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NOTICE OF MEETING

**Des Moines Area Metropolitan Planning Organization (MPO)
 Transportation Technical Committee (TTC)**

**9:30 a.m., Thursday, June 2, 2011
 Des Moines Botanical Center's Willow Room**

TENTATIVE AGENDA

- I. Call to Order**
- II. Approval of Agenda**
- III. Approval of Meeting Minutes**
 May 5, 2011 Page 2
- IV. Action Items**
 - A. *Federal Fiscal Years 2012-2015 Transportation Improvement Program Draft* Page 5
 - B. Emailing of Agenda and Supplemental Items Page 6
- V. Discussion Items**
 - A. *Title VI Compliance Report **** (With Option to Take Action) ***** Page 7
 - B. Federal Fiscal Years 2011-2014 Transportation Improvement Program
 Amendment – Des Moines Area Regional Transit Authority and City of Waukee
**** (With Option to Take Action) **** Page 8
 - C. Metropolitan Planning Area Boundary Update Page 9
 - D. *Congestion Management Process Update* Page 10
 - E. *Fiscal Years 2012-2015 Transportation Capital Improvement Program Draft* Page 10
 - F. Citizen Transportation Congress Page 11
 - G. *Sustainable Communities Regional Planning Grant Update* Page 12
- VI. Informational Item**
 Transportation Management Association Update Page 14
- VII. Other Non-Action Items of Interest to the Committee**
- VIII. Next Meeting Date**
 9:30 a.m., Thursday, July 7, 2011, Des Moines Botanical Center's Willow Room
- IX. Adjournment**

MEETING MINUTES

Des Moines Area Metropolitan Planning Organization (MPO) Transportation Technical Committee (TTC) 9:30 a.m., Thursday, May 5, 2011 Des Moines Botanical Center Willow Room

The MPO TTC held a meeting at 9:30 a.m., on May 5, 2011, at the Des Moines Botanical Center Willow Room. Before the meeting, the MPO staff sent agenda packets to the MPO TTC representatives and posted the agenda at the MPO office at 11:15 a.m., on April 29, 2011.

Representatives Present:

Vern Willey, City of Altoona
John Shaw, City of Altoona
Paul Moritz, City of Ankeny
John Peterson, City of Ankeny
Eric Jensen, City of Ankeny
Lori Dunham, City of Bondurant
Jeff Schug, City of Carlisle
Jim Hagelie, City of Clive
Gary Fox, City of Des Moines
Bert Drost, City of Des Moines
Pamela Cooksey, City of Des Moines
Ken McCoy, Des Moines International Airport
Jim Tishim, Des Moines Regional Transit Authority
Julia Castillo, Heart of Iowa Regional Transit Agency
Mike Clayton, Iowa Department of Transportation*
Aaron Wolfe, City of Johnston
Brian Wilson, City of Johnston
Kris May, City of Mitchellville
Mike Johnson, City of Norwalk
Ben Champ, City of Pleasant Hill
Dennis Dietz, City of Polk City
Kurt Bailey, Polk County
Bret VandeLune, Polk County
Paul Dekker, City of Urbandale
Dave McKay, City of Urbandale
John Larson, City of Urbandale
Mark Lee, Warren County
Brad Deets, City of Waukee
Duane Wittstock, City of West Des Moines
Jim Dickinson, City of West Des Moines
Kara Tragesser, City of West Des Moines
Josh Heggen, City of Windsor Heights

Representatives Absent:

Matt McQuillen City of Clive
Anthony Bellizzi, City of Cumming**
Murray McConnell, Dallas County
John Gade, City of Grimes
Chuck Burgin, City of Indianola**
Doyle Scott, Madison County**
Tracy Troutner, Federal Highway Administration*
Mark Bechtel, Federal Transit Administration*

* Non-Voting, Advisory Representative
** Non-Voting, Associate Representative

Others Present:

Glenn Lyons, Transportation Management Association

Staff Present:

Stephanie Ripperger, Executive Administrator
Jennifer Zelle, Administrative Assistant
Dylan Mullenix, Principal Transportation Planner
Nokil Park, Senior Transportation System Modeler
Luke Parris, Associate Transportation Planner
Bethany Wilcoxon, Associate Transportation Planner
Zach Young, Associate Transportation Planner
Michael Wright, Transportation Planner Intern

I. Call to Order

MPO TTC Chair Kurt Bailey recognized a quorum and called the May 5, 2011, meeting to order at 9:30 a.m.

