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NOTICE OF MEETING

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

**11:30 a.m., Wednesday, June 8, 2011
 MPO Meeting Room**

TENTATIVE AGENDA

The established protocol for minutes of this meeting will be to list all attendees, and with each item on which a vote is conducted in the ordinary course in order to take formal action, those voting nay or abstaining will be identified by name. Any member who is absent from the meeting for any period of time during which a vote of the body is taken, is expected to notify the recording secretary at the conclusion of the meeting so that the absence can be duly noted in the minutes. Roll Call votes will be taken as required by law or upon the request of any member that is approved by the chair, and the vote of each member for or against the proposition, or abstention, will be incorporated in the minutes or recorded on a separate sheet attached to the minutes.

I. Call to Order

II. Approval of Agenda

III. Approval of Meeting Minutes

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IV. Action Items

A. *Fiscal Years 2012-2015 Transportation Improvement Program Draft*Page 7

B. *Title VI Compliance Report*Page 8

C. *Federal Fiscal Years 2011-2014 Transportation Improvement Program
 Amendment – Des Moines Area Regional Transit Authority and City of
 Waukee*Page 9

D. *Reaffirmation of Investment Policy*.....Page 10

V. Business Items

A. *Sustainable Communities Regional Planning Grant Update*.....Page 17

B. *Citizen Transportation Congress*.....Page 18

C. *Revisions to Agenda Format*.....Page 18

VI. Approval of the June 16, 2011, MPO Agenda

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

VIII. Next Meeting Date

11:30 a.m., Wednesday, July 13, 2011, MPO Meeting Room

IX. Adjournment

MEETING MINUTES

**Des Moines Area Metropolitan Planning Organization (MPO)
Executive Committee
11:30 a.m., Tuesday, May 10, 2011
MPO Meeting Room
Urbandale, Iowa**

The MPO Executive Committee held a meeting at 11:30 a.m. on May 10, 2011, in the MPO Meeting Room. Before the meeting, the MPO staff sent agenda packets to the MPO Executive Committee's representatives and posted the agenda at the MPO office at 3:27 p.m. on May 6, 2011. **The fiscal year-to-date publication cost of meeting minutes for the MPO: \$2,811.88. 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.**

Members Present:

Chris Coleman, City of Des Moines
Tom Hockensmith, Polk County
Tom Armstrong, City of Grimes
Paula Dierenfeld, City of Johnston
Ted Ohmart, City of West Des Moines
Robert Mahaffey, City of Des Moines
Angela Connolly, Polk County

Members Absent:

Others Present:

Mike Clayton, Iowa Department of
Transportation*

Staff Present:

Todd Ashby, Executive Director
Stephanie Ripperger, Executive Administrator
Jonathan Wilson, MPO General Counsel
Luke Parris, Associate Transportation Planner

I. Call to Order

MPO Chair Chris Coleman called the May 10, 2011, meeting to order at 11:39 a.m.

II. Approval of Agenda

MOTION: A motion was made to approve the May 10, 2011, Des Moines Area Metropolitan Planning Organization Executive Committee meeting agenda.

MOTION CARRIED UNANIMOUSLY

III. Approval of Meeting Minutes

MOTION: A motion was made to approve the April 13, 2011, Des Moines Area Metropolitan Planning Organization Executive Committee meeting minutes.

MOTION CARRIED UNANIMOUSLY

IV. (A.) *Fiscal Year 2012 Unified Planning Work Program and Budget Final Draft*

MOTION: A motion was made to recommend 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

IV. (B.) *Calendar Year 2012 Meeting Dates*

MOTION: A motion was made to recommend 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 Executive Committee, as presented and as attached.

MOTION CARRIED UNANIMOUSLY

V. (A.) *Fiscal Year 2011 Unified Planning Work Program and Budget - Fifth Amendment*

MOTION: A motion was made to recommend that the Des Moines Area Metropolitan Planning Organization approve the Fifth Amendment of the MPO's *Fiscal Year 2011 Unified Planning Work Program* budget to transfer federal funds among the approved work elements to cover expenses actually incurred to date and at no increase in the total budget, as presented.

