

420 Watson Powell Jr. Parkway, Suite 200  
 Des Moines, Iowa 50309  
 Phone: 515.334.0075  
 www.dmampo.org

**NOTICE OF MEETING**

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

\*\*\*\*\*

**11:30 a.m., Wednesday, May 20, 2015**

**Des Moines Area MPO Mead Conference Room**

\*\*\*\*\*

**AMENDED 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 April 8, 2015, meeting minutes.
4. **REPORT and VOTE: Fiscal Year 2016 Unified Planning Work Program and Budget** .....Page 5
  - Review of the final *Fiscal Year 2016 Unified Planning Work Program* and budget; consider approval.
5. **REPORT and OPTIONAL VOTE: Fiscal Year 2015 Unified Planning Work Program and Budget – Fourth Amendment** .....Page 6
  - Report regarding a proposed amendment to shift funds among work elements; consider approval.
6. **REPORT and VOTE: FAA Reauthorization Letter of Support** .....Page 8
  - At the request of the Des Moines International Airport, offer a letter of support for the FAA Reauthorization bill; consider approval.
7. **REPORT and VOTE: Executive Director Annual Review** .....Page 10
  - Report from the Executive Director Review Committee; consider approval.
8. **REPORT and OPTIONAL VOTE: Federal Fiscal Year 2015 – 2018 Transportation Improvement Program Amendment Request** .....Page 11
  - Report on a request from the City of Ankeny to amend the *Federal Fiscal Years 2015-2018 Transportation Improvement Program*; consider approval.
9. **REPORT: Communicating Complete Streets**.....Page 13
  - Report on effectively communicating Complete Streets to the community.
10. **REPORT: Trail Counter Report** .....Page 14
  - Report on data collected from the Central Iowa Trail Count Program.
11. **REPORT: 2015 Speaker Series** .....Page 15
  - Information about upcoming speaker events sponsored by the MPO.
12. **VOTE: Approval of MPO Agenda**
13. **Other Non-Action Items of Interest to the Committee**
14. **Next Meeting Date**
  - 11:30 a.m., Wednesday June 10, 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

---

May 2015  
Item No. 3

**ISSUE: Approval of Meeting Minutes**

VOTE: Consider approval of the April 8 2015, MPO Executive Committee meeting minutes.

**BACKGROUND:**

The minutes of the April 8, 2015, MPO Executive Committee meeting are included on the following pages.

**RECOMMENDATION:**

Approve the minutes of the April 8, 2015, MPO Executive Committee meeting.

**STAFF CONTACT:**

Tracey Deckard, [tdeckard@dmampo.org](mailto:tdeckard@dmampo.org);  
(515) 334-0075.

MEETING MINUTES

Des Moines Area Metropolitan Planning Organization (MPO)  
Executive Committee  
11:30 p.m., Wednesday, April 8, 2015  
Des Moines Area MPO | Mead Conference Room

The MPO Executive Committee held a meeting at 11:30 a.m., on April 8, 2015, in the MPO Meeting Mead Conference Room. Before the meeting, the MPO staff emailed agenda packets to the MPO Executive Committee's representatives and posted the agenda at the MPO office at 2:26 p.m., April 3, 2015. The fiscal year-to-date publication cost of meeting minutes for the MPO: \$346.80. 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.

Executive Members Present:

Tom Hockensmith | Polk County  
Tom Armstrong | City of Grimes  
Robert Mahaffey | City of Des Moines  
Chris Coleman | City of Des Moines- via phone  
Steven Gaer | City of West Des Moines

Executive Members Absent:

Paula Dierenfeld | City of Johnston  
Angela Connolly | Polk County

Others Present:

Mike Clayton | Iowa Department of Transportation\*

\* Non-voting Representative

Staff Present:

Jonathan Wilson | MPO General Counsel- via phone  
Todd Ashby | Executive Director  
Teva Dawson | Senior Transportation Planner  
Zach Young | Senior Transportation Planner  
Aaron Bartling | Associate Transportation Planner  
Andrew Collings | Associate Transportation Planner  
Mike Armstrong | Associate Transportation Planner  
Tracey Deckard | Office Manager

1. Call to Order

MPO Chair Tom Hockensmith called the April 8, 2015, meeting to order at 11:34 a.m.

