



Date June 8, 2015

RESOLUTION APPROVING METROPOLITAN PLANNING ORGANIZATION WORK PLAN AND ASSESSMENT FOR FISCAL YEAR 2015/16

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 2015/16 is set at \$1.00 per capita and applied to the 2010 Census population, which equates to an assessment of \$203,433 to the City of Des Moines; 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 2015/16, 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 2015/16, beginning July 1, 2015, is hereby approved, and the Finance Department is hereby authorized and directed to pay the City's assessment of \$203,433 to the MPO when due.

MOVED by _____ to adopt.

FORM APPROVED:

(Council Communication No. 15- 291.)

Roger K. Brown, Assistant City Attorney

U:\Rog Docs\Zoning\MPO\RC 2015-16 Work Plan.doc

Table with 5 columns: COUNCIL ACTION, YEAS, NAYS, PASS, ABSENT. Rows include COWNIE, COLEMAN, GATTO, GRAY, HENSLEY, MAHAFFEY, MOORE, and TOTAL.

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.

MOTION CARRIED APPROVED

Mayor

City Clerk

Sample Reference
CSD040041 528005
Vendor # 4485



420 Watson Powell Jr. Parkway, Suite 200
Des Moines, Iowa 50309
Phone: 515.334.0075
www.dmampo.org

May 15, 2015

Mr. Scott Sanders
City Manager
City of Des Moines
400 Robert D. Ray Drive, 1st Floor
Des Moines, IA 50309

Dear Mr. Clark:

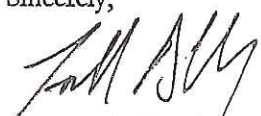
**SUBJECT: DES MOINES AREA METROPOLITAN PLANNING ORGANIZATION
FISCAL YEAR 2016 ASSESSMENT**

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 2016 (FY 2016) beginning July 1, 2015, and ending June 30, 2016. 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 \$1.00²⁰¹⁶ per capita to the City of Des Moines' 2010 Census population figure of 203,433, for the FY ~~2015~~ assessment amount of \$203,433.00, as detailed on the enclosed invoice. Assessments are due and payable July 1, 2014, and the MPO will consider the assessment payment late after July 31, 2015. ²⁰¹⁵

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

Sincerely,


R. Todd Ashby, AICP
Executive Director

RTA:tjd

Enclosure

cc: Robert Mahaffey, MPO Secretary/Treasurer
✓ Diane Rauh, City of Des Moines Clerk

Des Moines MPO

420 Watson Powell Jr. Pkwy
Suite 200
Des Moines, Iowa 50309
(515) 334-0075

INVOICE

DATE
5/13/2015
NUMBER
188

City of Des Moines *SCOTT SANDERS*
Mr. Richard Clark, City Manager
400 Robert D. Ray Drive, 1st Floor
Des Moines, IA 50309

Description	Amount
FY 2016 Assessment	203,433.00
	Invoice Total 203,433.00
	Amount Paid 0.00
	Balance Due 203,433.00



Date _____
Agenda Item 37
Roll Call # _____

Unified Planning Work Program and Budget

Fiscal Year 2016 (July 2015 – June 2016)

FINAL

May 5, 2015

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

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

Introduction

The *Fiscal Year 2016 Unified Planning Work Program and Budget* (FY 2016 UPWP) is the Des Moines Area MPO's work plan for the fiscal year beginning July 1, 2015 and ending June 30, 2016. The FY 2016 UPWP identifies planning activities completed in the prior fiscal year, and documents all planning activities and anticipated work products for the current fiscal year. In addition, the FY 2016 UPWP also documents the Des Moines Area MPO's costs to support the fiscal year planning activities and work products.

The work activities outlined within the FY 2016 UPWP support federal requirements placed on MPOs and also respond to planning issues affecting the region. In FY 2016, the Des Moines Area MPO will continue implementing *The Tomorrow Plan*, a regional sustainability plan for the region adopted in December 2013. Part of the implementation supporting US Secretary of Transportation Anthony Foxx's Mayors' Challenge for Safer People, Safer Streets, developing a regional water trails plan, and incorporating health in all policies. Additional activities will help support sub-area and corridor studies throughout the region, evaluate transportation needs and resources, and program federal funding to projects.

MPO OVERVIEW

History

Since the Federal-Aid Highway Act of 1962, MPOs have been required by federal law in urbanized areas with a population greater than 50,000 and are supported through federal funds. The Des Moines Area MPO acts as the formal transportation body for the greater Des Moines metropolitan area, carrying out the intent of Title 23 of the U.S. Code of Federal Regulations (CFR), Part 450. In 1983, the Governor of Iowa designated the Des Moines Area MPO (then called the Des Moines Area Transportation Planning Committee) as the official MPO for the Des Moines Urbanized Area, as defined by the U.S. Census Bureau. The Des Moines Area MPO functions as a Transportation Management Area as well, as it exceeds the population threshold of 200,000 persons established in 23 CFR 450.104. The U.S. Department of Transportation (DOT) reviews and certifies the Des Moines Area MPO every four years.

The Des Moines Area MPO is organized as a separate legal entity pursuant to the provisions of Chapter 28E of the Iowa Code. Its 28E agreement outlines requirements for membership and representation, and its bylaws outline duties of committees, the process for electing officers, and the role of the Executive Director.

Purpose and Responsibilities

The Des Moines Area MPO provides a regional forum to assure local, state, and federal agencies and the public coordinate transportation planning issues, and prepare transportation plans and programs. The Des Moines Area MPO develops both long-range and short-range multimodal transportation plans, selects and approves projects for federal funding based on regional priorities, and develops ways to manage traffic congestion.

Planning Area

The Des Moines Area MPO is responsible for transportation planning activities within the Metropolitan Planning Area (planning area). The Des Moines Area MPO approved its current planning area on January 17, 2013. The planning area includes portions of Dallas, Madison, Polk, and Warren Counties, and includes, at a minimum, the anticipated urbanized area for Horizon Year (HY) 2050.

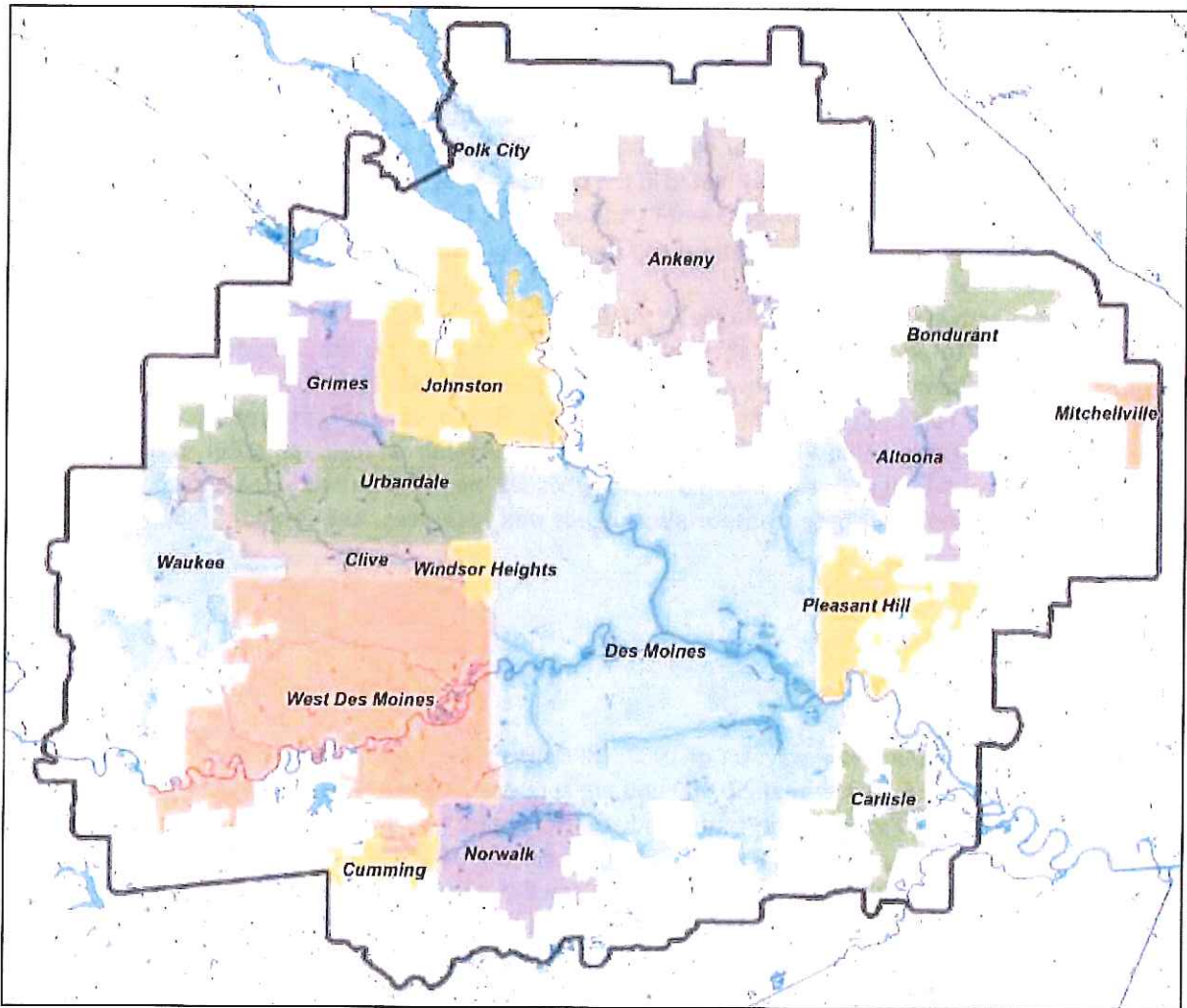


Figure 1 Des Moines Area MPO's Planning Area

Membership

Per the Des Moines Area MPO's 28E agreement, voting membership is open to any county or city government located, wholly or partially, in the designated planning area containing a minimum population of 1,500 persons that adopts the Des Moines Area MPO's 28E Agreement. Currently, Des Moines Area MPO membership includes the following cities and counties:

- | | |
|-----------------------|---|
| City of Altoona | City of Polk City |
| City of Ankeny | City of Urbandale |
| City of Bondurant | City of Waukee |
| City of Carlisle | City of West Des Moines |
| City of Clive | City of Windsor Heights |
| City of Des Moines | Dallas County |
| City of Grimes | Polk County |
| City of Johnston | Warren County |
| City of Mitchellville | Des Moines Area Regional Transit Authority (DART) |
| City of Norwalk | |
| City of Pleasant Hill | |

Two entities within the planning area, the City of Cumming and Madison County, fall below the minimum population threshold for full membership and are associate members. Associate membership allows a non-voting representative to participate actively in the transportation planning process, and is available to all governments within the planning area that do not meet the minimum population threshold for full membership. Additionally, governments outside the planning area, but within the eight county region of central Iowa, are able to petition for associate membership. The City of Indianola and the City of Van Meter are outside the Des Moines Area MPO's planning area and are associate members of the MPO.

The Iowa Department of Transportation (DOT), the Des Moines International Airport (DSM), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the Heart of Iowa Regional Transit Agency (HIRTA) serve as advisory, non-voting, representatives to the Des Moines Area MPO.

Representation and Voting

Population determines representation on the TTC and the Policy Committee. Each member government within the planning area over a minimum population receives at least DART also receives one voting representative. The Des Moines Area MPO allows larger member governments to have additional representatives based on predetermined population thresholds, as determined by the U.S. Census, as identified in the Des Moines Area MPO's 28E agreement:

- One representative for populations of at least 1500.
- Additional representative at 10,000 in population.
- Additional representatives for each addition 25,000 above the initial 10,000 population.

Decision-Making Structure

Three designated committees form the structure of the Des Moines Area MPO: the Transportation Technical Committee (or Technical Committee), the Executive Committee, and the Policy Committee. The Des Moines Area MPO member governments' and agencies' boards and councils appoint their respective representatives to the Technical Committee and to the Policy Committee.

