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NOTICE OF MEETING

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

11:30 a.m., Wednesday, June 13, 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 3
 - Approve the May 18, 2012, meeting minutes.
4. **REPORT and VOTE: Transportation Planning Memorandum of Understanding** Page 8
 - Report on an updated Memorandum of Understanding between the Des Moines Area Regional Transit Authority and the MPO for transportation planning activities; consider approval.
5. **REPORT and VOTE: Federal Fiscal Year 2013-2016 Transportation Improvement Program Draft** Page 9
 - Report on the draft *Federal Fiscal Year 2013-2016 Transportation Improvement Program*; consider approval.
6. **REPORT and OPTIONAL VOTE: Federal Fiscal Years 2012-2015 Transportation Improvement Program Administrative Modification Request** Page 10
 - Report on requests by the City of Ankeny to move Surface Transportation Program Transportation Enhancement funding for the Gay Lea Wilson Trail to earlier years within the *Federal Fiscal Years 2012-2015 Transportation Improvement Program*; consider approval.
7. **REPORT: Executive Director Succession Plan** Page 13
 - Report on plans for MPO staff leadership in event of the Executive Director's absence.
8. **REPORT: MPO Employee Handbook** Page 15
 - Report on the status of the MPO Employee Handbook.
9. **REPORT: Long-Range Transportation Plan Update** Page 16
 - Discussion of the process to develop the next long-range transportation plan.
10. **REPORT: Fiscal Year 2013 Budget Carryover Balance** Page 19
 - Discussion regarding possible uses of the projected Fiscal Year 2013 budget carryover balance.
11. **REPORT: Travel Demand Model Review** Page 20
 - Report on plans to conduct a review of the MPO's travel demand model in the first half of Fiscal Year 2013.

Agenda Report

MPO Executive Committee

12. **REPORT: *The Tomorrow Plan* Update**..... Page 21
 - Update on activities related to *The Tomorrow Plan*.
13. **INFORMATIONAL: May Subcommittee Meeting Summaries** Page 22
 - Summary of the MPO’s subcommittee, working group, and roundtable meetings held in May 2012.
14. **Other Non-Action Items of Interest to the Committee**
15. **VOTE: Approval of the June 21, 2012, MPO Agenda**
16. **Next Meeting Date**
 - Wednesday, July 18, 2012, 11:30 a.m., MPO Office – Mead Conference Room.
17. **Adjournment**

Agenda Report

MPO Executive Committee

June 2012
Item No. 3

ISSUE: Approval of Meeting Minutes

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

BACKGROUND:

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

RECOMMENDATION:

Approve the minutes of the May 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., Friday, May 18, 2012
Des Moines Area MPO Meeting Room
Des Moines, Iowa**

The MPO Executive Committee held a meeting at 11:30 a.m., on May 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 4:40 p.m., on May 17, 2012. **The fiscal year-to-date publication cost of meeting minutes for the MPO: \$1013.86. 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 Armstrong, City of Grimes
Tom Hockensmith, Polk County
Angela Connolly, Polk County
Ted Ohmart, City of West Des Moines

Members Absent:

Paula Dierenfeld, City of Johnston
Robert Mahaffey, City of Des Moines

Others Present:

Mike Clayton, Iowa Department of
Transportation*

Staff Present:

Todd Ashby, Executive Director
Stephanie Ripperger, Executive Administrator
Jonathan Wilson, MPO General Counsel
Dylan Mullenix, Principal Transportation
Planner
Nathan Goldberg, Senior Transportation Planner
Luke Parris, Associate Transportation Planner
Zach Young, Associate Transportation Planner
Jennifer Roberts, Transportation Planner Intern

* Non-voting Representative

1. Call to Order

MPO Chair Chris Coleman called the May 18, 2012, meeting to order at 11:40 a.m.

2. Approval of Agenda

MOTION: A motion was made to approve the May 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 April 11, 2012, Des Moines Area Metropolitan Planning Organization Executive Committee meeting minutes.

MOTION CARRIED UNANIMOUSLY

MOTION: A motion was made to approve the May 3, 2012, special Executive Committee meeting minutes.

MOTION CARRIED UNANIMOUSLY

MOTION: A motion was made to approve the May 3, 2012, Tomorrow Plan Steering Committee/MPO Executive Committee meeting minutes.

MOTION CARRIED UNANIMOUSLY

4. MPO Fiscal Year 2011 Audit

MOTION: A motion was made to approve the completed *Fiscal Year 2011 Audit*.