2. Approval of Agenda

MOTION: A motion was made to approve the April 8, 2015, Des Moines Area Metropolitan Planning Organization Executive Committee meeting agenda.

MOTION CARRIED

3. Approval of Meeting Minutes

MOTION: A motion was made to approve the March 11, 2015 Des Moines Area Metropolitan Planning Organization Executive Committee meeting minutes.

MOTION CARRIED.

4. Federal Fiscal Year 2019 Surface Transportation Program Funding Recommendation

Staff presented. Staff recommends approval of the Federal Fiscal Year 2019 Surface Transportation Program (STP) funding recommendation.

MOTION: A Motion was made to approve the FFY 2019 STP funding recommendation.

MOTION CARRIED UNANIMOUSLY

5. Federal Fiscal Year 2019 Transportation Alternative Program Funding Recommendation

Staff presented. Staff recommends approval of the Federal Fiscal Year 2019 Transportation Alternative Program funding.

MOTION: A motion was made to approve the Federal Fiscal Year 2019 Transportation Alternative Program funding

MOTION CARRIED UNANIMOUSLY

6. Federal Fiscal Years 2015-2018 Transportation Improvement Program Amendment Request

Staff presented. Staff recommends approval of the requested revisions to the FFY 2015 2018 TIP. Discussion ensued.

MOTION: A Motion was made to approve the projects.

MOTION CARRIED UNANIMOUSLY

7. Best Practices Series: Complete Streets Implementation

Staff presented. Discussion ensued.

8. Housing and Transportation Affordability Index

Staff presented. Discussion ensued.

9. Approval of MPO Agenda

Staff presented. Discussion ensued.

10. Approval of the April 16, 2015, MPO Policy Agenda

MOTION: A motion was made to approve the MPO Agenda.

MOTION CARRIED UNANIMOUSLY

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

Executive Director Todd Ashby reminded board members about the Tomorrow Plan Today event scheduled for April 15, 2015 at the Des Moines Botanical Gardens as well as the Stand Up for Transportation event on April 9, 2015 at the Des Moines Public Library.

12. Next Meeting Date

11:30 a.m. Wednesday, May 20 2015, in the MPO Mead Conference Room.

13. Adjournment

Chair Hockensmith adjourned the meeting at 12:20 p.m.

# Agenda Report

MPO Executive Committee

May 2015  
Item No.4

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

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

**BACKGROUND:**

The MPO staff presented the draft *Fiscal Year 2016 Unified Planning Work Program (FY 2016 UPWP) and Budget* in March. The UPWP 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.

Following approval of the draft UPWP, MPO staff provided the document to the Iowa DOT, the Federal Transit Administration, and the Federal Highway Administration for review and comment. MPO staff has updated the UPWP based on those comments, which were minor.

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

**RECOMMENDATION:**

Approve the final *Fiscal Year 2016 Unified Planning Work Program and Budget*.

**STAFF CONTACT:**

Dylan Mullenix, [dmullenix@dmampo.org](mailto:dmullenix@dmampo.org);  
(515) 334-0075.

# Agenda Report

MPO Executive Committee

May 2015  
Item No. 5

## **ISSUE: *Fiscal Year 2015 Unified Planning Work Program and Budget – Fourth Amendment***

REPORT and OPTIONAL VOTE: Consider approval of an amendment to the *Fiscal Year 2015 Unified Planning Work Program and Budget*.

### **BACKGROUND:**

MPO staff has identified the need to shift funds among the budget work elements to ensure adequate funding for anticipated costs. The MPO often makes these routine adjustments towards the end of each fiscal year. The proposed changes result in zero net adjustment to the MPO's total budget. The following page includes a revised budget worksheet that highlights the proposed changes.

### **RECOMMENDATION:**

Approve the amendments to the FY 2015 UPWP.

### **STAFF CONTACT:**

Dylan Mullenix, [dmullenix@dmampo.org](mailto:dmullenix@dmampo.org);  
(515) 334-0075.