The Des Moines Area MPO Technical Committee is comprised primarily of representatives of member governments' and participating agencies' technical staffs, including planners, engineers, and city administrators. The Des Moines Area MPO Policy Committee is comprised primarily of county supervisors, mayors, city council members, and city managers. The Des Moines Area MPO Policy Committee annually elects officers and at-large representatives to form seven-member Executive Committee from among Policy Committee representatives.

The Des Moines Area MPO Technical Committee offers technical guidance and recommendations to the Executive Committee. The Executive Committee then offers recommendations to the Policy Committee, based on the Technical Committee's recommendations, before the Des Moines Area MPO Policy Committee takes formal actions on transportation issues. Des Moines Area MPO Technical Committee representation differs from the Policy Committee in that DSM and HIRTA are voting members on the Technical Committee.

Additionally, the Des Moines Area MPO establishes and supports, as needed, other subcommittees, roundtables, working groups, and advisory committees on various transportation-related issues relevant to the Des Moines Area MPO's responsibilities. The Des Moines Area MPO requests

stakeholder organizations and citizens to serve on these committees, as appropriate. As part of an adopted public participation process, the Des Moines Area MPO strongly encourages input and communication from citizens. The Des Moines Area MPO staff supports the various committees.

Figure 2 displays the Des Moines Area MPO committees' organization and their respective subcommittees. Figure 2 also identifies how the Des Moines Area MPO's roundtables, working groups, advisory committees, and the public offer input into the metropolitan transportation planning process. A roster of representatives on these committees is included in Appendix A. **Figure 3** displays the Des Moines Area MPO staff organizational chart.

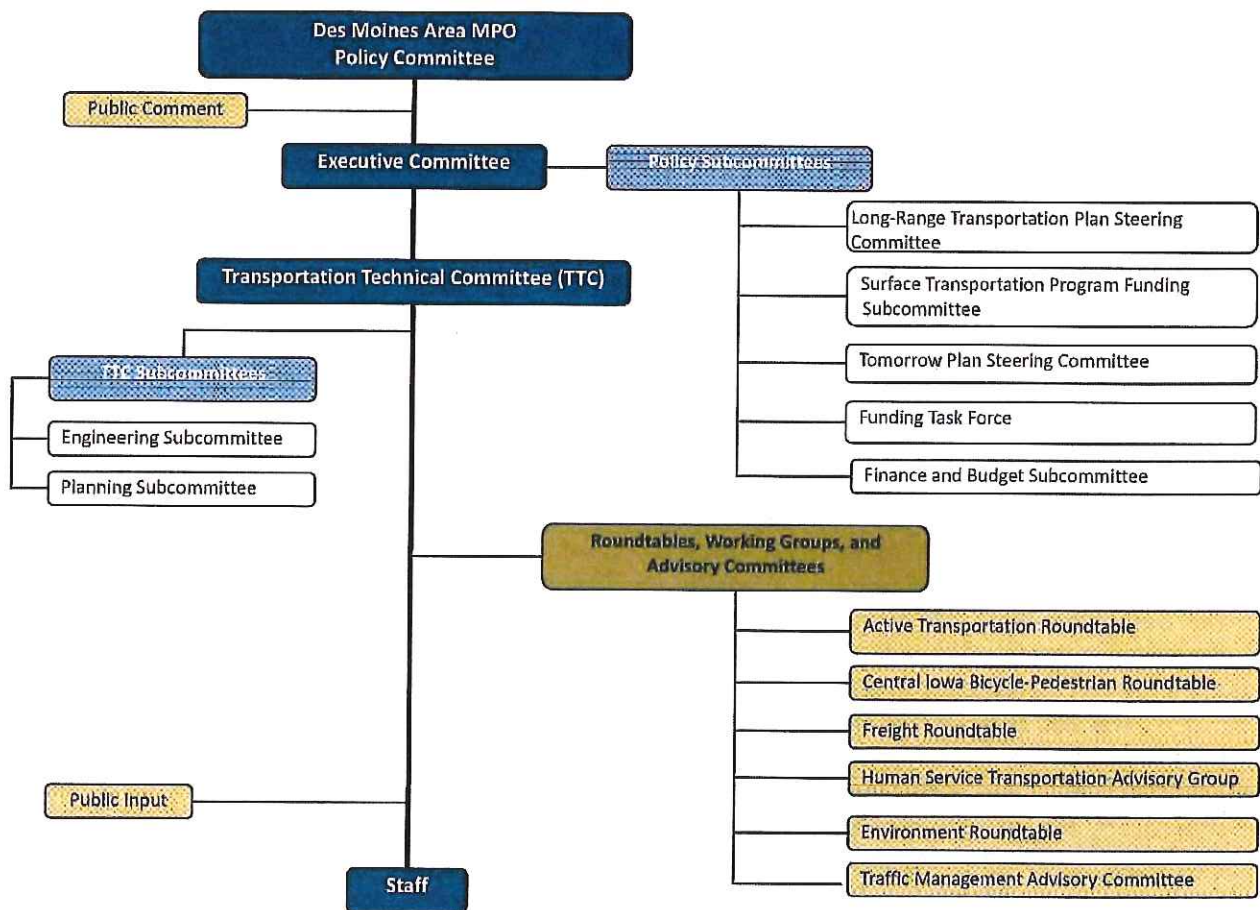


FIGURE 2: Des Moines Area MPO Committee and Structural Organization Chart

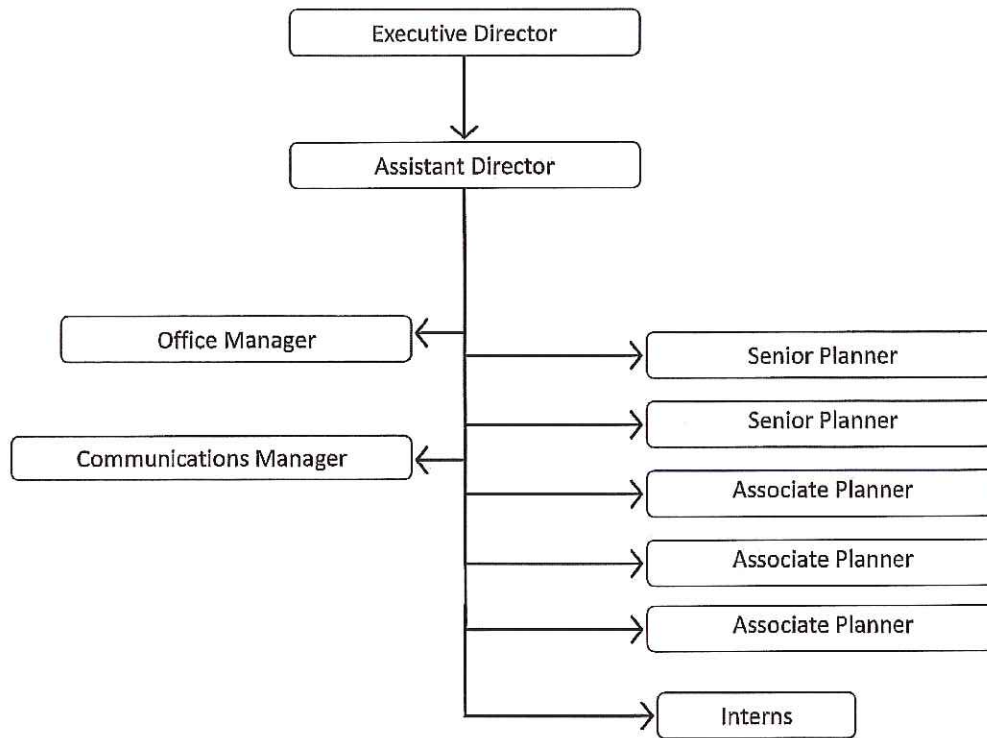


FIGURE 3: Des Moines Area MPO Staff Organization Chart

UPWP Development Process

The Des Moines Area MPO begins development of the UPWP in January of each year through discussions with the Executive Committee and Planning Subcommittee. These initial discussions include a review of federally-required activities, the eight planning factors required by MPOs as outlined in US Code, and goals set forth in the long-range transportation plan. Proposals from Des Moines Area MPO staff and member communities as to priority activities for the coming year are also discussed. Similar discussions then take place in February with the Des Moines Area MPO's Technical Committee and Policy Committee, followed by the review and approval of a draft UPWP and budget at the March meetings of the Technical, Executive, and Policy Committees.

Following approval of the draft UPWP and budget, the Des Moines Area MPO forwards the draft document to the Iowa DOT, FTA, and FHWA for their review and comment. Des Moines Area MPO staff makes any changes necessary to the document and budget and then presents a final document and budget for the Des Moines Area MPO's committees to consider at their May meetings. The approved UPWP and budget are provided to the Iowa DOT, FTA, and FHWA for their records.

AMENDING and REVISING PROCEDURES

The Des Moines Area MPO may need to make amendments or revisions to this UPWP from time to time. When doing so, the Des Moines Area MPO will consider the administrative rules outlined by 2 CFR 200 and FTA Circular 5010.1C. Revisions to request additional federal funding, to transfer funds among work categories which exceed 10 percent of the total work program budget, revising the scope or objective of activities, transferring work to a third party, transferring funds allotted for training allowances, or purchasing additional equipment not documented in the UPWP all require approval from FHWA/FTA. Transferring funds among work categories which do not exceed 10 percent of the total work program budget require Iowa DOT approval. Changes to extend project time lines or staff hours require approval only of the Des Moines Area MPO and are deemed revisions.

If the Des Moines Area MPO determines an amendment is necessary, it will follow the guidelines set forth in the PPP. All amendments require action from the Des Moines Area MPO and are subject to final approval by Iowa DOT and/or FHWA/FTA.

MPO Requirements

The current federal transportation bill – MAP-21 – as well as US Code set forth requirements and planning factors for MPOs. This section details those required work products.

REQUIRED WORK PRODUCTS and ACTIVITIES

- Long-Range Transportation Plan: A plan covering no less than a 20-year planning horizon and includes both projects and policies to undertake during that timeframe. The Des Moines Area MPO's current LRTP – *Mobilizing Tomorrow* – was adopted in November 2014.
- Transportation Improvement Plan: A list of all projects that will be implemented using Federal funds within the next four years.
- Unified Planning Work Program: The annual scope of work and budget for the Des Moines Area MPO's activities.
- Public Participation Plan: A strategy to engage the public in the decision making process.
- Passenger Transportation Plan: A coordinated public transportation and human services plan with the purpose of improving transportation for persons with disabilities, low income populations, the elderly, and others who may have mobility constraints.
- Congestion Management Process: A plan that documents the metropolitan area's congestion issues, outlines a process to monitor congestion, and proposes a catalog of strategies and initiatives to manage congested areas.
- Awarding of Federal Funds: The Des Moines Area MPO's is responsible to annual award Surface Transportation Program (STP) funds and Transportation Alternative Program (TAP) funds, which are provided by the U.S. DOT to MPOs.
- Decision Making Structure: MPOs must maintain a formal decision making process, including hosting technical and policy committees.

PLANNING FACTORS

1. Support economic vitality.
2. Increase safety of the transportation system.
3. Increase the security of the transportation system.
4. Increase the accessibility and mobility of people and freight.
5. Protect and enhance the environment and promote conservation.
6. Enhance the integration and connectivity of the system across and between modes.
7. Promote efficient system management and operations.
8. Emphasize the preservation of the existing transportation system.

Planning Issues in the Region

As the Des Moines Area MPO prepares its annual work program it must understand the issues that influence transportation planning in the region. Long-range plans provide a vision and broad goals the region seeks to achieve, which in turn shape the Des Moines Area MPO's activities. The annual work program also is shaped by ongoing planning efforts, major projects under study or construction, issues related to transportation funding, and legislation, among others. The following describes these issues in more detail.

THE TOMORROW PLAN and MOBILIZING TOMORROW

In November 2013, the Des Moines Area MPO approved *The Tomorrow Plan*, which had been under development since 2010. Many of *The Tomorrow Plan's* strategies and initiatives impact transportation directly (such as promoting additional opportunities for public transportation, bicycling, and walking) or indirectly (such as promoting land uses patterns that result in more efficient infrastructure development).

