



82 Hart Field Road Suite 105  
Morgantown, WV 26508  
(304) 291-9571  
[www.plantgether.org](http://www.plantgether.org)

### **Agenda**

MPO Policy Board Meeting  
MPO Conference Room  
Morgantown City Hall  
May 21, 2015  
6 PM

1. Call To Order
2. Public Comment
3. Approval of Minutes
4. Reports
  - a. Finance
  - b. Citizens Advisory Committee
  - c. Executive Directors Report
5. Audit
6. TIP Amendments
7. Resolution in Support of the City of Morgantown University Avenue Complete Streets TIGER Grant Application
8. University Avenue Complete Streets Study and I-79 Access Study Updates
9. Status Report on ongoing projects-WVDOH
10. Other Business
11. Meeting Adjournment



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### Memorandum

Date: May 14, 2015  
To: Policy Board Members  
From: Bill Austin, AICP  
Subject: May 21, 2015 Policy Board Agenda

Please find below a short description of the items to be considered at the May 21, 2015 CAC Meeting to be held at the Morgantown City Hall, Council Chambers at 6 PM.

**-Finance Reports-**Please note that there are three finance reports included in the Agenda packet. The February Finance Report was revised to correct an entry error and the March and April reports are available as usual. The Treasurer will report on these items.

**-Audit-**The MPO's Audit for the year ending July 1, 2014 was shared with the Policy Board upon receipt from the Auditor at the end of March. Please find enclosed another copy of the Audit for your information. The Auditor found no issues with the MPO's financial records.

**-Transportation Improvement Program Amendments-**The Division of Highways has requested the following TIP Amendments:

#### **FY 2015 Add**

US 19 Beechurst Avenue Resurfacing Project (Project ACHP 0019426D) from 200 feet south of Hough to 8th Street 0.7 miles \$625,000 No Federal funds

West Virginia University has requested the following TIP Amendments:

#### **FY 2016 Add**

Personal Rapid Transit (PRT) Upgrade Phase 2

Total Cost: \$52,600,000; Federal Funds Section 5307/5339 \$1,381,315

## **FY 2017 Add**

### Personal Rapid Transit Upgrade Phase 3

Total Cost: \$34,786,164 Federal Funds Section 5307/5339 \$3,985,360

Phase 2 of the PRT Upgrade consists of replacement of the PRT's Automatic Control System and Electrical System. Phase 3 of the PRT Upgrade consists of vehicle replacement and structural repairs to the PRT platforms infrastructure.

The TTAC will have reviewed, prior to the Policy Board meeting a model prepared by MPO Staff evaluating alternative striping proposals from Campus Drive south for the Beechurst resurfacing project. The approval of the resurfacing project is not dependent on this review.

The TTAC respectfully unanimously recommended approval of the above TIP Amendments. Lacking a quorum, it was the unanimous consensus of those members present that the CAC would recommend approval of the TIP Amendments.

**-Resolution in Support of the City of Morgantown's University Avenue Complete Streets TIGER Application-** Policy Board members may recall that one of the primary purposes for funding the University Avenue Complete Streets Study is for the preparation of a Transportation Investing Generating Recovery (TIGER) grant from the US Department of Transportation to implement the recommendations of the Study.

While the University Avenue Study is ongoing the USDOT has released a call for TIGER Grant Applications. The City of Morgantown has determined that they would like to apply for a grant this year since the future of the TIGER grant program is unclear. MPO Staff and the University Avenue Study Consultants have been assisting the City in the preparation of this grant application. It is respectfully requested that the Policy Board approve the attached Resolution supporting the City's application.

**-Status Report on University Avenue and I-79 Access Studys-**Please see the information attached to this agenda for information on the Universty Avenue Study. The I-79 Study team is beginning work and we will be scheduling a Steering Committee meeting shortly..

Morgantown - Mon County Trans. Planning Org.  
**Checking Account**  
 As of February 28, 2015

4:08 PM  
 05/11/2015  
 Accrual Basis

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Centra-Checking (voucher checks)									<b>11,525.97</b>
Deposit	02/10/2015		Monongalia County	Deposit For reserve fund		√	Local Gov't Membershi	4,500.00	16,025.97
Check	02/12/2015	8598	Fringe Benefits Management Company			√	Salary	-293.30	15,732.67
Check	02/12/2015	8599	Public Employees Insurance Agency			√	Salary	-1,707.94	14,024.73
Check	02/12/2015	8600	Retiree Health Benefit Trust Fund			√	Salary	-328.00	13,696.73
Check	02/12/2015	8601	Service Plus			√	Accounting (Accounting)	-252.86	13,443.87
Check	02/12/2015	5352	ICMA. Retirement Corp			√	Salary	-1,451.33	11,992.54
Check	02/12/2015	5350	J. William B. Austin	Electronic Transfer		√	Salaries	-1,913.62	10,078.92
Check	02/12/2015	5351	Jing Zhang	Electronic Transfer		√	Salaries	-1,255.16	8,823.76
Check	02/12/2015	941	IRS	Electronic Transfer		√	Salary	-1,151.00	7,672.76
Deposit	02/20/2015		Monongalia County Planning Commission	Deposit		√	Internet	146.55	7,819.31
Check	02/26/2015	941	IRS	Electronic Transfer		√	Salary	-1,150.99	6,668.32
Check	02/26/2015	5353	J. William B. Austin	Electronic Transfer		√	Salary	-1,913.62	4,754.70
Check	02/26/2015	5354	Jing Zhang	Electronic Transfer		√	Salary	-1,255.16	3,499.54
Check	02/26/2015	5355	ICMA. Retirement Corp			√	Salary	-1,451.33	2,048.21
Check	02/26/2015	8602	Centra Bank - Mastercard			√	Administrative Overhead	-343.98	1,704.23
Check	02/26/2015	8603	Comcast			√	Administrative Overhead	-293.10	1,411.13
Check	02/26/2015	8604	WVNET			√	Administrative Overhead	-60.00	1,351.13
Check	02/27/2015	22715	WV Dept of Tax and Revenue	Electronic Transfer		√	Salary	-408.00	<u>943.13</u>
Total Centra-Checking (voucher checks)									<b>943.13</b>
TOTAL									