MOTION CARRIED UNANIMOUSLY

V. (B.) Federal Fiscal Years 2013-2015 Surface Transportation Program and Surface Transportation Program Transportation Enhancement Funding Award Adjustments

MOTION: A motion was made to recommend that the Des Moines Area Metropolitan Planning Organization approve the Federal Fiscal Year 2012-2015 Surface Transportation Program and Surface Transportation Program Transportation Enhancement recommendation, as presented, and include the identified projects in the development of the *Federal Fiscal Years 2012-2015 Transportation Improvement Program*.

MOTION CARRIED UNANIMOUSLY

V. (C.) Sustainable Communities Regional Planning Grant – Steering Committee Diversity

MOTION: A motion was made to recommend that the Des Moines Area Metropolitan Planning Organization approve adding the following individuals to serve on the Regional Plan for Sustainable Development Steering Committee to comply with the U.S. Department on Housing and Urban Development's recommendation to enhance the diversity of interests represented on the Steering Committee:

- Frank Strong, Central Iowa Center for Independent Living;
- John Peterson, City of Ankeny;
- Pat Boddy, Iowa Department of Natural Resources;
- Doug Johnston, Iowa State University;
- Eric Burmesister, Polk County Housing Trust Fund;
- Shannon Cofield, United Way of Central Iowa;
- Jason Wells, Young Professionals Connection; and,
- Linda Schemmel, City of West Des Moines.

MOTION CARRIED UNANIMOUSLY

V. (D.) Sustainable Communities Regional Planning Grant – Steering Committee Working Group

MOTION: A motion was made to recommend that the Des Moines Area Metropolitan Planning Organization approve the development of a Working Group to work closely with staff and, occasionally, directly with the project consultant team and/or others to help lay the groundwork for Steering Committee agendas, help to ensure that agenda items are properly framed and appropriate background materials are available when items come before the Steering Committee. The Working Group would consist of the following five individuals:

- Angela Connolly, Steering Committee Chair;
- Frank Cownie, Steering Committee Vice-Chair;
- Chris Coleman, Metropolitan Planning Organization Chair;
- Appointee to be selected by Angela Connolly; and,
- Appointee to be selected by Chris Coleman.

MOTION CARRIED UNANIMOUSLY

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

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

V. (F.) Transportation Reauthorization Priority Projects Update

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

V. (G.) Greater Des Moines Partnership Trip to Washington, D.C.

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

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

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

V. (I.) Citizen Transportation Congress

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

V. (J.) Purchase of Plotter Printer

MPO staff presented; discussion on item V. (J.)

V. (K.) Lease Update

MPO staff presented; discussion on item V. (K.)

V. (L.) Timesheet/Accounting Software Update

MPO staff presented; discussion on item V. (L.)

VI. Bank Account Signatories

MPO staff presented; discussion on item VI. (A.)

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

VIII. Next Meeting Date

11:30 a.m., Wednesday, June 8, 2011, MPO Meeting Room.

IX. Adjournment

Chair Coleman adjourned the meeting at 12:46 p.m.

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

Action Item

The MPO Transportation Technical Committee requests that:

“ . . . the Des Moines Area Metropolitan Planning Organization Executive Committee **recommend 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 the 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 and Surface Transportation Program Transportation Enhancement 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). Title VI Compliance Report

Action Item

The MPO Transportation Technical Committee requests that:

“ . . . the Des Moines Area Metropolitan Planning Organization Executive Committee **recommend 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.

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

Action Item

The MPO Transportation Technical Committee recommends that:

“ . . . the Des Moines Area Metropolitan Planning Organization Executive Committee **recommend 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 to 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.

IV.(D). Reaffirmation of Investment Policy

Action Item

The MPO Executive Director requests that:

“ . . . the Des Moines Area Metropolitan Planning Organization Executive Committee **recommend that the Des Moines Area Metropolitan Planning Organization reaffirm the Des Moines Area Metropolitan Planning Organization’s Investment Policy, without change, for Fiscal Year 2012.**”

Background Information

The MPO:

- Currently holds a checking account at US Bank, Merle Hay Road, Des Moines;
- Currently holds an investment account at the Iowa Public Agency Trust, as administered through Wells Fargo, Des Moines; and,
- Maintains a majority of its funds in the investment account and electronically transfers money between accounts, as needed.