MOTION CARRIED UNANIMOUSLY

5. MPO Executive Director Annual Review

MOTION: A motion was made to approve the Fiscal Year 2012 MPO Executive Director Annual Review.

MOTION CARRIED UNANIMOUSLY

6. Fiscal Year 2013 Unified Planning Work Program and Budget

MOTION: A motion was made to approve the final *Fiscal Year 2013 Unified Planning Work Program* and Budget.

MOTION CARRIED UNANIMOUSLY

7. Fiscal Year 2012 Unified Planning Work Program Budget Amendment

MOTION: A motion was made to approve the proposed amendment to the *Fiscal Year 2012 Unified Planning Work Program* budget.

MOTION CARRIED UNANIMOUSLY

8. 2011 Travel Time Survey Report Draft and 2011 Vehicle Occupancy Survey Report Draft

MOTION: A motion was made to approve the 2011 Travel Time Survey and Vehicle Occupancy Survey.

MOTION CARRIED UNANIMOUSLY

9. Federal Fiscal Years 2012-2015 Surface Transportation Program and Surface Transportation Program Transportation Enhancement Funding Reallocation

MOTION: A motion was made to approve the recommendation regarding funding target increases for Federal Fiscal Years 2012-2015.

MOTION CARRIED UNANIMOUSLY

10. Federal Fiscal Year 2016 Surface Transportation Program and Surface Transportation Program Transportation Enhancement Funding Recommendation

MOTION: A motion was made to approve the recommendation for Federal Fiscal Year 2016 Surface Transportation Program and Surface Transportation Program Transportation Enhancement projects.

MOTION CARRIED UNANIMOUSLY

11. Calendar Year 2013 Meeting Dates

MOTION: A motion was made to approve the Calendar Year 2013 meeting dates for the MPO.

MOTION CARRIED UNANIMOUSLY

12. *Federal Fiscal Years 2012-2015 Transportation Improvement Program Administrative Modification Requests*

MOTION: A motion was made to approve the *Federal Fiscal Year 2012-2015 Transportation Improvement Program* administrative modification requests.

MOTION CARRIED UNANIMOUSLY

13. *The Tomorrow Plan Scope of Service Change*

MOTION: A motion was made to approve *The Tomorrow Plan's* scope of service.

MOTION CARRIED UNANIMOUSLY

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

MPO staff presented; discussion only on item 14.

15. *Horizon Year 2035 Metropolitan Transportation Plan Amendment Request*

MPO staff presented; discussion only on item 15.

16. *Transportation Planning Memorandum of Understanding*

MPO staff presented; discussion only on item 16.

17. *April Subcommittee Meeting Summaries*

MPO staff presented; discussion only on item 17.

18. *Approval of the May 24, 2012, MPO Agenda*

MOTION: A motion was made to recommend that the Des Moines Area Metropolitan Planning Organization approve the May 24, MPO Agenda..

MOTION CARRIED UNANIMOUSLY

19. *Other Non-Action Items of Interest to the Committee*

20. Next Meeting Date

11:30 a.m., Wednesday, May 16, 2012, in the MPO Mead Conference Room.

21. Adjournment

Chair Coleman adjourned the meeting at 1:00 p.m.

Agenda Report

MPO Executive Committee

June 2012
Item No. 4

ISSUE: Transportation Planning Memorandum of Understanding

REPORT and VOTE: Consider approval of an updated Memorandum of Understanding between the Des Moines Area Regional Transit Authority and the MPO for transportation planning activities.

BACKGROUND:

Both metropolitan planning organizations and public transportation operators receive federal funds for the purpose of transportation planning in metropolitan areas. Federal planning regulations require that these organizations cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning process.

The MPO and the Des Moines Metropolitan Transit Authority (MTA) last entered into a planning agreement on December 21, 2000. Since that time, the MTA has transitioned to the Des Moines Area Regional Transit Authority (DART), and federal and state planning requirements have changed, necessitating an updated agreement between the MPO and DART. An updated agreement also was a recommendation of the Federal Transit Administration and the Federal Highway Administration in the MPO's latest certification review in 2009.

DART voted to approve the updated Memorandum of Understanding at its April 24, 2012, commission meeting.

The updated Memorandum of Understanding is included as a supplemental item to this agenda packet.

RECOMMENDATION:

Recommend approval of the Transportation Memorandum of Understanding with DART.

STAFF CONTACT:

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

Agenda Report

MPO Executive Committee

June 2012
Item No. 5

ISSUE: *Federal Fiscal Year 2016 Transportation Improvement Program Draft Development*

REPORT and VOTE: Consider approval of the draft *Federal Fiscal Year 2013-2016 Transportation Improvement Program*.