On the heels of *The Tomorrow Plan's* development, the Des Moines Area MPO updated its long-range transportation plan. *Mobilizing Tomorrow*, the 2050 long-range transportation plan, was approved in November 2014. *Mobilizing Tomorrow* includes goals, objectives, measures, and strategies to achieve the transported-related elements outlined in *The Tomorrow Plan*. *Mobilizing Tomorrow's* goals include:

- Manage and optimize transportation infrastructure and services
- Enhance multimodal transportation options
- Improve the region's environmental health
- Further the health, safety, and well-being of all residents in the region.

With the adoption of *Mobilizing Tomorrow*, the Des Moines Area MPO is now working to monitor performance measures identified in the plan, to achieve identified targets and goals, to implement best practice recommendations, and to complete projects included in the plan.

TRANSPORTATION SYSTEM OPTIMIZATION

MAP-21 outlines the need for regions to manage and optimize the existing transportation system. *Mobilizing Tomorrow* incorporates this direction, placing increased emphasis on opportunities to maintain the current system and less emphasis on expanding the system. In FY 2015, the Des Moines Area MPO began to collect and analyze information related to bridge and pavement condition information, demonstrating costs necessary to maintain the system to desired levels when possible. This type of analysis will continue in FY 2016. In FY 2016, the Des Moines Area MPO will undertake two major planning efforts to aid this approach: updating the Congestion Management Process (CMP) and developing an Intelligent Transportation System (ITS) Architecture.

The CMP will set baseline measures for congestion in the planning area, identify thresholds for acceptable levels of congestion, and outline a strategy for acceptable solutions should congestion exceed acceptable thresholds. The ITS Architecture will support the CMP effort by providing an inventory of the region's ITS network and identifying opportunities to further expand and integrate the network. These two efforts will better enable the Des Moines Area MPO and its member governments to address transportation issues with lower-cost operational solutions as opposed to higher-cost capital solutions.

MULTIMODAL OPPORTUNITIES

Mobilizing Tomorrow calls for increased transit ridership, additional bicycle lanes and trails, and higher commuting levels by biking, walking, transit, and carpooling. The Des Moines Area MPO intends to support these objectives by undertaking or participating in a variety of activities, particularly those related to Complete Streets, land use/transportation coordination, and Transportation Management Association (TMA) efforts to reduce single-occupant vehicle trips.

In FY 2015, the Des Moines Area MPO was awarded \$75,000 from the WellMark Foundation to undertake research, analysis, and policy development related to Complete Streets. This effort will continue through FY 2016, and will include the identification and funding of quick-start implementation projects. Related policy work will include the development and adoption of region-wide and community-level Complete Streets policies.

Mobilizing Tomorrow and *The Tomorrow Plan* identified a number of best practices related to increasing multimodal transportation usage. Examples include transit supportive development guidelines, on-street bicycle facility standards, parking standards, and roadway design standards. The Des Moines Area MPO will continue to offer assistance to its member communities in incorporating these best practices.

Additionally, DART continues to pursue the development of a Bus Rapid Transit project in Des Moines along University Avenue, 42nd Street, Ingersoll Avenue, and 6th Avenue. The Des Moines Area MPO will continue to support DART's planning for this corridor and in acquiring federal funding assistance.

FREIGHT SYSTEM ENHANCEMENT

Freight stakeholders have worked over the past few years to study the need for additional freight facilities in the metro area. In FY 2015, the Des Moines Area MPO commissioned the *Des Moines Area Rail Port Study*, which identified the feasibility of a transload facility along the Southeast Connector in Des Moines. In FY 2016, the Des Moines Area MPO will continue assisting stakeholders to construct this facility. The Des Moines Area MPO also will continue efforts to expand technological opportunities to optimize freight movements, such as work on a freight container coordination project in conjunction with CyBiz at Iowa State University.

ENVIRONMENTAL HEALTH

The Des Moines Area MPO has become more involved in environmental-related initiatives in recent years and will continue to support these efforts in FY 2016. In FY 2015, the Des Moines Area MPO participated in activities of three Watershed Management Authorities, directly leading efforts for the Walnut Creek Watershed. Member communities have expressed the desire for the Des Moines Area MPO to be involved in the development of more watershed management authorities in FY 2016.

The Des Moines Area MPO also has worked through its Environment Roundtable to bring environmental-related best-practices to its member governments. Examples include green streets and flood mitigation policies. The Des Moines Area MPO also undertook a Natural Areas Inventory mapping project in FY 2015. This project identified the location of sensitive environmental areas that communities should be aware of when making development-related decisions. Efforts to expand this mapping activity likely will continue in FY 2016 through coordination with the Greater Des Moines Partnership's Capital Crossroads efforts, which seeks to identify key properties that should be preserved throughout the region.

In FY 2015 the Iowa Department of Natural Resources (IDNR) contracted with the Des Moines Area MPO to develop a water trails plan for Des Moines metropolitan area. This plan will identify opportunities for increased water access and enhancing citizen experiences in and along urban water ways. The planning effort will kick-off this spring 2015 and consist of four major phases:

- Community visioning and public input
- Existing Conditions Report
- Draft Master Plan
- Final Master Plan

DATA COLLECTION, ANALYSIS, AND MODELING

The Des Moines Area MPO continues to expand its capabilities for collecting and analysis data to support the planning process. In FY 2016, the Des Moines Area MPO will participate in the National Household Travel Survey Add-On Program. This program, administered through FHWA, will provide the Des Moines Area MPO with a wealth of data related to travel patterns in the metropolitan area. In particular, this data will support the region's travel demand model, which the Des Moines Area MPO continues to refine.

With MAP-21's new performance measure requirements, the Des Moines Area MPO has placed increased emphasis on data collection and analysis. As MAP-21 rulemaking continues, additional data collection efforts will be likely.

CORRIDOR STUDIES AND MAJOR PROJECTS

The Des Moines Area MPO and its member governments routinely engage in sub-area and corridor studies for both new transportation facilities and improvements to existing facilities. Activities outlined in this UPWP related to long-range planning, data collection and analysis, travel demand modeling, and project programming, among others, help support these studies. Studies of regional significance that are ongoing or anticipated for FY 2016 include the following:

- Iowa Highway 141 Interchange Study – analysis of operational improvements surrounding the Iowa Highway 141 and I-80/35 interchange in Urbandale and Grimes;
- Northwest Transportation Corridor Study – analysis of the need for a new corridor on the northwest side of the metro area from Iowa Highway 415 to the west side of the metropolitan area;
- Hickman Corridor – determine the need for operational and design changes to the Hickman Road corridor west of I-35/80;
- Hickman Road Interchange Operations Study – analysis of reconfiguration of the Hickman Road I-35/80 interchange in Clive to a diverging diamond interchange;
- First Street Interchange Operations Study – analysis of reconfiguration of the First Street I-35 interchange in Ankeny to a diverging diamond interchange;
- US 65/Iowa 5 Interstate Designation – effort to designate the US 65/Iowa 5 corridor between I-80 near Altoona and I-35 near West Des Moines to an interstate;
- Route 60 Alternatives Analysis – planning for a \$25 million Bus Rapid Transit project in Des Moines along University Avenue, 42nd Street, Ingersoll Avenue, and 6th Avenue, and entry into project development phase of FTA New Starts process; and,
- Passenger Rail Service Development – feasibility study and environmental review for intercity rail service between Chicago and Omaha via Des Moines.

TRANSPORTATION LEGISLATION AND FUNDING

The Des Moines Area MPO is charged with providing a forum for its member governments to make decisions on how to use limited funding available for transportation. Legislation at the state and federal level affects the amount and type of funding available to the Des Moines Area MPO and its member governments, as well as the planning requirements that must be followed in order to use this funding. In 2012, Congress passed a new federal transportation bill, MAP-21. MAP-21 requires that MPOs implement a performance-based planning process when making decisions on transportation investments. Failure to meet established performance targets, which will be set with by MPOs in consultation with state DOTs, could lead to decreased federal funding. As MAP-21 regulations are finalized over the next year, and as the successor to MAP-21 is debated in Congress, the Des Moines Area MPO must ensure that it adapts to this performance-based process. *Mobilizing Tomorrow* included performance measures that likely will be required and the Des Moines Area MPO's funding guidelines were adjusted accordingly. However, the Des Moines Area MPO will continue to monitor requirements and make adjustments to review its funding guidelines as necessary.

The Des Moines Area MPO must also stay abreast of state and federal transportation funding programs. The national TIGER program is one example of funding available to the Des Moines Area MPO and its member governments for transportation improvements. Because these funding opportunities are limited, the Des Moines Area MPO must work to ensure any projects that are submitted for applications are of the highest priority to the region, are justified through sound planning practices, and are included or amended into the Des Moines Area MPO's long-range transportation plan and Transportation Improvement Program.

Planning Activities

This section details the planning activities that the Des Moines Area MPO will be involved in throughout FY 2016. There are seven main work tasks, each of which corresponds to a Mobilizing Tomorrow goal, one of the eight planning factors, or a federal planning requirement. **Figure 4** below summarizes these relationships. An eighth task is included to reflect the staff support the Des Moines Area MPO does on for CIRTPA each year.

		Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7	Task 8
		Long-Range Planning	Multimodal Planning	Public Involvement	Integrated Planning	Funding	Technical Support and Services	Program Administration	CIRTPA
Mobilizing Tomorrow Goals	Manage and optimize transportation infrastructure and services	X				X	X	X	
	Enhance multimodal transportation options		X			X	X	X	
	Improve the region's environmental health				X	X	X	X	
	Further the health, safety, and well-being of all residents in the region	X	X	X	X	X	X	X	
MAP-21 Planning Factors	Support economic vitality	X				X	X	X	
	Increase safety of the transportation system	X				X	X	X	
	Increase the security of the transportation system	X			X	X	X	X	
	Increase the accessibility and mobility of people and for freight		X			X	X	X	
	Protect and enhance the environment and promote conservation				X	X	X	X	
	Enhance the integration and connectivity of the system across and between modes		X			X	X	X	
	Promote efficient system management and operations	X				X	X	X	
	Emphasize the preservation of the existing transportation system	X				X	X	X	
MPO Requirements	Long-Range Transportation plan	X					X	X	
	Transportation Improvement Program					X		X	
	Unified Planning Work Program							X	
	Public Participation Plan			X				X	
	Passenger Transportation Plan		X				X	X	
	Congestion Management Process	X					X	X	
	Award Federal Funding					X		X	
	Decision Making Structure							X	

FIGURE 4 Des Moines Area MPO Activities and Requirements

Task 1: Long-Range Planning

Objective: Maintain and update a long-range transportation plan that reflects the region's vision and goals, is supported with best practices and the latest available data, and it financially constrained. Manage and optimize transportation infrastructure and services.

Cost Summary

Personnel Costs	Other Direct Costs	Indirect Costs	Total Costs	Staff Hours
\$132,814	\$0	\$70,986	\$203,799	2,303

FY 2015 Accomplishments

- Finalized and approved *Mobilizing Tomorrow*
- Began developing monthly reports analyzing performance measure data
- Provided support for transportation system improvements (IJRs and corridor studies)
- Participated in the Iowa DOT-led Traffic Incident Management Plan

Anticipated FY 2016 Work Products

- Congestion Management Process document
- ITS Architecture
- Monthly performance measure reports on congestion, system maintenance, miles traveled
- *Mobilizing Tomorrow* amendments, as needed
- *Traffic Incident Management Plan*

Schedule of Activities

Description	1st Quarter (July-Sept)	2nd Quarter (Oct-Dec)	3rd Quarter (Jan-Mar)	4th Quarter (Apr-June)
Monitor growth projections	X	X	X	X
Review and analyze data related to identified performance measures	X	X	X	X
Amend <i>Mobilizing Tomorrow</i> , as needed	X	X	X	X
Update the Congestion Management process to reflect goals, performance measures, and strategies included in <i>Mobilizing Tomorrow</i>	X	X	X	
Develop an ITS Architecture for the region	X	X	X	
Coordinate with the Iowa DOT on the completion of a Traffic Incident Management Plan for the region	X	X		

Task 2: Multimodal Planning

Objective: Provide support to expand multimodal transportation options in the region to increase the mobility of people and freight.

