



**Roll Call Number**

**Agenda Item Number**

39

**Date** June 13, 2011

**RESOLUTION APPROVING METROPOLITAN PLANNING ORGANIZATION  
WORK PLAN FOR FISCAL YEAR 2011/12**

WHEREAS, the City of Des Moines is a member of the Des Moines Area Metropolitan Planning Organization ("MPO"), as organized under Iowa Code Chapter 28E; and

WHEREAS, the MPO annually requests its member governments to approve, by resolution, the MPO's Unified Planning Work Program and budget for the upcoming fiscal year; and

WHEREAS, the budget to support the Unified Planning Work Program is funded with federal funds and member governments on a per capita basis, and the assessment rate of MPO member governments for Fiscal Year 2011/12 is set at \$1.13 per capita and applied to the 2010 Census population; and

WHEREAS, at least a majority of the Des Moines Area Metropolitan Planning Organization's member governments must approve the Unified Planning Work Program and budget; and,

WHEREAS, the City Manager has recommended that the Unified Planning Work Program and budget submitted by the MPO for Fiscal Year 2011/12, be approved.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Des Moines, Iowa, that the Des Moines Area Metropolitan Planning Organization's Unified Planning Work Program and budget for Fiscal Year 2011/12, beginning July 1, 2011, is hereby approved.

MOVED by \_\_\_\_\_ to adopt.

FORM APPROVED:

  
Roger K. Brown, Assistant City Attorney

Council Communication No. 11- 355)

COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
COWNIE				
COLEMAN				
GRIESS				
HENSLEY				
MAHAFFEY				
MEYER				
MOORE				
TOTAL				

MOTION CARRIED

APPROVED

\_\_\_\_\_  
Mayor

**CERTIFICATE**

I, DIANE RAUH, City Clerk of said City hereby certify that at a meeting of the City Council of said City of Des Moines, held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

\_\_\_\_\_  
City Clerk

DES MOINES AREA

**MPO**

METROPOLITAN PLANNING ORGANIZATION

Merle Hay Centre  
6200 Aurora Avenue, Suite 300W  
Urbandale, IA 50322-2888  
Phone: 515.334.0075

May 24, 2011

Ms. Diane Rauh  
City Clerk  
City of Des Moines  
400 Robert D. Ray Drive  
Des Moines, IA 50309

Dear Ms. Rauh:

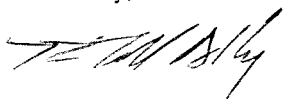
**SUBJECT: DES MOINES AREA METROPOLITAN PLANNING ORGANIZATION  
FISCAL YEAR 2012 ASSESSMENT**

Enclosed is an invoice for the City of Des Moines' assessment as a member of the Des Moines Area Metropolitan Planning Organization (MPO). The assessment is for Fiscal Year 2012 (FY 2012) beginning July 1, 2011, and ending June 30, 2012. Member government assessments match federal funds which the MPO receives and further support the transportation planning activities performed by the MPO for its member governments.

The MPO is applying an assessment rate of \$1.13 per capita to the City of Des Moines' 2010 Census population figure of 203,433, for the FY 2012 assessment amount of \$229,879, as detailed on the enclosed invoice. Assessments are due and payable July 1, 2011, and the MPO will consider the assessment payment late after July 31, 2011.

If you have questions concerning the MPO member government assessment, please contact Stephanie Ripperger at (515) 334-0075.

Sincerely,



R. Todd Ashby, AICP  
Executive Director

RTA:slr

Enclosure

cc: Tom Armstrong MPO Secretary/Treasurer

# ASSESSMENT INVOICE

**Des Moines Area Metropolitan Planning Organization**  
**6200 Aurora Avenue, Suite 300W**  
**Urbandale, IA 50322-2866**  
**Phone: (515) 334-0075**  
**Fax: (515) 334-0098**  
**E-mail: dmampo@dmampo.org**

## ASSESSMENT FOR:

Des Moines Area Metropolitan Planning Organization  
 Fiscal Year 2012 Member Assessment  
 July 1, 2011 - June 30, 2012  
 Per 28E Agreement - Dated 2010

**TAX NUMBER: 42-1203823**

**DATE: May 25, 2011**

**DUE AND PAYABLE: July 1, 2011**

## BILL TO:

Ms. Diane Rauh  
 City Clerk  
 City of Des Moines  
 400 Robert D. Ray Drive  
 Des Moines, IA 50309

DATE	SERVICE DESCRIPTION	POPULATION	RATE	AMOUNT
7/1/11	Fiscal Year 2012 MPO Member Assessment	203,433	\$ 1.13	\$ 229,879
<b>TOTAL DUE</b>				<b>\$ 229,879</b>

**MAKE CHECKS PAYABLE TO:**  
**Des Moines Area MPO**

Assessment questions may be directed to Stephanie Ripperger at (515) 334-0075.

Thank you

Date June 13, 2011

Agenda Item 39

Roll Call # \_\_\_\_\_

DES MOINES AREA

**MPO**

METROPOLITAN PLANNING ORGANIZATION

Sponsored by

Altoona  
Ankeny  
Bondurant  
Carlisle  
Clive  
Dallas County  
Des Moines  
Grimes  
Johnston  
Mitchellville  
Norwalk  
Pleasant Hill  
Polk City  
Polk County  
Urbandale  
Warren County  
Waukee  
West Des Moines  
Windsor Heights  
Iowa Department of Transportation  
Federal Highway Administration  
Federal Transit Administration

# *Fiscal Year 2011 Unified Planning Work Program and Budget*

June 24, 2010

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The Des Moines Area Metropolitan Planning Organization (MPO) has prepared this report with partial funding from the United States Department of Transportation's (DOT) Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), and in part through local matching funds provided by the MPO member governments. These contents are the responsibility of the MPO. United States Government and its agencies assume no liability for the contents of this report or for the use of its contents.

# Introduction

As the MPO staff assembled this document, we worked to present what we believe to be the anticipated transportation planning responsibilities, anticipated workload to complete those responsibilities, and anticipated accomplishments at the end of Fiscal Year 2011.

The MPO work activities will focus on moving forward with the implementation and assessment of the *Horizon Year 2035 Metropolitan Transportation Plan* (HY 2035 MTP). The MPO anticipates continuing to analyze the transportation system, to determine the effectiveness of proposed transportation system improvements, and to determine how the MPO's decisions are meeting the goals and objectives identified in the HY 2035 MTP. The MPO will utilize newly acquired tools and resources, including Pictometry® oblique orthophotography and Transportation Analysis and Simulation System (TRANSIMS) microsimulation model, to assist the MPO and its member governments and participating agencies, in the transportation planning processes.

The MPO will also review and update as needed, the Passenger Transportation Development Program under the guidance of the Public Transportation Roundtable and Transportation Action Group; will continue to promote the MPO and central Iowa as a key node on the North American Inland Port Network, and will continue to develop Port Des Moines, under the guidance of the Freight Roundtable; will continue to be the champion for Intelligent Transportation Systems (ITS) applications, in particular in support of the Traffic Management Advisory Committee and to work with the Iowa DOT to continue operation of metropolitan traffic management center and the continued role of the Transportation Management Association (TMA) in aiding metropolitan travelers on the metropolitan transportation system; and will continue supporting the many committees, subcommittees and working groups sponsored by the MPO or on which MPO representatives participate. The MPO will continue to support the Stakeholders Working Group to seek comment on transportation planning from the environmental perspective.

As in past years, the MPO will work to ensure that the MPO performs a transportation planning process for this Metropolitan Planning Area (MPA) cooperatively and comprehensively. Similarly, the MPO will work to ensure strong and close working relationships on MPA transportation planning issues with and among, at a minimum, the member governments, the Des Moines Regional Transit Authority (DART), the Heart of Iowa Regional Transit Authority (HIRTA), the TMA, the Iowa DOT, FHWA's Iowa Division, FTA's Region 7, the Greater Des Moines Partnership (GDMP), and the MPO MPA's citizenry. In addition, as in other years, the MPO will be flexible and will work to address topics, issues, projects, and any other needs arising over the upcoming fiscal year. As the MPO has developed this document, we left in our work elements to

address those issues that will arise and we could not anticipate today.

The MPO makes the following points regarding the development of this *Fiscal Year 2011 Unified Planning Work Program* and Budget (FY 2011 UPWP) document:

FHWA's and the FTA's eight planning factors are recognized in developing this document, those eight planning factors being:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- Increase the safety of the transportation system for all motorized and non-motorized users;
- Increase the ability of the transportation system to support homeland security and to safeguard the personal security of all motorized and non-motorized users;
- Increase accessibility and mobility of people and goods;
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient system management and operation; and,
- Emphasize the preservation of the existing transportation system.

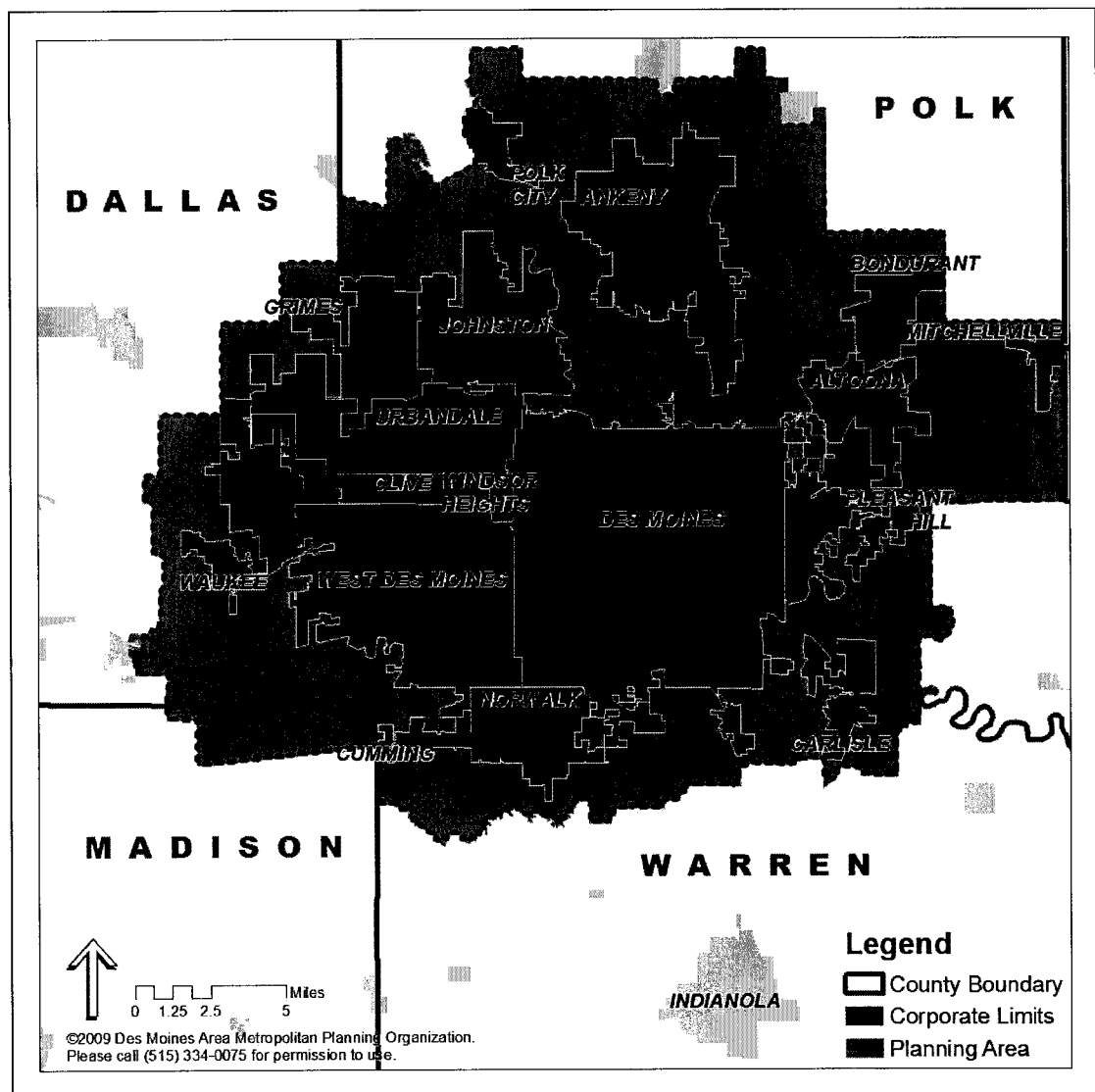
Our belief system remains constant. Therefore, I would like to close my remarks as I have done in recent years, noting that if history is any indication, the MPO will have another challenging and successful year. We will not rest on the accomplishments of previous work years, but will be pushing to improve on those previous accomplishments in order to provide even more benefit to the MPO's MPA and to the central Iowa community.