**MORGANTOWN MONONGALIA**  
**METROPOLITAN PLANNING ORGANIZATION POLICY BOARD**  
**MARCH 19, 2015 MINUTES (DRAFT)**

**Members Present:** Chairmen Wes Nugent-City of Morgantown, Anthony Giambrone-Star City, Commissioner Edward Hawkins-Monongalia County, Randy Hudak-WVU, Brian Carr-WV DOH, Councilperson Janice Goodwin-Westover, Mayor Patricia Lewis-Granville, Councilperson Bill Kawecki-City of Morgantown

**MPO Director:** Bill Austin

**Members Absent:** Mike Kelly-Board of Education, Joe Statler-Blacksville, Commissioner Eldon Callen, Mayor Jennifer Selin-City of Morgantown, Councilperson Marti Shamberger-City of Morgantown, Commissioner Tom Bloom-Monongalia County, Dave Bruffy-Mountain Line.

**1. Call to Order**

With a quorum present, Chairman Nugent called the meeting to order at 7:00 PM. Chairman Nugent noted that after the Approval of Minutes, a public comment session will be added to the original agenda of this meeting.

**2. Approval of Minutes**

Chairman Nugent introduced the approval of the Minutes for the January Meeting; seconded by Councilperson Goodwin. With no discussion, the motion unanimously passed.

**3. Public Comments**

None

**4. Reports**

*a. Finance Report*

Chairman Nugent asked Mayor Lewis to present the finance report. Mayor Lewis noted that:

-- Beginning balance in January \$10,699.12 with expenditures of \$15,811.36 and deposits totaling \$16,638.21, leaving a balance of \$11,525.97 at the beginning of February. Mr. Giambrone moved to accept the January Finance Report; seconded by Councilperson Goodwin. With no discussion, the motion unanimously passed.

-- Beginning balance in February \$11,525.97 with expenditures of \$14532.31 and deposits totaling \$4,646.55 leaving a balance of \$1,640.21 at the beginning of March. Commissioner Hawkins moved to accept the February Finance Report; seconded by Mr. Hudak. With no discussion, the motion unanimously passed.

*b. Citizens Advisory Committee*

Mr. Rice, Chair of the Citizens Advisory Committee, reported that the CAC has recommended approval of all proposed TIP Amendments in the March meeting. He stated that the committee

has also recommended approval of the Greenbag Rd Corridor Study and noted that the study does not include the intersection Greenbag Rd/WV 7 and the intersection of US 119 and CR 73.

Mr. Rice then noted that the CAC has recommended approval of the scope of work of the University Ave Complete Street Project. He went on to note that this study includes the Beechurst Ave and Campus Dr intersection.

### *c. Executive Directors Report*

Mr. Austin noted that MPO staff has been working with consultants and stakeholders to develop the scope of work for the University Complete Street Study and the I-79 Access Study. Mr. Austin then noted that he has been re-elected as the chairman of the WV MPO Association.

Mr. Austin went on to note that the MPO has held a stakeholder meeting on the Van Voorhis Rd Improvement project. Attendees include representatives from the City of Morgantown, WV DOH, and Morgantown Utility Board. He stated that the project is mainly a drainage improvement project, but it does include some paved shoulders, and that the engineering design of this project will be completed in a month. Councilperson Kawecki pointed out that the coordination among involved entities is key to the success of this project.

## **5. TIP Amendments**

Mr. Austin noted that three projects are included in the proposed TIP Amendments. The Deckers Creek Pedestrian Bridge project is proposed by the City of Morgantown. It connects the Greenmont and South Park neighborhoods to the Deckers Creek Trail. The Westover Park Loop project is for Westover's walking path around the park. It is proposed by WV DOH and originally appropriated from 2012 funds. The MPO is working with WV DOH to clarify specifics of this project. Both Deckers Creek Pedestrian Bridge and Westover Park Loop projects are primarily funded through federal Transportation Alternatives Funding and are opportunities to enhance multimodal transportation facility in the metropolitan area.

The proposed modification to West Run Widening Project is for increasing funding for additional cost incurred by the right-of-way acquisition on West Run Rd between Van Voorhis Rd and Riddle Ave. Mr. Carr concurred with the description of proposed TIP Amendments.

Mr. Kawecki moved to approve the TIP Amendments as presented; seconded by Councilperson Goodwin. During the discussion session, Mr. Giambone inquired about the timeline of the West Run Project. Mr. Austin noted that the construction is expected to begin in this summer. The segment to be improved is from Van Voorhis Rd to Riddle Ave. With no further discussion, the motion unanimously passed.

## **6. Status of Greenbag Road Study**

Mr. Austin noted that the executive summary of the Greenbag Rd Corridor Study is included in the agenda package of this meeting and the internet link of downloading the full report has been shared with board members.

Mr. Austin then summarized the main components of this study, including public involvement, planning process, and major recommended projects and programs. Mr. Austin commented that the proposed improvements from this study are feasible and cost-effective.

Councilperson Kawecki move to adopt this study; seconded by Councilperson Goodwin. In the discussion session, Councilperson Kawecki asked about the concept of multi-use path proposed in this plan. Mr. Austin noted that multi-use paths connecting neighborhoods along the corridor have been identified as long term improvement in this study. It requires further studies to identify the most appropriate route and to evaluate its benefits and impact to the neighboring communities. With no further discussion, the motion unanimously passed.

Mr. Austin noted that he would appreciate any comment on the format used in the Greenbag Rd Corridor Study Report. The format will be a model for to future MPO studies. Mr. Austin then commended Mr. Zhang for his work on this project.