Cost Summary - MPO

Personnel Costs	Other Direct Costs	Indirect Costs	Total Costs	Staff Hours
\$118,018	\$113,750	\$63,078	\$294,846	2,255

Cost Summary - DART

Personnel Costs	Other Direct Costs	Indirect Costs	Total Costs	Staff Hours
\$0	\$350,000	\$0	\$350,000	0

FY 2015 Accomplishments

- Updated bicycle and pedestrian facilities inventory map
- Trail counting summary report;
- Trail smartphone application
- Developed an on-street bicycle facility feasibility study
- Promoted best practices in bicycle and pedestrian facility design
- Educated membership on issues such as protected bike lanes;
- Approved the *Des Moines Rail Port Feasibility Study*
- Updated freight impedances map
- Supported the TAG and human service/transportation coordination efforts
- Approved the Ames to Des Moines corridor analysis
- Launched Transportation Management Association (TMA) activities, such as Smart Trips

Anticipated FY 2016 Work Products

- Safe Routes to Schools plans
- Summary of Smart Trips pilot project
- Passenger Transportation Plan update, if needed
- Monthly performance measure reports on multimodal issues
- TMA marketing strategy

Schedule of Activities

Description	1st	2nd	3rd	4th
	Quarter (July-Sept)	Quarter (Oct-Dec)	Quarter (Jan-Mar)	Quarter (Apr-June)
Work with member communities, as requested, on expanding on-street bicycle facilities	X	X	X	X
Work with member communities to implement best practices identified in <i>Mobilizing Tomorrow</i>	X	X	X	X
Work with DART to plan and fund transit services, particularly the Bus Rapid Transit project on Route 60	X	X		
Coordinate with the City of Des Moines on development of a transload facility in Des Moines	X	X		
Continue to work with the TAG to identify transportation issues for traditionally underserved populations	X	X	X	X
Work with freight stakeholders and CyBiz to evaluate the feasibility of container coordination tools	X	X		
Engage school districts in Safe Routes to Schools plans	X	X	X	X
Work with alternative transportation stakeholders to market services as part of the TMA	X	X	X	X
Transit services planning (DART)	X	X	X	X

Multimodal Planning Projects and Costs of Note

Freight Container Coordination Project

In Iowa, much of the freight that is imported by container is returned empty to its origin terminal or depot, known as deadhead trip. Likewise, companies wishing to export goods by container must deadhead an empty container to a location where it can be loaded and shipped back out. The potential exists to reduce deadhead in Iowa by reviewing publicly available data and making it easy to access so that exporting companies can find available containers and reduce inefficient deadhead miles. The majority of container information is already publically available because companies must report shipping information to the federal government. However, much of this information is decentralized and must be accessed through various departmental sites.

The Des Moines Area MPO is partnering with the Iowa State University's College of Business CyBiz Lab, which allows businesses, startups, and non-profits to use cross-functional teams of students to work on business and organizational projects. The objective of this project is to provide the information necessary to Iowa exporters so that deadhead miles in Iowa are drastically reduced. Deliverables for the project are in two parts. Part 1 is the identification of relevant freight data which has been reduced to only the necessary information. Part 2 is the creation of a website/online portal where interested parties can go to review up-to-date container data. The scope of the project will be to focus on container freight being delivered in Iowa. The estimated project cost is \$20,000, which will be used to hire CyBiz Lab for the project.

Transportation Management Association Activities

The Transportation Management Association (TMA) helps advocate alternative transportation options to residents and employers with the goal of reducing single occupant commutes. In 2014, the Des Moines Area MPO took over TMA activities from the Downtown Community Alliance. The Des Moines Area MPO traditionally funds TMA activities with \$95,000 in Surface Transportation Program (STP) funds. Efforts from organizations like the Des Moines Area Regional Transit Authority (DART) are also included as part of the TMA activities and provide the local support to match the STP funds.

In FY 2015, the Des Moines Area MPO launched a pilot program of SmartTrips, a program to promote alternative transportation options to new residents in the area. The Des Moines Area MPO also engaged businesses in education and outreach of commuting options for their employees, as well as worked with organizers of major events to market alternative transportation options to event attendees. These work activities will continue in FY 2016.

The estimated cost of the TMA program is \$118,750, allocated as follows:

- \$23,750 in in-kind services from DART for ongoing advertising
- \$25,000 in staff costs (approximately 320 hours)
- \$70,000 in other direct costs
 - Sponsorship of events like Bike Month
 - Funding of programs such as SmartTrips
 - Educational/training events
 - Marketing of alternative transportation options in the region

Transit Services Planning (DART)

DART plans to hire a consultant to collect and analyze route performance data with recommendations for system improvements and updates to the DART Forward plan. The estimated cost of this project is \$350,000.

Task 3: Public Involvement

Objective: Engage the public, the media, and other stakeholders in the Des Moines Area MPO's planning process.

Cost Summary

Personnel Costs	Other Direct Costs	Indirect Costs	Total Costs	Staff Hours
\$92,901	\$22,250	\$50,653	\$165,805	1,603

FY 2015 Accomplishments

- Hired a Communications Manager
- Updated the Des Moines Area MPO website
- Publish press releases and public notices
- Hosted public input meetings
- Engaged news media in activities
- Published periodic reports on performance measures and other topics
- Hosted guest lecturers as part of a speakers series

Anticipated FY 2016 Work Products

- Updated Public Participation Plan, if necessary
- Press releases, public notices, and newsletters, as needed
- Fiscal Year 2015 Annual Report
- Updated website
- Updated web maps
- Updated social media
- Speaker events
- Environmental education series
- Expanding Title VI documentation to address FTA Title VI program requirements

Schedule of Activities

Description	1st Quarter (July-Sept)	2nd Quarter (Oct-Dec)	3rd Quarter (Jan-Mar)	4th Quarter (Apr-June)
Update the Des Moines Area MPO website	X	X	X	X
Monitor and update social media	X	X	X	X
Publish press releases and public notices	X	X	X	X
Host public input meetings	X	X	X	X
Engage news media in activities	X	X	X	X
Publish periodic reports on performance measures and other topics	X	X	X	X
Host guest lecturers as part of a speaker series	X	X	X	X
Update public participation plan to reflect new engagement activities	X	X	X	X
Conduct environmental education outreach	X	X	X	X
Develop strategic communications to member governments, public, and media	X	X	X	X

Public Involvement Projects and Costs of Note

Speaker Series

The Des Moines Area MPO plans to continue its speaker series, which initial debuted as part of The Tomorrow Plan development, due to positive feedback from member communities and the public. A \$15,000 budget is estimated, which will be used to help with speaker fees and travel

costs. The Des Moines Area MPO will partner with other organizations whenever possible to help co-sponsor speaker events and offset costs.

Environmental Education

Iowa State University is seeking an Environmental Protection Agency grant to be used for locally-focused environmental education projects. If awarded, Iowa State University intends to provide a sub-grant to the Des Moines Area MPO in the amount of \$7,250 to assist with environmental programs in central Iowa. Grant funds would be used for advertising, facility and equipment rental, consumables, staff time, and travel.

Task 4: Integrated Planning

Objective: Integrate land use, environmental protection, public health, social justice, and other related factors into the planning process to ensure the successful implementation *Mobilizing Tomorrow*, promote the adoption of best practices, and understand the impact various factors have on transportation.

Cost Summary

Personnel Costs	Other Direct Costs	Indirect Costs	Total Costs	Staff Hours
\$154,868	\$55,000	\$82,773	\$292,641	3,001

FY 2015 Accomplishments

- Created a natural systems inventory map that identifies sensitive environmental areas
- Created the Environmental Roundtable to bring environmental stakeholders into the planning process
- Developed green streets policy for member communities to consider
- Explored issues related to development and constructing transportation facilities in flood-prone areas
- Participated in three watershed management authorities
- Led development of the Walnut Creek Watershed Management Authority and received state funding for a watershed assessment
- Partnered with the IDNR to begin water trails planning
- Introduced a social justice lens in work products
- Staff training in health impact assessments
- Drafted sample complete streets policies
- Conducted an audit of SUDAS and made recommendations to improve multimodal considerations
- Received a grant from the WellMark Foundation to promote complete street polices
- Reviewed development proposals, as requested
- Provided guidance and information for comprehensive plans, as requested

Anticipated FY 2016 Work Products

- Updated natural areas map
- Best practice policies
- Watershed Management Authority-related work products
- Water trails existing conditions report
- Health impact assessments
- Complete Street model policies
- Transit Oriented Development model code
- Corridor redevelopment best practices report
- Monthly performance measure report on growth and development

Schedule of Activities

Description	1st Quarter (July-Sept)	2nd Quarter (Oct-Dec)	3rd Quarter (Jan-Mar)	4th Quarter (Apr-June)
Refine and expand the natural areas map to identify critical land to preserve	X			
Continue promoting best planning practices	X	X	X	X
Continue participation in watershed management	X	X	X	X
Conduct visioning and existing conditions inventory for the water trails planning effort	X	X		
Update social justice degrees of disadvantaged areas, as needed			X	
Conduct health impact assessments on projects/plans	X	X	X	X
Develop complete streets model policies	X			
Work with member communities and other stakeholders to	X	X		

Description	1st Quarter (July-Sept)	2nd Quarter (Oct-Dec)	3rd Quarter (Jan-Mar)	4th Quarter (Apr-June)
review and update roadway design standards				
Work with the City of Des Moines on a Transit Oriented Development code and help share the code with others			X	X
Review corridor studies for best practices		X		
Conduct development impact assessments, as needed	X	X	X	X
Conduct development reviews, as requested	X	X	X	X
Continue to assist member communities with comprehensive plans, as requested	X	X	X	X
Work with the regional service providers and utility providers to coordinate utility and transportation projects	X	X	X	X

Integrated Planning Projects and Costs of Note

Water Trails

The Iowa Department of Natural Resources has contracted with the Des Moines Area MPO to develop collaborative regional plan for water trails and adjoining greenways in the metropolitan area. The plan is intended to help improve recreation, enhance conservation, and improve quality of life for residents. In FY 2016, the project will include existing conditions data collection and summary report by December 2015, a visioning and goals setting process to be completed by February 2016, and a draft plan by June 2016. A related Walnut Woods & Associated Quarries Concept Plan will be contracted, scheduled for completion by November 2015. The total contract is for \$150,000. Of this, \$130,000 is estimated to be used in FY 2016, with \$75,000 in staff costs and \$55,000 in consulting services.

Complete Streets

In FY 2015, the Des Moines Area MPO received a \$75,000 from the Wellmark Foundation's Matching Assets to Community Health (MATCH) program to carry out Complete Streets policy development and tactical starts. The program requires a match, which the Des Moines MPO staff will support through its existing work program. The Des Moines Area MPO matching funds will be used to support planning analysis and policy development, and is included as part of Task 4-Integrated Planning. The \$75,000 grant award will be used to implement one-time quick start grants of Complete Streets projects for communities wishing to advance this initiative.

Watershed Management Authority Support

The Des Moines Area MPO staff will continue to support coordination of the Walnut Creek Watershed Management Authority (WMA). Other member communities have requested assistance establishing WMAs as well. Approximately \$35,600 has been budgeted within Task 4 to assist with WMA-related efforts.

Task 5: Funding

Objective: Award transportation funding and develop, monitor, and maintain the Transportation Improvement Program.

Cost Summary

Personnel Costs	Other Direct Costs	Indirect Costs	Total Costs	Staff Hours
\$89,303	\$0	\$47,730	\$137,034	1,627

FY 2015 Accomplishments

- Updated the STP Funding Guidelines to better align with *Mobilizing Tomorrow*
- Solicited, scored, and awarded FFY 2019 STP and TAP funding
- Developed and approved the *FFY 2015-2018 Transportation Improvement Program*, as necessary
- Amended the *FFY 2015-2018 Transportation Improvement Program*, as necessary
- Began development of the *FFY 2016-2019 Transportation Improvement Program*
- Offered letters of support for various grant programs such as RISE and ICAAP funds
- Developed a Funding Task Force to explore opportunities for additional transportation funding
- Educated member communities on state and federal legislation that impact transportation funding
- Solicited updates for the priority transportation project list for the Greater Des Moines Partnership's Policy Book

Anticipated FY 2016 Work Products

- FFY 2020 STP and TAP application materials
- FFY 2020 STP and TAP awards summaries
- *FFY 2017-2020 Transportation Improvement Program*
- *FFY 2017-2020 Transportation Capital Improvement Program*
- Priority Project list for the Greater Des Moines Partnership's 2016 Policy Book

Schedule of Activities

Description	1st Quarter (July-Sept)	2nd Quarter (Oct-Dec)	3rd Quarter (Jan-Mar)	4th Quarter (Apr-June)
Review and update STP Funding Guidelines, as needed	X			
Solicit, score, and award FFY 2020 STP and TAP funding		X	X	
Finalize and approve the <i>FFY 2016-2019 Transportation Improvement Program</i>			X	X
Develop and approve the <i>FFY 2016-2019 Transportation Capital Improvement Program</i> that lists non-federally funded projects				X
Offer letters of support for funding programs	X	X	X	X
Work with member communities on future TIGER applications	X			X
Solicit updates for the priority transportation project list for the Greater Des Moines Partnership's Policy Book		X	X	

Task 6: Technical Support and Services

Objective: Support planning activities with data collection and analysis, mapping, technical writing, and modeling.

