

NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO) Executive Committee

11:30 a.m., Wednesday, December 7, 2016
Des Moines Area MPO Mead Conference Room

TENTATIVE AGENDA

1. **Call To Order**
2. **VOTE: Approval of Agenda**
3. **VOTE: Approval of November 9 2016, Meeting Minutes**..... Page 2
4. **CONSENT and VOTE: Approval of the Financial Statements** Page 5
5. **PUBLIC COMMENT on MPO Actions**..... Page 6
 - Opportunity for the public to comment on proposed amendments to the *FFY 2017-2020 Transportation Improvement Program*.
6. **REPORT and OPTIONAL VOTE: Federal Fiscal Year 2017-2020 Transportation Improvement Program Amendment Request** Page 7
 - Report regarding the City of Altoona and MPO staff's requests to amend the *Federal Fiscal Year 2017-2020 Transportation Improvement Program*; consider approval.
7. **REPORT and OPTIONAL VOTE: Legislative Agendas**..... Page 8
 - Report and discussion on the projects and policies submitted for the federal legislative agenda to be part of Greater Des Moines Partnership's annual trip to Washington D.C., as well as the state legislative agenda. Consider approval of the state legislative agenda.
8. **REPORT and OPTIONAL VOTE: TAP- Flex Funding Recommendation** Page 9
 - Report and discussion regarding returning TAP-Flex funding to the Surface Transportation Block Grant Program; consider approval.
9. **REPORT: Surface Transportation Block Grant Program Applications**..... Page 10
 - Summary of Surface Transportation Block Grant (STBG) Program applications submitted for federal fiscal year 2021.
10. **REPORT: Best Practice Series – Sharrows**..... Page 11
 - Report on current best practices on the use and effectiveness of sharrow markings.
11. **REPORT: Vehicle Miles Traveled Performance Data** Page 12
 - Discuss data included in the next performance measure report on vehicle miles traveled data.
12. **REPORT: Fiscal Year 2017 Budget Update**..... Page 13
 - Update on the status of the FY 2017 budget.
13. **REPORT: Upcoming Events** Page 14
14. **Other Non-Action Items of Interest to the Committee**
15. **Next Meeting Date – January 11, 2017, at 11:30 a.m.**
16. **Adjournment**

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.

The MPO receives federal funding and may not discriminate against anyone on the basis of race, color, or national origin, according to Title VI of the Civil Rights Act of 1964. For more information or to obtain a Title VI Complaint form, visit www.dmamp.org/title-vi/ or call 515-334-0075.

December 2016
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the November 9, 2016, MPO Executive Committee meeting minutes.

BACKGROUND:

The minutes of the November 9, 2016, MPO Executive Committee meeting will be provided prior to the meeting.

RECOMMENDATION:

Approve the minutes of the November 9, 2016, MPO Executive Committee meeting.

STAFF CONTACT:

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

MEETING MINUTES
Des Moines Area Metropolitan Planning Organization (MPO)
Executive Committee
11:30 p.m., Wednesday, November 9, 2016
Des Moines Area MPO | Mead Conference Room

The MPO Executive Committee held a meeting at 11:30 a.m. on November 9, 2016, in the MPO Conference Room. Before the meeting, the MPO staff emailed agenda packets to the MPO Executive November 4, 2016. **The new fiscal year publication costs are \$53.29 at this time. 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:

Ruth Randleman | City of Carlisle

Tom Hockensmith | Polk County

Angela Connolly | Polk County

Steven Gaer | City of West Des Moines

Chris Coleman | City of Des Moines

Executive Members Absent:

Joe Gatto | City of Des Moines

Tom Armstrong | City of Grimes

Staff Present:

Dylan Mullenix | Assistant Director

Zach Young | Principal Planner

Teva Dawson | Senior Planner

Andrew Collings | Associate Planner

Mike Armstrong | Associate Planner

Tracey Deckard | Office Manager

Gunnar Olson | Communications Manager

Others Present:

Clifford Leonard | Public

Jonathan Wilson | MPO General Counsel

Mike Clayton | IDOT

** Non-voting Representative

1. Call to Order

MPO Chair Tom Hockensmith called the November 9, 2016, meeting to order at 11:34 a.m.