### **7. University Ave Complete Streets Study Consultant Selection and UPWP Amendment**

Mr. Austin noted that the University Ave Complete Streets Study was initiated through close cooperation among WVU, City of Morgantown, WV DOH, and the MPO. The purpose of this study is to develop a unified and comprehensive approach to address the growth of Sunnyside-Up TIF district and the growth in the area.

The scope of this study encompasses both transportation and land-use issues along the corridor. Besides improving traveling condition for motor vehicles, the study will explore opportunities for enhancing alternative transportation models, such walking, bicycling, and public transit along the corridor. Stantec has been selected as the consulting firm for this study by the Consultant Selection Committee. The time frame of this study is 9 months and its total proposed cost is approximately \$225,000. Eighty percent of funding will come from Federal transportation planning funds and twenty percent will come from the University and the Sunnyside-Up TIF District. Mr. Hudak noted that this study is important to both the University and the City and he expects its outcome will bring positive changes to this critical corridor. Mr. Austin then expressed this appreciation to the City, the University, the Sunnyside-Up District, and WV DOH for their collaboration and support in this project.

Mr. Austin recommended that the policy board to amend the current UPWP to increase \$60,000 for this study. He noted that both the TTAC and CAC have reviewed and recommended approval of this amendment. Commissioner Hawkins moved to approve the authorization for the chairmen and the Executive Director to sign the contract with the selected consulting firm and the proposed UPWP Amendment as presented; seconded by Mayor Lewis. During the discussion session, Councilperson Kawecki noted that this study is of great importance to the community and it should be conducted in a careful way. With no further discussion, the motion unanimously passed.

### **8. I-79 Access Study Consultant Selection**

Mr. Austin noted that the I-79 Access Study is to document the purpose and need for additional access to I-79 over the Monongahela River, as a part of the environmental evaluation process stipulated by the National Environment Policy Act. The scope of this study includes extensive traffic modeling and significant public outreach and it will enhance the traffic modeling capability of the MPO. Mr. Carr noted that the study will determine whether a bridge is needed

to meet the growth of this area and provide better understanding of the growth pattern of this region.

Mr. Austin noted that the TTAC and CAC have recommended the selection of HDR to perform the I-79 Access Study and to authorize signing the contract with the firm when the scope of work is finalized. Commissioner Hawkins moved to adopt the Resolution as presented; seconded by Mayor Lewis. With no further discussion, the motion unanimously passed.

### **9. Resolution Supporting the Rails to Trails Conservancy**

Chairman Nugent introduced Ella Belling, director of the MRTC. Mrs. Belling introduced a proposed resolution to demonstrate the support from local government entities for completing a long distance trail corridor connecting WV to the greater Pittsburgh area and ultimately to the Washington DC/Northern Virginia area. This resolution has been presented to and adopted by County Commission and Morgantown City Council. Chairmen Nugent inquired about the missing links of proposed trail corridor. Mrs. Belling noted that most missing links on the West Virginia side are located in Fairmont County and Harrison County, totaling 25 miles. On the Pennsylvania side, 30 miles of trail are missing.

Councilperson Kawecky moved to adopt the Resolution as presented; seconded by Mayor Lewis. With no further discussion, the motion unanimously passed.

### **10. Other Business**

No other business.

### **11. Meeting Adjournment**

The meeting adjourned at 6:45 PM.



**RESOLUTION**

**SUPPORTING AN APPLICATION FOR FUNDS TO IMPLEMENT OF A COMPLETE STREETS PLAN ON UNIVERSITY AVENUE AND THE ADJACENT CORRIDOR**

WHEREAS, the Morgantown Monongalia Metropolitan Planning Organization's (MPO) 2040 Long Range Transportation Plan calls for University Avenue and the adjacent corridor to be improved to serve as a safe and efficient multi-modal corridor in accordance with the MPO's and the City of Morgantown's adopted Complete Streets policies; and

WHEREAS, University Avenue and the adjacent corridor is the fastest growing area in the City of Morgantown and Monongalia County; and

WHEREAS, the Monongalia County Commission recognizes that the economic well being of all citizens in Monongalia County are linked together; and

WHEREAS University Avenue is a major transportation corridor that directly or indirectly impacts traffic operations throughout the Urban Area; and

WHEREAS, the Morgantown Monongalia MPO, with the support of the West Virginia Department of Transportation and the Federal Highway Administration has joined with West Virginia University, the Campus Neighborhoods Revitalization Organization (Sunnyside Up), and the City of Morgantown, to engage a consultant to perform a detailed Study identifying in detail the transportation improvements needed to reach the MPO's 2040 Long Range Transportation Plans vision while addressing the impacts of the areas rapid growth; and

WHEREAS, the United States Department of Transportation is requesting applications for funds from the Transportation Investment Generating Economic Recovery (TIGER) competitive grant program for transportation improvements that will benefit communities; and

WHEREAS the City of Morgantown is applying for a TIGER Grant for the implementation of this plan;

NOW THEREFORE BE IT RESOLVED: that the Monongalia County Commission supports the City of Morgantown's application for a TIGER Grant to address the area's transportation needs.