A handwritten signature in black ink, appearing to read 'Tom Kane', with a stylized, flowing script.

Tom Kane  
Executive Director

# Metropolitan Planning Area Map

The MPO membership is comprised of sixteen cities; two associate, non-voting cities; and unincorporated portions of four counties in central Iowa. The MPO's MPA is located within the Central Iowa Regional Transportation Planning Alliance (CIRTPA) or Regional Planning Affiliation 11, with eight central Iowa member counties and ten member cities. The MPO provides staff to the CIRTPA, to carry out transportation planning activities for central Iowa.





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# Committees

## MPO Policy Committee

**Ted Ohmart, Chair**

### West Des Moines Council Member

Altoona.....	Gerald Nolin, Council Member
Altoona.....	Michelle Sloan, Council Member
Ankeny.....	Carl Metzger, City Manager
Ankeny.....	Steve Van Oort, Mayor
Ankeny.....	Craig Block, Council Member
Bondurant.....	Mark Arentsen, City Administrator
Carlisle.....	Ruth Randleman, Mayor
Clive.....	John Edwards, Council Member
<b>Clive.....</b>	<b>Scott Cirkse, Mayor</b>
Cumming+.....	Tom Becker, Mayor
Dallas County.....	Mark Hanson, Board of Supervisors
<b>Des Moines.....</b>	<b>Chris Coleman, Council Member</b>
Des Moines.....	Skip Moore, Council Member
Des Moines.....	Frank Cownie, Mayor
Des Moines.....	Christine Hensley, Council Member
Des Moines.....	Vacant
Des Moines.....	Halley Griess, Council Member
Des Moines.....	Richard Clark, City Manager
<b>Des Moines.....</b>	<b>Bob Mahaffey, Council Member</b>
Des Moines.....	Brian Meyer, Council Member
DART.....	Brad Miller, General Manager
Des Moines International Airport (DSM)++.....	Craig Smith, Aviation Director
FHWA++.....	Tracy Troutner, Iowa Division, Ames
FTA++.....	Mark Bechtel, Region 7, Kansas City
Grimes.....	Tom Armstrong, Mayor
HIRTA++.....	Vacant
Indianola+.....	Tim Zisoff, City Manager
Iowa DOT++.....	Lorne Wazny, District 1, Transportation Planner
<b>Johnston.....</b>	<b>Brian Laurenzo, Former Mayor</b>
Johnston.....	Paula Dierenfeld, Mayor
Mitchellville.....	Peggy Olson, Council Member
Norwalk.....	Jim Lane, Citizen
Pleasant Hill.....	Martha Miller, Council Member
Polk City.....	Gary Mahannah, City Administrator
<b>Polk County.....</b>	<b>Angela Connolly, Board of Supervisors</b>
<b>Polk County.....</b>	<b>Tom Hockensmith, Board of Supervisors</b>

Urbandale.....Bob Andeweg, Mayor  
 Urbandale..... Mike Carver, Council Member , Citizen  
 Urbandale.....A.J. Johnson, City Manager  
 Warren County..... Kevin Middleswart, Board of Supervisors  
 Waukee .....Bill Peard, Mayor  
 West Des Moines .....Russ Trimble, Council Member  
 West Des Moines ..... Steve Gaer, Mayor  
 Windsor Heights .....Jerry Sullivan, Mayor

Bold = MPO Executive Committee  
 +Associate, Non-Voting Member  
 ++Advisory, Non-Voting Member

### **MPO Executive Committee**

**Ted Ohmart, Chair**

#### **West Des Moines Council Member**

Des Moines .....Chris Coleman, Council Member, Vice Chair  
 Polk County ..... Tom Hockensmith, Board of Supervisors, Secretary/Treasurer  
 Johnston ..... Brian Laurenzo, Former Mayor, At-Large  
 Clive ..... Scott Cirksena, Council Member, At-Large  
 Des Moines ..... Robert Mahaffey, Council Member, At-Large  
 Polk County ..... Angela Connolly, Board of Supervisors, Ex Officio

### **MPO Metropolitan Transportation Plan (MTP) Task Force**

**Scott Cirksena, Chair**

#### **Clive Council Member**

Ankeny ..... Steve Van Oort, Mayor  
 Des Moines ..... Chris Coleman, Council Member  
 Grimes..... Tom Armstrong, Mayor  
 Norwalk..... Jim Lane, Citizen  
 Polk County .....Tom Hockensmith, Board of Supervisors  
 Warren County..... Kevin Middleswart, Board of Supervisors  
 West Des Moines ..... Ted Ohmart, Council Member  
 ..... Vacant

### **MPO Surface Transportation Program (STP) Funding Subcommittee**

**Brian Laurenzo, Chair**

#### **Former Johnston Mayor**

Altoona..... Geri Huser, State Representative

Ankeny ..... Carl Metzger, City Manager  
 Carlisle ..... Ruth Randleman, Mayor  
 Des Moines ..... Richard Clark, City Manager  
 Grimes ..... Tom Armstrong, Mayor  
 Polk County ..... Tom Hockensmith, Board of Supervisors  
 Warren County ..... Kevin Middleswart, Board of Supervisors  
 West Des Moines ..... Jeff Pomeranz, City Manager

**MPO 2010 Officers Nominating Subcommittee**

**Angela Connolly, Chair**

**Polk County Supervisor**

Des Moines ..... Frank Cownie, Mayor  
 Grimes ..... Tom Armstrong, Mayor

**MPO Auditor Selection Subcommittee**

**(FY 2009 – 2011 Audits)**

**Tom Hockensmith, Chair**

**Polk County Supervisor**

Bondurant ..... Mark Arentsen, City Administrator  
 Urbandale ..... Bob Andeweg, Mayor

**MPO Employment Handbook Subcommittee**

**Kelley Brown, Chair**

**Grimes City Administrator**

Ankeny ..... Carl Metzger, City Manager  
 Des Moines ..... Chris Coleman, Council Member  
 Pleasant Hill ..... Martha Miller, Council Member  
 West Des Moines ..... Ted Ohmart, Council Member

**MPO ITS Policy Subcommittee**

**Neil Ruddy, Chair**

**Carlisle City Administrator**

Ankeny ..... Steve Van Oort, Mayor  
 Des Moines ..... Chris Coleman, Council Member  
 Norwalk ..... Jim Lane, Citizen  
 Urbandale ..... Bob Andeweg, Mayor  
 West Des Moines ..... Ted Ohmart, Council Member  
 Windsor Heights ..... Jerry Sullivan, Mayor

## **MPO Transportation Technical Committee (TTC)**

**Kara Tragesser, Chair**

### **West Des Moines Community Development, Planner**

Altoona..... Vern Willey, Community Services Director  
Altoona..... John Shaw, Community Development Director  
Ankeny..... Paul Moritz, Public Works Director  
Ankeny..... John Peterson, Director of Planning and Building  
Ankeny..... Matthew McQuillen, Assistant to the City Manager  
Bondurant..... Lori Dunham, Finance Director  
Carlisle..... Mark Crawford, Consultant  
Clive ..... Lisa Schmidt, Assistant City Manager  
Clive ..... Jim Hagelie, Engineering Services Director  
Cumming+ ..... Anthony Bellizzi, City Engineer  
Dallas County..... Murray McConnell, Director of Planning and Development  
Des Moines ..... Gary Fox, City Traffic Engineer  
Des Moines ..... Larry Hulse, Community Development Director  
Des Moines ..... Jeb Brewer, City Engineer  
DART++ ..... Elizabeth Presutti, Chief Development Officer  
DSM+++ ..... Ken McCoy, Airport Operations Manager  
FHWA+++ ..... Tracy Troutner, Iowa Division, Ames  
FTA+++ ..... Mark Bechtel, Region 7, Kansas City  
Grimes..... John Gade, Consultant  
HIRT++ ..... Vacant  
Indianola+ ..... Chuck Burgin, Director of Community Development  
Iowa DOT+++..... Lorne Wazny, District 1, Transportation Planner  
Johnston ..... Dave Cubit, Public Works Director  
Johnston ..... David Wilwerding, Community Development Director  
Mitchellville..... David Wieslander, Mayor  
Norwalk..... Chris Nosbisch, Community Development Director  
Pleasant Hill..... Ben Champ, Community Development Director  
Polk City ..... Dennis Dietz, Planning and Zoning Commission  
**Polk County ..... Kurt Bailey, County Engineer**  
Polk County ..... Bret VandeLune, Land Use Planning Manager  
Urbandale..... Paul Dekker, Community Development Director  
Urbandale..... Dave McKay, Director of Engineering and Public Works  
Urbandale..... John Larson, Assistant Director of Engineering  
Warren County..... Mark Lee, County Engineer  
Waukee ..... Brad Deets, Director of Planning  
West Des Moines ..... Joe Cory, Engineering Manager  
West Des Moines ..... Duane Wittstock, City Engineer  
Windsor Heights ..... Jason VanAusdall, Public Works Director

Names in bold – MPO TTC Officers

+Associate, Non-Voting Member

++Advisory, Voting Member

+++Advisory, Non-Voting Member

### **MPO TTC Engineering Subcommittee**

**Vern Willey, Chair**

**Altoona Community Services Director**

Ankeny ..... Paul Moritz, Public Works Director  
DART ..... Elizabeth Presutti, Chief Development Officer  
Des Moines ..... Gary Fox, City Traffic Engineer  
Iowa DOT ..... Lorne Wazny, District 1, Transportation Planner  
Polk County ..... Kurt Bailey, County Engineer  
Urbandale..... Dave McKay, Director of Engineering and Public Works  
West Des Moines ..... Joe Cory, Engineering Manager

### **MPO TTC Planning Subcommittee**

**Larry Hulse, Chair**

**Des Moines Community Development Director**

Altoona..... John Shaw, Community Development Director  
Ankeny ..... John Peterson, Director of Planning and Building  
DART ..... Elizabeth Presutti, Chief Development Officer  
Johnston ..... David Wilwerding, Community Development Director  
Norwalk..... Chris Nosbisch, Community Development Director  
Polk County ..... Brent VandeLune, Land Use Planning Manager  
Urbandale..... Paul Dekker, Community Development Director  
Waukee ..... Brad Deets, Director of Planning  
West Des Moines ..... Kara Tragesser, Community Development, Planner