2. Approval of Agenda

MOTION: A motion was made to approve the November 9, 2016, 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 October 12, 2016 Des Moines Area Metropolitan Planning Organization Executive Committee meeting minutes.

MOTION CARRIED

4. Greater Des Moines Water Trails and Greenways Plan

Staff presented. Discussion ensued

MOTION: A motion was made to approve the final Greater Des Moines Water Trails and Greenways Plan.

MOTION CARRIED

5. Mobilizing Tomorrow Amendment

Staff presented. Discussion ensued. Clarification was requested with regard to the size of the road prior to taking the matter back to the Policy Committee.

MOTION: A motion was made with the clarification to approve the Mobilizing Tomorrow projects 448, 449, 450 and 451 to be added to the fiscally constrained list.

MOTION CARRIED

6. **Iowa's Clean Air Attainment Program Applications**
Staff presented. Discussion ensued.
MOTION: A motion was made for the MPO to submit a formal resolution for the FFY 2018 ICAAP project applications and submit the project applications to the Iowa Department of Transportation.
MOTION CARRIED

7. **Federal Fiscal Year 2017-2020 Transportation Improvement Program Amendment Request**
Staff presented.
MOTION: A motion was made to approve the requested revisions to the FFY 2017-2020 TIP made by the City of Urbandale and the Iowa DOT.
MOTION CARRIED

8. **Federal Functional Classification System Changes**
Staff presented.
MOTION: A motion was made to approve the proposed changes to the FFC system.
MOTION CARRIED

9. **Calendar Year 2017 Meeting Dates**
Staff presented.
MOTION: A motion was made to submit approve the CY 2017 meeting dates.
MOTION CARRIED

10. **DART Federal Funding Transfer Request**
Staff presented.
MOTION: A motion was made to approve DART's request to the transfer of \$900,000 in STBG funds to expend in FFY 2017.
MOTION CARRIED

11. **Greater Des Moines Water Trails and Greenways Plan Implementation**
Staff presented. Report and discussion only.

12. **Critical Urban Freight Corridors**
Report and discussion only.

13. **Complete Streets Tactical Starts Update**

14. **Strategic Agenda for Pedestrian and Bicycle Transportation**
Report and discussion only.

15. **Annual Transit Statistics**
Report and discussion only.

16. **Upcoming Events**
Staff presented. Report and discussion only.

17. **Approval of MPO Agenda**
MOTION: A motion was made to approve the MPO Agenda as amended.
MOTION CARRIED

18. **Other Non-Action Items**
None.

19. **Adjournment**
Hearing no objection to the contrary, Chair Tom Hockensmith adjourned the meeting at 12:38 p.m.

December 2016
Item No. 4

ISSUE: Approval of Consent Items

VOTE: Consider approval of the November 2016 Financial Statement.

BACKGROUND:

The Financial Statement will be included prior to the Executive Committee meeting.

RECOMMENDATION:

Approve the Financial Statement.

STAFF CONTACT:

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

December 2016
Item No. 5

ISSUE: Public Comment on MPO Actions

PUBLIC INPUT: Opportunity for public comment on proposed revisions to the *Federal Fiscal Years 2017-2020 Transportation Improvement Program*.

BACKGROUND:

The MPO's *Public Participation Plan* provides an opportunity for the public to comment on items on the agenda. This opportunity is provide comments on revisions to the *Transportation Improvement Program* (agenda item 6).

RECOMMENDATION:

None. Public comment only.

STAFF CONTACTS:

Andrew Collings, acollings@dmampo.org
(515) 334-0075.

December 2016
Item No. 6

ISSUE: *Federal Fiscal Year 2017-2020 Transportation Improvement Program Amendment Request*

REPORT and OPTIONAL VOTE: Consider approval of the City of Altoona and MPO staff's requests to amend the *Federal Fiscal Year 2017-2020 Transportation Improvement Program*.

BACKGROUND:

The City of Altoona and MPO staff have requested the following revisions to the *Federal Fiscal Year 2017-2020 Transportation Improvement Program* (FFY 2017-2020 TIP):

Sponsor: City of Altoona

Project: Gay Lea Wilson Trail East Extension: Just north of 8th Ave SE and 1st St E to approx. 275' south of I-80.

