$10,000,000 in TIGER award funds to FFY 2013.
Revision Type: Amendment

The MPO staff notes the amendment is necessary due the TIGER award announcement happening during the TIP development phase. The amendment is subject to MPO approval and a public comment period. The MPO staff will hold a public input meeting for the amendment request prior to approval from the MPO.

Included, immediately following, is a map showing the project location.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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(515) 334-0075.



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Agenda Report

MPO Executive Committee

August 2012
Item No. 8

ISSUE: *Federal Fiscal Years 2013-2016 Transportation Improvement Program* Administrative Modification Request

REPORT: Report on an administrative modification request to the MPO's *Federal Fiscal Years 2013-2016 Transportation Improvement Program*.

BACKGROUND:

The City of Des Moines requested the following revision to the *Federal Fiscal Years 2013-2016 Transportation Improvement Program* (FFY 2013-2016 TIP):

Sponsor: City of Des Moines
Project: Southeast Connector: SE 14th Street to SE 18th Street
Project Number: NHSX-U-1945(409)—8S-77
Work Type: Right of Way, Grade and Pave, Outside Services Engineering
Funding: \$10,000,000 FFY 2013 TIGER award; \$2,125,000 FFY 2014 STP award; \$3,600,000 FFY 2015 STP award; \$3,229,000 FFY 2016 STP award; \$45,000,000 total project cost.
Change: Move \$4,208,000 in FFY 2014 and FFY 2015 STP funds forward to FFY 2013.
Revision Type: Administrative Modification

The MPO staff notes the modification is requested to allow the City of Des Moines to proceed forward with the Southeast Connector utilizing the \$10,000,00 FFY 2013 TIGER award. The administrative modification is subject to MPO approval but does not require a public comment period. The modification request would leave \$1,517,000 in STP funds for the Southeast Connector remains programmed in FFY 2015. The MPO staff notes the transportation reauthorization bill, Moving Ahead for Progress in the 21st Century, may result in a reduction of available STP funds for FFY 2014-2015. In the event that reductions are required, the excess funds in FFY 2015 for the Southeast Connector would be available to be reduced, as needed.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Luke Parris, lparris@dmampo.org;
(515) 334-0075.

Agenda Report

MPO Executive Committee

August 2012
Item No. 9

ISSUE: *The Tomorrow Plan Update*

REPORT: Update on activities related to *The Tomorrow Plan*.

BACKGROUND:

General Update

The planning process is in-between phases 3 and 4 of a five-phase process. The team is drafting alternative growth scenarios, and the next step is to draft the preferred future scenario. Once these steps are complete, efforts will focus on the development of regional policies and guidelines for local governments, non-profit organizations, and businesses to consider when conducting their own independent planning efforts. By providing this toolkit, *The Tomorrow Plan* will simultaneously allow a regional vision to be met and ensure decisions are made locally.

Choose Tomorrow was held on Thursday, August 2, 2012, at the World Food Prize Hall of Laureates. MPO staff will provide an overview of the event at the August 8, 2012, meeting.

Regional Analysis of Impediments

As part of planning process for *The Tomorrow Plan*, the U.S. Department of Housing and Urban Development (HUD) is requiring the development of a Regional Analysis of Impediments (AI) to assess fair housing issues in the metro area. The Regional AI has a broad scope that encompasses issues of race, color, national origin, sex, religion, familial status, and disability. In addition to developing the Regional AI, HUD requires that the findings be utilized by the Steering Committee to inform the recommendations of *The Tomorrow Plan*.

The MPO staff worked with the City of Des Moines and City of West Des Moines to develop a strategy for the completion of the Regional AI. As part of their "in-kind" contributions to *The Tomorrow Plan*, the City of Des Moines has contracted with Iowa State University to assist in the development of the Regional AI. During July 2012, Iowa State University collected data, started the analysis process, and developed a survey of housing providers.

A working group consisting of MPO staff, City of Des Moines staff, City of West Des Moines staff, and Iowa State University staff met on July 25, 2012 to finalize data collection and coordinate next steps in the development of the Regional AI. Next steps include the development and distribution of a brief survey to housing providers and collecting qualitative information from each locality in the Planning Area. The MPO staff will continue to provide updates on the development and anticipates a draft document to be completed in September.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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