### **MPO Public Transportation Roundtable**

**Angela Connolly, Chair**

**Polk County, Board of Supervisors**

Burlington Trailways ..... Robert Hoxie, Director of Training, Safety, and Public Funding  
Ankeny ..... Steve Van Oort, Mayor  
Des Moines ..... Frank Cownie, Mayor  
CyRide ..... Sheri Kyras, Transit Director  
DART ..... Brad Miller, General Manager  
DART ..... Elizabeth Presutti, Chief Development Officer  
DSM ..... Craig Smith, Aviation Director

GDMP .....	Jay Byers, Senior Vice President
Greyhound Bus Lines .....	Joe Yeager
HIRTA .....	Vacant
Iowa DOT, Office of Public Transit .....	Peter Hallock, Assistant Director
Iowa DOT, Office of Rail .....	Tammy Nicholson, Director
Iowa House of Representatives.....	Kevin Koester, Representative, House District 70
Iowa State Senate.....	Matt McCoy, Senator, Senate District 30
Jefferson Bus Lines.....	Bonnie Buchanan
Link Associates.....	Jim Wilkie, Fleet and Facilities Director
Trans Iowa, LC .....	Randy Sackett, Owner
TMA .....	Dana Conn, Manager

## **MPO Transportation Action Group**

### **Loren Bawn, Chair**

### **Iowa Bureau of Refugee Services**

Aging Resources of Central Iowa .....	Margaret DeSio
American Red Cross/Iowa 211 .....	Tim Schoh
Boone County Transportation .....	Patty Reed
Broadlawns Medical Center.....	Gail Miller
Central Iowa Center for Independent Living.....	Frank Strong
Central Iowa Shelter and Services .....	James Andrew
ChildServe.....	Gaye Johnson
Des Moines .....	Susan Minks
DART .....	Chet Bor
Elderly Groups .....	Darold Powers
HIRTA .....	Vacant
Iowa Department of Human Rights .....	Cyndi Chen
Iowa Department of Public Health .....	Gena Hodges
Link Associates.....	Jim Wilkie
Lutheran Services in Iowa .....	Mary Schmidt
Mercy Medical Center .....	Ron Muecke
Nimbleocity.....	Linda Kelly
Polk County Health Department.....	Chris Frantsvog
TMA .....	Dana Conn
United Way of Central Iowa .....	Corinne Lambert
West Des Moines Human Services.....	Carmen Murillo

## **MPO Bicycle-Pedestrian Roundtable**

**Jim Lane, Chair**

### **Norwalk Citizen Representative**

Altoona..... Aaron Putnam, Public Works Superintendent  
Altoona..... Vern Willey II, Community Services Director  
Ankeny ..... Todd Redenius, Parks and Recreation Director  
Bike-To-Work Week ..... Tina Mowry Hadden  
Carlisle ..... Neil Ruddy, City Clerk  
Citizen Advocate..... Gay Lea Wilson  
Clive ..... Kelly Canfield, Parks and Recreation Director  
Dallas County Conservation Board ..... Mike Wallace, Director  
Des Moines ..... Richard Brown, Parks Planner  
Des Moines ..... Mindy Moore, Parks Planner  
GDMP ..... Jay Byers, Senior Vice President  
Greater Des Moines Volkspport ..... Phyllis Olson  
Grimes/Fox Engineering ..... Mitch Holtz, Engineer  
Indianola ..... Glen Cowan, Parks and Recreation Director  
Iowa DOT ..... Milly Ortiz, State Bicycle and Pedestrian Coordinator  
Iowa Natural Heritage Foundation..... Andrea Chase, Trails Coordinator  
Iowa Natural Heritage Foundation..... Lisa Hein, Planning and Program Director  
Jasper County ..... Jim Christensen, Engineer  
Jasper County Conservation Board..... Keri Van Zante, Director  
Johnston ..... Ron Ward, Parks and Recreation Director  
Metro Advisory Council ..... Ruth Randleman, Carlisle Mayor  
Perry ..... Butch Niebuhr, Mayor  
Polk County Conservation Board ..... Pat Boddy, Director  
Story County Conservation Board..... Carol Williams, Special Project Ranger  
Trails and Greenways Advisory Council..... Carl Voss  
TMA ..... Dana Conn, Manager  
Urbandale..... Jan Herke, Parks and Recreation Director  
U.S. Army Corps of Engineers ..... Michael Coltrain, Recreation Fee Ranger  
Warren County Conservation Board..... Jim Priebe, Director  
Waukeee ..... Ben Landhauser, Planner  
West Des Moines ..... Gary Scott, Director  
West Des Moines ..... Marco Alvarez, Parks Planner  
Windsor Heights ..... Josh Heggen, Community Services Director

### **Interested Parties**

Barker/Lamar Engineering

Bartlett & West

BikeIowa.com

Boone County Conservation Board



City of Adel  
 City of Ames  
 City of Huxley  
 City of Knoxville  
 Central Iowa Trails Association  
 City of Newton  
 City of Pella  
 City of Polk City  
 City of Story City  
 DART  
 Greater Des Moines Convention and Visitors Bureau  
 Iowa Bicycle Coalition  
 Madison County Conservation Board  
 Marion County Conservation Board  
 RDG Planning & Design

## **MPO Freight Roundtable**

**Robert Brownell, Chair**

### **Polk County Board of Supervisors**

Altoona.....	Geri Huser, State Representative
APC, Inc.....	Kari Stratemeyer
Bridgestone America's Tire Operations .....	John Wahlert, Plant Manager
BridgeStone America's Tire Operations.....	Terri Carter, Export Services Manager
Carlisle .....	Neil Ruddy, City Administrator
Centennial Warehouse Corporation .....	Jason Middendorf, Vice President
CH Robinson.....	Steve Rothmeyer
Clive .....	Scott Cirksema, Mayor
D.J. Franzen, Inc. ....	Dennis Franzen, President
Des Moines Transportation Company .....	Jack Sawyer
DSM .....	Craig Smith, Airport Director
Eastern Polk Regional Development .....	Don Coates, Executive Director
Excel Transportation.....	Doug Anderson
Express Logistics .....	Chad Rubner
GDMP .....	David Maahs, Executive Vice President for Economic Development
GDMP .....	Vic Cameruci, Vice President of Economic Development
GDMP .....	Jay Byers, Senior Vice President
GDMP .....	Steve Ferguson, Director Iowa Agribusiness Export Partnership
International Freight Transport.....	Tom Rial
Iowa Department of Economic Development (DED).....	Thom Hart, Trans. and Infrastructure Manager
Iowa DOT .....	Dale Vander Schaaf, Office of the Director

Iowa DOT ... Tamara Nicholson, Office of Rail, Freight and Passenger Policy Coordinator  
Iowa Interstate Railroad..... Richard Stoeckly, Vice President of Business Development  
Merchants Distribution Services, Inc.....  
..... Randy Worth, Vice President and General Manager  
Newton..... Bryan Friedman, Community Development Director  
PDM Distribution Services, Inc..... Dave Haney, Vice President for Integrated Services  
Pella Corporation ..... Steve Bowers, Corporate Logistics Manager  
Polk County Aviation Authority ..... John Pighetti, Board of Directors  
Realm, Inc. .... Chris Barton  
Ryko Manufacturing ..... Kim Becker  
Soy Transportation Coalition..... Mike Steenhoeck  
SPAL USA..... Paul Benschoter  
Transportation Management, LLC..... Tim Woods, President  
Urbandale ..... Bob Andeweg, Mayor  
Wauke ..... Tony Oberman, Former Mayor  
West Des Moines ..... Ted Ohmart, Council Member  
Union Pacific Railroad..... Brenda Mainwaring, Director Public Affairs

## **MPO Traffic Management Advisory Committee**

### **Dave Cubit, Chair**

### **Johnston Public Works Director**

Ankeny ..... Al Olson, Public Works Administrator  
Ankeny ..... Arnie Porath, Police Department Captain  
Ankeny ..... Makai Echer, Police Department Lieutenant  
Ankeny ..... Rex Mundt, Fire Department Chief  
Clive ..... Adam Jones, Police Department Officer  
Clive ..... Bart Weller, Director of Public Works  
Clive ..... Jim Dewitt, Public Works Supervisor-Traffic Safety  
Clive ..... Tony Collins, Fire Department Fire Marshal  
Clive ..... Steve Landhuis, Public Works Operations Administrator  
Des Moines ..... Dale Bunting, Fire Department Chief  
Des Moines ..... Dana Wingert, Police Department Captain  
Des Moines ..... Dave Huberty, Police Department Lieutenant  
Des Moines ..... Gary Fox, Traffic and Transportation Traffic Engineer  
Des Moines ..... Greg Chia, Fire Department District Fire Chief  
Des Moines ..... Mike Ring, Traffic and Transportation Principal Traffic Engineer  
Des Moines ..... Mark Buzynski, Police Department Lieutenant  
Des Moines ..... Rick Moody, Fire Department EMS Assistant Coordinator  
Des Moines ..... William Stowe, Director of Public Works  
Grimes ..... Joe McAreavy, Public Works Director  
Grimes ..... Kevin Kestel, Public Works Assistant Director

Norwalk..... Ed Kuhl, Police Department Chief  
 Pleasant Hill ..... Gary Patterson, Director of Public Works  
 Pleasant Hill..... Tim Sittig, Police Department Chief  
 Urbandale.....Dave McKay, Engineering and Public Works Director  
 Urbandale..... Jerry Holt, Fire Department Chief  
 West Des Moines ..... Cameron Coppess, Police Department Lieutenant  
 West Des Moines ..... Don Cox, Fire Department Chief  
 West Des Moines ..... Eric Donielson, Police Department SOU Officer  
 West Des Moines ..... James Barrett, Police Department Lieutenant  
 West Des Moines ..... Jan Ward, Westcom Operations Manager  
 West Des Moines ..... Jim Dickinson, Public Works Transportation Engineer  
 West Des Moines ..... Michael Ficcola, Police Department Lieutenant  
 West Des Moines ..... Rick Knowles, Public Works Traffic Supervisor  
 Windsor Heights ..... Gary Walters, Police Department Chief  
 Windsor Heights ..... Jason VanAusdall, Public Works Director  
 Polk County ..... A.J. Mumm, Emergency Management Director  
 Polk County ..... Peggy Reelitz, Emergency Management Office Specialist  
 Department of Public Safety ..... Larry Grant, Planning and Technology Officer Lieutenant  
 Department of Public Safety ..... Michael Winter, Captain  
 Department of Public Safety ..... Todd Misel, Communications Officer Captain  
 Department of Public Safety ..... Steven Ray, Des Moines/Atlantic Regional Manager  
 Department of Public Safety ..... District 1 Sergeant  
 DART.....Jim Tishim, Transportation Director  
 DART.....Randy McKern, Transportation Manager  
 FHWA..... Jerry Roche, Transportation Safety Engineer  
 Governor's Traffic Safety Bureau Wendie Nerem, Area 5 Eastern Program Administrator  
 Governor's Traffic Safety Bureau ..... Jim Meyerdirk, Area 3 Law Enforcement Liaison  
 Iowa DOT ..... John Hass, Statewide Emergency Operations Director  
 Iowa DOT ..... Cy Quick, District 1 Engineer  
 Iowa DOT ..... Ken Morrow, District 5 Maintenance Manager  
 Iowa DOT ..... Kim Nobiling, Operations Support Center Lead Duty Officer  
 Iowa DOT ..... Lance Starbuck, District 1 Operations Manager  
 Iowa DOT ..... Lorne Wazny, District 1 Transportation Planner  
 Iowa DOT ..... Michael Krohn, District 1 Maintenance Manager  
 Iowa DOT ..... Steve Gent, Office of Traffic and Safety Director  
 Iowa DOT ..... Tim Crouch, Office of Traffic and Safety Traffic Engineer  
 Iowa DOT ..... Jesse Tibodeau, District 1 Design/Area Engineer  
 TMA..... Dana Conn, Manager  
 Iowa Motor Truck Association ..... Brenda Neville, President  
 Principal Financial Group.....Michael Richards, Executive Protection  
 Howard R. Green ..... Andy Swisher, Staff Engineer  
 Hanifen Co. Inc.....Jule Hanifen, Chief Executive Officer