ADOPTED, this \_\_ day of May 2015, at a regular meeting of the Monongalia County Commission

ATTEST:

\_\_\_\_\_

\_\_\_\_\_

Morgantown - Mon County Trans. Planning Org.  
 Checking Account  
 As of April 30, 2015

3:37 PM  
 05/11/2015  
 Accrual Basis

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>Centra-Checking (voucher checks)</b>									<b>20,181.99</b>
Deposit	04/13/2015		Mountain Line Transit	Deposit Match for I-79 Acces		√	Consulting (Consulting Expense)	5,000.00	25,181.99
Check	04/13/2015	8617	Comcast			√	Administrative Overhead	-295.32	24,886.67
Check	04/13/2015	8618	Morgantown Area Chamber of Commerce	Legislative Update		√	Administrative Overhead	-20.00	24,866.67
Check	04/13/2015	8619	Public Employees Insurance Agency			√	Salary	-1,707.94	23,158.73
Check	04/13/2015	8620	Retiree Health Benefit Trust Fund			√	Salary	-328.00	22,830.73
Check	04/13/2015	8621	Service Plus			√	Accounting (Accounting Fees)	-109.20	22,721.53
Check	04/13/2015	8622	Transmetrics America	Traffic Count Assist			Consulting (Consulting Expense)	-400.00	22,321.53
Check	04/13/2015	941	IRS	Electronic Transfer		√	Salary	-1,151.00	21,170.53
Check	04/15/2015	5362	J. William B. Austin	Electronic		√	Salary	-1,913.62	19,256.91
Check	04/15/2015	5363	Jing Zhang	Electronic Transfer		√	Salary	-1,255.16	18,001.75
Check	04/15/2015	5364	ICMA. Retirement Corp			√	Salary	-1,451.33	16,550.42
Deposit	04/17/2015		WVDOH	Deposit		√	PL Funds (Funds)	16,268.48	32,818.90
Check	04/28/2015	8623	Association of Metropolitan Planning Org				Dues and Subscriptions (Dues an	-422.10	32,396.80
Check	04/28/2015	8624	Balestra Harr and Scherer CPA	Audit			Administrative Overhead	-3,000.00	29,396.80
Check	04/28/2015	8625	Centra Bank - Mastercard	Travel, Training, supplies			Administrative Overhead	-2,465.85	26,930.95
Check	04/28/2015	8626	J. William B. Austin	TIGER Grant Training			Travel & Ent (Travel and Entertair	-325.94	26,605.01
Check	04/28/2015	8627	Morgantown Municipal Airport				Rent (Rent)	-720.00	25,885.01
Check	04/28/2015	8628	WVNET				Administrative Overhead	-60.00	25,825.01
Check	04/30/2015	5365	J. William B. Austin	Electronic Transfer		√	Salary	-1,913.62	23,911.39
Check	04/30/2015	5366	Jing Zhang	Electronic Transfer		√	Salary	-1,255.16	22,656.23
Check	04/30/2015	5367	ICMA. Retirement Corp				Salary	-1,451.33	21,204.90
Check	04/30/2015	941	IRS	Electronic Transfer		√	Salary	-1,151.00	20,053.90
Check	04/30/2015	43015	WV Dept of Tax and Revenue	Electronic Transfer			Salary	-408.00	19,645.90
Total Centra-Checking (voucher checks)									<b>19,645.90</b>

**TOTAL**

Morgantown - Mon County Trans. Planning Org.  
 Checking Account  
 As of March 31, 2015

3:35 PM  
 05/12/2015  
 Accrual Basis

Type	Date	Num	Name	Memo	Class	Cr	Split	Amount	Balance
Centra-Checking (voucher checks)									<b>943.13</b>
Deposit	03/02/2015		WVDOH	Deposit		√	PL Funds (Funds)	14,093.82	15,036.95
Deposit	03/09/2015		Monongalia County Planning Commission	Deposit		√	Internet	146.55	15,183.50
Check	03/12/2015	8605	Brickstreet Mutual Insurance Company			√	Administrative Overhead	-287.00	14,896.50
Check	03/12/2015	8606	Comcast	Internet/Phones		√	Administrative Overhead	-293.10	14,603.40
Check	03/12/2015	8607	Morgantown Municipal Airport			√	Rent (Rent)	-720.00	13,883.40
Check	03/12/2015	8608	Service Plus			√	Accounting (Accounting Fees)	-106.32	13,777.08
Check	03/12/2015	8609	Centra Bank - Mastercard	APA Dues		√	Administrative Overhead	-460.00	13,317.08
Check	03/12/2015	8610	WV Board of Risk & Insurance Management			√	Administrative Overhead	-936.00	12,381.08
Check	03/12/2015	5356	J. William B. Austin	Electronic Deposit		√	Salaries	-1,913.62	10,467.46
Check	03/12/2015	5357	Jing Zhang	Electronic Deposit		√	Salaries	-1,255.17	9,212.29
Check	03/12/2015	5358	ICMA. Retirement Corp			√	Salary	-1,451.33	7,760.96
Check	03/12/2015	941	IRS	Electronic Transfer		√	Salary	-1,150.99	6,609.97
Deposit	03/19/2015		WVDOH	Deposit		√	PL Funds (Funds)	13,574.57	20,184.54
Deposit	03/23/2015		Monongalia County Planning Commission	Deposit		√	Internet	146.55	20,331.09
Check	03/25/2015	8611	Fringe Benefits Management Company			√	Salary	-293.30	20,037.79
Check	03/25/2015	8613	Morgantown Municipal Airport			√	Rent (Rent)	-720.00	19,317.79
Check	03/25/2015	8614	Public Employees Insurance Agency			√	Salary	-1,707.94	17,609.85
Check	03/25/2015	8615	Retiree Health Benefit Trust Fund			√	Salary	-328.00	17,281.85
Check	03/30/2015	8612	J. William B. Austin	Travel-Mileage 2 Charleston Trips		√	Administrative Overhead	-318.00	16,963.85
Check	03/30/2015	8616	WV Newspaper Publishing Co.			√	Administrative Overhead	-102.75	16,861.10
Check	03/30/2015	5359	J. William B. Austin	Electronic Deposit		√	Salary	-1,913.62	14,947.48
Check	03/30/2015	5360	Jing Zhang	Electronic Transfer		√	Salary	-1,255.16	13,692.32
Check	03/30/2015	5361	ICMA. Retirement Corp			√	Salary	-1,451.33	12,240.99
Check	03/30/2015	33015	WV Dept of Tax and Revenue			√	Salary	-408.00	11,832.99
Check	03/30/2015	941	IRS	Electronic Transfer		√	Salary	-1,151.00	10,681.99
Deposit	03/30/2015		Sunny Side Up Neighborhood Revitalization	Deposit Univ. Ave Study		√	Consulting (Consulting Expense)	5,000.00	15,681.99
Deposit	03/31/2015		City of Morgantown	Deposit Reserve Fund		√	PL Funds Match	4,500.00	20,181.99
Total Centra-Checking (voucher checks)									<b>20,181.99</b>