BACKGROUND:

The MPO staff is required to annually develop a four-year Transportation Improvement Program (TIP) by updating the current TIP for the MPO. The purpose of the TIP is to list all projects in the MPO Planning Area for which Federal funding is proposed to be used and that are scheduled to begin within a designated time frame of the four federal fiscal years.

The MPO staff requested that MPO member governments and participating agencies review and report any project changes, new projects, or “roll-over” projects programmed in Federal Fiscal Year (FFY) 2012, 2013, 2014, 2015, and/or 2016. Responses from each member government were used to generate the project listing in the FFY 2013-2016 TIP.

The draft FFY 2013-2016 TIP is included as a supplemental item to this agenda packet.

The FFY 2013-2016 TIP draft is due to the Iowa Department of Transportation (DOT) and Federal Highway Administration for review and comment by June 15, 2012. The final FFY 2013-2016 TIP is due to the Iowa DOT by July 15, 2012.

RECOMMENDATION:

Recommend approval of draft FFY 2013-2016 TIP.

STAFF CONTACT:

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

Agenda Report

MPO Executive Committee

June 2012
Item No. 6

**ISSUE: *Federal Fiscal Years 2012-2015 Transportation Improvement Program*
Administrative Modification Request**

REPORT and OPTIONAL VOTE: Consider approval of requests by the City of Ankeny to modify the *Fiscal Years 2012-2015 Transportation Improvement Program* to move Surface Transportation Program Transportation Enhancement funding for the Gay Lea Wilson Trail to earlier years.

BACKGROUND:

The City of Ankeny requested the following revisions to the *Federal Fiscal Years 2012-2015 Transportation Improvement Program* (FFY 2012-2015 TIP):

Sponsor: City of Ankeny
Project: Gay Lea Wilson Trail
Project Number: STP-E-0187(630)--8V-77
Change: Move \$150,000 to FFY 2014 from FFY 2012
Funding Type: Surface Transportation Program Transportation Enhancement
Revision Type: Administrative Modification

Sponsor: City of Ankeny
Project: Gay Lea Wilson Trail
Project Number: STP-E-0187()-8V-77
Change: Move \$100,000 to FFY 2015 from FFY 2012
Funding Type: Surface Transportation Program Transportation Enhancement
Revision Type: Administrative Modification

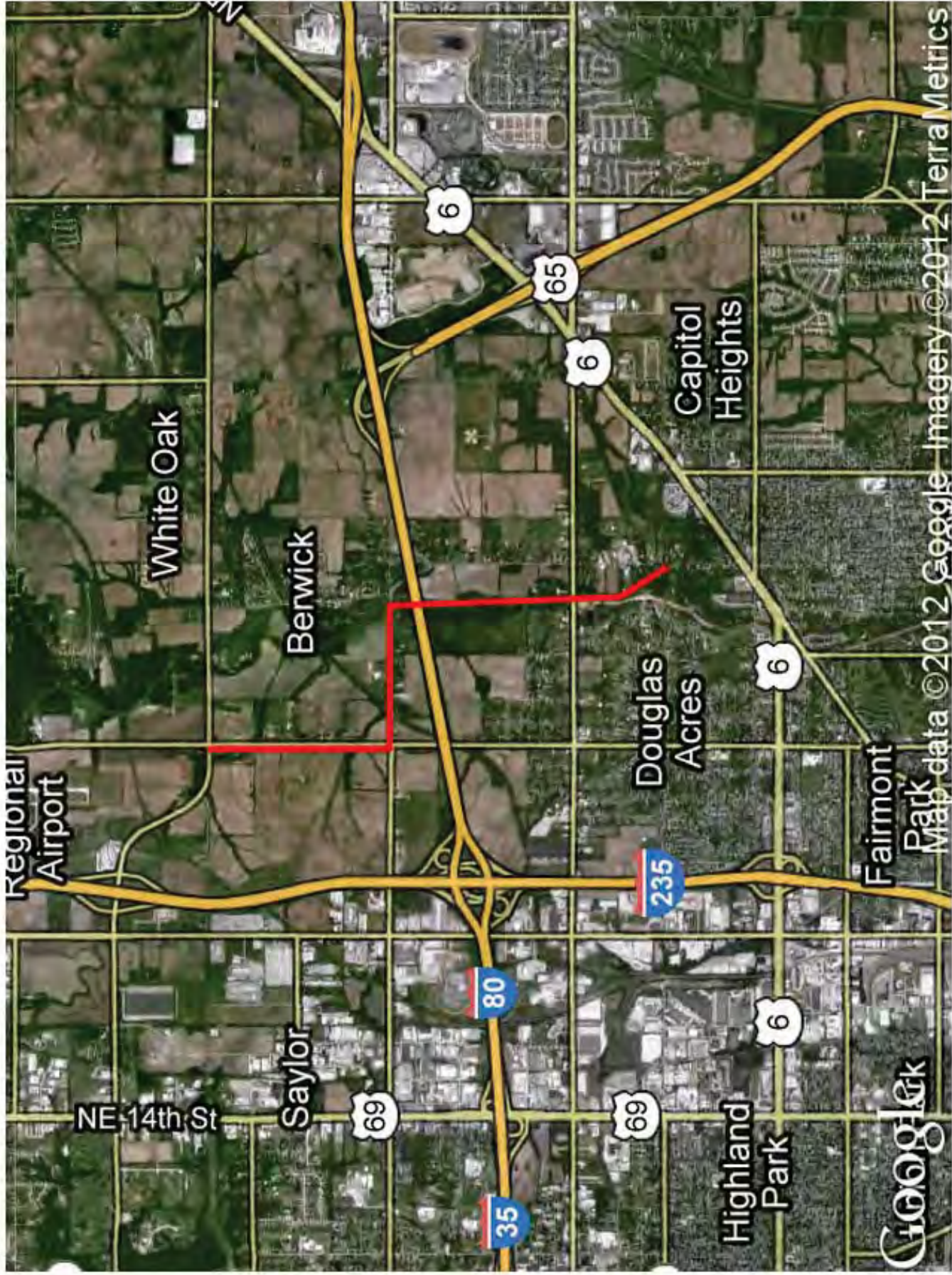
Included, immediately following, are maps illustrating the location of these projects.