Hanifen Co. Inc.....Collin Allen

## **Stakeholders Working Group**

### **Tom Armstrong, Chair**

#### **Grimes Mayor**

1000 Friends of Iowa ..... Linda Gobberdiel, Executive Director  
1000 Friends of Iowa ..... LaVon Griffieon, Treasurer  
Growing Green Communities ..... Tracy Lemar  
Central Iowa Group of the Sierra Club ..... Jane Clark, Chair  
Central Iowa Water Association ..... Jim LaPlant  
City of Des Moines ..... Susan Minks, Planner  
DART ..... Brad Miller, General Manager  
Des Moines Citizens for Community Improvement..... Sharon Zanders-Ackiss, Director  
DSM ..... Craig Smith, Aviation Director  
Des Moines Metropolitan Wastewater Reclamation Authority.....  
..... Carl Elshire, Sewer Enterprise Administrator  
Des Moines Neighbors..... Cindy Christian, Chair  
Des Moines Neighborhood Resource Office ..... Kimberly Hansen, Executive Director  
Des Moines Water Works ..... Gary Benjamin, Director of Engineering Services  
FHWA..... Tracy Troutner, Transportation Planner  
FTA ..... Mark Bechtel, Community Planner  
Home Builders Association of Greater Des Moines.....  
..... Creighton Cox, Director of Government Affairs  
Iowa Association of County Conservation Boards..... Don Brazelton, Executive Secretary  
Iowa Department of Natural Resources.....  
..... Catharine Fitzsimmons, Chief of Air Quality Bureau  
Iowa DOT ..... Mark Kerper, Office of Location & Environment  
Iowa Environmental Council ..... Marian Riggs Gelb, Executive Director  
Iowa Natural Heritage Foundation..... Lisa Hein, Greenways and Trails Coordinator  
Metro Waste Authority ..... Tom Hadden, Executive Director  
Polk County Community, Family, & Youth Services .....  
..... Barbara McClintock, Program Administrator  
The Greater Des Moines Partnership..... Jay Byers, Senior Vice President  
U.S. Army Corps of Engineers ..... Scott Rolfes, Natural Resources Specialist  
U.S. Environmental Protection Agency.....  
..... Heather Hamilton, Air Planning and Development Branch  
U.S. Fish and Wildlife Service ..... Joe Slater  
Xenia Rural Water District ..... Vacant

#### **Interested Parties**

Howard R. Green Company

State Historical Society of Iowa  
The Nature Conservancy

\*Any organization not on the Stakeholders Working Group may attend meetings and monitor activities.

# Work Elements

## 1.0 LONG-RANGE TRANSPORTATION PLANNING

Metropolitan Transportation Plan  
Travel Demand Modeling  
GIS-Based Data  
Federal Functional Classification  
Census Data  
Socioeconomic and Demographic Data  
Corridor Studies

**OBJECTIVE:** Work Element 1.0 represents the commitment to maintaining a current metropolitan transportation plan, committing resources for maintaining and for updating databases and travel demand modeling tools to ensure completing metropolitan transportation plan responsibility. For FY 2011, the MPO will...

**STAFF COST:** \$214,986

**STAFF HOURS:** 4,342

### **FY 2010 Accomplishments:**

- Completed and approved the HY 2035 MTP;
- Completed the HY 2035 MTP supplemental appendices;
- Began evaluation of the HY 2035 MTP growth projections, goals and objectives, and transportation system improvements implementation;
- Updated the HY 2035 MTP modal inventories;
- Calibrated and validated the HY 2035 travel demand model;
- Developed a 24-hour travel demand model;
- Completed and approved the HY 2035 travel demand model;
- Monitored and improved the HY 2035 travel demand model;
- Developed the HY 2035 travel demand model documentation;
- Used the 2001 National Household Travel Survey (NHTS), Des Moines Add-on, to improve the travel demand modeling process;
- Provided travel demand modeling support for transportation system improvements (i.e. Interchange Justification Reports (IJR) and corridor studies);
- Completed work with FHWA and Cambridge Systematics to develop the TRANSIMS model;

- Utilized TRANSIMS to evaluate traffic and ITS operations;
- Worked with the Iowa DOT to incorporate the Statewide Travel Model into the MPO's travel demand modeling process;
- Involved with the National Cooperative Highway Research Program (NCHRP) 365;
- Used Geographic Information Systems (GIS) software and tools to analyze spatial data;
- Updated the MPO's traffic count database with the Iowa DOT's 2008 traffic count data;
- Reviewed the MPO's traffic count locations;
- Updated the MPO's crash location database with the Iowa DOT's Crash Mapping and Analysis Tool (CMAT) data;
- Updated the MPO's pavement management database with the Iowa DOT's Iowa Pavement Management Program (IPMP) and Iowa Pavement Management Section (IPMS) data;
- Maintained the dTIMS<sup>tm</sup> software;
- Maintained and updated the MPO's GIS databases and spatial data inventories;
- Reviewed and updated the Federal Functional Classification System (FFCS) as needed;
- Incorporated the U.S. Census' special census data into the socioeconomic data inventories;
- Incorporated the U.S. Census' American Community Survey (ACS) data into the socioeconomic data inventories;
- Used the county assessors' parcel data to update the socioeconomic data inventories;
- Collected building permit data from member governments and U.S. Census;
- Collected employment data from Iowa Workforce Development; and,
- Participated in the Northwest Transportation Study corridor analysis, NW 50<sup>th</sup> Street.

#### **FY 2011 Activities:**

- Continue evaluation of the HY 2035 MTP: growth projections, goals and objectives, and transportation system improvements implementation;
- Update the HY 2035 MTP modal inventories;
- Continue reviewing the HY 2035 MTP transportation system improvements, develop alternative mode scenarios and identify regional priorities;

- Identify funding sources, federal or local, for the HY 2035 MTP transportation system improvements and develop implementation strategy;
- Develop the transportation system build out network, include public transportation and bicycle and pedestrian facilities, to account for all transportation system improvements;
- Continue monitoring and improving the travel demand model to incorporate a mode choice/split component;
- Update the travel demand model documentation;
- Continue using NHTS to improve the travel demand modeling process;
- Continue providing modeling support for transportation system improvements (IJR and corridor studies);
- Continue utilizing TRANSIMS to evaluate traffic and ITS operations;
- Continue working with the Iowa DOT to incorporate Statewide Travel Model into MPO's modeling process;
- Continue involvement with NCHRP 365;
- Perform transit modeling in coordination with DART;
- Continue using GIS software and tools to analyze geographic data;
- Continue updating the MPO's crash location database with the Iowa DOT's CMAT data, and use in project evaluations;
- Perform safety audit by reviewing major causes of crashes at the MPO's Safety Improvement Candidate Location (SICL) sites;
- Continue updating the pavement management database with the Iowa DOTs IPMP and IPMS data, and use in project evaluations;
- Continue maintaining the dTIMS<sup>tm</sup> software;
- Continue maintaining and updating the MPO's GIS databases and spatial data inventories;
- Continue reviewing and updating the FFCS as needed;
- Continue incorporating the U.S. Census' ACS data into socioeconomic data inventories;
- Continue using the county assessors' parcel data to update socioeconomic data inventories;
- Continue collecting building permit data from member governments and the U.S. Census;
- Continue collecting employment data from IWD; and,
- Continue providing support for transportation system improvements (IJR and corridor studies).



**Anticipated FY 2011 Work Products:**

- Annual HY 2035 MTP update report – 3rd Quarter;
- Annual crash summary/profile – 2nd Quarter;
- Annual pavement summary/profile – 2nd Quarter;
- GIS database and spatial data inventories library – 1st, 2nd, 3rd, and 4th Quarters;
- Updated FFCS map – 3rd Quarter;
- Annual Census summary/profile – 2nd Quarter; and,
- Annual building permits and employment data summary/profile – 3rd Quarter.

## **2.0 TRANSPORTATION SYSTEMS PLANNING**

Regional Planning Committee  
Regional Economic Model  
Bicycle and Pedestrian Planning  
Freight Planning  
Intercity Rail  
Traffic Management Advisory Committee  
Regional ITS Architecture  
Congestion Management Process  
Air Quality  
Environmental Justice  
Environmental Planning

**OBJECTIVE:** Activities included in Work Element 2.0 represent commitment to undertaking or being involved in planning activities to support this metropolitan area's transportation system. These planning activities represent commitment to producing and to maintaining a multimodal and an intermodal metropolitan/regional transportation system.

**STAFF COST:** \$217,307

**STAFF HOURS:** 3,971

### **FY 2010 Accomplishments:**

- Worked with the Iowa DOT and Regional Economic Models, Inc. (REMI) to monitor and update socioeconomic projections;
- Supported the Bicycle and Pedestrian Roundtable;
- Promoted complete streets concepts;
- Pursued issues related to bicycle and pedestrian transportation, such as engineering, education, encouragement, enforcement and evaluation techniques;
- Gathered and researched bicycle and pedestrian facilities data, such as accidents, counts, and infrastructure analysis;
- Worked with local, regional, and state representatives to advocate, plan, and design bicycle and pedestrian facilities;
- Worked with member governments to identify and apply for funding sources to implement bicycle and pedestrian facilities;
- Worked with member governments to identify and modify outdated bicycle and pedestrian ordinances;
- Supported the Freight Roundtable;

- Supported the North America's SuperCorridor Coalition (NASCO);
- Promoted intermodal connections for road, rail, and air;
- Analyzed intermodal ramp possibilities;
- Supported the development of a Port Authority concept;
- Supported the North American Inland Port Network (NAIPN) and inland ports;
- Developed the Port Des Moines website with GDMP;
- Supported the Heartland Highway Corridor Coalition;
- Supported freight rail initiatives;
- Continued support of regional rail initiatives;
- Analyzed potential passenger rail depot sites in MPO;
- Supported the Traffic Management Advisory Committee (TMAC);
- Updated, as necessary, the Iowa DOT Traffic Management Center's (TMC) Standard Operating Guidelines;
- Analyzed traffic operational data from Iowa DOT's TMC;
- Reviewed and updated Diversion Routes;
- Completed and approved the *Regional Intelligent Transportation System Architecture*;
- Updated, as necessary, the regional ITS architecture's Turbo Architecture;
- Supported the ITS Policy Subcommittee;
- Continued to update the Congestion Management Process (CMP) with the HY 2035 MTP development;
- Performed the travel time survey and completed and approved the *2009 Travel Time Report*;
- Performed the vehicle occupancy survey and completed and approved the *2009 Vehicle Occupancy Report*;
- Analyzed the Iowa DOT TMC data freeway travel speed data;
- Summarized the 2009 TMA program data;
- Summarized the 2009 DART ridership data;
- Supported access management;
- Supported the Iowa DNR in Air Quality analysis;
- Performed an Air Quality analysis of the HY 2035 MTP using the Mobile 6 model;
- Supported the Environmental Protection Agency (EPA) BlueSkyways initiative;
- Performed an Environmental Justice (EJ) equity analysis of the proposed transportation system improvements;
- Monitored the Title VI documentation;
- Supported the Stakeholders Working Group; and,

- Analyzed the HY 2035 MTP transportation system improvements potential environmental impacts.