**FISCAL YEAR 2015  
WORK PROGRAM BUDGET BY AGENCY  
Amendments 4  
18-May-15**

UPWP CODE	WORK ELEMENT	Des Moines Area Metropolitan Planning Organization (MPO)									
		US DOT Funds						Other Funds/Grants		Local Match	MPO TOTAL
		FHWA PL Carryover	FTA 5303 Carryover	FHWA PL New	FTA 5303 New	STP	DOT Total	Amount	Source	(from MPO members)	
1.0	Long-Range Transportation Planning	\$27,508	\$0	\$122,409	\$22,642	\$0	\$172,559	\$0	-	\$49,917	\$222,476
2.0	Transportation Systems Planning	<del>\$30,201</del> \$20,928	\$0	<del>\$134,394</del> \$93,127	<del>\$24,860</del> \$17,226	\$0	<del>\$189,455</del> \$131,281	\$0	-	<del>\$54,801</del> \$37,975	<del>\$244,256</del> \$169,256
3.0	Public Involvement	<del>\$15,672</del> \$10,726	\$0	<del>\$69,738</del> \$47,730	<del>\$12,900</del> \$8,829	\$0	<del>\$98,310</del> \$67,285	\$0	-	<del>\$28,438</del> \$19,463	<del>\$126,748</del> \$86,748
4.0	Interagency Coordination	<del>\$20,363</del> \$12,944	\$0	<del>\$90,614</del> \$57,601	<del>\$16,761</del> \$10,655	\$0	<del>\$127,738</del> \$81,200	\$0	-	<del>\$36,951</del> \$23,489	<del>\$164,689</del> \$104,689
5.0	Transportation Improvement Program	\$10,090	\$0	\$44,900	\$8,305	\$0	\$63,295	\$0	-	\$18,309	\$81,604
6.0	CIRTPA	\$0	\$0	\$0	\$0	\$0	\$0	\$75,203	CIRTPA Contract	\$0	\$75,203
7.0	Unified Planning Work Program	<del>\$4,147</del> \$3,924	\$0	<del>\$18,452</del> \$17,461	<del>\$3,413</del> \$3,230	\$0	<del>\$26,012</del> \$24,615	\$0	-	<del>\$7,525</del> \$7,120	<del>\$33,537</del> \$31,735
8.0	Transit Planning	<del>\$5,060</del> \$7,136	\$0	<del>\$22,516</del> \$31,753	<del>\$4,165</del> \$5,874	\$0	<del>\$31,741</del> \$44,763	\$0	-	<del>\$9,182</del> \$12,948	<del>\$40,923</del> \$57,711
9.0	Committee Support	<del>\$13,318</del> \$21,055	\$0	<del>\$59,262</del> \$93,694	<del>\$10,962</del> \$17,331	\$0	<del>\$83,542</del> \$132,080	\$0	-	<del>\$24,166</del> \$38,207	<del>\$107,708</del> \$170,287
10.0	Administration	<del>\$13,318</del> \$25,366	\$0	<del>\$59,265</del> \$112,875	<del>\$10,963</del> \$20,879	\$0	<del>\$83,546</del> \$159,120	\$0	-	<del>\$24,166</del> \$46,027	<del>\$107,712</del> \$205,147
11.0	Information Technology	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-	\$20,000	\$20,000
12.0	Travel and Training	\$6,019	\$0	\$26,785	\$4,955	\$0	\$37,759	\$0	-	\$10,922	\$48,681
<b>Sub Total FY 2015 Budget</b>		<b>\$145,696</b>	<b>\$0</b>	<b>\$648,335</b>	<b>\$119,926</b>	<b>\$0</b>	<b>\$913,957</b>	<b>\$75,203</b>	<b>-</b>	<b>\$284,377</b>	<b>\$1,273,537</b>
13.1	Special Project: TMA (Staffing)	\$0	\$0	\$0	\$0	\$19,576	\$19,576	\$4,895	Downtown Community Alliance & DART (in-kind advertising)	\$0	\$24,471
13.2	Special Project: TMA (Contracts)	\$0	\$0	\$0	\$0	\$117,756	\$117,756	\$29,439	Downtown Community Alliance & DART (in-kind advertising) and Urban Land Institute (active transportation efforts)	\$0	\$147,195
13.3	Special Project: Water Trail (Staffing)	\$0	\$0	\$0	\$0	\$0	\$0	\$19,593	IDNR Grant	\$0	\$19,593
13.4	Special Project: Water Trail (Contracts)	\$0	\$0	\$0	\$0	\$0	\$0	\$55,407	IDNR Grant	\$0	\$55,407
13.5	Special Project: NHTS Add-On	\$0	\$0	\$0	\$0	\$280,000	\$280,000	\$0	-	\$70,000	\$350,000
13.6	Special Project: Rail Port Study	\$0	\$0	\$0	\$0	\$0	\$0	\$59,709	Iowa DOT RRLG (80%) & GDMP (20%)	\$0	\$59,709
13.7	Special Project: Complete Streets	\$4,142	\$0	\$18,432	\$3,410	\$0	\$25,984	\$75,000	Wellmark Foundation Grant	\$7,516	\$108,500
<b>Sub Total FY 2015 Budget</b>		<b>\$4,142</b>	<b>\$0</b>	<b>\$18,432</b>	<b>\$3,410</b>	<b>\$417,332</b>	<b>\$443,316</b>	<b>\$244,043</b>	<b>\$0</b>	<b>\$77,516</b>	<b>\$764,875</b>
<b>TOTAL FY 2015 BUDGET</b>		<b>\$149,838</b>	<b>\$0</b>	<b>\$666,767</b>	<b>\$123,336</b>	<b>\$417,332</b>	<b>\$1,357,273</b>	<b>\$319,246</b>	<b>-</b>	<b>\$361,893</b>	<b>\$2,038,412</b>