II. Approval of Agenda

MOTION: A motion was made and seconded to approve the MPO TTC's May 5, 2011, meeting agenda.

MOTION CARRIED UNANIMOUSLY

III. Approval of Meeting Minutes

MOTION: A motion was made and seconded to approve the MPO TTC's April 7, 2011, meeting minutes.

MOTION CARRIED UNANIMOUSLY

IV. Federal Fiscal Year 2012 Unified Planning Work Program and Budget Final Draft

MOTION: A motion was made and seconded to recommend to the Des Moines Area Metropolitan Planning Organization Executive Committee that the Des Moines Area Metropolitan Planning Organization approve the *Fiscal Year 2012 Unified Planning Work Program* and Budget final draft per the Iowa Department of Transportation's, Federal Highway Administration's, and Federal Transit Administration's editorial comments, and forward the final document to the Iowa Department of Transportation, as presented.

Motion Carried Unanimously

(John Peterson arrived at 9:33 am)

(Brad Deets arrived at 9:33 am)

V.(A.) Calendar Year 2012 Meeting Dates

MOTION: A motion was made and seconded to recommend to the Des Moines Area Metropolitan Planning Organization Executive Committee that the Des Moines Area Metropolitan Planning Organization approve the proposed schedule of Calendar Year 2012 meeting dates for the Des Moines Area Metropolitan Planning Organization Transportation Technical Committee, as presented and as attached.

Motion Carried Unanimously

(Gary Fox arrived at 9:34 am)

V.(B.) Federal Fiscal Years 2012-2015 Surface Transportation Program and Surface Transportation Program Transportation Enhancement Funding Award Adjustments

MPO staff presented; discussion only on item V. (B).

(Aaron Wolfe arrived at 9:36 am)

(Brian Wilson arrived at 9:36 am)

V.(C.) Federal Fiscal Years 2012-2015 Transportation Improvement Program Draft

MPO staff presented; discussion only on item V. (C).

V.(D.) Congestion Management Process Update

MPO staff presented; discussion only on item V. (D).

V.(E.) Metropolitan Planning Area Boundary Update

MPO staff presented; discussion only on item V. (E).

V.(F.) Future Land Use Map Update

MPO staff presented; discussion only on item V. (F).

V.(G.) Transportation Reauthorization Priority Projects Update

MPO staff presented; discussion only on item V. (G).

V.(H.) Citizen Transportation Congress

MPO staff presented; discussion only on item V. (H).

V.(I.) Sustainable Communities Regional Planning Grant Update

MPO staff presented; discussion only on item V. (I).

VI. Transportation Management Association Update

Glenn Lyons presented; discussion only on item VI.

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

VIII. Next Meeting Date

9:30 a.m., on Thursday, June 2, 2011, Des Moines Botanical Center Willow Room.

IX. Adjournment

MOTION: A motion was made and seconded to adjourn the MPO TTC's April 7, 2011, meeting.

MOTION CARRIED UNANIMOUSLY

Chair Bailey adjourned the meeting at 9:49 a.m.