#### **FY 2011 Activities:**

- Continue working with the Iowa DOT and REMI to monitor and update socioeconomic projections;
- Continue supporting the Bicycle and Pedestrian Roundtable;
- Continue promoting complete streets concepts;
- Continue pursuing issues related to bicycle and pedestrian transportation, such as engineering, education, encouragement, enforcement, and evaluation techniques;
- Continue gathering and researching bicycle and pedestrian facilities data, such as accidents, counts, and infrastructure analysis;
- Continue working with local, regional, and state representatives to advocate, plan, and design bicycle and pedestrian facilities;
- Continue working with member governments to identify and apply for funding sources to implement bicycle and pedestrian facilities;
- Identify bicycle and pedestrian transportation barriers;
- Prioritize all planned and proposed Level 1 and Level 2 trails;
- Analyze and develop a bicycle and pedestrian facilities gap study;
- Coordinate with DART to develop a Bike & Ride transit ridership survey;
- Coordinate with the Transportation Advisory Group (TAG) to conduct an accessibility audit;
- Continue supporting the Freight Roundtable;
- Continue supporting NASCO;
- Continue promoting intermodal connections for road, rail, and air;
- Continue analyzing intermodal ramp possibilities;
- Continue supporting the development of a Port Authority concept;
- Continue supporting NAIPN and inland ports;
- Continue developing Port Des Moines website with Greater Des Moines Partnership;
- Continue supporting the Heartland Highway Corridor Coalition;
- Continue supporting freight rail initiatives;
- Update, as necessary, the *Goods Movement for the Des Moines Metropolitan Area* report;
- Identify and analyze freight inadequacies and identify potential funding sources;
- Work with the MPO member governments to address identified freight impedances;

- Address commercial truck parking availability in the MPO;
- Continue supporting regional rail initiatives;
- Continue analyzing potential passenger rail depot sites in MPO;
- Facilitate discussions to coordinate passenger rail services with other modes;
- Analyze potential intercity rail traffic impacts;
- Identify street/roadway system impacts and railroad crossing issues;
- Coordinate passenger rail station planning with other public transportation initiatives;
- Continue supporting TMAC;
- Continue supporting the Iowa DOT TMC's Standard Operating Guidelines;
- Continue analyzing traffic operational data from Iowa DOT TMC;
- Continue reviewing and updating Diversion Routes;
- Support TMAC's Quick Clearance Policy and Incident Management Plan;
- Analyze Diversion Routes effectiveness through Microsimulation modeling;
- Analyze Evacuation Routes effectiveness through Microsimulation modeling;
- Continue updating, as necessary, the regional ITS architecture's Turbo Architecture;
- Continue supporting ITS Policy Subcommittee;
- Perform travel time survey and complete and approve the *2010 Travel Time Report*;
- Perform vehicle occupancy survey and complete and approve the *2010 Vehicle Occupancy Report*;
- Continue analyzing Iowa DOT TMC data freeway travel speed data;
- Summarize 2010 TMA program data;
- Summarize 2010 DART ridership data;
- Continue supporting access management;
- Update, as necessary, the Congestion Management Process and monitor CMP efforts;
- Analyze congested corridors through Microsimulation modeling;
- Continue supporting the Iowa DNR in Air Quality analysis;
- Continue supporting EPA BlueSkyways initiative;
- Update air quality analysis as needed;
- Continue performing EJ equity analysis of proposed and funded transportation system improvements;
- Monitored Title VI documentation; and,

- Continue supporting the Stakeholders Working Group.

### **Anticipated FY 2011 Work Products:**

- Annual REMI projections summary/profile – 2nd and 3rd Quarters;
- Updated bicycle and pedestrian facilities inventory map – 1st Quarter;
- Updated sidewalks map – 1st Quarter;
- Updated skywalks map – 1st Quarter;
- Summary of intermodal freight survey results – 3rd Quarter;
- Updated Port Des Moines Website – 1st, 2nd, 3rd, and 4th Quarters;
- Updated goods movement study report – 3rd Quarter;
- Updated freight impedances map – 3rd Quarter;
- Passenger Rail Station Feasibility Study – 3rd Quarter;
- Passenger rail development process – 3rd Quarter;
- Quick Clearance Policy – 1st Quarter;
- Incident Management Plan – 2nd Quarter;
- Updated diversion route maps – 3rd Quarter;
- Quarterly TMC data summary/profile – 1st, 2nd, 3rd, and 4th Quarters;
- Updated congestion management process report – 2nd Quarter;
- 2010 travel time report – 2nd Quarter;
- 2010 vehicle occupancy count report – 2nd Quarter;
- 2010 TMA data report – 2nd Quarter;
- 2010 DART ridership report – 2nd Quarter;
- Updated air quality analysis report – 3rd Quarter;
- EJ equity analysis report – 2nd Quarter; and,
- Annual Title VI documentation report – 1st Quarter.

### **3.0 PUBLIC INVOLVEMENT**

#### Public Involvement

**OBJECTIVE:** Activities included in Work Element 3.0 represent the commitment to possess a viable, active, and productive public involvement process for input to the MPO transportation planning and product development activities.

**STAFF COST:** \$62,985

**STAFF HOURS:** 1,044

#### **FY 2010 Accomplishments:**

- Held HY 2035 MTP public input meetings;
- Held Transportation Improvement Program (TIP) public input meetings;
- Held semi-annual Citizen Transportation Congress (CTC) meetings;
- Held public meetings, informal meetings, and workshops;
- Incorporated new public input concepts;
- Reviewed and updated the MPO mailing lists;
- Notified mailing lists and media outlets of upcoming meetings and events;
- Maintained the MPO list serve of interested participants;
- Prepared topical newsletters and public input newsletters;
- Prepared the *Fiscal Year 2009 Annual Report*;
- Responded to public information requests;
- Updated the MPO website; and,
- Redeveloped the MPO website.

#### **FY 2011 Activities:**

- Continue to hold TIP public input meetings;
- Continue holding semi-annual CTC meetings;
- Continue holding public meetings, informal meetings, and workshops;
- Continue incorporating new public input concepts;
- Perform annual self-certification process to ensure the MPO's transportation planning process is in accordance with all applicable requirements;
- Continue notifying mailing lists and media outlets of upcoming meetings and events;

- Continue maintaining the MPO list serve of interested participants;
- Continue preparing topical newsletters and public input newsletters;
- Prepare the *Fiscal Year 2010 Annual Report*;
- Continue responding to public information requests;
- Develop and maintain an MPO brochure/pamphlet for public outreach; and,
- Continue updating the MPO website.

#### **Anticipated FY 2011 Work Products:**

- Annual public participation process summary/profile – 1st Quarter;
- Annual self-certification summary/profile – 1st Quarter;
- Updated MPO contact database – 1st, 2nd, 3rd, and 4th Quarters;
- MPO newsletters – 1st, 2nd, 3rd, and 4th Quarters;
- Fiscal year 2010 annual report – 1st Quarter; and,
- MPO brochure/pamphlet – 1st Quarter.



## 4.0 INTERAGENCY COORDINATION

Interagency Participation  
Land Use Planning  
Planning Support

**OBJECTIVE:** Activities included in Work Element 4.0 represent the commitment for undertaking activities promoting coordination, collaboration, and cooperation between and among the many entities, agencies, and organizations in the metropolitan area as well as abutting the metropolitan area. The MPO expends the time and the resources for this work element, promoting coordinated development and a transportation system supporting anticipated development. Through Work Element 4.0, the MPO is able to bring the 'transportation planning' message to the community and to both the public and the private sector.

**STAFF COST:** \$115,687

**STAFF HOURS:** 1,490

### **FY 2010 Accomplishments:**

- Participated on multi- and inter-agency advisory committees;
- Presented to Iowa Transportation Commission;
- Developed June 2010 D.C. trip project listing, priority projects, and presentation;
- Coordinated and facilitated metropolitan transportation planning efforts;
- Facilitated metropolitan land use and transportation coordination efforts;
- Updated Future Land Use Map;
- Supported New Jersey Institute of Technology and Transportation Economic and Land Use Model (TELUM);
- Provided planning and technical assistance, as requested;
- Reviewed grant opportunities;
- Reviewed and reacted to transportation legislation;
- Reviewed and commented on reauthorization of federal transportation legislation;

**FY 2011 Activities:**

- Continue participating on multi- and inter-agency advisory committees;
- Present to Iowa Transportation Commission;
- Develop June 2011 D.C. trip project listing, priority projects, and presentation;
- Develop transportation reauthorization project listings, as needed;
- Continue coordinating and facilitating metropolitan transportation planning efforts;
- Update DART Memorandum of Understanding (MOU);
- Continue facilitating metropolitan land use and transportation coordination efforts;
- Update Future Land Use Map;
- Continue supporting NJIT and TELUM;
- Identify and analyze future land use alternative scenarios;
- Participate in member government and participating agencies future planning initiatives;
- Establish a land use planning subcommittee;
- Determine amount of occupied versus developable land, per Traffic Analysis Zone (TAZ);
- Continue providing planning and technical assistance, as requested;
- Continue reviewing grant opportunities;
- Continue reviewing and reacting to transportation legislation; and,
- Continue reviewing and commenting on reauthorization of federal transportation legislation.

**Anticipated FY 2011 Work Products:**

- June 2011 D.C. trip materials – 2nd Quarter and 4th Quarter;
- DART MOU – 1st Quarter;
- Updated land use maps – 1st Quarter; and,
- Land use scenario analysis report – 1st Quarter.

## 5.0 TRANSPORTATION IMPROVEMENT PROGRAM

Surface Transportation Program

Surface Transportation Program Transportation Enhancement

Transportation Improvement Program Document

Transportation Capital Improvements Program

Congestion Mitigation Air Quality/Iowa Clean Air Attainment Program

Safe Routes to Schools

**OBJECTIVE:** Activities included in Work Element 5.0 represent the commitment to maintaining and supporting the Transportation Improvement Program process.

**STAFF COST:** \$46,615

**STAFF HOURS:** 730

### **FY 2010 Accomplishments:**

- Solicited and selected the Federal Fiscal Year (FFY) Surface Transportation Program (STP) projects;
- Re-evaluated the STP Major Construction Scoring process;
- Used data inventories to analyze and review STP improvements;
- Monitored the STP projects and account balance;
- Solicited and selected the FFY 2014 STP Transportation Enhancement (TE) projects;
- Used data inventories to analyze and review STP TE improvements;
- Monitored the STP TE projects and account balance;
- Amended and revised, as necessary, the *Federal Fiscal Year 2009-2012 Transportation Improvement Program* (FFY 2009-2012 TIP) and *Federal Fiscal Year 2010-2013 Transportation Improvement Program* (FFY 2010-2013 TIP);
- Completed and approved the *Federal Fiscal Year 2011-2014 Transportation Improvement Program* (FFY 2011-2014 TIP);
- Maintained projects in Transportation Project Management System (TPMS);
- Monitored the *American Recovery and Reinvestment Act* projects;
- Completed and approved the *Fiscal Year 2011-2014 Transportation Capital Improvement Program* (FY 2011-2014 TCIP);
- Monitored the FFY 2011-2014 TCIP project implementation;
- Supported member governments and participating agencies' Iowa Clean Air Attainment Program (ICAAP) applicants; and,

- Supported member governments and participating agencies' Safe Routes to Schools (SRTS) applicants.