Cost Summary

Personnel Costs	Other Direct Costs	Indirect Costs	Total Costs	Staff Hours
\$81,345	\$35,000	\$43,477	\$159,822	1,876

FY 2015 Accomplishments

- Conducted data collection and analysis related to transportation performance measures
- Developed interactive maps to convey data to members and the public
- Update the regional travel demand model
- Developed maps
- Updated Federal Functional Classification System maps

Anticipated FY 2016 Work Products

- Maps
- Data analysis reports
- Travel demand model
- GIS database
- Web map portal on website
- Community-level data and analysis for member governments
- Updated Federal Functional Classification System maps

Schedule of Activities

Description	1st Quarter (July-Sept)	2nd Quarter (Oct-Dec)	3rd Quarter (Jan-Mar)	4th Quarter (Apr-June)
Continue to conduct data collection analysis related to performance measures	X	X	X	X
Update and improve interactive mapping capabilities	X	X	X	X
Continue to update the regional travel demand model	X	X	X	X
Update REMI, census, and other socioeconomic data as it becomes available	X	X	X	X
Participate in the 2016 National Household Travel Survey Add-On program	X	X		
Continue to update Federal Functional Classification System maps	X			

Technical Support & Services Projects and Costs of Note

Travel Demand Modeling

The Des Moines Area MPO develops and maintains a regional travel demand model. This model is critical in forecasting future transportation demand, evaluating alternative scenarios, and analyzing travel data. In FY 2015, the Des Moines Area MPO retained consultant services to help update the travel demand model. In FY 2016, the Des Moines Area MPO will continue working with its consultant to update the model, and also will call on the consultant as needed to perform technical model-related work. The estimated travel demand model consultant budget is \$35,000.

Community Planning Assistance

The Des Moines Area MPO staff offers community planning assistance to local governments and other organizations in the planning area. The following menu of services describes types of assistance offered along with fees.

Menu of Services

Service	Description	Fee
Map Making		
36" x 36" map with existing data	MPO staff prints map already on file	\$15/map
36" x 36" with new data	MPO staff must prepare a map with new data; fee reflects printing cost and map preparation time	\$50/hour + \$15/map
Develop new map (no printing)	Fee reflects map preparation time	\$50/hour
Grant Services		
Grant writing	MPO staff prepares grant application	\$65/hour
Grant administration	MPO staff administers grant award, files reports required by funding agency, and so forth	5-10% of grant award
Planning Assistance	MPO staff available to MPO member governments and non-member agencies for activities beyond the FY 2016 UPWP scope	\$65/hour

Task 7: Program Administration

Objective: Support ongoing regional planning activities by offering professional staff services and committee support, administering the work program and budget, and execute agreements with partner agencies.

Cost Summary

Personnel Costs	Other Direct Costs	Indirect Costs	Total Costs	Staff Hours
\$190,282	\$0	\$111,701	\$301,984	3,456

FY 2015 Accomplishments

- Amended and revised, as necessary, the FY 2015 UPWP
- Completed and approved the FY 2016 UPWP
- Prepared monthly reimbursement requests to the Iowa DOT
- Prepared agendas and materials for committees, roundtables, and working groups
- Assisted representatives, as needed
- Provided staff support for meetings and other activities
- Monitored federal requirements
- Provided general administrative staff support
- Processed purchase orders, accounts payable, and accounts receivable
- Handled benefits administration for staff
- Administered checking and savings accounts
- Complied with state laws regarding agenda publications, public notices, and so forth
- Filed regular lobbyists reports, as needed
- Processed insurance renewals
- Performed staff evaluations
- Hired staff, as needed
- Completed annual audit
- Executed funding agreements with the Iowa DOT, CIRTPA, and other partner agencies
- Purchased office equipment
- Collaborated with various vendors
- Maintained office IT network

Anticipated FY 2016 Work Products

- Meeting agendas and materials
- FY 2017 UPWP
- FY 2015 Audit
- Progress reports
- Financial statements
- Staff evaluations
- Required state and federal forms for employees
- Funding agreements with the Iowa DOT, CIRTPA, IDNR, and other entities, as needed
- Minor equipment purchases (under \$5,000)

Schedule of Activities

Description	1st Quarter (July-Sept)	2nd Quarter (Oct-Dec)	3rd Quarter (Jan-Mar)	4th Quarter (Apr-June)
Amend the FY 2016 UPWP, as needed	X	X	X	X
Complete and approve the FY 2017 UPWP			X	X
Prepare monthly reimbursement requests to the Iowa DOT	X	X	X	X
Prepare agendas and materials for committees, roundtables, and working groups	X	X	X	X
Assist representatives, as needed	X	X	X	X
Provide staff support for meetings and other activities	X	X	X	X
Monitor federal requirements	X	X	X	X
Provide general administrative staff support	X	X	X	X
Process purchase orders, accounts payable, and accounts receivable	X	X	X	X
Handle benefits administration for staff	X	X	X	X
Administer checking and savings accounts	X	X	X	X
Comply with state laws regarding agenda publications, public notices, and so forth	X	X	X	X
File regular lobbyists reports, as needed	X	X	X	X
Process insurance renewals	X	X	X	X
Perform staff evaluations				X
Hire staff, as needed	X	X	X	X
Complete annual audit			X	
Execute funding agreements with the Iowa DOT, CIRTPA, and other partner agencies				X
Purchase office equipment	X	X	X	X
Collaborate with various vendors	X	X	X	X
Maintain office IT network	X	X	X	X

Task 8: Central Iowa Regional Transportation Planning Alliance (CIRTPA)

Objective: Provide staffing assistance to CIRTPA via contract with the Des Moines Area MPO. Please see the CIRTPA's *Fiscal Year 2016 Unified Planning Work Program* and Budget for a full list of work activities.

Cost Summary

Personnel Costs	Other Direct Costs	Indirect Costs	Total Costs	Staff Hours
\$51,107	\$0	\$24,462	\$75,569	1,079

Schedule of Activities

Description	1st Quarter (July-Sept)	2nd Quarter (Oct-Dec)	3rd Quarter (Jan-Mar)	4th Quarter (Apr-June)
See CIRTPA's FY 2016 UPWP	X	X	X	X

Budget and Cost Allocation Plan

The Des Moines Area MPO develops and submits a Cost Allocation Plan (CAP) to the Iowa DOT during the development of the fiscal year budget. The CAP is the basis of assigning costs equitably to all work program elements during the fiscal year. Under the CAP, the total costs assigned to each work program element are comprised of both direct and indirect costs. All direct and indirect costs are further identified by personnel and non-personnel costs.

GENERAL ACCOUNTING POLICIES

This budget is to cover the period beginning July 1, 2015, and ending June 30, 2016. The Des Moines Area MPO's basis of accounting is a modified accrual basis.

The CAP addresses all elements of cost incurred by the Des Moines Area MPO and identifies shared costs that require allocation. The Des Moines Area MPO treats all personnel expenses as direct costs, and all general expenses as indirect costs. Therefore, a simplified allocation method has been used in allocating the indirect costs. The Des Moines area MPO maintains adequate internal controls to insure that no cost is charged both directly and indirectly to federal contracts or grants.

Each work element in the Des Moines Area MPO's work program is charged for direct personnel costs and for a proportion of the indirect costs for each work element.

REVENUE

The Des Moines Area MPO's funds are generated through two primary sources: federal planning funds and local per capita assessments. The Des Moines Area MPO receives an annual allocation of federal planning funds, in the form of a federal grant, to complete the functions of an MPO as defined in 23 CFR.

Federal grants are eligible to cover up to 80-percent of the total costs, requiring the remaining 20-percent to be non-federal, matching funds. The Des Moines Area MPO assesses each of the MPO member governments in order to generate the match funds on a per capita basis.

The Des Moines Area MPO is also eligible to apply for various grants through a variety of different organizations. For example, in 2010 the Des Moines Area MPO has received federal funding administered through the US Department of Housing and Urban Development, and in 2014 the Des Moines Area MPO received funding from the WellMark Foundation.

Table 1. Fiscal Year 2016 Funding Sources Available

	Amount	Percent of Total
Federal DOT Funds		
Federal Highway Administration (FHWA – NEW)	\$666,767	37
Federal Transit Administration (FTA 5303 NEW)	\$122,520	7
Surface Transportation Program (STP – NEW)	\$95,000	5
FHWA – Carryover	\$184,245	10
FTA – Carryover	\$0	0
STP – Carryover	\$0	0
Federal DOT Funds Subtotal	\$1,068,532	60
Non-DOT Funds		
Member Government Assessments	\$479,139	27
Iowa Department of Natural Resources Grant	\$130,000	7
CIRTPA Contract	\$75,569	4
Iowa State University EPA Award Sub-grant (if awarded)	\$7,250	0
In-Kind TMA Activities (DART and Urban Land Institute)	\$23,750	1
Non-DOT Funds Subtotal	\$715,708	40
TOTAL	\$1,784,240	100

Table 2. Member Government Assessments

Member	Assessed Population	TOTAL \$1.00
Altoona	14,541	\$14,541
Ankeny	45,582	\$45,582
Bondurant	3,860	\$3,860
Carlisle	3,876	\$3,876
Clive	15,447	\$15,447
Cumming	0	\$0
Dallas County	2,172	\$2,172
DART	0	\$0
Des Moines	203,433	\$203,433
Grimes	8,246	\$8,246
Indianola	0	\$0
Johnston	17,278	\$17,278
Madison County	0	\$0
Mitchellville	2,254	\$2,254
Norwalk	8,945	\$8,945
Pleasant Hill	8,785	\$8,785
Polk City	3,418	\$3,418
Polk County	22,443	\$22,443
Urbandale	39,463	\$39,463
Van Meter	0	\$0
Warren County	4,137	\$4,137
Waukee	13,790	\$13,790
West Des Moines	56,609	\$56,609
Windsor Heights	4,860	\$4,860
TOTAL	479,139	\$479,139

EXPENSES AND DESCRIPTION OF COST ALLOCATION METHODOLOGY

Each work element in the MPO's work program is charged for direct personnel costs and for a proportion of the indirect costs for the month.

Salaries and Wages

- **Direct Costs** – all Des Moines Area MPO employees directly charge their salary costs, as the work performed is identifiable to a specific work program element. The charges are supported by auditable time sheet reports that reflect the actual activities and hours of each employee.
- **Indirect Costs** – no employees charge their salary costs indirectly.
- **Mixed Charges** – no employees charge their salary costs to both direct and indirect activities.
- **Paid Leave (vacation, sick leave, holiday pay, etc.)** – is treated as a fringe benefit and not directly charged to programs when earned or taken.

Fringe Benefits

The Des Moines Area MPO's fringe benefits include non-salary, out of pocket employee expenses, including:

- Health care costs;
- Insurance and disability costs;
- Car allowance, longevity, deferred compensation, alternative transportation costs, education reimbursement, and professional membership dues;
- Paid leave (sick, vacation, holiday, etc.) and,
- Federal Insurance Tax (FICA), Federal Unemployment Tax (FUTA), and Iowa Public Employees' Retirement System (IPERS).