The MPO staff:

- Annually, has the MPO review its Investment Policy;
- Has included, immediately following, a copy of the current Investment Policy;
- Has reviewed this policy and offers no recommended changes; and,
- Notes that this policy guides the disposition of the MPO’s monies.

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

DES MOINES AREA METROPOLITAN PLANNING ORGANIZATION

BANKING AND PUBLIC FUNDS INVESTMENT POLICY

EFFECTIVE DATE

The effective date of this policy is July 1, 2011.

PURPOSE

The purpose of this policy is to establish adequate safeguards for the investment of public funds owned by the Des Moines Area Metropolitan Planning Organization (MPO) and to promote efficient, effective procedures to this end.

OVERALL POLICY AND SCOPE

The MPO is to maintain sufficient cash or liquid investments, which can be converted to cash when needed to meet the MPO's expenses. It is the MPO's policy and obligation to invest so as to maintain the safety of principal, maintain the necessary liquidity to fund expected liabilities, and obtain a reasonable return. This investment policy is intended to comply with Chapter 12B, Code of Iowa, and to incorporate the provisions of Chapter 12C, Code of Iowa, where applicable. Transactions made pursuant to this policy shall be in the best interest of the MPO and shall not afford special advantages to any individual or corporate member of the financial or investment community, or any employee.

PRUDENCE

The MPO Secretary/Treasurer, when investing or depositing public funds of the MPO, shall exercise the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use to attain the goals of investment prudence set forth herein. This standard requires that, when making investment decisions, the MPO shall consider the role the investment or deposit plays within the portfolio of assets of the MPO and the goals of investment prudence set forth herein.

Goals

The primary goals of investment prudence which apply to the investing and depositing of public funds of the MPO are based in the following order of priority:

1. Safety of principal;
2. Maintaining the necessary liquidity to fund expected liabilities; and,
3. Obtaining a reasonable return.

STATUTORY REQUIREMENTS AND GUIDELINES

All investments shall be made in accordance with Chapters 12B, 12C, and 97B.7, Code of Iowa; any other applicable state laws; federal arbitrage regulations, where applicable; and applicable federal grant regulations. More specifically:

Investment Instruments

The MPO may invest in the following instruments:

1. Obligations of the United States government, its agencies and instrumentalities;
2. Certificates of deposit and other evidences of deposit at federally insured depository institutions approved and secured pursuant to Chapter 12C, Code of Iowa;
3. A joint investment trust organized pursuant to Chapter 28E to which the MPO is a party, provided that the joint investment trust shall either be rated within the two highest classifications by at least one of the standard rating services approved by the Superintendent of Banking by rule adopted pursuant to Chapter 17A and operated in accordance with 17 CFR '270.2a-7, or be registered with the Federal Securities and Exchange Commission under the Federal Investment Company Act of 1940, 15 USC '80(a), and operated in accordance with 17 CFR '270.2a-7. The manager or investment advisor of the joint investment trust shall be registered with the Federal Securities and Exchange Commission under the Investment Advisor Act of 1940, 15 USC '80(b); and,
4. Iowa Public Agency Investment Trust (IPAIT).

Instruments and practices specifically prohibited for investments are:

1. Reverse repurchase agreements;
2. Futures and options contracts; and,
3. Trading securities for speculation or to realize short-term trading gains.

Investment of Operating Funds

The investment of operating funds is subject to the provisions of Chapter 12B, Code of Iowa. Operating funds are those funds that are reasonably expected to be expended during a current budget year or within fifteen (15) months of receipt. Operating funds must be identified and distinguished from all other funds available for investment. Operating funds may only be invested in investments which mature within three hundred ninety-seven (397) days or less and which are authorized by law.