#### **FY 2011 Activities:**

- Solicit and select the FFY 2015 STP projects;
- Evaluate the STP scoring and ranking process;
- Evaluate the STP funding guidelines;
- Continue using data inventories to analyze and review STP improvements;
- Continue monitoring the STP projects and account balance;
- Solicit and select the FFY 2015 STP TE projects;
- Evaluate the STP TE scoring and ranking process;
- Evaluate the STP TE guidelines;
- Continue using data inventories to analyze and review STP TE improvements;
- Continue monitoring the STP TE projects and account balance;
- Amend and revise, as necessary, the FFY 2010-2013 TIP and FFY 2011-2014 TIP;
- Complete and approve the FFY 2012-2015 TIP;
- Continue maintaining projects in TPMS;
- Complete and approve the FY 2012-2015 TCIP;
- Monitor the FFY 2012-2015 TCIP project implementation;
- Continue supporting ICAAP applicants; and,
- Continue supporting SRTS applicants.

#### **Anticipated FY 2011 Work Products:**

- STP applications – 1st Quarter;
- Updated STP project prioritization process – 1st Quarter;
- Updated STP funding guidelines – 1st Quarter;
- STP TE applications – 1st Quarter;
- Updated STP TE project prioritization process – 1st Quarter;
- Updated STP TE funding guidelines – 1st Quarter;
- FFY 2011-2014 TIP – 4th Quarter;
- Quarterly project status updates – 1st, 2nd, 3rd, and 4th Quarters;
- Annual element report – 4th Quarter;
- FFY 2011-2014 TCIP – 1st Quarter;
- Quarterly project status updates – 1st, 2nd, 3rd, and 4th Quarters; and,
- Application letters of support – 1st Quarter.

## **6.0 CENTRAL IOWA REGIONAL TRANSPORTATION PLANNING ALLIANCE (CIRTPA)**

Unified Planning Work Program  
Transportation Improvement Program  
Long-Range Transportation Plan  
Public Participation Plan  
Transit Planning  
Administration  
Committee Support  
Planning Support

**OBJECTIVE:** The MPO includes Work Element 6.0 by reference as a link to the staff services provided to the CIRTPA by annual contract, and all activities included here are a mirror of the activities contained in the CIRTPA's *Fiscal Year 2009 Unified Planning Work Program* and Budget.

**STAFF COST:** \$60,120

**STAFF HOURS:** 1,075

### **FY 2010 Accomplishments:**

- Completed and approved *Fiscal Year 2011 Unified Planning Work Program* (FY 2011 UPWP);
- Solicited and selected the FFY 2014 STP and STP TE projects;
- Amended and revised, as necessary, the FFY 2009-2012 TIP and FFY 2010-2013 TIP;
- Completed and approved the FFY 2011-2014 TIP;
- Maintained projects in TPMS;
- Monitored *American Recovery and Reinvestment Act* projects;
- Monitored the *Horizon Year 2030 Long-Range Transportation Plan* (HY 2030 LRTP);
- Prepared quarterly and public input newsletters;
- Attended monthly Heart of Iowa Regional Transportation Planning Alliance (HIRTA) board meetings;
- Coordinated the annual Passenger Transportation Plan activities;
- Coordinated the Boone County TAG;
- Prepared monthly meeting agendas and materials;
- Prepared monthly minutes and meeting notes;
- Setup and provided staff support for monthly meetings;
- Assisted member representatives, as needed;
- Monitored and updated attendance logs and sent letters, as needed;

- Provided planning and technical assistance, as requested;
- Supported corridor-planning studies;
- Presented transportation improvements to Iowa Transportation Commission;

#### **FY 2011 Activities:**

- Complete and approve the FY 2012 UPWP;
- Solicit and select the FFY 2015 STP and STP TE projects;
- Amend and revise, as necessary, the FFY 2010-2013 TIP and FFY 2011-2014 TIP;
- Complete and approve the FFY 2012-2015 TIP;
- Continue maintaining projects in TPMS;
- Continue monitoring the HY 2030 LRTP;
- Continue preparing quarterly and public input newsletters;
- Continue attending monthly HIRTA board meetings;
- Continue coordinating the annual Passenger Transportation Plan activities;
- Continue coordinating the Boone County TAG;
- Continue preparing monthly meeting agendas and materials;
- Continue preparing minutes and meeting notes;
- Continue setting up and providing staff support for monthly meetings;
- Continue assisting member representatives, as needed;
- Continue monitoring and updating attendance logs and sent letters, as needed;
- Continue providing planning and technical assistance, as requested;
- Continue supporting corridor-planning studies; and,
- Continue presenting transportation improvements to Iowa Transportation Commission.

#### **Anticipated FY 2011 Work Products:**

- Complete and approve *Fiscal Year 2012 Unified Planning Work Program* (FY 2012 UPWP) – 3rd and 4th Quarters;
- Complete and approve the FFY 2012-2015 TIP – 3rd and 4th Quarters;
- Prepare quarterly and public input newsletters – 1st, 2nd, 3rd, and 4th Quarters; and,
- Complete and approve the Passenger Transportation Plan – 2nd and 3rd Quarters.

## **7.0 UNIFIED PLANNING WORK PROGRAM**

UPWP/Budget

Progress Reports/Reimbursements

**OBJECTIVE:** Activities included in Work Element 7.0 represent the commitment to developing, to monitoring, to maintaining, and to completing the work elements contained in the work program for FY 2010.

**STAFF COST:** \$24,177

**STAFF HOURS:** 190

### **FY 2010 Accomplishments:**

- Amended and revised, as necessary, the *Fiscal Year 2010 Unified Planning Work Program* and Budget (FY 2010 UPWP);
- Completed and approved the FY 2011 UPWP;
- Prepared quarterly progress reports;
- Prepared quarterly reimbursement requests; and,
- Evaluated potential funding sources and strategies.

### **FY 2011 Activities:**

- Amend and revise, as necessary, the FY 2011 UPWP;
- Complete and approve FY 2012 UPWP;
- Prepare quarterly progress reports;
- Prepare quarterly reimbursement requests; and,
- Continue evaluating potential funding sources and strategies.

### **Anticipated FY 2011 Work Products:**

- FY 2012 UPWP – 4th Quarter;
- Quarterly progress reports – 1st, 2nd, 3rd, and 4th Quarters; and,
- Quarterly reimbursement requests – 1st, 2nd, 3rd, and 4th Quarters.

## 8.0 TRANSIT PLANNING

Program Certification  
Transit Service Planning  
Transit Management Analysis  
Regional Transit Management Analysis  
Financial/Capital Planning  
Risk Management  
Special Studies  
Marketing Plan  
Security Analysis  
System-Wide Passenger Count  
Alternatives Analysis

**STAFF COST:** \$81,249

**STAFF HOURS:** 1,400

### **FY 2010 Accomplishments:**

- Supported the Public Transportation Roundtable;
- Supported the United We Ride initiative;
- Updated the *Passenger Transportation Plan*;
- Supported the TAG;
- Assisted with regional human services/transportation coordination efforts;
- Hosted the 2nd Annual Mobility Matters Workshop;
- Began evaluation of transit service in the Ames to Des Moines corridor;
- Supported DART; and,
- Supported TMA.

### **FY 2011 Activities:**

- Continue supporting the Public Transportation Roundtable;
- Continue supporting the United We Ride initiative;
- Update, as necessary, the *Passenger Transportation Plan*;
- Develop long-range public transportation plan;
- Identify potential land use initiatives to support public transportation;
- DART ridership survey;
- Continue to support the TAG;
- Continue to evaluate transit service in the Ames to Des Moines corridor, as necessary;



- Continue supporting DART; and,
- Continue supporting TMA.

#### **Anticipated FY 2011 Work Products:**

- Updated passenger transportation plan – 3rd Quarter; and,
- Ames to Des Moines corridor analysis – 2nd Quarter.

#### **DART Activities:**

**Program Certification** – The transit portion of planning documents and any related items will be prepared and information provided to FTA, Iowa Department of Transportation and the Metropolitan Planning Organization per requirements for certification. The Transportation Improvement Plan (TIP), Unified Planning Work Program (UPWP), Disadvantaged Business Enterprise (DBE) requirements, Equal Employment Opportunities (EEO) and Title VI programs will be administered under this project.

Funding (July - Dec. 2010)		Funding (Jan – June 2011)	
Sec. 5307	\$8,000	Sec. 5307	\$8,000
Local	<u>2,000</u>	Local	<u>2,000</u>
Total	\$10,000	Total	\$10,000

**Transit Service Planning** – This activity would include continuing the development of a database for analyzing service performance. Route and passenger data would be gathered for analysis. Recommendations for route or service changes will be analyzed and completed as necessary. In addition, this project would work with other transit agencies and communities to coordinate commuter services in the Central Iowa area and including vanpool services.

Funding (July - Dec. 2010)		Funding (Jan – June 2011)	
Sec. 5307	\$80,000	Sec. 5307	\$80,000
Local	<u>20,000</u>	Local	<u>20,000</u>
Total	\$100,000	Total	\$100,000

**Transit Management Analysis** – Various internal management studies will be performed throughout the year to guide DART in efficiently managing the transit system and increasing ridership (i.e. staffing levels, technical analysis, etc.). The development of management documents and strategies that will affect the future of DART, for example, completing the FY2012 budget, determining how services are funded, and discussion of

future services. DART staff will analyze and evaluate the status of DART's new computer system and determine ways to complete tasks more efficiently with computer technology. DART will revise and update the safety and security plan in concurrence with monthly safety meetings and/or tabletop exercises. Maintenance consultants will conduct quarterly audits enabling the department to operate more efficiently. Staff will also perform Alternative Analysis planning for any significant capital investment requests to FTA. A locally developed non-emergency human service transportation plan will be developed and coordinated for future transportation with human service agencies.

Funding (July - Dec. 2010)		Funding (Jan – June 2011)	
Sec. 5307	\$120,000	Sec. 5307	\$120,000
Local	<u>30,000</u>	Local	<u>30,000</u>
Total	\$150,000	Total	\$150,000

**Financial/Capital Planning** – The Capital Improvement Study would consist of three sections. The first section would analyze the current fleet, paratransit, fixed-route and vanpool, and determine the future replacement/expansion needs. The second area would address capital purchases anticipated from federal/local/state funds over the next six-years. The last section would weigh the needs against the available funding and determine if, or how, the capital could be purchased and meet FTA requirements. Investments would also be analyzed throughout the year to determine if different strategies are needed to maximize interest income.

Funding (July - Dec. 2010)		Funding (Jan – June 2011)	
Sec. 5307	\$16,000	Sec. 5307	\$16,000
Local	<u>4,000</u>	Local	<u>4,000</u>
Total	\$20,000	Total	\$20,000

**Risk Management** – DART has been self-insured since 1986. A risk management program was established at that time and has evolved into a very successful program for DART. This project would support the cost of monthly monitoring of the insurance reserve to assure adequate liability coverage. This project would also fund staff time spent on developing new techniques, policies or procedures, and disciplinary actions needed to reduce DART's liability risk.

Funding (July - Dec. 2010)		Funding (Jan – June 2011)	
Sec. 5307	\$48,000	Sec. 5307	\$48,000
Local	<u>12,000</u>	Local	<u>12,000</u>
Total	\$60,000	Total	\$60,000

**Special Studies** – This project will address transit issues that arise throughout the current funding year which cannot be delayed until they can be placed in a specific planning grant the next year. Examples of past projects that have been funded include: West Des Moines study for transit, updating DART’s job descriptions, Cost Allocation Plan study, Compensation Plan research, MIS study to replace software, and Strategic Planning.