IV.(A). *Federal Fiscal Years 2012-2015 Transportation Improvement Program Draft*

Action Item

The MPO Executive Director requests that:

“ . . . the Des Moines Area Metropolitan Planning Organization Transportation Technical Committee **recommend to the Des Moines Area Metropolitan Planning Organization Executive Committee that the Des Moines Area Metropolitan Planning Organization approve the *Federal Fiscal Years 2012-2015 Transportation Improvement Program Draft* and submit the document to the Iowa Department of Transportation for inclusion into the Iowa Department of Transportation’s *Statewide Transportation Improvement Program*.**”

Background Information

The MPO staff:

- Annually develops a four-year Transportation Improvement Program (TIP) by updating the current TIP for the MPO, as required by the Iowa Department of Transportation (DOT);
- Notes 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;
- Asked the MPO member governments and participating agencies to review and report any project changes, new projects, or “roll-over” projects programmed in Federal Fiscal Year (FFY) 2011, 2012, 2013, and/or 2014 to the MPO;
- Reviewed all the MPO member governments’ and participating agencies’ responses and incorporated those responses into the FFY 2012-2015 TIP draft;
- **Notes that projects receiving FFY 2013-2014 Surface Transportation Program (STP) and Surface Transportation Program Transportation Enhancement (STP TE) were updated with reductions approved by the MPO on May 19, 2011;**
- **Held a public meeting to receive input on the FFY 2012-2015 TIP draft on May 31, 2011, at the Des Moines East Side Library;**
- Will submit the FFY 2012-2015 TIP draft to the Iowa DOT and Federal Highway Administration (FHWA) on June 15, 2011, for review and comment;
- Will incorporate any revisions suggested by the Iowa DOT and FHWA once comments are available;
- Notes the final FFY 2012-2015 TIP is due to the Iowa DOT by July 15, 2011; and,
- **Has included, as a supplemental item, the FFY 2012-2015 TIP draft.**

Staff Contact: Luke Parris, lparris@dmampo.org;
(515) 334-0075, extension #207.

IV.(B). Emailing of Agenda and Supplemental Items

Action Item

The MPO Executive Director requests that:

“ . . . the Des Moines Area Metropolitan Planning Organization Transportation Technical Committee **approve the emailing of all agenda packets, to eliminate the overall monthly postage cost for the Metropolitan Planning Organization.**”

Background Information

The MPO staff:

- Notes the MPO spends an average of \$510 in postage per month in mailing agenda packets;
- Is exploring ways to reduce this cost;
- Provide an update to the Executive Committee at the May 5, 2011, meeting; and,
- Notes the MPO Policy Committee approved the emailing of meeting materials at their May 19, 2011 meeting.

Staff Contact: Stephanie Ripperger, sripperger@dmampo.org;
(515) 334-0075, extension #206.

V.(A). Title VI Compliance Report

Discussion Item

****With Option to Take Action****

The MPO Executive Director requests that:

“ . . . the Des Moines Area Metropolitan Planning Organization Transportation Technical Committee **recommend to the Des Moines Area Metropolitan Planning Organization Executive Committee that the Des Moines Area Metropolitan Planning Organization receive and accept the *Title VI Documentation*, as presented and as attached, and to submit this document to the Federal Transit Administration as evidence of compliance with Title VI of the Civil Rights Act of 1964.**”

Background

The MPO:

- Is mandated by federal law to document that the actions and decisions of the MPO are not discriminatory;
- Is provided guidelines by the Federal Transit Administration (FTA) for completing the MPO's documentation of Title VI compliance; and
- Submits this documentation once every four years to show compliance with Title VI.

The MPO staff:

- Last provided documentation of Title VI compliance in July 2007;
- Notes the FTA guidelines require the Title VI documentation to provide an analytical basis for compliance with Title VI, to outline the MPO's public involvement strategy and how it includes traditionally disadvantaged populations in the transportation planning process, to provide a plan for providing materials to persons with limited English proficiency, and to outline procedures for filing a discrimination complaint against the MPO; and
- **Has included a copy of the 2011 *Title VI Compliance Report* in this agenda packet's Supplemental Items that records the MPO's compliance for the period of July 2007 through June 2011.**

Staff Contact: Dylan Mullenix, dmullenix@dmampo.org;
(515) 334-0075, extension #202.