Investment of Non-Operating Funds

The investment of non-operating funds is subject to the provisions of Chapter 12B, Code of Iowa. Currently, all MPO funds are considered operating funds and are reasonably expected to be expended during a current budget year or within fifteen (15) months of receipt. Until such time as the funds of the MPO are designated otherwise by a resolution adopted by the MPO Executive Committee, the provisions indicated under **Investment of Operating Funds** will be followed.

General Investment Requirements

All investments of public funds shall be subject to the following:

1. Each investment must be authorized by applicable law and comply with this investment policy;
2. If the investments by the MPO involve the use of a public funds custodial agreement, as defined in Section 12B.10C, Code of Iowa, the MPO shall comply with the rules adopted pursuant to Section 12B.10C to those investments. All contracts providing for the investment of public funds shall be in writing and shall contain a provision requiring that all investments shall be made in accordance with laws of the State of Iowa; and,
3. A contract for the investment or deposit of public funds shall not provide for compensation of an agent or fiduciary based upon investment performance.

Delivery of Policy

This policy shall be delivered to all of the following:

1. The MPO Secretary/Treasurer;
2. All depository institutions or fiduciaries for public funds of the MPO; and,
3. The auditor of the MPO.

Public Funds Custodial Agreements

All public funds custodial agreements entered into by the MPO shall include the provisions necessary to prevent loss of public funds set forth in and shall otherwise comply with the rules adopted by the State Treasurer. Such agreements shall also include necessary provisions for compliance with the audit requirements of Section 11.6, Code of Iowa.

"Public funds custodial agreement" is defined as any contractual arrangement pursuant to which one or more persons, including but not limited to, investment advisors, investment companies, trustees, agents and custodians, are authorized to act as custodian of or to designate another person to act as a custodian of public funds or any security or document of ownership or title evidencing public funds investments other than custodial agreements between an open-end management investment company registered with the Federal Securities and Exchange Commission under the Federal Investment Company Act of 1940, 15 USC '80(a) and a custodian bank.

STATUTORY REQUIREMENTS FOR DEPOSIT OF FUNDS

All MPO funds deposited and held in a depository shall be in depositories approved by the MPO Executive Committee. A depository is a bank or savings and loan association whose accounts are insured by the Federal Deposit Insurance Corporation (FDIC) or a credit union insured by the National Credit Union Administration (NCUA). Financial institutions, which serve as depositories of MPO funds, shall comply with all prevailing provisions of State statutes.

The depositories shall be located within the county in which the MPO is located, or any adjoining county. All public monies will be deposited as soon as reasonably possible. Public funds, which are invested with a depository, shall draw interest at a rate not less than the minimum rate established by a state committee which is published on/or about the first of the each month in the Iowa administrative bulletin.

Chapter 12C, Code of Iowa, requires that public funds be invested in institutions that demonstrate a commitment to serve the needs of the local community (Community Reinvestment Act [CRA]). A list of eligible institutions that may accept public funds is established by a committee composed of the Superintendent of Banking, the Auditor of the State or a designee, and the Treasurer of the State.

It will be the policy of the MPO that once an institution receives its CRA rating, the MPO will do business with that institution only if its rating is in the top two rating categories. [Reference only: The four CRA rating categories are (1) outstanding, (2) satisfactory, (3) needs to improve, and (4) substantial non-compliance.]

All investment interest or earnings shall be credited to the General Fund with the exception of specific funds that are otherwise governed by state and federal law and/or grant regulations. Investment earnings on those specified funds may be credited back to each of the source funds.

If deposits at a depository institution exceed that portion covered by insurance of a federal agency or instrumentality, a pledge of collateral for that portion which exceeds the limit shall be required.

Chapter 12C, Code of Iowa, exempts the MPO, its agents, and MPO employees from personal liability for any loss resulting from the loss of a depository in absence of negligence, malfeasance, misfeasance, or nonfeasance when deposits are made in accordance with Chapter 12C, Code of Iowa.