Funding (July - Dec. 2010)		Funding (Jan – June 2011)	
Sec. 5307	\$19,200	Sec. 5307	\$19,200
Local	<u>4,800</u>	Local	<u>4,800</u>
Total	\$24,000	Total	\$24,000

**System-Wide Passenger Count** - DART conducts a system-wide passenger count each year. Temporary employees are hired to ride DART buses and record where each passenger gets on and off the bus. This information aids staff in determining where service is performing well and where improvement is needed. Decisions on service reductions or additions are based on the information gathered from this activity.

Funding (July - Dec. 2010)		Funding (Jan – June 2011)	
Sec. 5307	\$6,400	Sec. 5307	\$0
Local	<u>1,600</u>	Local	<u>0</u>
Total	\$8,000	Total	\$0

**Marketing Plan** – Each year, DART staff analyzes the current situation facing the transit system and determines where the limited marketing dollars should be spent to maximize new ridership. This plan details the specific projects and funding needed for implementation. Once the plan is completed, marketing staff will detail how each of the projects will be implemented and complete analysis on the effectiveness of each marketing strategy.

Funding (July - Dec. 2010)		Funding (Jan – June 2011)	
Sec. 5307	\$2,800	Sec. 5307	\$2,800
Local	<u>700</u>	Local	<u>700</u>
Total	\$3,500	Total	\$3,500

**Alternatives Analysis Study** – This project is to continue a 2006 alternatives analysis study for bus ways within Des Moines and finish with an environmental analysis of the project. Previous federal funding was in the amount of \$148,502. DART received another \$150,000 in federal funding from the IDOT to finalize the environmental portion of the study analysis and therefore needs to be incorporated into the UPWP. The project

schedule began in late 2006 and will take approximately another 24 months to complete. Last, DART was awarded another grant for \$245,000 to begin work by June 2010 on the next phase of the project.

This feasibility study would provide funding for a consultant to do the following:

- a. Review the recommendations of the Commuter Rail Feasibility Study
- b. Identify rail corridors conducive to bus ways
- c. Collect and analyze data on transit ridership patterns, travel times of buses operating in mixed traffic, and other pertinent information and use the results to develop transit travel forecasting models in coordination with the MPO. Use results to determine the user and regional benefits attributable to fixed guideway projects.
- d. Perform Alternative Analysis Study consistent with 40 CFR Part 611 Major Capital Investment Projects; including:
  1. Purpose & Need
  2. Development of Alternatives
  3. Analysis of Alternatives
  4. Adoption of alternatives in long-range transportation plan
- e. Discuss applicability of bus ways as a mode of transportation in Des Moines
- f. Identify barriers and opportunities regarding bus way implementation.
- g. Prepare a cost analysis for construction of bus ways
- h. Recommend operating methods and costs for bus ways
- i. Provide environmental analysis of the preferred alternative.

Funding (July - Dec. 2010)		Funding (Jan – June 2011)	
Sec. 5339	\$100,000	Sec. 5339	\$100,000
Local	<u>25,000</u>	Local	<u>25,000</u>
Total	\$125,000	Total	\$125,000

## 9.0 COMMITTEE SUPPORT

MPO Transportation Technical Committee

MPO Executive Committee

MPO Transportation Policy Committee

Other committees, subcommittees, and working groups, including, but not limited to:

MPO Central Iowa Bicycle - Pedestrian Roundtable

MPO Freight Roundtable

MPO Public Transportation Roundtable

MPO Traffic Management Advisory Committee

MPO Stakeholders Working Group

MPO Transportation Technical Committee's Engineering Subcommittee

MPO Transportation Technical Committee's Planning Subcommittee

MPO Surface Transportation Program Funding Subcommittee

MPO ITS Policy Subcommittee

MPO Nominating Committee

MPO Auditor Selection Committee

MPO Regional Planning Committee

MPO Growth Scenario Working Group

**OBJECTIVE:** Activities included in Work Element 9.0 represent the commitment and support of the numerous committees, subcommittees, roundtables, and working groups. This 'administrative activity' is a separate work element to reflect how much staff time is expended to support the committee, subcommittee, roundtable, and working groups' routine meetings, beyond the day-to-day activities of operating the organization.

**STAFF COST:** \$125,793

**STAFF HOURS:** 2,356

### **FY 2010 Accomplishments:**

- Prepared monthly meeting agendas and materials;
- Prepared monthly minutes and meeting notes;
- Setup and provided staff support for monthly meetings;
- Assisted member representatives, as needed;
- Monitored and updated attendance logs and sent letters, as needed;
- Prepared resolutions for Chair's signature;
- Prepared letters for Chair's signature, as needed;

- Prepared monthly financial statements and expense reports;
- Prepared monthly progress reports;
- Monitored and updated attendance logs and sent letters, as needed;
- Drafted and processed FRP for auditor services and served on Auditor Selection Committee;
- Worked with media representatives to answer questions about pending transportation issues;
- Prepared and processed assessments for all member governments;
- Prepared regular, and as necessary, meeting agendas and materials;
- Prepared minutes and meeting notes;
- Setup and provided staff support for regular, and as necessary, meetings;
- Assisted member representatives, as needed; and,
- Worked with the transportation advisory group to plan and host mobility matters workshop.

#### **FY 2011 Activities:**

- Prepare monthly meeting agendas and materials;
- Prepare monthly minutes and meeting notes;
- Setup and provide staff support for monthly meetings;
- Assist member representatives, as needed;
- Prepare resolutions for Chair's signature;
- Prepare letters for Chair's signature;
- Prepare monthly financial statements and expense reports;
- Prepare monthly progress reports;
- Monitor and update attendance logs and sent letters, as needed;
- Prepare regular, and as necessary, meeting agendas and materials;
- Prepare minutes and meeting notes;
- Setup and provide staff support for regular, and as necessary, meetings; and,
- Assisted member representatives, as needed.

#### **Anticipated FY 2011 Work Products:**

- Monthly meeting agendas and supporting materials – 1st, 2nd, 3rd, and 4th Quarters.

## 10.0 ADMINISTRATION

Office Management

Personnel

Audit

Legal Documents

Equipment

**OBJECTIVE:** Activities included in Work Element 10.0 represent the commitment to ensuring federal, state, and local funding support given to the MPO to carry out the functions are managed appropriately, responsibly, and effectively. This work element represents those activities that ensure that that goal is achieved.

**STAFF COST:** \$110,190

**STAFF HOURS:** 1,920

### **FY 2010 Accomplishments:**

- Monitored project management software;
- Worked toward paperless office;
- Monitored Federal Register and other federal publications;
- Provided general administrative staff support to the MPO;
- Processed all purchase orders, Accounts Payable and Accounts Payable;
- Processed biweekly payroll for all MPO staff;
- Handled all benefits administration for MPO staff;
- Administered and reconciled MPO checking and investment accounts;
- Sent regular publication notices to the *Des Moines Register*, as needed;
- Processed annual benefits renewals and periodic changes, as needed;
- Processed and filed regular lobbyist reports, as needed;
- Worked on updating Employee Manual;
- Processed all insurance renewals;
- Prepared and processed monthly Iowa Public Employment Retirement System (IPERS) contributions;
- Performed staff evaluations;
- Maintained personnel and payroll files;
- Hired staff, as necessary;
- Updated Employee Handbook, as necessary;

- Performed annual and introductory personnel reviews for staff members;
- Assisted staff with personnel and benefits questions and issues;
- Handled all recruitment and selection tasks for 3 permanent and temporary staff positions (2 interns, 1 AA – FY 2010);
- Handled all recruitment and selection tasks for 3 permanent and temporary staff positions (2 interns, 1 Planner – FY 2011);
- Administered orientation and mentoring program for new employees;
- Updated all staff I-9s and processed mandatory E-Verify forms;
- Completed and approved FY 2009 Audit;
- Reviewed FY 2009 documents and prepared materials for FY 2009 audit;
- Worked with auditor to prepare FY 2009 audit;
- Executed funding agreement with Iowa DOT;
- Executed funding agreement with Iowa DOT and CIRTPA;
- Executed funding agreement with TMA;
- Executed and monitored other MPO contracts;
- Maintained office lease;
- Monitored DART MOU;
- Updated 28E agreement, as necessary;
- Updated Bylaws, as necessary;
- Acquired office equipment, as necessary;
- Worked with various vendors to maintain office equipment and computer network; and,
- Worked with network administrator vendor to replace and update primary data and terminal servers and multiple workstations.

#### **FY 2011 Activities:**

- Monitor project management software;
- Continue working toward paperless office;
- Continue monitoring Federal Register and other federal publications;
- Provide general administrative staff support to the MPO;
- Process all purchase orders, Accounts Payable and Accounts Payable;
- Process biweekly payroll for all MPO staff;
- Handle all benefits administration for MPO staff;
- Administer and reconciled MPO checking and investment accounts;



- Send regular publication notices to the *Des Moines Register*, as needed;
- Process annual benefits renewals and periodic changes, as needed;
- Process and filed regular lobbyist reports, as needed;
- Work on updating Employee Manual;
- Process all insurance renewals;
- Prepare and processed monthly IPERS contributions;
- Perform staff evaluations;
- Maintain personnel and payroll files;
- Hire staff, as necessary;
- Update Employee Handbook, as necessary;
- Perform annual and introductory personnel reviews for staff members;
- Assist staff with personnel and benefits questions and issues;
- Handle all recruitment and selection tasks for permanent and temporary staff positions;
- Administer orientation and mentoring program for new employees;
- Update all staff I-9s and process mandatory E-Verify forms;
- Complete and approve FY 2010 Audit;
- Review FY 2010 documents and prepare materials for FY 2010 audit;
- Work with auditor to prepare FY 2010 audit;
- Execute funding agreement with Iowa DOT;
- Execute funding agreement with Iowa DOT and CIRTPA;
- Execute funding agreement with TMA;
- Execute and monitor other MPO contracts;
- Maintain office lease;
- Monitor DART MOU;
- Update 28E agreement, as necessary;
- Update Bylaws, as necessary;
- Acquire office equipment, as necessary;
- Work with various vendors to maintain office equipment and computer network; and,
- Work with network administrator vendor to replace and update primary data and terminal servers and multiple workstations.

#### **Anticipated FY 2011 Work Products:**

- Project status worksheets – 1st, 2nd, 3rd, and 4th Quarters;
- Updated employee handbook – 4th Quarter; and,
- FY 2010 audit – 4th Quarter.

## **11.0 INFORMATION TECHNOLOGY**

### Information Technology Activities

**OBJECTIVE:** Activities included in Work Element 11.0 represent the commitment to ensuring that the staff has the tools and the resources for supporting the many MPO activities efficiently and effectively. A key office feature today is information technology (IT) and, given IT's importance to the MPO office's operations, this work element reflects how important the MPO believes IT is to the success.

**STAFF COST:** \$50,358

**STAFF HOURS:** 210

#### **FY 2010 Accomplishments:**

- Upgraded hardware and software, as needed; and,
- Acquired Information Technology (IT) assistance.

#### **FY 2011 Activities:**

- Continue upgrading hardware and software, as needed; and,
- Continue acquiring IT assistance.

#### **Anticipated FY 2011 Work Products:**

- Upgrade hardware and software – as needed; and,
- Acquire Information Technology (IT) assistance – as needed.

## **12.0 TRAVEL AND TRAINING**

### **Travel and Training**

**OBJECTIVE:** Activities included in Work Element 12.0 represent the commitment to ensuring that the staff is aware of, conversant in, and trained on the latest improvements, advancements, or changes in the transportation planning profession in its various and sundry aspects. This work element represents a commitment to ensuring that the staff is prepared to provide the best service to the MPO.