Federal Aid Amount: \$700,000

Total Cost: \$1,564,000

Type of Funding: STBG Set Aside Program

Change: Add project to FFY 2017 of the FFY 2017-2020 TIP.

Sponsor: City of Des Moines

Project: In the City of Des Moines, SE Connector: From SE 30th to US 65

Federal Aid Amount: FFY 17: \$1,554,000, FFY 20: \$3,000,000

Total Cost: FFY 17: \$5,000,000, FFY 20: \$45,000,000

Type of Funding: STBG

Change: Remove project from the TIP. This will be added back in for the FFY 2018-2021 TIP.

[A map showing the location of the projects is available on the MPO website \(click to access\).](#)

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 a chance to comment at the December 7, 2016, Executive Committee meeting.

RECOMMENDATION:

Approve the requested revisions to the FFY 2017-2020 TIP.

STAFF CONTACT:

Andrew Collings, acollings@dmampo.org
(515) 334-0075

December 2016
Item No. 7

ISSUE: Federal and State Legislative Agendas

REPORT and OPTIONAL VOTE: Report and discussion on the projects and policies submitted for the federal legislative agenda to be part of Greater Des Moines Partnership's annual trip to Washington D.C., as well as the state legislative agenda. Consider approval of the state legislative agenda.

BACKGROUND:

The MPO staff annually works with MPO member governments and participating agencies to develop a list of priority transportation projects to discuss with congressional members during the Greater Des Moines Partnership's (GDMP) annual trip to Washington, D.C.

In the past, there has been some discussion regarding the purpose of developing the priority projects list in light of the elimination of earmarks. At their September 7, 2016, meeting, the Executive Committee discussed how to approach the development of the Priority Project List for the May 2017 Greater Des Moines Partnership trip to Washington D.C. The Executive Committee agreed that continuing the process used the past few years is important and should continue. They also determined that in addition to providing a list of priority projects the list should include policy priorities to form a more holistic federal legislative agenda. MPO staff also solicited feedback on state legislative issues to help develop a state legislative agenda for the 2017 session. Staff requested that member governments submit their projects and policies by November 18, 2016.

[The draft 2017 State Legislative Agenda is available on the MPO website \(click to access\).](#)
[The draft 2017 Federal Legislative Agenda is available on the MPO website \(click to access\).](#)

RECOMMENDATION:

Approve the state legislative agenda.

STAFF CONTACT:

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

December 2016
Item No. 8

ISSUE: TAP-Flex Funding Recommendation

REPORT and OPTIONAL VOTE: Consider approval of returning TAP-Flex funding to the Surface Transportation Block Grant Program.

BACKGROUND:

With the adoption of the FAST Act, the Iowa Department of Transportation (IDOT) needs to meet new Federal requirements affecting suballocation of funds and project selection for Transportation Alternatives (TA) Set-Aside of Surface Transportation Block Grant Program funds. Federal law requires direct allocation of TA Set-Aside funds to urbanized areas with a population greater than 200,000; for Iowa, these areas are Davenport, Des Moines, and Omaha. Therefore, the Des Moines Area MPO will continue to receive approximately \$686,000 annually in TA funds and retain the usual application and project selection process. What has changed is the allocation of the “TAP-Flex” funds.

Under MAP-21, the IDOT had the option to distribute a portion of TAP funds to local MPOs and they choose to do so starting in 2013. At the Des Moines Area MPO STP Funding Subcommittee meeting in January of 2013 and the Policy Committee meeting in March of 2013, it was discussed and became practice that the additional “TAP-Flex” funds would be folded into the TAP pool of funds and used to fund TAP projects. Since 2013 this has accounted for around \$529,000 in annual TAP funds. With the FAST Act the “TAP Flex” funds need to be consolidated with the STP funds and follow the STP funding allocation process.

As has always been the case, STBG Program funds can be used to fund TA eligible projects. Staff recommends to preserve the funding for TA eligible projects and set a minimum threshold at the TAP-Flex target amount provided by the DOT to go towards TA eligible projects.

The Funding Subcommittee will meet on December 6, 2016, to discuss returning TAP-Flex to the Surface Transportation Block Grant Program and to consider staff’s recommendation.