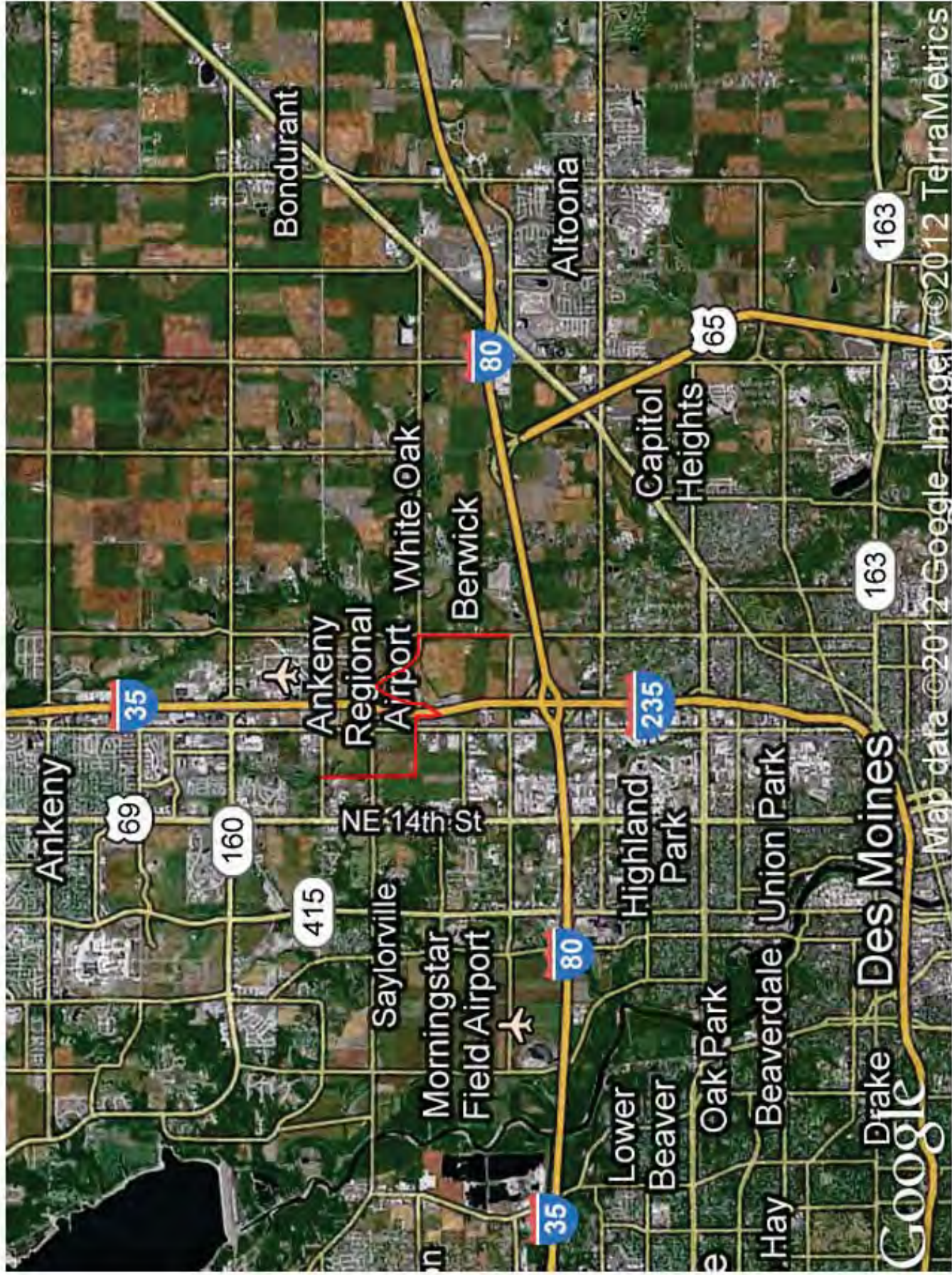
RECOMMENDATION:

Recommend approval of the requested administrative modifications to the FFY 2012-2015 TIP

STAFF CONTACT:

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





Map data ©2012 Google Imagery ©2012 TerraMetrics

Miles



Agenda Report

MPO Executive Committee

June 2012
Item No. 7

ISSUE: Executive Director Succession Plan

REPORT: Report on plans for MPO staff leadership in event of the Executive Director's absence.

BACKGROUND:

In the event that that Executive Director is absent for an extended period of time, the chain of command has been established in the MPO Employee Handbook. As noted below in excerpts from the job descriptions of the Executive Administrator and Principal Transportation Planner, specific duties for the daily operations of the organization have been defined. Both the Executive Administrator and Principal Transportation Planner will play key roles in ensuring the MPO operates effectively and efficiently in the Executive Directors absence.

The Executive Administrator will be tasked with leading administrative, operational, human-resources, and financial-related activities. Doing so in consultation with the Principal Transportation Planner, the Executive Committee Chair and the General Counsel as needed.

The Principal Transportation Planner will be tasked with leading/coordinating the MPO transportation planning and programming activities. Doing so in consultation with the Executive Administrator, the Executive Committee Chair, and the General Counsel as needed.

MPO Executive Administrator will work in consultation with, and under the general direction of, the MPO's Executive Director, to take responsibility for the MPO's day-to-day administrative, operational and human resources management activities, finance-related activities associated with those MPO operations, and external relations with the MPO's representatives and customers on behalf of the MPO Executive Director. The MPO's Executive Administrator will build trust and understanding with the MPO's representatives and others so that those who have contact with the MPO and its staff will have confidence that MPO operations will be conducted punctually and professionally without specific direction, including periods when the MPO Executive Director is absent. The MPO Executive Administrator will assist with development, implementation and management of all MPO policies and procedures with supervisory authority over staff and interns.

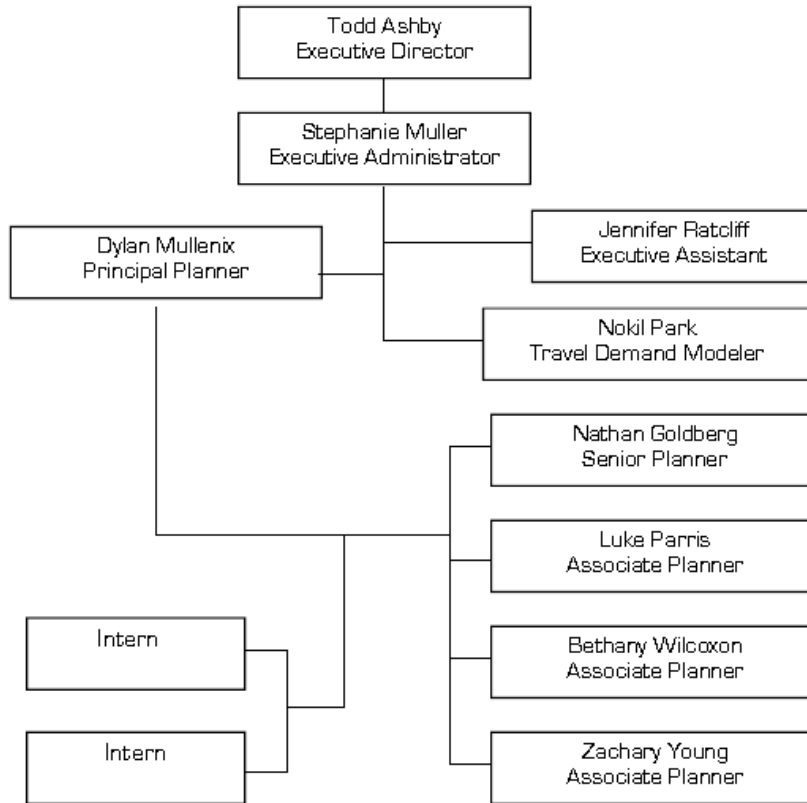
MPO Principal Transportation Planner will work in consultation with, and under the general direction of, the MPO's Executive Administrator and Executive Director to take responsibility for the coordination of MPO transportation planning projects and activities. Under direction, plans, organizes, coordinates, supervises, and participates in the work of assigned staff; coordinates activities with outside agencies and organizations, as well as the MPO administrative staff and MPO Executive Administrator; supervises and directs all MPO interns; and, performs other related duties as required.