TOTAL



## **Balestra, Harr & Scherer, CPAs, Inc.**

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MORGANTOWN MONONGALIA  
METROPOLITAN PLANNING ORGANIZATION

FINANCIAL STATEMENTS

For the Year Ended June 30, 2014  
Fiscal Year Audited Under GAGAS: 2014

MORGANTOWN MONONGALIA  
METROPOLITAN PLANNING ORGANIZATION  
YEAR ENDED JUNE 30, 2014

BOARD OFFICERS

<u>Name</u>	<u>Representing</u>
Mayor Jennifer Selin	City of Morgantown
Marti Shamberger	City of Morgantown
Wes Nugent, Chairman	City of Morgantown
Eldon Callen, Vice Chairman	Monongalia County
Tom Bloom	Monongalia County
Ed Hawkins	Monongalia County
Joe Statler	Town of Blacksville
Anothony Giambrone	Town of Star City
Mayor Patricia Lewis, Treasurer	Town of Granville
Janice Goodwin	City of Westover
Randy Hudak	West Virginia University
Dave Bruffy	Mountain Line Transportation
Brian Carr	West Virginia Department of Transportation
Mike Kelly	Monongalia County Board of Education
Bill Austin, Secretary	MMMPO Executive Director

MORGANTOWN MONONGALIA  
 METROPOLITAN PLANNING ORGANIZATION  
 YEAR ENDED JUNE 30, 2014

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## INDEPENDENT AUDITOR'S REPORT

To the Policy Board Members  
Morgantown Monongalia Metropolitan  
Planning Organization  
Morgantown, West Virginia

### Report on the Financial Statements

We have audited the accompanying financial statements of the Morgantown Monongalia Metropolitan Planning Organization (the "Organization"), as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the Organization's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for preparing and fairly presenting these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes designing, implementing, and maintaining internal control relevant to preparing and fairly presenting financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to opine on these financial statements based on our audit. We audited in accordance with auditing standards generally accepted in the United States of America and the financial audit standards in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require us to plan and perform the audit to reasonably assure the financial statements are free from material misstatement.

An audit requires obtaining evidence about financial statement amounts and disclosures. The procedures selected depend on our judgment, including assessing the risks of material financial statement misstatement, whether due to fraud or error. In assessing those risks, we consider internal control relevant to the Organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not to the extent needed to opine on the effectiveness of the Organization's internal control. Accordingly, we express no opinion. An audit also includes evaluating the appropriateness of management's accounting policies and the reasonableness of their significant accounting estimates, as well as our evaluation of the overall financial statement presentation.

We believe the audit evidence we obtained is sufficient and appropriate to support our opinion.

### **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Morgantown Monongalia Metropolitan Planning Organization, West Virginia, as of June 30, 2014, and the respective changes in its financial position thereof for the year then ended in accordance with the accounting principles generally accepted in the United States of America.

### **Other Matters**

#### *Required Supplementary Information*

Management has omitted the Management's Discussion and Analysis information that is required to be presented for purposes of additional analysis. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historic context.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated February 12, 2015, on our consideration of the Organization's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. That report describes the scope of our internal control testing over financial reporting and compliance, and the results of that testing, and does not opine on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.

*Balestra, Harr & Scherer, CPAs*

Balestra, Harr & Scherer, CPAs, Inc.  
Huntington, West Virginia  
February 12, 2015



**MORGANTOWN MONONGALIA  
METROPOLITAN PLANNING ORGANIZATION**

**STATEMENT OF NET POSITION  
JUNE 30, 2014**

	<u><b>Governmental Activities</b></u>
<b>Assets</b>	
<b>Current Assets:</b>	
Equity in Pooled Cash and Cash Equivalents	\$ 6,967
Accounts Receivable	<u>14,939</u>
<b>Capital Assets:</b>	
Equipment and Furniture	50,896
Accumulated Depreciation	<u>(46,533)</u>
Total Capital Assets Net of Depreciation	<u>4,363</u>
<b>Total Assets</b>	<u><u>\$ 26,269</u></u>
<b>Liabilities</b>	
<b>Current Liabilities:</b>	
Accounts Payable	11,971
Payroll Liability	<u>2,760</u>
Total Liabilities	<u>14,731</u>
<b>Net Position</b>	
<b>Net Position:</b>	
Net Investment in Capital Assets	4,363
Unrestricted	<u>7,175</u>
Total Net Position	<u>11,538</u>
<b>Total Liabilities and Net Position</b>	<u><u>\$ 26,269</u></u>

*The notes to the basic financial statements are an integral part of this statement.*

**MORGANTOWN MONONGALIA  
METROPOLITAN PLANNING ORGANIZATION**

**STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2014**

	<b>Program Revenues</b>		<b>Net (Expenses) Revenues Changes in Net Position</b>
	<b>Expenses</b>	<b>Operating Grants and Contributions</b>	<b>Governmental Activities</b>
<b>Governmental Activities</b>			
Transportation Planning	\$ 238,136	\$ 227,972	\$ (10,164)
Total Governmental Activities	<u>\$ 238,136</u>	<u>\$ 227,972</u>	<u>(10,164)</u>
Change in Net Position			(10,164)
Net Position Beginning of Year			21,702
Net Position End of Year			<u>\$ 11,538</u>

*The notes to the basic financial statements are an integral part of this statement.*