V.(B). Federal Fiscal Years 2011-2014 Transportation Improvement Program Amendment – Des Moines Area Regional Transit Authority and City of Waukee

Discussion Item

****With Option to Take Action****

The MPO Executive Director requests that:

“ . . . the Des Moines Area Metropolitan Planning Organization Transportation Technical Committee **recommend to the Des Moines Area Metropolitan Planning Organization Executive Committee that the Des Moines Area Metropolitan Planning Organization approve amendments to the *Federal Fiscal Years 2011-2014 Transportation Improvement Program* to add the following projects:**

- **Des Moines Area Regional Transit Authority: Route 7: Fort DSM/Hubbell: Operating support for expansion of route to Altoona and increase midday service frequency. The funding award from the *Iowa Clean Air Attainment Program* is \$224,250 in FFY 2011 and \$256,511 in FFY 2012;**
- **Des Moines Area Regional Transit Authority: Route 11: Ingersoll Avenue/West Des Moines/Jordan Creek: Operating support for the expansion of hours on Route 11 and to improve routing. The funding award from the *Iowa Clean Air Attainment Program* is \$42,011 in FFY 2011 and \$45,629 in FFY 2012; and,**
- **City of Waukee: Alice's Road/105th Street/I-80: Alice's Road (Ashworth to I-80 Interchange. 105th Street/I-80 Interchange to Wendover) *National Environmental Policy Act* Documentation: I-80 Interchange construction with removal of rest area. This project is not currently utilizing any federal funds.**

and forward the amendments to the Iowa Department of Transportation for inclusion in the *Statewide Transportation Improvement Program, 2011-2014.*”

Background Information

The MPO staff:

- Notes the Des Moines Area Regional Transit Authority (DART) amendments are due to funding awarded to DART through the *Iowa Clean Air Attainment Program*;
- Notes the City of Waukee’s amendment is due to federal guidance requiring projects undergoing the *National Environmental Policy Act* (NEPA) process to be included in the Transportation Improvement Program, regardless of the project’s use of federal funds;
- Notes the Iowa Department of Transportation (DOT) considers the addition of a new project to the transportation improvement program to be an amendment;
- Held a public input meeting at 6:00 p.m., May 17, 2011, at the Waukee Public Library; and,
- Will submit the amendment to the Iowa DOT to make similar changes to the *Statewide Transportation Improvement Program, 2011-2014.*

Staff Contact: Luke Parris, lparris@dmampo.org;
(515) 334-0075, extension #207.

V.(C). Metropolitan Planning Area Boundary Update

Discussion Item

The MPO staff:

- Received notification from the City of Bondurant that a portion of the city's existing corporate limits extend beyond the MPO's approved Metropolitan Planning Area (MPA);
- Notes the following criteria for expanding the MPA:
 - Must include the Urbanized Area, as designated by the U.S. Census Bureau;
 - Should include areas anticipated to be urbanized within a 20-year horizon;
 - The adjustment must be approved by the neighboring planning entity (the Central Iowa Regional Transportation Planning Alliance); and,
 - The adjustment must be approved by the Iowa Department of Transportation, as the Governor's designee;
- Notes the updated Urbanized Area, based on the 2010 Census, will be released in Spring 2012;
- Last updated the MPA boundary during the development of the *Horizon Year 2035 Metropolitan Transportation Plan*;
- Asks for the MPO TTC's assistance in identifying the need for any additional adjustments to the MPA boundary;
- Will provide additional information about MPA boundary adjustments at the June 2, 2011, MPO TTC meeting.

Staff Contact: Dylan Mullenix, dmullenix@dmampo.org;
(515) 334-0075, extension #202.