Agenda Report

MPO Executive Committee

DES MOINES AREA METROPOLITAN PLANNING ORGANIZATION

Organizational Chart



RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org;
(515) 334-0075.

Agenda Report

MPO Executive Committee

June 2012
Item No. 8

ISSUE: MPO Employee Handbook

REPORT: Report on the MPO Employee Handbook.

BACKGROUND:

In July 2011, the MPO Executive Director and the MPO Executive Administrator finalized an update to the MPO Employee Handbook, a process which initially began in 2009 under the direction of the past MPO Executive Director. Last updated in July 2003, the revised version of the MPO's Employee Handbook primarily focused on updating current policy language in order to satisfy legal requirements and to better reflect the current policies and procedures in place at the MPO. As part of the revision process, MPO staff engaged in extensive research including evaluation of current federal and state employment laws, acquisition and review of Employee Manuals currently in place by both the majority of MPO member communities as well as multiple other non-member Iowa communities and organizations, and guidance received from both the MPO's legal counsel firm, Davis Brown, and the Society for Human Resource Management regarding employment law initiatives, potential challenges, and policy recommendations.

The MPO staff has provided both a copy of the revised MPO Employee Manual, as well as a comprehensive list of all resources utilized in the development process, in this agenda packet's supplemental materials for review.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org; and,
Stephanie Muller, smuller@dmampo.org;
(515) 334-0075.

Agenda Report

MPO Executive Committee

June 2012
Item No. 9

ISSUE: Long-Range Transportation Plan Update

REPORT: Discussion of the process to develop the next long-range transportation plan.

BACKGROUND:

The MPO is required to develop a long-range transportation plan at least once every five years. The last plan – the *Horizon Year 2035 Metropolitan Transportation Plan* – was completed in September 2009. A new plan is required by September 2014.

The Tomorrow Plan development will accomplish many tasks required in the long-range transportation plan development. A comparison of long-range transportation plan requirements and *The Tomorrow Plan* scope is included on the following pages.

MPO staff has developed a preliminary list of tasks and an associated timeline for the long-range plan's development. This timeline is included as a supplemental item to the agenda packet.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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