**MORGANTOWN MONONGALIA  
METROPOLITAN PLANNING ORGANIZATION**

**BALANCE SHEET  
GENERAL FUND  
JUNE 30, 2014**

	<u>General Fund</u>
<b>Assets</b>	
Equity in Pooled Cash and Cash Equivalents	\$ 6,967
Grants Receivable	<u>14,939</u>
Total Assets	<u><u>\$ 21,906</u></u>
<b>Liabilities</b>	
Accounts Payable	11,971
Payroll Liability	<u>2,760</u>
Total Liabilities	<u>14,731</u>
<b>Fund Balances</b>	
Unassigned	<u>7,175</u>
Total Liabilities and Fund Balance	<u><u>\$ 21,906</u></u>

*The notes to the basic financial statements are an integral part of this statement*

**MORGANTOWN MONONGALIA  
METROPOLITAN PLANNING ORGANIZATION**

**RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE TO  
NET POSITION OF GOVERNMENTAL ACTIVITIES  
JUNE 30, 2014**

**Total Governmental Fund Balances** \$ 7,175

*Amounts reported for governmental activities in the  
Statement of Net Position are different because:*

Capital assets used in governmental activities are not financial resources and  
therefore are not reported in the funds. These assets consist of:

Depreciable capital assets	50,896	
Accumulated Depreciation	<u>(46,533)</u>	
Total capital assets		<u>4,363</u>

**Net Position of Governmental Activities** \$ 11,538

*The notes to the basic financial statements are an integral part of this statement.*

**MORGANTOWN MONONGALIA  
METROPOLITAN PLANNING ORGANIZATION**

**STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCE**

**GENERAL FUND  
JUNE 30, 2014**

	<b>General Fund</b>
<b>Revenues</b>	
Grants PL Funds	\$ 152,273
MPO (City)	16,945
MPO (County)	12,000
WV DOT	46,754
Other Income	-
Total Receipts	227,972
 <b>Expenditures</b>	
Salaries and Related Expenditures	173,658
Rent	8,050
Travel	3,400
Professional Services	41,896
Administrative Overhead	15,495
Total Disbursements	242,499
Net Change in Fund Balances	(14,527)
Fund Balances Beginning of Year	21,702
Fund Balances End of Year	\$ 7,175

*The notes to the basic financial statements are an integral part of this state*

**MORGANTOWN MONONGALIA  
METROPOLITAN PLANNING ORGANIZATION**

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGE IN FUND BALANCE OF GOVERNMENTAL FUND  
TO THE STATEMENT OF ACTIVITIES  
JUNE 30, 2014**

**Net Change in Fund Balance - Governmental Fund** \$ (14,527)

*Amounts reported for governmental activities in the  
Statement of Activities are different because:*

Capital outlays are reported as expenditures in the governmental fund. However, in the Statement of Activities, the cost of capital assets is allocated over their estimated useful lives as depreciation expense. In the current period, these amounts are:

	Capital asset additions	3,338	
	Capital asset adjustment	1,691	
	Depreciation Expense	<u>(666)</u>	
Total capital assets			<u>4,363</u>

**Change in Net Position of Governmental Activities** \$ (10,164)

*The notes to the basic financial statements are an integral part of this statement.*

**MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2014**

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**NOTE 1 - ORGANIZATION**

The Morgantown Monongalia Metropolitan Planning Organization (the Organization) is organized to fulfill the requirements governing urban transportation planning under Federal Highway Administration title 23 CFR, Part 450, subpart C. and Federal Transportation Administration program regulations title 49 CFR, part 613, subpart A to implement 23 U.S.C. 134 and Section 8 of the Federal Transit Act.

The Board of the Morgantown Monongalia Metropolitan Planning Organization consists of three Monongalia County Commissioners, three officials from the City of Morgantown, an official from the Town of Blacksville, an official from the Town of Granville, an official from the Town of Star City, an official from the City of Westover, an official from the Monongalia County Board of Education, an official of the Mountain Line Transit Authority, an official from West Virginia University, and an official from the West Virginia Department of Transportation.

Statewide and metropolitan transportation planning processes are governed by Federal law (23 USC 134 and 135). Applicable state and local laws are required if federal highway or transit funds are used for transportation investments. Federal planning regulations are codified in 23 CFR 450.

Presently, most metropolitan planning organizations have no authority to raise revenues (e.g., levy taxes) on their own; rather, they are designed to allow local officials to collaboratively decide how available federal and non-federal transportation funds should be spent in urbanized areas. The funding for the operations of the metropolitan planning organization agency itself comes from a combination of federal transportation funds and required matching funds from state and local governments.

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Organization prepares its financial statements in accordance with accounting principles generally accepted in the United States of America as applied to governmental units. The Governmental Accounting Standards Board is the accepted standard setting body for establishing governmental accounting and financial reporting principles. Significant accounting policies of the metropolitan planning organization are described below.

Government-Wide and Governmental Fund Financial Statements – The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the activities of the government.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Indirect expenses have been included as part of program expenses on the statement of activities. Program revenues include grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other items not properly included among program revenues are reported as general revenue.

The Organization has only one governmental fund (General Fund) which is supported primarily by intergovernmental revenues. There are no business-type activities at the Organization.

**MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2014**

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Measurement Focus and Basis of Accounting – The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Organization considers revenues to be available, if they are collected within 90 days after the end of the current fiscal year. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. Grants and similar items are recognized as revenue in the fund financial statements as soon as all eligibility requirements imposed by the provider have been met and the resources become available.

Fund Accounting – The accounts of the Organization are organized on the basis of funds or groups of accounts, each of which is considered a separate accounting entity. The Organization has one fund (General Fund). The operations of the fund are accounted for by providing a separate set of self-balancing accounts, which comprise its assets and deferred outflows of resources, liabilities and deferred inflows of resources, fund balance, revenues and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in the fund based upon the purposes of which they are to be spent and the means by which spending activities are controlled.