Blue = New amount  
Red- = Previous amount

# Agenda Report

MPO Executive Committee

---

May 2015  
Item No.6

## **ISSUE: FAA Reauthorization Bill Letter of Support**

REPORT and VOTE: Consider approval of a letter of support for the FAA Reauthorization Bill.

## **BACKGROUND:**

The Des Moines International Airport has requested that the MPO consider offering a letter in support of the FAA Reauthorization bill. The Des Moines International Airport notes the reauthorization bill is of critical importance to the proposed \$40 million terminal project.

Included, immediately following, is a draft letter of support.

## **RECOMMENDATION:**

Approve a letter of support for the FAA Reauthorization Bill.

## **STAFF CONTACT:**

Dylan Mullenix, [dmullenix@dmampo.org](mailto:dmullenix@dmampo.org);  
(515) 334-0075.





420 Watson Powell Jr. Parkway, Suite 200  
Des Moines, Iowa 50309  
Phone: 515.334.0075  
www.dmampo.org

May 28, 2015

[Senator/Representative Name]  
[Office Address]  
Washington, DC 20510

Dear Senator/Representative \_\_\_\_\_:

On behalf of the Des Moines Area Metropolitan Planning Organization (MPO), I am writing in support of the pending modernization of the FAA Reauthorization bill. Discussion on this bill includes a \$4.00 increase in the cap imposed on the Passenger Facility Charge (PFC) user fee to a total of \$8.50 per enplaned passenger. To the Des Moines International Airport this is vitally important to help fund its proposed \$400 million terminal project. It equates to \$4.8 million per year in funding that will help fund a large portion of the necessary bonds for the proposed terminal.

America's airports are a fundamental component of our nation's transportation infrastructure, annually welcoming more than 700 million passengers and processing roughly 27 million metric tons of cargo. Collectively, airports make a tremendous contribution to U.S. GDP -- more than \$1.1 trillion -- and employ more than 1.1 million people. To meet the capacity demands of the future with safe, efficient, and modern facilities that passengers and cargo shippers expect, we need to make the investments to maintain and modernize our nation's infrastructure.

Congressional reauthorization of the Federal Aviation Administration (FAA) in 2015 provides us the opportunity to do just that by modernizing the locally-set but federally-capped passenger facility charge (PFC) user fee paid by passengers who use the airport. The PFC user fee has not been adjusted since the year 2000. As a result of significant construction cost inflation over the past decade and a half, the current \$4.50 PFC user fee has lost approximately half of its purchasing power.