V.(D). Congestion Management Process Update

Discussion Item

The MPO staff:

- Is in the process of updating the *Congestion Management Process (CMP)*;
- Notes the CMP is a federally required document for all MPO's designated as Transportation Management Associations (MPO's exceeding 200,000 persons);
- Notes U.S. Department of Transportation created the *Guidebook on the Congestion Management Process in Metropolitan Transportation Planning*, which identifies a number of characteristics commonly found in CMP documents;
- Asks the MPO TTC to provide input to the development of the CMP;
- Notes the updated CMP will be used during the *Sustainable Communities Regional Planning Grant* effort; and,
- Will provide additional information at the June 2, 2011, MPO TTC meeting.

Staff Contact: Dylan Mullenix, dmullenix@dmampo.org;
(515) 334-0075, extension #202.

V.(E). Fiscal Years 2012-2015 Transportation Capital Improvement Program Draft

Discussion Item

The MPO staff:

- Is drafting the *Fiscal Years 2012-2015 Transportation Capital Improvement Program (FY 2012-2015 TCIP)*;
- Notes the TCIP is a compilation of all of the MPO member governments' and participating agencies' transportation improvement projects;
- Notes the TCIP supplements the Transportation Improvement Program by including projects not utilizing Federal funding;
- On May 3, 2011, requested the MPO member governments' and participating agencies' assistance in developing the FY 2012-2015 TCIP by submitting copies of their respective capital improvement planning documents; and,
- **Has included a copy of the draft FY 2012-2015 TICP in this agenda packet's Supplemental Items.**

Staff Contact: Michael Wright, mwright@dmampo.org;
(515) 334-0075

V.(F). Citizen Transportation Congress

Discussion Item

The MPO staff:

- Hosted the Citizen Transportation Congress (Congress) on Tuesday, May 10, 2011;
- Hosted meetings at noon and at 6:00 p.m. at the Des Moines Central Library, 1000 Grand Avenue, to allow more participation in the Congress;
- Notes 10 citizens participated in the Congress;
- Helped interested citizens further their understanding of transportation planning in the Des Moines metropolitan area at the Congress;
- Provided status reports on major projects and also discussed recent projects and initiatives;
- Hosts the Congress semi-annually in an effort to educate the public about the role the MPO plays in the Des Moines metropolitan area and to gather comments from the public regarding general transportation issues; and,
- Will provide a summary of the Congress at the June 2, 2011, MPO TTC meeting.

Staff Contact: Bethany Wilcoxon, bwilcoxon@dmampo.org;
(515) 334-0075, extension #203.

V.(G). Sustainable Communities Regional Planning Grant Update

Discussion Item

General Update

The MPO staff:

- Submitted the project workplan to the U.S. Department of Housing and Urban Development (HUD) in April;
- Is waiting to receive the signed contract from Wallace Roberts & Todd (WRT) for consulting services;
- Along with the WRT team, currently is engaged in Phase 1 activities, including:
 - The design of the public participation process;
 - The first regional outreach series;
 - Data collection;
 - Developing branding for the project; and,
 - Planning the project kickoff event
- **Asks MPO member governments to provide staff current zoning maps, zoning ordinances, and subdivision regulations by June 10, 2011;**
- Will provide further updates at the June 2, 2011, meeting.

Relationship to the MPO's Metropolitan Transportation Plan

The MPO Chair:

At the April 13, 2011, MPO Executive Committee meeting asked staff to prepare an overview describing how the Regional Plan for Sustainable Development (RPSD) will relate to the MPO's next Metropolitan Transportation Plan (MTP) update.

The MPO staff:

- Notes that the MPO must update its MTP at least every five years, which places the next update due by September 2014;
- Notes the RPSD is targeted for completion in November 2013, and, per the federal grant agreement, must be completed by February 2014;
- Intends for the transportation-related components of the RPSD to serve as the next MTP;
- Notes that the majority of the work required for the MTP update will be completed in the RPSD planning process; and,
- **Has included, immediately following, a table listing the MTP's tasks and the corresponding tasks from the RPSD.**

Staff Contact: Bethany Wilcoxon, bwilcoxon@dmampo.org;
(515) 334-0075, extension #203;
Dylan Mullenix, dmullenix@dmampo.org;
(515) 334-0075, extension #202; and,
Luke Parris, lparris@dmampo.org;
(515) 334-0075, extension #207.