The fund in this report is reported under the following broad fund category:

- 1) General Fund

Government-wide – The Government-wide is the general operating fund of the Organization. It is used to account for all financial resources.

Revenues – Non-Exchange Transactions – Non-exchange transactions, in which the Organization receives value without directly giving value in return, include grants and donations. On an accrual basis, revenue from grants and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the fiscal year when use is first permitted, matching requirements, in which the Organization must provide local resources to be used for those specific purposes, and expenditure requirements, in which the resources are provided to the Organization on a reimbursement basis. On a modified accrual basis, revenue from non-exchange transactions must be available before it can be recognized.

Expenses/Expenditures – On an accrual basis of accounting, expenses are recognized at the time they are incurred. The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Expenditures are generally recognized in the accounting period in which the related fund liability is incurred, if measurable.



**MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2014**

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Capital Assets – The Organization capitalizes at cost purchased property and equipment (See Note 4) costing \$500 and greater and with a useful life greater than one year. Capital assets are depreciated using the straight-line method over the following estimated useful lives less any salvage value:

<u>Description</u>	<u>Estimated Lives</u>
Furniture and Equipment	5 years

Restricted Fund Balance – In the fund financial statements, governmental funds report restrictions of fund balance for amounts that are legally restricted by outside parties for use for a specific purpose or are not available for expenditure in the government fund balance sheet. Unreserved fund balance indicates that portion of fund equity, which is available for spending in future periods. If restricted and unrestricted assets are available for the same purpose, then restricted assets will be used before unrestricted assets.

Net Position – Net position represents the difference between assets and deferred outflows of resources and liabilities and deferred inflows of resources. Investments in capital assets, net of related debt consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction, or improvement of those assets. Restricted net position would consist of monies and other resources, which are restricted to satisfy debt service requirements as specified in debt agreements.

Cash and Cash Equivalents – The investment and deposit of the Organization’s monies are governed by the provisions of the West Virginia Code. In accordance with these statutes, only banks located in West Virginia and domestic building and loan associations are eligible to hold public deposits. The statutes also permit the Organization to invest its monies in certificates of deposits, savings accounts, money market accounts, and obligations of the United States government and certain agencies thereof. The Organization may also enter into repurchase agreements with any eligible depository or any eligible dealer who is a member of the National Association of Securities Dealers for a period not exceeding 30 days.

The Organization is prohibited from investing in any financial instruments, contract, or obligation whose value or return is based upon or linked to another asset or index, or both, separate from the financial instruments, contracts, or obligation itself (commonly known as a “derivative”). The Organization is also prohibited from investing in reverse purchase agreements. Public depositories must give security for all public funds on deposit. These institutions may either specifically collateralize individual accounts in excess of amounts insured by the Federal Deposit Insurance Corporation (FDIC), or may pledge a pool of government securities valued at least 105 percent of the total value of public monies on deposit at the institution or may deposit surety company bonds which when executed shall be for an amount in excess of collateral requirements. Repurchase agreements must be secured by the specific government securities upon which the repurchase agreements are based. These securities must be obligations or of guaranteed by the United States and must mature or be redeemable within 5 years of the date of the related repurchase agreement. The market value of the securities subject to a repurchase agreement must exceed the value of the principal by 2 percent and be marked to market daily. State law does not require security for public deposits and investments to be maintained in the Organization’s name.

**MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2014**

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Income Taxes – The Organization is exempt from federal income tax under §501(c) (1) of the Internal Revenue Code of 1954.

Use of Estimates – The preparation of financial statements in conformity with auditing standards generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Budgets - Budgets for the general and special revenue fund are prepared annually on a modified accrual method by the staff and approved by the Organization. Budgets are reviewed on an ongoing basis and amendments are proposed as necessary. The amendments are approved by the Policy Board.

**NOTE 3 – DEPOSITS AND INVESTMENTS (Continued)**

Concentration of Credit Risk - Cash deposits were maintained in a checking account at United Bank. The deposit balance at June 30, 2014 was \$11,528. This amount was covered by the Federal Depository Insurance Corporation.

**NOTE 4 – CAPITAL ASSETS**

Capital asset activity for the fiscal year ended June 30, 2014 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Capital assets being depreciated:				
Equipment and Furniture	\$ 47,558	\$ 3,338	\$ -	\$ 50,896
Machinery and equipment				
Less: accumulated depreciation	(45,867)	(666)	-	(46,533)
Total capital assets being depreciated, net	<u>\$ 1,691</u>	<u>\$ 2,672</u>	<u>\$ -</u>	<u>\$ 4,363</u>

Depreciation expense was charged to the funds of the Organization as follows:

Transportation Planning	\$ 666
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**NOTE 5 – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

The Organization prepares a yearly Unified Planning Work Program for the organization, which is reviewed by the participating agencies. Each task the Organization will undertake is included in this document along with the applicable budget for each identifying allowable expenditure and the source of funding.

**MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2014**

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**NOTE 6 – RISK MANAGEMENT**

The Organization is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the government carries insurance with the West Virginia State Board of Risk for umbrella (general liability) insurance for these various risks.

Workers' Compensation Fund (WCF): West Virginia utilizes a single private insurance company, Brick Street Insurance, to provide workers' compensation coverage to all employees in the state. Other private insurance companies may begin to offer coverage to private sector employees beginning July 1, 2008, and to government employers July 1, 2010. For the most part, all employers in the State, including governmental entities, must have coverage. The cost of all coverage, as determined by Brick Street, is paid for by the employers. The WCF risk pool retains the risk related to the compensation of injured employees under this program.

**NOTE 7 – CONTINGENCIES**

The Organization receives a majority of its support from the West Virginia Department of Highways, the West Virginia Department of Transit, the City of Morgantown, and the Monongalia County Commission. Any significant reductions in the level of support from the West Virginia Department of Highways, the West Virginia Department of Transit, the City of Morgantown, and the Monongalia County Commission could have a material effect on the Organization's programs and activities.