Modernizing the PFC by adjusting it to \$8.50 and indexing it to keep up with inflation will provide airports the self-help they need to make critical infrastructure and safety improvements within their terminal buildings and on their runways. Such is the case with Des Moines International Airport. The proposed new terminal replaces our 1948 terminal and provides for future growth that our current terminal cannot handle.

Thank you in advance for your consideration of the pending FAA Reauthorization bill.

Respectfully,

Tom Hockensmith,  
MPO Chair

CC: Todd Ashby, MPO Executive Director

# Agenda Report

MPO Executive Committee

May 2015  
Item No. 7

## **ISSUE: MPO Executive Director Annual Review**

REPORT and VOTE: Report on the MPO Executive Director Annual Review.

## **BACKGROUND:**

The MPO Chair annually appoints an Executive Director Review Committee (Review Committee) to complete an evaluation of the Executive Director's performance over the past year. The MPO Chair appointed the following individuals to 2015 Review Committee:

- Kyle Mertz, City of Altoona
- Gary Lorenz, City of Ankeny
- Ruth Randleman, City of Carlisle
- Joe Gatto, City of Des Moines
- Tom Hadden, City of West Des Moines

The MPO staff provided all MPO and Transportation Technical Committee representatives with the Executive Director's Annual Review Survey. Surveys were also provided to the Chairs of the MPO's multiple subcommittees, the primary representatives of the MPO's advisory and associate member organizations, the MPO staff, and key personnel of the following partner organizations that the MPO works closely with the Iowa DOT and the Greater Des Moines Partnership.

The Review Committee has met to discuss the survey responses and will report their findings to the Executive Committee and make a recommendation for a compensation rate adjustment at the May 20, 2015, meeting.

## **RECOMMENDATION:**

Recommend approval of the Executive Director Review Committee's recommended compensation rate adjustment.

## **STAFF CONTACTS:**

Dylan Mullenix, [dmullenix@dmampo.org](mailto:dmullenix@dmampo.org);  
(515) 334-0075.

# Agenda Report

MPO Executive Committee

May 2015  
Item No. 8

**ISSUE: *Federal Fiscal Years 2015-2018 Transportation Improvement Program Amendment Request***

REPORT and OPTIONAL VOTE: Consider approval of the request to amend the *Federal Fiscal Years 2015-2018 Transportation Improvement Program*.

**BACKGROUND:**

The City of Ankeny has requested the following revisions to the *Federal Fiscal Years 2015-2018 Transportation Improvement Program* (FFY 2015-2018 TIP):

Sponsor: City of Ankeny

Project: #33886, Safe Routes to School – School Zone Flashing Beacons

Federal Aid Amount Total: \$80,000

Total Cost: \$110,000

Type of Funding: TAP

Change: Move project forward from FFY 2019 to FFY 2015.

The MPO staff notes that amendments to the TIP are subject to the approval of the MPO and a public comment period. The public will have the opportunity to comment at the May 28, 2015, MPO Policy meeting.

A copy of the 2015-2018 TIP Ankeny project map is attached on the following page.