The MPO's accounting system tracks fringe benefit costs by individual employee and charges those costs, in the form of a fringe rate, directly to a work program element in the same manner as salary and wages. Paid leave (sick, vacation, holiday, etc.) are considered fringe benefit costs. Table 1 is a summary of employee benefits, and includes the established fringe rate.

Table 3. Summary of Employee Benefits

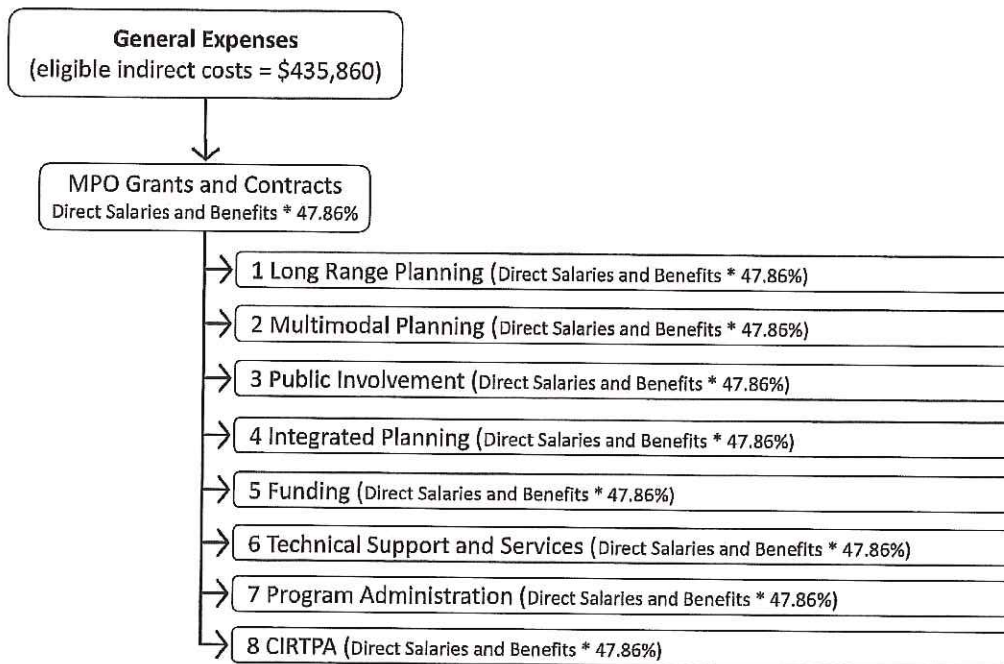
Category	Amount
Annual Leave Earned (80 or 120 hours per employee)	\$27,343
Annual Sick Leave Earned (96 hours per employee)	\$26,878
Annual Holiday Earned (88 hours per employee)	\$24,638
Personal Days Earned (24 hours per employee)	\$6,719
Subtotal	\$85,578
Health	\$147,530
Dental	\$10,434
Vision	\$2,190
Employee Assistance Program	\$500
Insurance	\$1,271
Disability	\$5,330
Subtotal	\$167,255
Car Allowance (\$500 per month)	\$6,000
Longevity	\$1,800
Education (\$1500 per employee)	\$4,500
Deferred Compensation (5% of annual salary)	\$30,517
DART Unlimited Access (flat fee)	\$1,500
Membership Dues (\$400 per employee)	\$3,600
Subtotal	\$47,917
FICA	\$45,011
FUTA	\$504
IPERS	\$52,204
Subtotal	\$97,719
TOTAL FRINGE BENEFITS	\$398,469
Allocation Base:	
Total Salaries	\$584,588
Less: Annual Paid Leave	\$85,578
Chargeable Salaries	\$499,010
Employee Fringe Benefit Rate	
Fringe Benefits	\$398,469
Allocation Base	\$499,010
FRINGE RATE	79.85%

General Expenses

The Des Moines Area MPO's general expenses are treated as indirect costs and pooled. Actual general expense costs are summarized each month and used to calculate an indirect rate. The costs are then charged to each work element in the Des Moines Area MPO's work program based on the indirect rate. General expense categories include:

- Rent
- Attorney
- Audit
- Dues/Memberships
- Computers/Software
- IT Network Services
- Website
- Equipment
- Copier Lease
- Reproduction
- Insurance
- Maintenance
- Office Supplies
- Postage
- Publications (subscriptions)
- Telephone
- Travel
- Advertising (official publications)
- Registrations
- Food
- Parking
- Mileage
- Meeting Rooms
- Payroll
- Lobbying

Not all general expense categories are deemed allowable federal costs. The Des Moines Area MPO has determined that only a portion of the Computer/Software costs and advertising costs are allowable costs. In addition, the Des Moines Area MPO has determined that Equipment and Lobbying costs are non-allowable federal costs, and will not charge these costs to a grant or contract.



Other Direct Costs

The FY 2016 budget includes other direct, non-personnel costs for specific work activities. These costs include:

- Continuing an on-call consultant contract for Travel Demand Model support (\$35,000)
- Transportation Management Association activities (\$93,750)
- Consultant services for portions of the Iowa DNR Water Trails project (\$55,000)
- Contracting with CyBiz Lab at Iowa State University for a container coordination project (\$20,000)
- Speaker series budget for speaking fees and travel accommodations (\$15,000)
- Environmental education series sub-grant from Iowa State University (\$7,250)

These other direct costs are not used when determining the indirect cost rate and indirect costs are not applied to these activities.

Table 4. Statement of Projected Total Costs

Budget Category	Total Cost	Ineligible Indirect Costs	Eligible Indirect Costs	Direct Costs	DOT Grants (federal)	DNR Grant (state)	CIRTPA (contract)	Local
Salaries	\$499,010	\$0	\$0	\$499,010	\$444,615	\$26,710	\$27,685	\$0
Wages	\$13,160	\$0	\$0	\$13,160	\$11,005	\$839	\$1,316	\$0
Fringe Benefits (79.85%)	\$398,469	\$0	\$0	\$398,469	\$355,034	\$21,328	\$22,107	\$0
Total Personnel Costs	\$910,639	\$0	\$0	\$910,639	\$810,655	\$48,877	\$51,107	\$0
Rent	\$112,400	\$0	\$112,400	\$0	\$97,252	\$7,405	\$7,743	\$0
Attorney	\$68,750	\$0	\$68,750	\$0	\$68,750	\$0	\$0	\$0
Audit	\$12,000	\$0	\$12,000	\$0	\$12,000	\$0	\$0	\$0
Dues/Memberships	\$12,000	\$0	\$12,000	\$0	\$10,382	\$791	\$827	\$0
Computers/Software	\$82,700	\$20,000	\$62,700	\$0	\$54,250	\$4,131	\$4,319	\$20,000
IT Network Services (ANT)	\$20,000	\$0	\$20,000	\$0	\$17,304	\$1,318	\$1,378	\$0
ISP (Alliance)	\$4,800	\$0	\$4,800	\$0	\$4,153	\$316	\$331	\$0
Website (NetIns)	\$2,000	\$0	\$2,000	\$0	\$1,730	\$132	\$138	\$0
Equipment	\$28,000	\$28,000	\$0	\$0	\$0	\$0	\$0	\$28,000
Reproduction	\$14,000	\$0	\$14,000	\$0	\$12,114	\$922	\$964	\$0
Copier Lease	\$22,000	\$0	\$22,000	\$0	\$19,036	\$1,449	\$1,515	\$0
Insurance	\$11,000	\$0	\$11,000	\$0	\$9,517	\$725	\$758	\$0
Maintenance	\$2,000	\$0	\$2,000	\$0	\$1,730	\$132	\$138	\$0
Office Supplies	\$12,200	\$0	\$12,200	\$0	\$10,556	\$804	\$840	\$0
Postage	\$7,000	\$0	\$7,000	\$0	\$6,057	\$461	\$482	\$0
Postage Lease	\$2,000	\$0	\$2,000	\$0	\$1,730	\$132	\$138	\$0
Publications	\$2,000	\$0	\$2,000	\$0	\$1,730	\$132	\$138	\$0
Telephone	\$2,500	\$0	\$2,500	\$0	\$2,163	\$165	\$172	\$0
Travel	\$30,000	\$0	\$30,000	\$0	\$25,957	\$1,976	\$2,067	\$0
Advertising	\$10,000	\$1,000	\$9,000	\$0	\$7,787	\$593	\$620	\$1,000
Registrations	\$10,000	\$0	\$10,000	\$0	\$8,652	\$659	\$689	\$0
Food	\$6,000	\$0	\$6,000	\$0	\$5,192	\$395	\$413	\$0
Parking	\$4,000	\$0	\$4,000	\$0	\$3,460	\$264	\$276	\$0
Mileage	\$3,500	\$0	\$3,500	\$0	\$3,028	\$231	\$241	\$0
Meeting Rooms	\$500	\$0	\$500	\$0	\$433	\$33	\$34	\$0
Payroll	\$3,510	\$0	\$3,510	\$0	\$3,037	\$231	\$242	\$0
Lobbying	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
Travel Demand Model - On Call Consultant	\$35,000	\$0	\$0	\$35,000	\$35,000	\$0	\$0	\$0
TMA Activities	\$93,750	\$0	\$0	\$93,750	\$70,000	\$0	\$0	\$23,750
ISU EPA Award Sub-Grant	\$7,250	\$0	\$0	\$7,250	\$0	\$0	\$0	\$7,250
Speaker Series	\$15,000	\$0	\$0	\$15,000	\$15,000	\$0	\$0	\$0
CyBiz Freight Project	\$20,000	\$0	\$0	\$20,000	\$20,000	\$0	\$0	\$0
Water Trails Consultants	\$55,000	\$0	\$0	\$55,000	\$0	\$55,000	\$0	\$0
Total Non-Personnel Costs	\$720,860	\$59,000	\$435,860	\$226,000	\$528,000	\$78,397	\$24,462	\$90,000
TOTAL	\$1,631,499	\$59,000	\$435,860	\$1,136,639	\$1,338,655	\$127,274	\$75,569	\$90,000

The following table, Table 3, identifies the methodology used for projecting the annual indirect cost rate for purposes of developing the upcoming fiscal year's budget. As previously noted, the Des Moines Area MPO will calculate and adjust this indirect cost rate monthly to reflect both the incurred indirect costs and the incurred total direct salaries, wages, and fringe benefit costs for that specific month.

Table 5. Indirect Cost Rate Calculation

Eligible Indirect Costs	\$435,860
Total Direct Salaries, Wages, and Fringe Benefits	<u>\$910,639</u>
<i>Salaries</i>	<i>\$499,010</i>
<i>Wages</i>	<i>\$13,160</i>
<i>Fringe Benefits</i>	<i>\$398,469</i>
INDIRECT RATE	47.86%

Table 6. Distribution of Projected Costs (simplified allocation method)

	Total Program	DOT	DNR	CIRTPA
Allocation Base	\$910,639	\$810,655	\$48,877	\$51,107
Times Indirect Rate	47.86%	47.86%	47.86%	47.86%
Equals Allocable Share of Indirect Costs	\$435,860	\$388,005	\$23,394	\$24,462

Table 7. Summary of Projected Work Program Costs and Hours

Work Element	Total Costs	Direct Costs		Indirect Costs		Hours
		personnel	non-personnel	eligible	non-eligible	
1 Long-Range Planning	\$203,799	\$132,814	\$0	\$63,569	\$7,417	2,303
2 Multimodal Planning	\$294,846	\$118,018	\$113,750	\$56,487	\$6,591	2,255
3 Public Involvement	\$165,805	\$92,901	\$22,250	\$44,465	\$6,188	1,603
4 Integrated Planning	\$292,641	\$154,868	\$55,000	\$74,125	\$8,649	3,001
5 Funding	\$137,034	\$89,303	\$0	\$42,743	\$4,987	1,627
6 Technical Support & Services	\$159,822	\$81,345	\$35,000	\$38,934	\$4,543	1,876
7 Program Administration	\$301,984	\$190,282	\$0	\$91,075	\$20,626	3,456
8 CIRTPA	\$75,569	\$51,107	\$0	\$24,462	\$0	1,079
TOTAL	\$1,631,499	\$910,639	\$226,000	\$435,860	\$59,000	17,200