Various federal and state grants have their own unique regulations. Generally, they require the funds must retain identification and their investment income must be credited back to their source. The investment income sometimes can be used for the same purpose for which the grant is intended or which reduces the grant amount in equal amounts. A thorough review of grants will always be made. The investment officer and the grant administrator will ensure that the investment procedures and treatment conform to the specific requirements.

DELEGATION OF AUTHORITY

The MPO Executive Committee will approve, from time-to-time, investment guidelines to be carried out by the MPO Secretary/Treasurer and the MPO Executive Director. The responsibility for conducting investment transactions resides with the MPO Secretary/ Treasurer and the MPO Executive Director. The MPO Secretary/Treasurer and the MPO Executive Director shall jointly execute all agreements and documents related to the investment and withdrawal of public funds.

INVESTMENT MANAGEMENT

The MPO Secretary/Treasurer's authorized designee shall select investments that comply with state law, offer diversification, maturity, quality and capability of investment, while at the same time obtaining reasonable return. The MPO's investment portfolio may consist of any combination of those authorized instruments set out in this policy, with no one instrument making up 100 percent of the MPO's investments, except for U.S. Government obligations which may equal 100 percent of the investments.

SELECTION OF APPROPRIATE INVESTMENTS

In addition to analyzing the type of instrument that is added to the MPO's investment portfolio, MPO staff will make every attempt to ensure that transactions are conducted with only institutions and their personnel that are financially sound, established and reputable, as well as in compliance with the Federal Community Reinvestment Act, where applicable.

INTERNAL CONTROLS

The MPO Treasurer shall insure that proper internal controls are in place to reduce the risk of losses of public funds due to fraud, error, misrepresentation, unforeseen financial market changes, disregard of applicable laws, or collateral requirements. The MPO Executive Committee is authorized and directed to obtain and maintain fidelity bonds covering MPO personnel having responsibilities for handling funds under control of the MPO.

REPORTING

The MPO's objective is to establish and maintain the highest standard of financial reporting, auditing, and planning of the MPO's public funds investments. This shall be accomplished by:

1. An annual audit to be performed by an independent public accounting firm;
2. Financial accounting and reporting maintained in conformance with methods prescribed by the National Committee on Governmental Accounting of the Municipal Finance Officers Association and by the American Institute of Certified Public Accountants; and,
3. Full disclosures in the financial statements.

OPEN RECORDS

The records of investment transactions made on behalf of the MPO are public records and the property of the MPO. If such public records are in the custody of another party pursuant to a public funds custodial agreement, the MPO shall retain all rights to inspect and to obtain any such public records requested under Chapter 22, Code of Iowa. If a party to a public funds custodial agreement fails to produce public records within a reasonable period of time as requested by the MPO, the MPO shall terminate and not renew the custodial agreement.

REVIEW

The MPO will review this policy at least once annually.

V.(A). *Sustainable Communities Regional Planning Grant Update*

Business Item

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; and,
 - 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 8, 2011, meeting.

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.

V.(B). Citizen Transportation Congress

Business Item

The MPO staff:

- Hosted the Citizen Transportation Congress (Congress) on Tuesday, May 10, 2011;
- Hosted meetings at 12:00 p.m. and at 6:00 p.m. at the Des Moines Central Library, 1000 Grand Avenue, to allow more participation in the Congress;
- Notes 10 individuals 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 8, 2011, Executive meeting.

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

V.(C). Revisions to Agenda Format

Business Item

The MPO staff:

- Has identified potential revisions to the format of MPO committee agendas that may improve the quality and content of meeting agendas;
- Notes the revisions would include:
 - An updated cover page that provides a brief summary regarding the purpose of each item; and,
 - Supplemental reports for each agenda item that include the issue discussed, background information, recommendation, budget/financial considerations (if any), and staff contact;
- Has provided, immediately following, an example of portions of the Executive Committee's June 8, 2011, agenda using the revised format.