Long-Range Transportation Plan	The Tomorrow Plan
Define Planning Area Boundary	<i>N/A – This task is not specifically outlined in the Tomorrow Plan’s workplan.</i>
Needs assessment for all modes of transportation based on goals and objectives	<p>Task 2.1.1 –Housing and Transportation Data Array – September 2011 Focus on the relationship between housing and transportation; outputs will include averages per household for auto ownership, vehicle miles traveled, and housing and transportation costs as a dollar amount and as a percentage of income. Significant trends from 2000 to 2009 will be highlighted. Location efficient places within the region will be identified.</p> <p>Task 2.1.2 –Transportation Systems – September 2011 Analysis of the transportation system, including costs, emissions, commuting patterns, mode-split, vehicle miles traveled, transit ridership, and so on. This assessment will lead to the development of transportation-related sustainability indicators.</p> <p>Task 2.4 – State of the Region report – November 2011 This report will summarize baseline data, including results of the above two tasks, as well as other things like regional development patterns and socio-economic trends.</p> <p>Task 4.1 –Regional Sustainability Plan Components – August 2012 Each plan component will include a summary of current conditions, trends, and issues developed during previous tasks, a needs assessment, and goals / strategies through 2050.</p>
Establish base year (2010) condition	<p>Task 2.1 – Complete Data Array – September 2011 Regional socio-economic data (population, household, and mobility trends), land use and zoning data, environmental resources, etc., will be collected.</p> <p>Task 2.4- State of the Region report – November 2011 This report will summarize baseline data collected in Task 2.1.</p>
Define goals and objectives of plan	<p>Task 3.4 – Draft Regional Vision for Sustainability – March 2012 Feedback from committees and the public will be used to craft a vision statement.</p> <p>Task 3.9 – Determine Preferred Future Direction for Sustainability – July 2012 A preferred growth scenario will be selected.</p> <p>Task 4.1 –Regional Sustainability Plan Components – November 2012 Each plan component will include goals and strategies through 2050. Connections between the goals and strategies of the different plan components will be identified, including “leverage points” that can be used in Phase 5 to help set priorities for implementation. The goals and strategies of plan components will be closely coordinated with existing regional planning efforts (e.g., DART’s Forward 2035 and Capital Crossroads) and aligned with the federal Sustainable Communities Partnership’s Livability Principles.</p>
Establish horizon year (2050) projections	<p>Task 3.5 –Potential Future Scenarios – March 2012 The development of each scenario will include population, household, and employment projections for the year 2050. REMI data will be used for control totals.</p>
Develop growth scenario alternatives	<p>Task 3.5 –Potential Future Scenarios – March 2012 Several growth scenario alternatives will be identified, including a “trend” scenario that extrapolates current development patterns, as well as several “what-if” scenarios.</p>
Identify capacity needs associated to growth scenario alternatives	<p>Task 4.1 –Regional Sustainability Plan Components – August 2012 Each plan component will include a summary of current conditions, trends, and issues developed during previous tasks, a needs assessment, and goals and strategies through 2050.</p> <p>Task 4.4 –Built Environment – October 2012 A Transit Orientation Index methodology will be used to determine demand for existing and future transit corridors. Other analysis will include transit accessibility, trip generation, housing and transportation costs, GHG and other transportation-related emissions, complete streets, and parking availability.</p>

Long-Range Transportation Plan	The Tomorrow Plan
Establish cost estimates to address needs	<p>Task 5.1 – Draft Sustainability Action Plan – December 2012 An action agenda with short, mid, and long-term timeframes will be developed that include the identification of capital investments to meet the preferred future.</p>
Determine funding levels available	<p>Task 5.1 – Draft Sustainability Action Plan – December 2012 An action agenda with short, mid, and long-term timeframes will be developed that include the identification of potential funding sources and other resources for implementation of the plan, including alignment of federal planning and investment resources with the goals, strategies, and actions of the Tomorrow Plan.</p>
Prioritize and select projects	<p>Task 5.1 – Draft Sustainability Action Plan – December 2012 An action agenda with short, mid, and long-term timeframes will be developed that include the identification of capital investments to meet the preferred future.</p>
	<p>Task 5.3 – Establish Implementation Priorities – December 2012 Implementation priorities will be established based on public input, “leverage points” from Task 4.1, and other factors.</p>

Agenda Report

MPO Executive Committee

June 2012
Item No. 10

ISSUE: Fiscal Year 2013 Budget Carryover Balance

REPORT: Report on the projected Fiscal Year 2013 budget carryover balance and discussion of possible uses of the balance.

BACKGROUND:

The MPO's *Fiscal Year 2013 Unified Planning Work Program* (FY 2013 UPWP) and budget, approved in May 2012, projects a carryover balance for both federal and local funds. The projected carryover amounts are:

- Federal carryover: \$96,172
- Local carryover: 401,953

Please note that the federal carryover is not a cash reserve, but rather is available to be drawn down from the Iowa Department of Transportation (DOT) contingent upon the provision of a local match and an amendment to the DOT-MPO funding agreement signed each year. The local carryover, however, is a cash balance.

FISCAL CONSIDERATIONS:

The FY 2013 budget sets aside three months of operating reserves, or \$240,000, from the local carryover. This leaves a cash balance of \$161,953 available. The MPO staff recommends setting an additional \$100,000 aside as a contingency in the event a new transportation bill reduces federal planning funds for MPOs. This would leave a local cash balance of \$61,953.

\$401,953	Local Carryover in FY 2013 Budget
- \$240,000	Operating Reserve (3-months)
- \$100,000	<u>Reauthorization Bill Contingency</u>
\$ 61,953	Cash balance for programming

A 20-percent match is required for the use of the federal carryover. Should the MPO wish to draw down the federal carryover using its local carryover funds, it would require using \$24,043 of the local carryover.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org; and,
Dylan Mullenix, dmullenix@dmampo.org;
(515) 334-0075.

