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NOTICE OF MEETING

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

11:30 a.m., Wednesday, March 11, 2015

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 February 11, 2015, meeting minutes.
4. **REPORT and VOTE: Fiscal Year 2014 Audit**Page 6
 - Review of the *Fiscal Year 2014 Audit*; consider approval.
5. **REPORT and VOTE: Fiscal Year 2016 Unified Planning Work Program and Budget**Page 7
 - Review of the draft *Fiscal Year 2016 Unified Planning Work Program* and budget; consider approval.
6. **REPORT and VOTE: Priority Project List**Page 8
 - Review the priority project list assembled for the May 2015 Greater Des Moines Partnership trip to Washington, D.C.; consider approval.
7. **REPORT: Federal Fiscal Year 2019 Surface Transportation Program Funding Recommendation**Page 10
 - Report on the STP Funding Subcommittee’s award recommendation for Federal Fiscal Year 2019 Surface Transportation Program funds.
8. **REPORT: Federal Fiscal Year 2019 Transportation Alternative Program Funding Recommendation**Page 12
 - Report on the STP Funding Subcommittee’s award recommendation for Federal Fiscal Year 2019 Transportation Alternative Program funds.
9. **REPORT: Best Practices Series – Protected Bike Lanes**Page 14
 - Discussion of protected bike lanes, best practices and common concerns.
10. **REPORT: Transportation Management Association Activities**.....Page 15
 - Discussion of Transportation Management Association (TMA) activities for 2015.
11. **REPORT: Growth Scenario Report** Page 16
12. **VOTE: Approval of the MPO Policy Agenda**
13. **Other Non-Action Items of Interest to the Committee**
14. **Next Meeting Date**
 - 11:30 a.m., Wednesday, April 8, 2015, Des Moines Area MPO Office.
15. **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

March 2015
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the February 11, 2015, MPO Executive Committee meeting minutes.

BACKGROUND:

The minutes of the February 11, 2015, MPO Executive Committee meeting are enclosed on the following pages.

RECOMMENDATION:

Approve the minutes of the February 11, 2015, MPO Executive Committee meeting.

STAFF CONTACT:

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

Agenda Report

MPO Executive Committee

March 2015
Item No. 4

ISSUE: *Fiscal Year 2014 Audit*

REPORT and VOTE: Report on the completed *Fiscal Year 2014 Audit*

BACKGROUND:

On March 5, 2015, Shull & Company, P.C. delivered the completed the *Fiscal Year (FY) 2014 Audit* of the MPO's Finances. The MPO Staff reviewed the report and found no instances of noncompliance with federal requirements.

A copy of the full report will be provided at the meeting.

The MPO staff will bring this item forward as a Consent Item at the March 26, 2015, MPO meeting. Following acceptance by the MPO, the MPO staff will submit the FY 2014 Audit Report to the Iowa Department of Transportation

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

Todd Ashby, Tashby@dmampo.org.

Agenda Report

MPO Executive Committee

March 2015
Item No. 5

ISSUE: Draft *Fiscal Year 2016 Unified Planning Work Program* and Budget

REPORT and VOTE: Consider approval of the draft *Fiscal Year 2016 Unified Planning Work Program* and Budget.

BACKGROUND:

The MPO staff has developed the draft *Fiscal Year 2016 Unified Planning Work Program* (FY 2016 UPWP) and Budget, which documents all planning activities the MPO will perform using federal funds from July 1, 2015, through June 30, 2016. The Iowa Department of Transportation (DOT) requires that the UPWP describe the MPO's proposed planning activities – including task objectives, previous work, project descriptions, and work products – as well as the budget and funding sources to carry out the planning activities. The Iowa DOT requires the MPO to submit a draft UPWP by April 1, 2015 and a final UPWP by June 1, 2015.

The draft *Fiscal Year 2016 Unified Planning Work Program* and Budget is included as a supplemental item.

RECOMMENDATION:

Approve the draft *Fiscal Year 2016 Unified Planning Work Program* and Budget for submission to the Iowa Department of Transportation for review and comment.

STAFF CONTACT:

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

Agenda Report

MPO Executive Committee

March 2015
Item No. 6

ISSUE: Priority Projects List

REPORT and VOTE: Consider approval of the list of projects submitted by member communities for the annual priority project list for the Greater Des Moines Partnership trip.

BACKGROUND:

The MPO annually develops a list of priority transportation projects to include in the Greater Des Moines Partnership's Policy Book for its trip to Washington, D.C., to meet with Iowa's congressional delegation. In December, MPO staff sent an email to MPO representatives soliciting projects for this list, noting that the list from 2014 would be used unless changes were provided. Updates to the list were due by January 23, 2015.

An updated project list based on the information received is included on the following page.