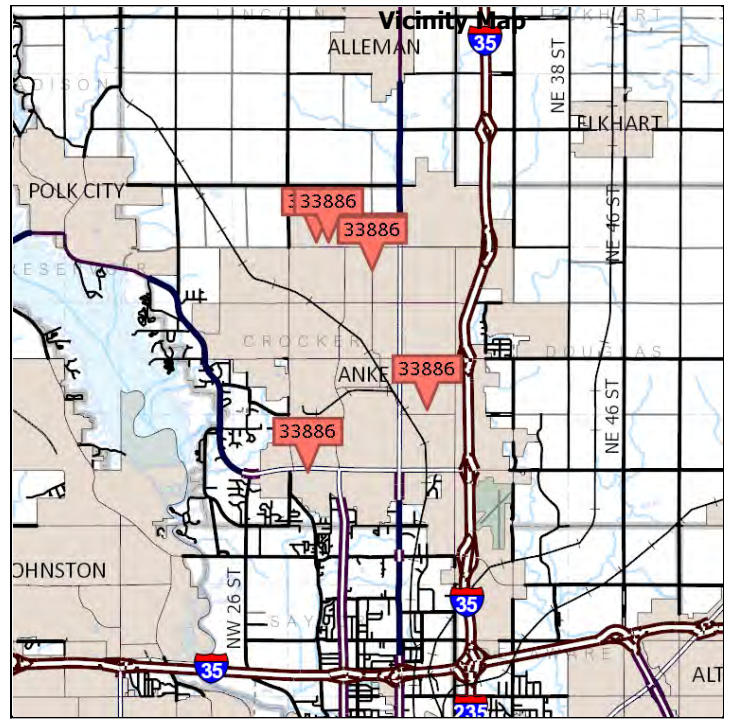
**RECOMMENDATION:**

Recommend approval of the requested revisions to the FFY 2015-2018 TIP.

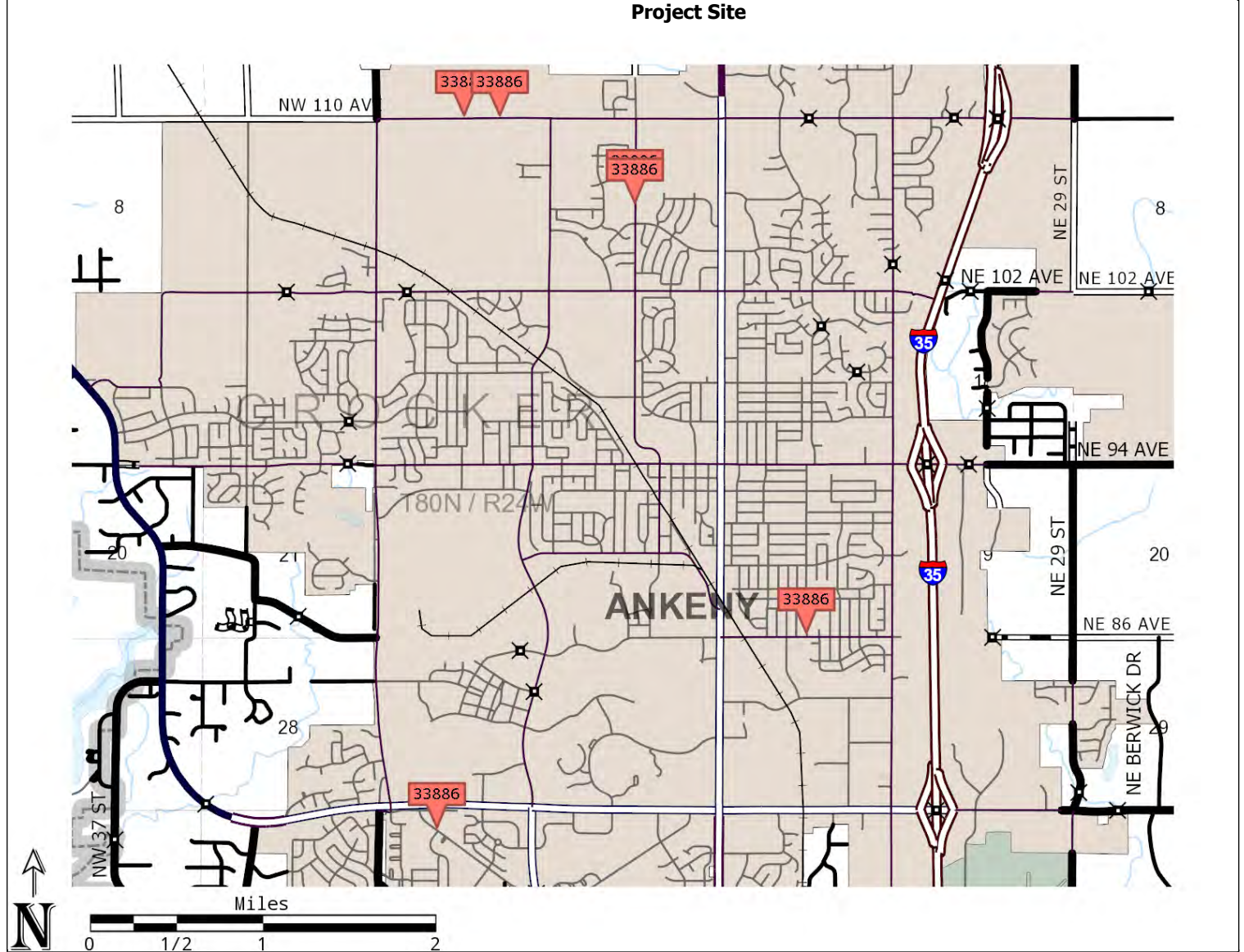
**STAFF CONTACTS:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org);  
(515) 334-0075.