| Metropolitan Transportation Plan | Regional Plan for Sustainable Development |
|--|--|
| Define Planning Area Boundary | <i>N/A – This task is not specifically outlined in the RPSD’s workplan.</i> |
| Needs assessment for all modes of transportation based on goals and objectives | <p>Task 1.4.1 – Collect & Analyze Housing and Transportation Data – September 2011 Assessment will include household averages for auto ownership, vehicle miles traveled, and housing and transportation costs as a percentage of income. Trends between 2000 and 2010 will be evaluated. “Location efficient” places will be identified.</p> <p>Task 1.4.2 – Collect and Analyze Transportation System Data – 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 2.3 – State of the Region report – December 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> |
| Establish base year (2010) condition | <p>Task 1.4 – Complete Data Array – October 2011 Regional socio-economic data (population, household, and mobility trends), land use and zoning data, environmental resources, etc., will be collected.</p> <p>Task 2.3- State of the Region report – December 2011 This report will summarize baseline data collected in Task 1.4.</p> |
| Define goals and objectives of plan | <p>Task 3.2 – Draft Regional Vision for Sustainability – March 2012 Feedback from the RPSD committees and the public will be used to craft a vision statement.</p> <p>Task 3.5 – Determine Preferred Future Direction for Sustainability – September 2012 A preferred growth scenario will be selected.</p> <p>Task 4.3 – Develop Land Use & Transportation Connection Component – November 2012 This component of the plan will define goals and objectives to achieve the Preferred Future Direction for Sustainability identified in Task 3.5.</p> |
| Establish horizon year (2050) projections | <p>Task 3.3 – Determine Potential Future Scenarios – May 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 3.3 – Determine Potential Future Scenarios – May 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 4.3 – Develop Land Use & Transportation Connection Component – November 2012 This component of the plan will identify transportation strategies to achieve the Preferred Future Direction for Sustainability.</p> |
| Establish cost estimates to address needs | <p>Task 5.1 – Draft Sustainability Action Plan – June 2013 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 – June 2013 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 RPSD.</p> |
| Prioritize and select projects | <p>Task 5.1 – Draft Sustainability Action Plan – June 2013 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 – May 2013 Implementation priorities will be established based on public input, “leverage points” from Task 4.3, and other factors.</p> |

VII.(A). Transportation Management Association Update

Informational Item

The following table and figures summarize the performance of the TMA’s Rest Your Car program through April 2011.

TABLE 1 Rest Your Car Program Performance through April 2011

| | January 2011 | February 2011 | March 2011 | April 2011 | May 2011 | Calendar Year to Date |
|-------------------------|-----------------|------------------|---------------|---------------|-------------|--------------------------|
| Total Miles Reported | 443,366 | 426,986 | 486,714 | 490,488 | 0 | 1,847,554 |
| Total Reports Made | 10,576 | 9,989 | 11,573 | 11,769 | 0 | 43,907 |
| Total Persons Reporting | 1,012 | 1,031 | 1,041 | 1,134 | 0 | 4,218 |
| Average Miles/Report | 41.9 | 42.7 | 42.1 | 41.7 | 0 | 42.1 |
| New Members | 35 | 30 | 63 | 71 | 0 | 199 |

Source: Transportation Management Association, 2011.