Staff will present the Funding Subcommittee’s recommendation at the December 7, 2016, Executive Committee Meeting.

RECOMMENDATION:

Approve the Funding Subcommittee’s recommendation regarding returning TAP-Flex funding to the Surface Transportation Block Grant Program.

STAFF CONTACT:

Teva Dawson, tdawson@dmampo.org
(515) 334-0075

December 2016
Item No. 9

ISSUE: Federal Fiscal Year 2021 Surface Transportation Block Grant Program Applications

REPORT: Summary of Surface Transportation Block Grant (STBG) Program applications submitted for federal fiscal year 2021.

BACKGROUND:

Each year the MPO awards Surface Transportation Block Grant (STBG) Program funds to critical projects throughout the region. MPO staff posted applications on the MPO website on October 1, 2016. STBG Applications were due to the MPO office by December 1, 2016.

The MPO staff will provide a brief overview of the applications submitted for FFY 2021 STBG funding at the December 7, 2016, meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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

December 2016
Item No. 10

ISSUE: Best Practice Series – Sharrows

REPORT: Report on current best practices on the use and effectiveness of sharrow markings

BACKGROUND:

Shared lane markings, or sharrows, are a bicycle pavement marking commonly used to demarcate on-street bike routes or areas where people on bicycles are encouraged to share the lane with automobile traffic. These markings are often seen by staffs as a low-cost option for highlighting bike routes, but are also seen by advocates as inadequate or dangerous.

MPO staff will share current best practices and new research on the effectiveness and possible uses for sharrow markings, while identifying some potential pitfalls and challenges in their use.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Mike Armstrong, marmstrong@dmampo.org
(515) 334-0075.

December 2016
Item No. 11

ISSUE: Vehicle Miles Traveled Performance Data

REPORT: Discuss data included in the next performance measure report on vehicle miles traveled data.

BACKGROUND:

The MPO staff is continuing to report on data related to the performance measures included in Mobilizing Tomorrow. The next report features data related to Vehicle Miles Traveled (VMT).

VMT is the amount of total miles driven by all vehicles in a given area. VMT-based metrics, such as per capita VMT and crashes per VMT, have become common performance measures in transportation planning. Nationally, per capita VMT peaked in the mid-2000s and has declined since; per capita VMT in 2015 equaled early 2000s levels. However, total VMT nationally exceeded VMT during the peak years between 2005 and 2008. Factors attributed to the decline in per capita VMT include demographic changes such as retiring of the Baby Boomers, less desire among Millennial's to acquire driver's licenses, and rapid population growth.

The Iowa Department of Transportation (DOT) provides VMT data online at <http://www.iowadot.gov/maps/msp/vmt/vmt.html>. MPO staff analyzed VMT for its member governments to determine whether local trends match national trends.

[The draft VMT report can be found on the MPO's website \(click here to access\).](#)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Marcus Coenen, mcoenen@dmampo.org
(515) 334-0075

December 2016
Item No. 12

ISSUE: Budget Update

REPORT: Update on the status of the FY 2017 budget.

BACKGROUND:

The MPO Executive Committee has asked to see more detailed financial reporting on a quarterly basis. Staff has prepared a summary of expenditures, budgeted income received from Department of Transportation grants, and income received from unbudgeted sources. Staff will provide this report at the meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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

December 2016
Item No. 13

ISSUE: Upcoming Events

REPORT: Report on upcoming events of regional interest.

BACKGROUND:

Staff will highlight upcoming events, trainings and other opportunities of interest to representatives of MPO member governments.

Friday, December 16 – Daniel Parolek will speak on the “missing middle” of housing as part of The Tomorrow Plan 2016 Speaker Series at the Age-Friendly Greater Des Moines Annual Report to the Community. Parolek’s presentation is at 8 a.m. Friday, December 16, at the Olsen Center at Des Moines University, 3200 Grand Ave., Des Moines. His remarks are the keynote for the 2016 annual meeting of the Greater Des Moines Age Friendly Initiative report to the community. The meeting is free to attend and open to the public. Complimentary continental breakfast begins at 7:30 a.m.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Gunnar Olson, golson@dmampo.org
(515) 334-0075