**NOTE 8 – EMPLOYEE RETIREMENT PLAN**

A. Plan Descriptions, Contribution Information and Funding Policies

The employees of the Organization may elect to participate in a self-directed Deferred Compensation Program (IRS 457) provided through ICMA-RC. The amount contributed for the year ended June 30, 2014, was

The employees contributed \$16,881 to the Deferred Compensation Program for the year ended June 30, 2014, and the employer contributed \$17,199.

**NOTE 9 – COMPENSATED ABSENCES**

Compensated absences are those for which employees have a right to receive consideration for expected future absences. The amount of the liability is not considered to be material.



# Balestra, Harr & Scherer, CPAs, Inc.

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## REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS REQUIRED BY GOVERNMENT AUDITING STANDARDS

To the Policy Board Members  
Morgantown Monongalia Metropolitan  
Planning Organization  
Morgantown, West Virginia

We have audited, in accordance with auditing standards generally accepted in the United States and the Comptroller General of the United States' *Government Auditing Standards*, the financial statements of the governmental activities and the major fund of the Morgantown Monongalia Metropolitan Planning Organization (the "Organization"), as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the Organization's basic financial statements and have issued our report thereon dated February 12, 2015.

### Internal Control Over Financial Reporting

As part of our financial statement audit, we considered the Organization's internal control over financial reporting (internal control) to determine the audit procedures appropriate in the circumstances to the extent necessary to support our opinion on the financial statements, but not to the extent necessary to opine on the effectiveness of the Organization's internal control. Accordingly, we have not opined on it.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements. A material weakness is a deficiency, or combination of internal control deficiencies resulting in a reasonable possibility that internal control will not prevent or detect and timely correct a material misstatement of the Organization's financial statements. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all internal control deficiencies that might be material weaknesses or significant deficiencies. Given these limitations, we did not identify any deficiencies in internal control that we consider material weaknesses. However, unidentified material weaknesses may exist.

### **Compliance and Other Matters**

As part of reasonably assuring whether the Organization's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect the determination of financial statement amounts. However, opining on compliance with those provisions was not an objective of our audit and accordingly, we do not express an opinion. The results of our tests disclosed no instances of noncompliance or other matters we must report under Government Auditing Standards.

### **Purpose of this Report**

This report only describes the scope of our internal control and compliance testing and our testing results, and does not opine on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Balestra, Harr & Scherer, CPAs*

Balestra, Harr & Scherer, CPAs, Inc.  
Huntington, West Virginia  
February 12, 2015



# University Avenue Complete Streets Corridor Study Project Work Plan

April, 2015



## Project Schedule

The University Avenue Complete Streets Study tasks will include Committee coordination, extensive public outreach, a visioning process, an analysis of modal travel deficiencies, public workshops, project symposium, scenario planning, multi-modal transportation elements, a strategic implementation plan, and agency/stakeholder coordination. The tentative completion of the Study is scheduled for March 2016. Dates within this milestone schedule are subject to change based on data availability, public involvement scheduling, review of deliverables, and stakeholder meetings. Table 1 provides the project milestone schedule.

**Table 1. Milestone Schedule**

Project Milestone	Tentative Initiation/ Completion Date <sup>1</sup>	Achieved
Notice to Proceed	4/15/2015	4/15/2015
Submit Project Work Plan	4/24/2015	4/24/2015
Submit Data Request Technical Memo	4/27/2015	4/25/2015
Steering Committee Orientation*	4/27/2015	4/27/2015
Conduct Corridor Windshield Survey	4/28/2015	4/27/2015
Conduct Travel Time runs (Client)	5/01/2015	5/01/2015
Develop Public Questionnaire	5/08/2015	
Obtain Data from Client	5/15/2015	
Initiate Interactive Media (MindMixer)	5/29/2015	
Initiate Client Webpage (Client Website)	6/02/2015	
Plan and Policy Review	6/05/2015	
Crash and Operational Analysis	6/10/2015	
Initiate Stakeholder/Group Interviews	6/15/2015	
Conduct Corridor “Walkabout”	6/16/2015	
Project Symposium	6/16/2015	
Obtain Speed and Lighting measurements	6/22/2015	
Guiding Principles and MOEs	6/26/2015	
Conduct Multimodal level of service analysis	6/30/2015	
Evaluate Growth, Development & Demographic Trends	7/03/2015	

<b>Project Milestone</b>	<b>Tentative Initiation/Completion Date<sup>A</sup></b>	<b>Achieved</b>
Initiate Scenario Planning/CommViz (Baseline Conditions)	7/10/2015	
Run Travel Demand Model	7/24/2015	
Prepare Buildout Development Scenario and traffic	8/07/2015	
Develop Preferred Access Plan	8/21/2015	
Steering Committee Meeting #2	8/31/2015	
Conduct Mini Charrette/Public Work Session	9/01/2015	
Develop Grumbein's Island analysis (3 options)	9/18/2015	
Initiate Corridor Concept Design	9/25/2015	
Steering Committee Orientation Meeting #3	10/28/2015	
Conduct Complete Streets Client Work Session	10/28/2015	
Complete Corridor Concept Design	11/27/2015	
Develop Phased Construction Plan	12/08/2015	
Develop Funding/Financial Strategy/C-B analysis	12/18/2015	
Develop Implementation Plan	1/07/2016	
Submit <i>Draft</i> Workbook	1/15/2016	
Steering Committee Orientation Meeting #4	2/02/2016	
Facilitate Public Open House	2/02/2016	
Revise <i>Draft</i> Workbook	2/17/2016	
Submit <i>Final</i> University Avenue Complete Streets Workbook	3/11/2016	

\* Up to 4 Steering Committee meetings will be scheduled

<sup>A</sup> Tentative completion dates subject to change based on client review and scheduling meetings/work sessions with elected officials. The milestone schedule will be updated and included in bi-monthly progress reports.