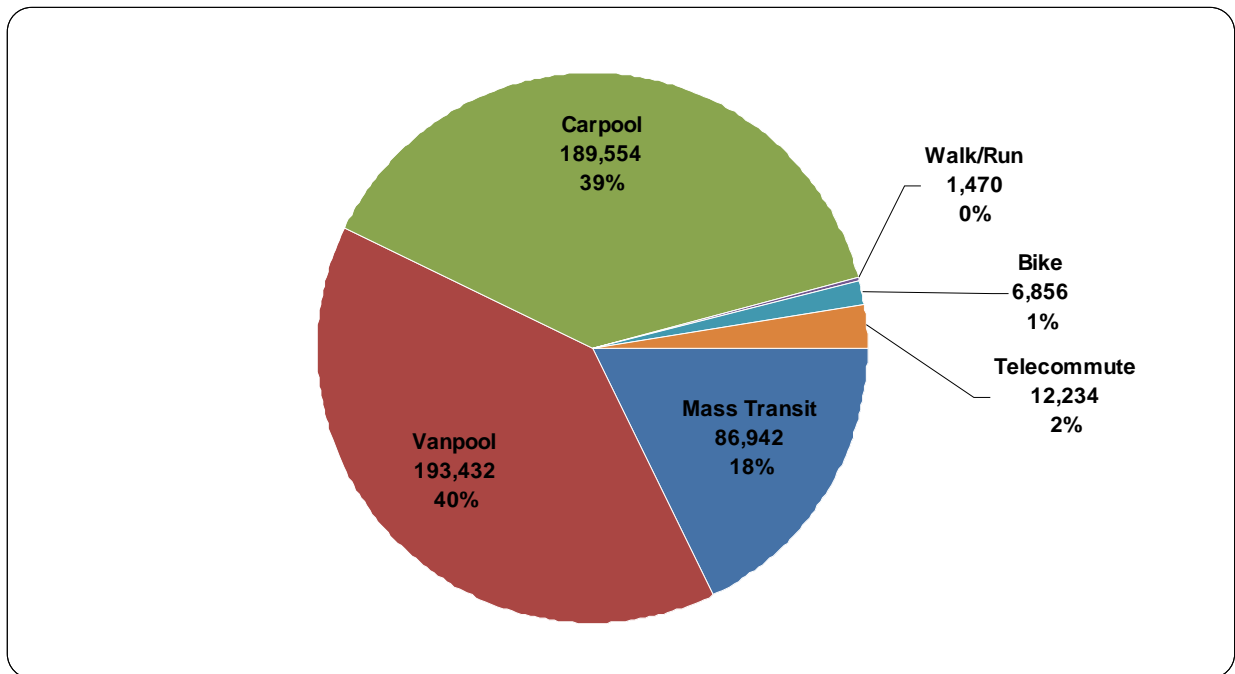


FIGURE 1 Rest Your Car Miles Reported by Commute Type, April 2011

Source: Transportation Management Association, 2011.