The MPO's Surface Transportation Program (STP) Funding Subcommittee met on March 3, 2015, to review the project listing and to recommend, from the listing, regional priority projects to include in the Greater Des Moines Partnership May 2015 Policy Book for the annual trip to Washington, D.C., and to highlight in the presentation with congressional staffers during the trip.

RECOMMENDATION:

The STP Funding Subcommittee recommended forwarding all projects submitted as priority projects to include in the Greater Des Moines Partnership's 2015 Policy Book and to highlight in the presentation with congressional staffers during the May 2015 trip to Washington, D.C.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org;
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Agenda Report

MPO Executive Committee

March 2015
Item No. 7

ISSUE: Federal Fiscal Year 2019 Surface Transportation Program Funding Recommendation

REPORT: Report on the STP Funding Subcommittee's award recommendation for Federal Fiscal Year 2019 Surface Transportation Program funds.

BACKGROUND:

The MPO Surface Transportation Program (STP) Funding Subcommittee annually determines a funding recommendation for STP project applications. The STP Funding Subcommittee heard presentations from eligible STP project sponsors on February 12, 2015 and met again on February 24, 2015, to determine an award recommendation for Federal Fiscal Year (FFY) 2019 STP funding.

The MPO staff notes that the FFY 2019 STP funding target is \$11,886,000.

The STP Funding Subcommittee's funding allocation recommendation for STP funds is included on the following page.

The public comments on the STP project applications are included as a supplemental item.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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(515) 334-0075.

Agenda Report

MPO Executive Committee

March 2015
Item No. 8

ISSUE: Federal Fiscal Year 2019 Transportation Alternative Program Funding Recommendation

REPORT: Report on the STP Funding Subcommittee's award recommendation for Federal Fiscal Year 2019 Transportation Alternative Program funds.

BACKGROUND:

The MPO Surface Transportation Program (STP) Funding Subcommittee annually determines a funding recommendation for Transportation Alternative Program (TAP) project applications. The STP Funding Subcommittee heard presentations from eligible TAP project sponsors on February 12, 2015 and met again on February 24, 2015, to determine an award recommendation for Federal Fiscal Year (FFY) 2019 TAP funding. The MPO staff notes that the FFY 2019 TAP funding target is \$1,172,000.

The STP Funding Subcommittee's funding allocation recommendation for TAP funds is included on the following page.

The public comments on the TAP project applications are included as a supplemental item.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Teva Dawson, tdawson@dmampo.org
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Agenda Report

MPO Executive Committee

March 2015
Item No. 9

ISSUE: Best Practices Series – Protected Bike Lanes

REPORT: Discussion of protected bike lanes, best practices and common concerns.

BACKGROUND:

The MPO is beginning a series of discussions on current best practices in transportation planning and engineering as a way to continue meeting regional goals and performance measures. The series will cover a variety of topics and invite opportunities to share experience and highlight concerns to address. Future topics could include: ITS infrastructure, trail maintenance, data collection methods, etc.

Protected bike lanes have increasingly become a topic for discussion in the region with mentions in local media, interest from advocacy groups, and as one of the key presentations at the Iowa Bike Summit. The MPO's goal is to provide an informative overview of protected bike lanes and answer common concerns and questions.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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(515) 334-0075

Agenda Report

MPO Executive Committee

March 2015
Item No. 10

ISSUE: Transportation Management Association Activities

REPORT: Update on Transportation Management Association activities for 2015.

BACKGROUND:

The MPO is a federally designated Transportation Management Area with the goal of encouraging safe and efficient management, operation and development of multimodal transportation systems that mitigate congestion and reduce transportation-related fuel consumption and air pollution. To support this mission, the region has funded a Transportation Management Association (TMA) to help market alternative transportation options to residents and employers. In 2014, the MPO took over TMA activities from the Downtown Community Alliance. This report will provide an update of planned TMA activities for 2015 including outreach projects and a SmartTrips pilot project.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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Agenda Report

MPO Executive Committee

March 2015
Item No. 11

ISSUE: Growth Scenario Report

REPORT: Summary of the 2050 Growth Scenario developed for *Mobilizing Tomorrow*.

BACKGROUND:

A long-range transportation plan must project transportation demand for persons and goods over the period of the plan. To do this, the MPO must forecast population and employment growth out to the plan's horizon year and identify where this growth will occur. To accomplish this, the MPO undertakes a growth scenario process that identifies a number of alternatives for how this growth may occur.

During the *Mobilizing Tomorrow* planning process, staff worked with the MPO's Planning Subcommittee to develop a final scenario that fell between Scenarios 3 and 4 from The Tomorrow Plan. Scenario 3 focused on future land use and looked at local comprehensive plans. Scenario 4 focused on regional systems, with growth directed toward vacant properties, near transit, and at higher densities. MPO staff then met with community representatives to forecast growth in each of the member jurisdictions. Understanding the makeup of this growth as well as the geographic allocation of the growth will help the MPO understand potential impacts to the transportation system.

The draft report is included as a supplemental item.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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