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

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Urbandale, IA 50322-2866
Phone: 515.334.0075

NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO) Executive Committee

11:30 a.m., Wednesday, June 8, 2011
MPO Meeting Room

TENTATIVE AGENDA

The established protocol for minutes of this meeting will be to list all attendees, and with each item on which a vote is conducted in the ordinary course in order to take formal action, those voting nay or abstaining will be identified by name. Any member who is absent from the meeting for any period of time during which a vote of the body is taken, is expected to notify the recording secretary at the conclusion of the meeting so that the absence can be duly noted in the minutes. Roll Call votes will be taken as required by law or upon the request of any member that is approved by the chair, and the vote of each member for or against the proposition, or abstention, will be incorporated in the minutes or recorded on a separate sheet attached to the minutes.

Agenda Items:

1. Call to Order
2. VOTE: Approval of Agenda
3. VOTE: Minutes of Last Meeting – Page 2
4. REPORT AND VOTE: *Fiscal Years 2012-2015 Transportation Improvement Program Darft* Page - 3
 - Review proposed document; consider approval
5. REPORT AND VOTE: *Title VI Compliance Report* – Page 4
 - Review proposed document; consider approval
6. REPORT AND VOTE: *Federal Fiscal Years 2011-2014 Transportation Improvement Program Amendment* – Page 5
 - Review proposed amendment; consider approval
7. REPORT AND VOTE: Reaffirmation of Investment Policy – Page 6
 - Review proposed policy; consider approval
8. REPORT: *Sustainable Communities Regional Planning Grant Update* – Page 7
 - Update on recent activities related to the Regional Plan for Sustainable Development
9. REPORT: Citizen Transportation Congress – Page 8
 - Report on meetings held in May 2011
10. REPORT: Revisions to Agenda Format – Page 9
 - Report on possible adjustments to MPO agenda format
11. VOTE: Approval of the June 16, 2011, MPO Agenda
 - Review proposed agenda; consider approval
12. Other Non-Action Items of Interest to the Committee
13. VOTE: Set Next Meeting Date
 - Consider approval of the next meeting date for 11:30 a.m., Wednesday, July 13, 2011, MPO Meeting Room
14. Adjournment

Agenda Report

MPO Executive Committee

June 2011
Item No. 3

ISSUE:

VOTE: Approve minutes of the May 10, 2011, Executive Committee meeting

BACKGROUND:

The minutes of the May 10, 2011, Executive Committee meeting are enclosed on the following pages.

RECOMMENDATION:

Approve the minutes of the May 10, 2011, Executive Committee meeting.

DRAFT

Agenda Report

MPO Executive Committee

June 2011
Item No. 4

ISSUE:

REPORT AND VOTE: Brief report and approval of the *Fiscal Year 2012-2015 Transportation Improvement Program (FFY 2012-2015 TIP) Draft*

BACKGROUND:

The MPO annually develops a four-year Transportation Improvement Program (TIP) as required by the Iowa Department of Transportation (DOT). The TIP's purpose 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 the designated time frame of the four federal fiscal years.

To develop the FFY 2012-2015 TIP, the MPO staff asked the MPO member governments and participating agencies to review and report any project changes, new projects, or "roll-over" projects programmed in FFY 2011, 2012, 2013, and/or 2014 to the MPO. The MPO staff reviewed all the MPO member governments' and participating agencies' responses and incorporated those responses into the FFY 2012-2015 TIP draft.

The MPO staff updated projects in FFY 2012-2015 TIP draft that will receive FFY 2013-2014 Surface Transportation Program and Surface Transportation Program Transportation Enhancement to reflect funding reductions approved by the MPO on May 19, 2011. The MPO staff also held a public meeting to receive input on the document on May 31, 2011, at the Des Moines East Side Library.

Following action on the FFY 2012-2015 TIP draft, MPO staff will submit the document to the Iowa DOT and Federal Highway Administration (FHWA) by June 15, 2010, for review and comment. MPO staff will incorporate any revisions suggested by the Iowa DOT and FHWA once comments are available, and will bring the final FFY 2012-2015 TIP to the MPO for approval in July.

The FFY 2012-2015 TIP draft is included in this agenda packet's supplemental items. The MPO Transportation Technical Committee voted to recommend approval of this item at its June 2, 2011, meeting.

RECOMMENDATION:

Recommend 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*

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