**STAFF COST:** \$65,604

**STAFF HOURS:** 644

#### **FY 2010 Accomplishments:**

- Attended conferences, workshops, and training sessions.

#### **FY 2011 Activities:**

- Continue attending conferences, workshops, and training sessions.

#### **Anticipated FY 2011 Work Products:**

- Attended conferences, workshops, and training sessions – as needed.

### **13.1 SPECIAL PROJECTS – *Central Iowa Bicycle and Pedestrian Transportation Plan (CONNECT)***

**FUNDS PROVIDED:** \$41,000

The MPO continues to develop the Central Iowa Bicycle and Pedestrian Transportation Plan (CONNECT) and will publish and distribute the Central Iowa Bicycle and Pedestrian Transportation Plan. The MPO is providing matching funding support for the Central Iowa Bicycle and Pedestrian Transportation Plan using Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users funding.

## **13.2 SPECIAL PROJECTS - Transportation Management Association (GDMP/DCA TMA)**

**FUNDS PROVIDED:** \$90,000

- The MPO continues to provide funding support for the TMA, based at the Downtown Community Alliance and within the GDMP;
- The MPO is providing funding support to the TMA using federal STP funds, for FY 2009 and 2010;
- The MPO's funding commitment is evidence of its continuing support and commitment to reducing single occupant vehicle trips during the peak daily travel periods by at least ten percent (10%) in the metropolitan area; and,
- The MPO's funding support to the TMA reflects the MPO's desire that the TMA expand its involvement and interaction with the MPO on other long-range transportation planning activities.

### **13.3 SPECIAL PROJECTS – Pictometry® Aerial Photo Coverage**

**FUNDS PROVIDED:** \$32,641

Polk County's Emergency Management Office is coordinating with the Federal Emergency Management Agency to complete a Pictometry® imagery collection, at a 4-inch resolution, for the Des Moines urban area for FYs 2010 and 2011. Special Project 13.5 would have Pictometry® imagery collected, at a 12-inch resolution, for those parts of the MPO's MPA not included in the Federal Emergency Management Agency 'urban area' project. The result is that the MPO then would possess complete and concurrent imagery for the full MPO MPA, plus any residual areas in Polk County currently not in the MPO's MPA. The MPO is funding Special Project 13.5 with non-federal funds in the MPO's FYs 2010 and 2011, at an annual cost of \$32,641.

## **13.4 SPECIAL PROJECTS – Intermodal Usage Survey**

**FUNDS PROVIDED:** 50% of total cost, not to exceed \$50,000

The MPO Freight Roundtable identified the need for an intermodal usage survey in cooperation and coordination with the Greater Des Moines Partnership. An intermodal usage survey would determine the feasibility of developing an intermodal freight facility in central Iowa. The project includes the hiring of a consultant to determine the number of intermodal freight movements originating or terminating in central Iowa, and the identification of potential sites to support an intermodal freight facility. The MPO's funding contribution would cover up to 50 percent of the total survey cost and would not exceed \$50,000, and is subject to conditions to be met and finalized by the MPO Executive Committee. Parties benefiting from an intermodal freight facility, and other contributions, would cover the remaining funding contribution.

# Budget

## INDIRECT COST RATE

Annually, the MPO must prepare the Indirect Cost Rate information, which affects how the MPO requests reimbursement for expenses incurred in executing the UPWP activities.

The documentation of the Indirect Cost Rate is contained in a separate document and included in the UPWP by reference.

### INDIRECT COST RATE AMENDMENT #1 – June 24, 2010

A. Budget	\$1,388,712
B. Less CIRTPA	(\$60,120)
	<u>\$1,328,592</u>
C. Less <i>CONNECT</i>	(\$32,800)
	<u>\$1,295,792</u>
C. Less GDMP/DCA TMA	(\$90,000)
	<u>\$1,205,792</u>
D. Less Pictometry® – Year 2	(\$32,641)
	<u>\$1,173,151</u>
E. Less Intermodal Usage Survey	(\$50,000)
	<u>\$1,123,151</u>
F. Less Locally Funded Activities	(\$163,500)
G. Federal Eligible Activities	\$959,651
[A-(B+C+D+E+F)]	
H. Federal Eligible Indirect	\$242,156
I. Federal Eligible Activities	
Indirect/Federal Eligible Activities [H/G]	<b>25.23%</b>



**ALLOCATION OF STAFF HOURS  
AMENDMENT #1 – June 24, 2010**

WORK ELEMENT	COST	HOURS
1.0 Long-Range Transportation Plan	\$214,986	4,342
2.0 Transportation Systems Planning	\$217,307	3,971
3.0 Public Involvement	\$62,985	1,044
4.0 Interagency Coordination	\$115,687	1,490
5.0 Transportation Improvement Program	\$46,615	730
6.0 CIRTPA	\$60,120	1,075
7.0 Unified Planning Work Program	\$24,177	190
8.0 Transit Planning	\$81,249	1,400
9.0 Committee Support	\$125,793	2,356
10.0 Administration	\$110,190	1,920
11.0 Information Technology	\$50,358	210
12.0 Travel and Training	\$65,604	644
13.1 Special Projects – <i>CONNECT</i>	\$41,000	708
13.2 Special Projects – GDMP/DCA TMA	\$90,000	0
13.3 Special Projects – Pictometry® – Year 2	\$32,641	0
13.4 Special Projects – Intermodal Usage Survey	\$50,000	0
<b>TOTAL FY 2011 BUDGET</b>	<b>\$1,388,712</b>	<b>20,080</b>

**FUNDING AGENCY SHARES  
AMENDMENT #1 – June 24, 2010**

	AMOUNT	%
<b>FEDERAL FUNDS</b>		
FHWA PL Funds - Carryover	\$250,753	
FHWA PL Funds - New	\$425,154	
<b>Total FHWA Funds</b>	<b>\$675,907</b>	
FTA 5303 Funds - Carryover	\$50,174	
FTA 5303 Funds - New	\$75,027	
<b>Total FTA Funds</b>	<b>\$125,201</b>	
<b>Special Projects – <i>CONNECT</i> (Special Federal \$\$)</b>	<b>\$32,800</b>	
<b>Special Projects – GDMP/DCA TMA (STP \$\$)</b>	<b>\$90,000</b>	
<b>TOTAL FEDERAL FUNDS</b>	<b>\$923,908</b>	<b>67%</b>
<b>LOCAL FUNDS</b>		
Match for Federal Funds	\$201,082	
Other Matching Funds	\$120,961	
Special Projects – PICTOMETRY® – YEAR 2	\$32,641	
Special Projects – Intermodal Usage Survey	\$50,000	
<b>TOTAL LOCAL FUNDS</b>	<b>\$404,684</b>	<b>29%</b>
<b>CIRTPA CONTRACT<sup>1</sup></b>	<b>\$60,120</b>	<b>4%</b>
<b>TOTAL FY 2011 BUDGET</b>	<b>\$1,388,712</b>	<b>100%</b>

<sup>1</sup> The CIRTPA contracts with the MPO to perform transportation planning services.

**WORK PROGRAM BUDGET  
AMENDMENT #1 – June 24, 2010**

Salaries and Fringe Benefits	\$709,295
Indirect Costs	\$242,156
Total Salaries, Fringe, and Indirect Costs	\$951,451
Additional Locally Funded Projects	\$163,500
Special Projects	\$273,761
<b>TOTAL FY 2011 BUDGET</b>	<b>\$1,388,712</b>

# **PROJECT BUDGET BY AGENCY AMENDMENT #1 – June 24, 2010**

UPWP CODE	WORK ELEMENT	Des Moines Area Metropolitan Planning Organization (MPO)											Des Moines Area Regional Transit (DART)				GRAND TOTAL
		FHWA PL Funds – Carryover	FTA 5303 Funds - Carryover	FHWA PL Funds - New	FTA 5303 Funds - New	Local Match Funds	Other Local Funds	CIRTPA Contract	MPO STP Funds	SAFETEA- LU Funds	MPO TOTAL	(%)	Federal Funds	Local Match Funds	DART TOTAL		
1.0	Long-Range Transportation Plan	\$53,963	\$10,798	\$91,144	\$16,084	\$42,997	\$0	\$0	\$0	\$0	\$214,986	15	\$0	\$0	\$0	\$214,986	
2.0	Transportation Systems Planning	\$54,546	\$10,914	\$92,128	\$16,258	\$43,461	\$0	\$0	\$0	\$0	\$217,307	16	\$0	\$0	\$0	\$217,307	
3.0	Public Involvement	\$15,810	\$3,163	\$26,703	\$4,712	\$12,597	\$0	\$0	\$0	\$0	\$62,985	5	\$0	\$0	\$0	\$62,985	
4.0	Interagency Coordination	\$29,038	\$5,810	\$50,675	\$8,943	\$16,221	\$5,000	\$0	\$0	\$0	\$115,687	8	\$0	\$0	\$0	\$115,687	
5.0	Transportation Improvement Program	\$11,701	\$2,341	\$19,763	\$3,488	\$9,323	\$0	\$0	\$0	\$0	\$46,615	3	\$0	\$0	\$0	\$46,615	
6.0	CIRTPA	\$0	\$0	\$0	\$0	\$0	\$0	\$60,120	\$0	\$0	\$60,120	4	\$0	\$0	\$0	\$60,120	
7.0	Unified Planning Work Program	\$6,069	\$1,214	\$10,250	\$1,809	\$4,835	\$0	\$0	\$0	\$0	\$24,177	2	\$0	\$0	\$0	\$24,177	
8.0	Transit Planning	\$20,394	\$4,081	\$34,446	\$6,079	\$16,250	\$0	\$0	\$0	\$0	\$81,249	6	\$794,400	\$198,600	\$993,000	\$1,074,249	
9.0	Committee Support	\$31,575	\$6,318	\$53,330	\$9,411	\$25,159	\$0	\$0	\$0	\$0	\$125,793	9	\$0	\$0	\$0	\$125,793	
10.0	Administration	\$27,658	\$5,534	\$46,715	\$8,244	\$22,038	\$0	\$0	\$0	\$0	\$110,190	8	\$0	\$0	\$0	\$110,190	
11.0	Information Technology	\$0	\$0	\$0	\$0	\$0	\$50,358	\$0	\$0	\$0	\$50,358	4	\$0	\$0	\$0	\$50,358	
12.0	Travel and Training	\$0	\$0	\$0	\$0	\$0	\$65,604	\$0	\$0	\$0	\$65,604	5	\$0	\$0	\$0	\$65,604	
13.1	Special Projects – CONNECT	\$0	\$0	\$0	\$0	\$8,200	\$0	\$0	\$0	\$32,800	\$41,000	3	\$0	\$0	\$0	\$41,000	
13.2	Special Projects – GDMP/DCA TMA	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$90,000	\$0	\$90,000	6	\$0	\$0	\$0	\$90,000	
13.3	Special Projects – Pictometry <sup>g</sup> – Year 2	\$0	\$0	\$0	\$0	\$0	\$32,641	\$0	\$0	\$0	\$32,641	2	\$0	\$0	\$0	\$32,641	
13.4	Special Projects – Intermodal Usage Survey	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000	4	\$0	\$0	\$0	\$50,000	
TOTAL FY 2011 BUDGET		\$334,511	\$38,238	\$368,389	\$59,970	\$201,082	\$203,602	\$60,120	\$90,000	\$32,800	\$1,388,712	100	\$794,400	\$198,600	\$993,000	\$2,349,071	

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