<b>Sponsor</b>	Ankeny
<b>Identity</b>	STP-E-0187(--8V-77 TPMS# 33886 TIP# --
<b>Location</b>	In the city of Ankeny, Safe Routes to School - School Zone Flashing Beacons, on various routes
<b>Characteristics</b>	Minor Arterial / /
<b>Type of Work</b>	Ped/Bike Miscellaneous



Project Site



# Agenda Report

MPO Executive Committee

---

May 2015  
Item No. 9

## **ISSUE: Communicating Complete Streets**

REPORT: Discussion on how to effectively communicate Complete Streets to the community.

## **BACKGROUND:**

The MPO is continuing its series of discussions on current best practices in transportation planning and engineering as a way to meet regional goals and performance measures. The series covers a variety of topics that invite opportunities to share experiences and highlight concerns to address.

Part of developing and adopting a Complete Streets Policy is communicating both the concept and reasoning behind the policy to the community and stakeholders. Continuing the Best Practices Series, this presentation covers how to discuss and message Complete Streets as a way to create and maintain safe, healthy and prosperous communities.

## **RECOMMENDATION:**

None. Report and discussion only.

## **STAFF CONTACT:**

Mike Armstrong, [marmstrong@dmampo.org](mailto:marmstrong@dmampo.org);  
(515) 334-0075

# Agenda Report

MPO Executive Committee

May 2015  
Item No. 10

## **ISSUE: Trail Counter Report**

REPORT: Discussion regarding the annual Central Iowa Trail Count Program report.

## **BACKGROUND:**

MPO staff has developed a report to outline trail usage in central Iowa. This report provides a general overview of the Central Iowa Trails network, information on regional mapping resources, and a look at the characteristics of when people are using the trails. Trail count data is collected through infrared trail counters, purchased by the MPO in 2011 from TRAFx Research Ltd.

This report is part of the MPO's monthly report series on performance measures identified in *Mobilizing Tomorrow*.

The Trail Counter Report is included as a supplemental item.

## **RECOMMENDATION:**

None. Report and discussion only.

## **STAFF CONTACT:**

Aaron Bartling, [abartling@dmampo.org](mailto:abartling@dmampo.org);  
(515) 334-0075.

# Agenda Report

MPO Executive Committee

May 2015  
Item No. 11

## **ISSUE: 2015 Speaker Series**

REPORT: Discussion regarding The Tomorrow Plan 2015 Speakers Series.

## **BACKGROUND:**

The speaker series was one of the most successful components of The Tomorrow Plan during the development phase and is being continued during the implementation phase. The Tomorrow Plan 2015 Speaker Series features 15 speakers on a wide range of topics, from street design to housing, water trails to public art. The 2015 Speaker Series is a collaboration between the MPO and partner organizations including the Greater Des Moines Partnership, Capital Crossroads, Polk County Housing Trust Fund, Des Moines Water Works Park Foundation, Central Iowa Paddlers, Iowa Department of Natural Resources, Urban Land Institute Iowa, and the Iowa Economic Development Authority.

A summary of 2015 Speaker Series events will be provided at the May meeting and also is available at <http://dmampo.org/2015/03/24/the-tomorrow-plan-2015-speakers-series/>.

## **RECOMMENDATION:**

None. Report and discussion only.

## **STAFF CONTACT:**

Gunnar Olson, [golson@dmampo.org](mailto:golson@dmampo.org);  
(515) 334-0075