Table 8. Fiscal Year 2016 Budget By Agency

WORK ELEMENT	Des Moines Area Metropolitan Planning Organization (MPO)										Des Moines Area Regional Transit Authority (DART)			
	US DOT Funds						Other Funds/Grants		Local Match (from MPO members)	MPO TOTAL	Federal Funds	Local Funds	DART Total	GRAND TOTAL
	FHWA PL Carryover	FTA 5303 Carryover	FHWA PL New	FTA 5303 New	STP	DOT Total	Amount	Source						
1. Long-Range Planning	\$28,140	\$0	\$101,838	\$18,713.00	\$0	\$148,691	\$0	-	\$55,108	\$203,799	\$0	\$0	\$0	\$203,799
2. Multimodal Planning	\$23,452	\$0	\$84,871	\$15,595	\$95,000	\$218,918	\$23,750	DART (in-kind advertising) and Urban Land Institute (active transportation efforts)	\$52,178	\$294,846	\$280,000	\$70,000	\$350,000	\$644,846
3. Public Involvement	\$21,893	\$0	\$79,229	\$14,559	\$0	\$115,681	\$7,250	Iowa State University EPA Grant Award	\$42,874	\$165,805	\$0	\$0	\$0	\$165,805
4. Integrated Planning	\$28,072	\$0	\$101,590	\$18,667	\$0	\$148,329	\$130,000	Iowa DNR Water Trails Contract	\$14,312	\$292,641	\$0	\$0	\$0	\$292,641
5. Funding	\$18,922	\$0	\$68,476	\$12,583	\$0	\$99,981	\$0	-	\$37,053	\$137,034	\$0	\$0	\$0	\$137,034
6. Technical Support and Services	\$22,068	\$0	\$79,863	\$14,675	\$0	\$116,606	\$0	-	\$43,216	\$159,822	\$0	\$0	\$0	\$159,822
7. Program Administration	\$41,698	\$0	\$150,900	\$27,728	\$0	\$220,326	\$0	-	\$81,658	\$301,984	\$0	\$0	\$0	\$301,984
8. CIRTPA	\$0	\$0	\$0	\$0	\$0	\$0	\$75,569	CIRTPA Contract	\$0	\$75,569	\$0	\$0	\$0	\$75,569
TOTAL FY 2016 BUDGET	\$184,245	\$0	\$666,767	\$122,520	\$95,000	\$1,068,532	\$236,569		\$326,398	\$1,631,499	\$280,000	\$70,000	\$350,000	\$1,981,499

Table 9. Projected Fiscal Year 2016 Balance Summary

Current Balance		
<u>Projected FY 2015 Balance (Fed)</u>	<u>\$0</u>	<u>FY 2015 UPWP Budget Balance Projection</u>
Local Funds - Operating Reserve	\$285,000	3 Month Operational Reserve
Local Funds - Other	\$601,000	Cash Balance
<u>Projected Local Cash Balance</u>	<u>\$886,000</u>	<u>MPO Cash Balance - as of January 1, 2015</u>
TOTAL	\$886,000	
Revenue - FY 2016		
FHWA – NEW	\$666,767	Iowa DOT Correspondence March 2, 2015
FTA 5303 NEW	\$122,520	Iowa DOT Correspondence March 2, 2015
FHWA – Carryover	\$184,245	Iowa DOT Correspondence March 2, 2015
FTA – Carryover	\$0	Iowa DOT Correspondence March 2, 2015
STP – New	\$95,000	Approved by MPO Policy Committee
<u>DOT Funds Subtotal</u>	<u>\$1,068,532</u>	
MPO Per Capita Assessment Income	\$479,139	Planning Area Population (479,139 * \$1.00)
Iowa DNR Grant (Work Element 4)	\$130,000	Water Trails Contract
CIRTPA Contract	\$75,569	CIRTPA Contract
Iowa State University Environmental Education (Task 3)	\$7,250	EPA Award Sub-Grant
TMA Activities (Work Element 2)	\$23,750	DART and Urban Land Institute (In-Kind)
<u>Non-DOT Funds Subtotal</u>	<u>\$715,708</u>	
TOTAL	\$1,784,240	
Costs (Projections) - FY 2016		
DOT Program Cost	\$1,068,532	Work Elements 1 through 7 (only portion of 4)
DNR Program Cost	\$130,000	Portion of Work Element 4
CIRTPA Cost	\$75,569	Work Element 8
TMA Activities Match	\$23,750	Portion of Work Element 2
Iowa State University	\$7,250	Portion of Work Element 3
Local Costs	\$326,398	Work Elements 1 through 7
TOTAL	\$1,631,499	
Surplus/Deficit - FY 2016		
Projected DOT Balance	\$0	<u>Available for Programming</u>
Projected DNR Balance	\$0	
Projected CIRTPA Balance	\$0	
Projected Local Balance	\$152,741	<u>Cash Balance</u>
TOTAL	\$152,741	
Balance (Reserve) - End FY 2016		
Projected Balance (federal)	\$0	<u>Available for Programming</u>
Projected Local Balance - Operating	\$285,000	<u>3 Month Operating Reserve</u>
Projected Local (Other)	\$753,741	<u>Cash Balance</u>
Projected Local Cash Balance	\$1,038,741	
TOTAL	\$1,038,741	

Appendix A: Committee Representation

MPO Policy Committee – Primary Representatives

Tom Hockensmith, Chair

Polk County Supervisor

<i>Representing</i>	<i>Name</i>	<i>Title</i>
City of Altoona	Jeremy Boka	Council Member
City of Altoona	Kyle Mertz	Council Member
City of Ankeny	David Jones	City Manager
City of Ankeny	Gary Lorenz	Mayor
City of Ankeny	Wade Steenhoek	Council Member
City of Bondurant	Mark Arentsen	City Administrator
City of Carlisle	Ruth Randleman	Mayor
City of Clive	John Edwards	Council Member
City of Clive	Ted Weaver	Council Member
City of Cumming+	David Chelsvig	Council Member
City of Des Moines	Chris Coleman	Council Member
City of Des Moines	Skip Moore	Council Member
City of Des Moines	Frank Cownie	Mayor
City of Des Moines	Scott Sanders	City Manager
City of Des Moines	Robert Mahaffey	Council Member
City of Des Moines	Bill Gray	Council Member
City of Des Moines	Joe Gatto	Council Member
City of Des Moines	Larry Hulse	Assistant City Manager
City of Des Moines	Carl Metzger	Deputy City Manager
City of Grimes	Tom Armstrong	Mayor
City of Indianola+	Eric Hanson	City Manager
City of Johnston	Brian Laurenzo	Former Mayor
City of Johnston	Paula Dierenfeld	Mayor
City of Mitchellville	Jeremy Filbert	Mayor
City of Norwalk	Jim Lane	Citizen
City of Pleasant Hill	Sara Kurovski	Mayor
City of Polk City	Gary Mahannah	City Administrator
City of Urbandale	Creighton Cox	Council Member
City of Urbandale	Mike Carver	Council Member
City of Urbandale	Robert Andeweg	Mayor
City of Van Meter+	Jake Anderson	City Manager
City of Waukee	Casey Harvey	Council Member
City of Waukee	Tim Moerman	City Manager
City of West Des Moines	Russ Trimble	Council Member
City of West Des Moines	Steve Gaer	Mayor
City of West Des Moines	Tom Hadden	City Manager
City of Windsor Heights	Charlene Butz	Council Member
Dallas County	Mark Hanson	Board of Supervisors
DART	Elizabeth Presutti	General Manager
DSM++	Kevin Foley	Assistant Director
FHWA++	Tracy Troutner	Iowa Division
FTA++	Mark Bechtel	Region 7
HIRTA++	Julia Castillo	Executive Director
Iowa DOT++	Mike Clayton	District 1 Transportation Planner
Madison County+	Tom Leners	Madison County Development Group
Polk County	Angela Connolly	Board of Supervisors
Warren County	Dean Yordi	Board of Supervisors

+Associate, Non-Voting Member

++Advisory, Non-Voting Member

MPO Policy Committee – Alternative Representatives

Representing	Name	Title
City of Altoona	Skip Conkling	Mayor
City of Altoona	Mike Harmeyer	Council Member
City of Ankeny	Mark Holm	Council Member
City of Ankeny	Vacant	-
City of Ankeny	Paul Moritz	Assistant City Manager
City of Bondurant	Keith Ryan	Mayor
City of Carlisle	Andrew Lent	City Administrator
City of Clive	Eric Klein	Council Member
City of Clive	Michael McCoy	Council Member
City of Cumming+	Ed Harken	Council Member
City of Des Moines	Vacant	-
City of Des Moines	Kandi Reindl	Management Analyst
City of Des Moines	Vacant	-
City of Des Moines	Laura Graham	Assistant to the City Manager
City of Des Moines	Chris Johansen	Assistant City Manager
City of Des Moines	Phil Delafield	Community Development Director
City of Des Moines	Erin Olson-Douglas	Urban Designer
City of Des Moines	Vacant	-
City of Des Moines	Terry Vorbrich	Economic Development Administrator
City of Grimes	Kelley Brown	City Administrator
City of Indianola+	Chuck Burgin	Community Development Director
City of Johnston	Gerd Clabaugh	Council Member
City of Johnston	Jim Sanders	City Administrator
City of Mitchellville	Laura Engler	Council Member
City of Norwalk	Marketa Oliver	City Manager
City of Pleasant Hill	Jeff Mullen	Council Member
City of Polk City	Jennifer Ratcliff	City Clerk
City of Urbandale	David McKay	Engineering and Public Works Director
City of Urbandale	AJ Johnson	City Manager
City of Urbandale	John Larson	Assistant Engineering Director
Van Meter+	Allan Adams	Mayor
City of Waukee	Bill Peard	Mayor
City of Waukee	Brad Deets	Director of Development Services
City of West Des Moines	Jim Sandager	Council Member
City of West Des Moines	John Mickelson	Council Member
City of West Des Moines	Kevin Trevillyan	Council Member
City of Windsor Heights	Brett Klein	City Administrator
Dallas County	Brad Golightly	Board of Supervisors
DART	Jamie Schug/Jim Tishim	Chief Financial Officer/Planning Director
DSM++	Alan Graff	Director of Operations
FHWA++	Sean Litteral	Iowa Division
FTA++	Cindy Terwilliger	Region 7
HIRTA++	Brooke Ramsey	Assistant to the Executive Director
Iowa DOT++	Craig Markley	Director, Office of Systems Planning
Madison County+	Aaron Price	Board of Supervisors
Polk County	Mark Wandro	County Administrator
Polk County	Bob Brownell	Board of Supervisors
Warren County	Doug Shull	Board of Supervisors

+Associate, Non-Voting Member

++Advisory, Non-Voting Member

MPO Executive Committee**Tom Hockensmith, Chair****Polk County Supervisor**

<i>Representing</i>	<i>Name</i>	<i>Title</i>
City of Des Moines	Robert Mahaffey	Secretary/Treasurer
City of Grimes	Tom Armstrong	Vice-Chair
City of Johnston	Paula Dierenfeld	At-Large
City of Des Moines	Chris Coleman	Ex-Officio
Polk County	Angela Connolly	At-Large
City of West Des Moines	Steve Gaer	At-Large

Long-Range Transportation Plan Steering Committee**Ruth Randleman, Chair****City of Carlisle Mayor**

<i>Representing</i>	<i>Name</i>	<i>Title</i>
City of Altoona	Skip Conkling	Mayor
City of Ankeny	Gary Lorenz	Mayor
City of Des Moines	Chris Coleman	Council Member
City of Des Moines	Frank Cownie+	Council Member
City of Des Moines	Larry Hulse	Assistant City Manger
City of Urbandale	Bob Andeweg	Mayor
City of Windsor Heights	Diana Willits	Mayor
Dallas County	Mark Hanson	Board of Supervisors
Polk County	Angela Connolly+	Board of Supervisors
Polk County	Mark Wandro	County Administrator
Warren County	Dean Yordi	Board of Supervisors
DART	Elizabeth Presutti	General Manager

+Ex-Officio, Non-Voting Member

MPO Surface Transportation Program (STP) Funding Subcommittee**Brian Laurenzo, Chair****Former City of Johnston Mayor**