Agenda Report

MPO Executive Committee

June 2012
Item No. 11

ISSUE: Travel Demand Model Review

REPORT: Report on plans to conduct a review of the MPO's travel demand model in the first half of Fiscal Year 2013.

BACKGROUND:

As noted in the *Fiscal Year 2013 Unified Planning Work Program* (FY 2013 UPWP), the MPO staff will conduct a review of the travel demand model to identify any necessary updates to the MPO's modeling procedures. This review is expected to take place between July and December 2012, and is a critical step in preparing for the next long-range transportation plan's development.

The MPO staff plans to retain the consulting firm HNTB to provide this review and to assist MPO staff in making necessary updates to the model. HNTB has prior experience with the MPO's travel demand model in their work on the *DART Forward 2035 Plan*.

The MPO staff will work with the MPO's legal counsel on a contract for the services, which will be brought back in July for approval.

FISCAL CONSIDERATIONS:

The cost of HNTB's service is proposed at \$49,849. The MPO staff anticipated the travel demand model review costs when developing the FY 2013 budget and has also received a financial contribution from the Transportation Management Association to help fund the project.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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

Agenda Report

MPO Executive Committee

June 2012
Item No. 12

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.

Design My DSM

Efforts to promote Design My DSM continue. The team will be collecting input through this game through June 15, 2012. To date, over 645 responses have been received. Any assistance the Executive Committee can provide in further promotion of the game is welcome.

Regional Analysis of Impediments

As part of planning process for the *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 has 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. In the coming months, the MPO staff will provide updates on the development of the Regional AI and will request assistance from local governments in reviewing data and providing input on the outcomes of the Regional AI.

Plan Outcomes

At its June 7, 2012, meeting, *The Tomorrow Plan's* steering committee held focused small group discussions among its members regarding desired outcomes of the plan. The planning team will provide example outcomes from similar regional planning efforts. Feedback received from the steering committee will help the planning team determine how to best present outcomes of *The Tomorrow Plan* to ensure they will be most useful to the communities and the region.

Public Events

The planning team is collaborating with other groups for speaker events in June and July. Formal announcements of the events will be made once all details are finalized.

Preliminary planning for outreach series #4 also has commenced. The event will be held on Thursday, August 2, 2012, from 4:00 – 7:00 pm at the World Food Prize.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Bethany Wilcoxon, bwilcoxon@dmampo.org;
(515) 334-0075.

Agenda Report

MPO Executive Committee

June 2012
Item No. 13

ISSUE: May Subcommittee Meeting Summaries

INFORMATIONAL: Summary of subcommittee, working group, and roundtable meetings held in May 2012.

BACKGROUND:

The Executive Committee has asked to be updated regularly on discussion and activities of the MPO's various subcommittees, working groups, and roundtables. A summary of meetings held in May 2012 are included on the following page.

RECOMMENDATION:

None. Informational only.

STAFF CONTACT:

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

**Des Moines Area MPO
Subcommittee, Working Group, and Roundtable Meeting Notes
May 2012**

Traffic Management Advisory Committee – May 9, 2012

- Elected a new Chair (Jon Davis, Polk County) and Vice Chair (Bart Weller, City of Clive)
- Discussed the intent of the Polk County Jurisdictional Risk Assessment
- Discussed options for getting a larger group together on Quick Clearance

Transportation Advisory Group – May 10, 2012

- Discussed outreach efforts for The Tomorrow Plan
- Elected Jim Wilkie, Link Associates, as the new Vice Chair of TAG
- Discussed the outcomes/impacts of the 2012 Mobility Matters Workshop
- Mobility Managers reported on their progress on coordinating transportation efforts in central Iowa

Bicycle and Pedestrian Roundtable – May 15, 2012

- Discussed alternative designs to the Central Iowa Trails signage info hubs
- Discussed upcoming events for the 10th Annual Iowa Bike Month
- Discussed the methodology being used to extrapolate trail count data
- Discussed the upcoming dates for the National Bicycle and Pedestrian Documentation Project

The Tomorrow Plan Young Professionals Advisory Committee – May 16, 2012

- Coordinated coverage of The Tomorrow Plan in *Juice*
- Developed events calendar to market The Tomorrow Plan around the metro area
- Created a document for distribution to businesses regarding why The Tomorrow Plan matters to them
- Is working on an event with the Iowa Architectural Foundation
- Is coordinating with 80/35 Green Zone organizers to have a presence there