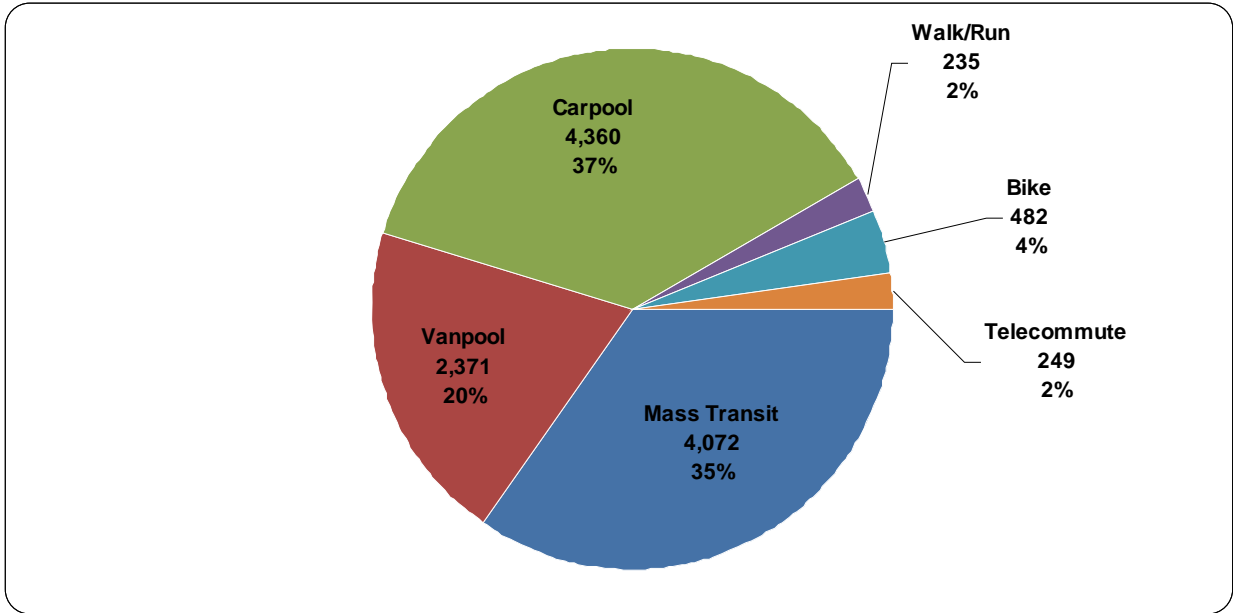


FIGURE 2 Rest Your Car Reports by Commute Type, April 2011

Source: Transportation Management Association, 2011.

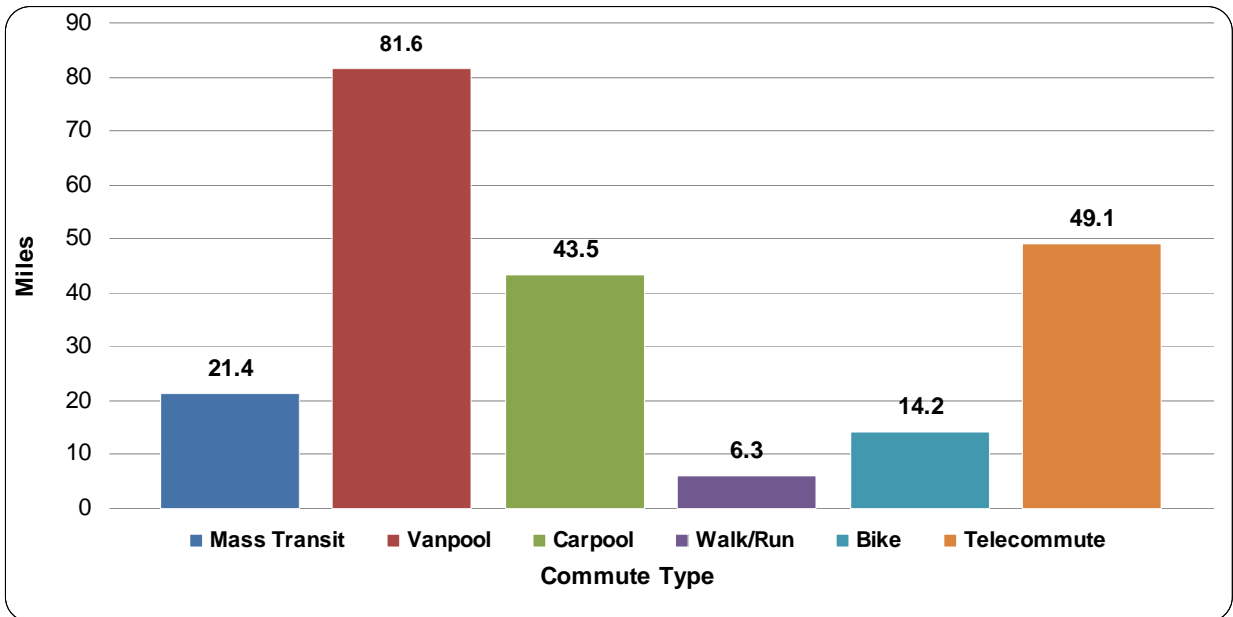


FIGURE 3 Average Round Trip Commute Distance by Commute Type, April 2011

Source: Transportation Management Association, 2011.

If anyone has questions, please contact the TMA by telephone at (515) 286-4969. To learn more about Drive Time Des Moines, go to the TMA website at www.drivetimesdesmoines.org.