<i>Representing</i>	<i>Name</i>	<i>Title</i>
City of Altoona	Kyle Mertz	Council Member
City of Carlisle	Ruth Randleman	Mayor
City of Clive	John Edwards	Council Member
City of Des Moines	Scott Sanders	City Manager
City of Urbandale	Bob Andeweg	Mayor
City of West Des Moines	Tom Hadden	City Manager
Warren County	Dean Yordi	Board of Supervisors
Polk County	Mark Wandro	County Administrator

Tomorrow Plan Steering Committee
Angela Connolly, Co-Chair, Polk County Board of Supervisors
Frank Cownie, Co-Chair, City of Des Moines Mayor

<i>Representing</i>	<i>Name</i>	<i>Title</i>
City of Ankeny	John Peterson	Community Development Director
City of Carlisle	Ruth Randleman	Mayor
Center on Sustainable Communities	Aaron Todd	Former Executive Director
Central Iowa Center for Independent Living	Frank Strong	Associate Director
City of Des Moines	Bob Mahaffey	Council Member
City of Des Moines	Chris Coleman	Council Member
City of Des Moines	Scott Sanders	City Manager
City of Johnston	Paula Dierenfeld	Mayor
City of Urbandale	Robert Andeweg	Mayor
City of West Des Moines	Russ Trimble	Council Member
City of West Des Moines	Ted Ohmart	Council Member
City of West Des Moines	Linda Schemmel	Planner
Community Foundation of Greater Des Moines	Kristi Knous	President
Dallas County	Brad Golightly	Board of Supervisors
DART	Elizabeth Presutti	General Manager
Greater Des Moines Partnership	Jay Byers	CEO
Iowa Department of Natural Resources	Tammie Krausman	Public Affairs Coordinator
Polk County	Tom Hockensmith	Board of Supervisors
Polk County Housing Trust Fund	Eric Burmeister	Executive Director
United Way of Central Iowa	Shannon Cofield	President
Young Professionals Connection	Jason Wells	Past President

Finance and Budget Subcommittee
Robert Mahaffey, Chair
City of Des Moines Council Member/MPO Secretary-Treasurer

<i>Representing</i>	<i>Name</i>	<i>Title</i>
City of Ankeny	Jenn Sease	Finance Director
DART	Jamie Schug	Chief Financial Officer
Polk County	Deb Anderson	Budget Manager
Vacant	-	-

Funding Task Force
Chris Coleman, Co-Chair, City of Des Moines Council Member
Ruth Randleman, Co-Chair, City of Carlisle Mayor

<i>Representing</i>	<i>Name</i>	<i>Title</i>
City of Ankeny	Gary Lorenz	Mayor
City of Clive	Mike McCoy	Council Member
City of Grimes	Tom Armstrong	Mayor
City of Johnston	Brian Laurenzo	Former Mayor
City of Norwalk	Jim Lane	Citizen
City of Urbandale	Mike Carver	Council Member
DART	Elizabeth Presutti+	General Manager
Greater Des Moines Partnership	Joseph Jones	Vice President of Govt. Relations
Tax Payer Association	Gretchen Teagler	Executive Director

+Advisory, Non-Voting Member

MPO Transportation Technical Committee – Primary Representatives

Jennifer McCoy, Chair

City of Des Moines, Traffic Engineer

Representing	Name	Title
City of Altoona	John Hanson	City Engineer
City of Altoona	Vern Willey	Community Services Director
City of Ankeny	John Peterson	Community Development Director
City of Ankeny	Eric Jensen	Associate Planner
City of Ankeny	Paul Moritz	Assistant City Manager
City of Bondurant	Lori Dunham	Finance Director
City of Carlisle	Jeff Shug	Consultant
City of Clive	Jim Hagelle	Engineering Services Director
City of Clive	Matthew McQuillen	Assistant City Manager
City of Cumming+	Anthony Bellizzi	City Engineer
City of Des Moines	Pam Cooksey	City Engineer
City of Des Moines	Michael Ludwig	City Planning Administrator
City of Grimes	John Gade	Consultant
City of Indianola+	Chuck Burgin	Director of Community Development
City of Johnston	Dave Cubit	Public Works Director
City of Johnston	David Wilwerding	Community Development Director
City of Mitchellville	Wayne Patterson	Public Works Director
City of Norwalk	Luke Parris	City Planner
City of Pleasant Hill	Ben Champ	Assistant City Manager/Community Development Director
City of Polk City	Dennis Dietz	Planning and Zoning Commission
City of Urbandale	Dave McKay	Director of Engineering and Public Works
City of Urbandale	John Larson	Assistant Director of Engineering
City of Urbandale	Steve Franklin	Community Development Director
City of Waukee	Brad Deets	Director of Development Services
City of Waukee	Andy Kass	Planner
City of West Des Moines	Duane Wittstock	City Engineer
City of West Des Moines	Joe Cory	Engineering Manager
City of West Des Moines	Kara Tragesser	Community Development, Planner
City of Windsor Heights	Sheena Danzer	Zoning Administrator
Dallas County	Murray McConnell	Director of Planning and Development
DART++	Jim Tishim	Planning Director
DSM+++	Bryan Belt	Director of Engineering and Planning
FHWA+++	Tracy Troutner	Iowa Division
FTA+++	Mark Bechtel	Region 7
HIRTA++	Julia Castillo	Executive Director
Iowa DOT+++	Mike Clayton	District 1 Transportation Planner
Madison County+	Tom Leners	Madison County Development Group
Polk County	Kurt Bailey	County Engineer
Polk County	Bret VandeLune	Land Use Planning Manager
Warren County	David Carroll	County Engineer

- +Associate, Non-Voting Member
- ++Advisory, Voting Member
- +++Advisory, Non-Voting Member

MPO Transportation Technical Committee – Alternative Representatives

Representing	Name	Title
City of Altoona	John Shaw	Community Development Director
City of Altoona	Chad Quick	City Planner
City of Ankeny	Matt Ahrens	Civil Engineer
City of Ankeny	Adam Lust	City Engineer
City of Ankeny	Vacant	-
City of Bondurant	Ken Grove	Street Superintendent
City of Carlisle	Steve O'Braza	Public Works Superintendent
City of Clive	Dennis Henderson	City Manager
City of Clive	Doug Ollendike	Community Development Director
City of Cumming+	Vacant	-
City of Des Moines	Bert Drost	Planner
City of Des Moines	David Kamp	Project Engineer
City of Des Moines	Jennifer Dakovich	Principal Traffic Engineer
City of Grimes	Mitch Holtz	Consultant
City of Indianola+	Eric Hanson	City Manager
City of Johnston	Aaron Wolfe	Senior Planner
City of Johnston	Matt Greiner	Construction Inspector
City of Mitchellville	Cory Eshelman	Public Works
City of Norwalk	Vacant	-
City of Pleasant Hill	Madeline Sturms	Associate Planner
City of Polk City	Jennifer Ratcliff	City Clerk
City of Urbandale	Annika Schilke	Planner II
City of Urbandale	Kristi Bales	Community Development
City of Urbandale	Tim Stovie	Assistant Director of Public Works
City of Waukee	Tim Royer	Assistant Director of Public Works
City of Waukee	John Gibson	Director of Public Works
City of West Des Moines	Eric Peterson	Traffic Engineer
City of West Des Moines	Clyde Evans	Community and Economic Development Director
City of West Des Moines	Jim Dickinson	Transportation Engineer
City of Windsor Heights	Jason VanAusdall	Public Works Director
Dallas County	Jim George	County Engineer
DART++	Ethan Standard	Planner
DSM+++	Alan Graff	Director of Operations
FHWA+++	Sean Litteral	Iowa Division
FTA+++	Cindy Terwilliger	Region 7
HIRTA++	Brooke Ramsey	Assistant to the Executive Director
Iowa DOT+++	Craig Markley	Office Director – Office of Systems Planning
Madison County+	Aaron Price	Board of Supervisors
Polk County	Trent Wolken	Assistant County Engineer
Polk County	Jacque Hibbard	Public Works Assistant Director
Warren County	Brian Konrad	Engineer

+Associate, Non-Voting Member
 ++Advisory, Voting Member
 +++Advisory, Non-Voting Member

MPO Transportation Technical Committee Engineering Subcommittee

Dave Cubit, Chair

City of Johnston, Public Works Director

<i>Representing</i>	<i>Name</i>	<i>Title</i>
City of Altoona	Vern Willey	Community Services Director
City of Clive	Jim Hagelie	Engineering Services Administrator
City of Des Moines	Jennifer McCoy	Traffic Engineer
City of Urbandale	Dave McKay	Engineering and Public Works Director
City of West Des Moines	Joe Cory	Deputy Public Works Director
Polk County	Kurt Bailey	County Engineer

MPO Transportation Technical Committee Planning Subcommittee

John Peterson, Chair

Community Development Director

<i>Representing</i>	<i>Name</i>	<i>Title</i>
City of Des Moines	Michael Ludwig	Planning Administrator
City of Johnston	David Wilwerding	Community Development Director
City of Pleasant Hill	Ben Champ	Community Development Director
City of West Des Moines	Kara Tragesser	Community Development, Planner
DART	Jim Tishim	Planning Director
Polk County	Brent VandeLune	Land Use Planning Manager

Other Roundtable, Working Group, and Committee Chairs*

<i>Committee</i>	<i>Chair</i>	<i>Organization</i>
Active Transportation Roundtable	Mike Kulik	Davis Brown Law Firm
Transportation Advisory Group	Ellye Kovner	Polk County Mobility Coordinator
Central Iowa Bicycle-Pedestrian Roundtable	Vern Willey	City of Altoona
Freight Roundtable	John Wahlert	Bridgestone Americas Tire Operations, LLC
Traffic Management Advisory Committee	Jon Davis	Polk County Emergency Management
Environment Roundtable	Tom Hadden	City of West Des Moines

* Committees open to all interested parties

Appendix B: Commonly Used Acronyms

ACS	American Community Survey
CAP	Cost Allocation Plan
CFR	Code of Federal Regulations
CIRTPA	Central Iowa Regional Transportation Planning Alliance
CMAT	Crash Mapping and Analysis Tool
CMP	Congestion Management Process
CONNECT	Central Iowa Bicycle and Pedestrian Transportation Plan
DART	Des Moines Area Regional Transit Authority
DBE	Disadvantaged Business Enterprise
DCA	Downtown Community Alliance
DNR	Department of Natural Resources
DOT	Department of Transportation
DSM	Des Moines International Airport
EEO	Equal Employment Opportunities
EJ	Environmental Justice
EPA	Environmental Protection Agency
FFCS	Federal Functional Classification System
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
GDMP	Greater Des Moines Partnership
GIS	Geographic Information Systems
HIRTA	Heart of Iowa Regional Transit Agency
HUD	U.S. Department of Housing and Urban Development
HY	Horizon Year
ICAAP	Iowa's Clean Air Attainment Program
IJR	Interchange Justification Report
InTrans	Center for Transportation and Research
IPMP	Iowa Pavement Management Program
IPMS	Iowa's Pavement Management System
IT	Information Technologies
ITS	Intelligent Transportation Systems
IWD	Iowa Workforce Development
LRTP	Long-Range Transportation Plan
MOU	Memorandum of Understanding
MPA	Metropolitan Planning Area
MPO	Metropolitan Planning Organization
NAIPN	North American Inland Port Network
NASCO	North America's Corridor Coalition
NCHRP	National Cooperative Highway Research Program
NHTS	National Household Travel Survey
PM	Particulate Matter
PPP	Public Participation Plan
REMI	Regional Economic Models, Inc.
RPSD	Regional Plan for Sustainable Development
SICL	Safety Improvement Candidate Location
SRTS	Safe Routes to Schools
STP	Surface Transportation Program
TAG	Transportation Action Group
TAP	Transportation Alternatives Program
TAZ	Traffic Analysis Zone
TCIP	Transportation Capital Improvement Program
TDM	Travel Demand Modeling
TIP	Transportation Improvement Program

TMA Transportation Management Association
TMAC Traffic Management Advisory Committee
TMC..... Traffic Management Center
TPMS..... Transportation Program Management System
TTC..... Transportation Technical Committee
TTP The Tomorrow Plan
U.S..... United States
UPWP..... Unified Planning Work Program

MPO RESOLUTION INSERT

