

May 2019
Item No. 5

ISSUE: CIRTPA 3rd Quarter Financial Statements

CONSENT AND VOTE: Report and approval of the CIRTPA 3rd Quarter Financial Statements

BACKGROUND:

The CIRTPA staff continually tracks the CIRTPA's savings and checking accounts and prepares monthly and/or quarterly statements detailing all transactions.

[Click here for a link to the Financial Statements.](#)

RECOMMENDATION:

Approve the Financial Statements.

STAFF CONTACTS:

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(515) 334-0075.

May 2020
Item No. 6

ISSUE: Approve the *Fiscal Year 2019 Audit Report*

CONSENT and VOTE: Consider approval of the completed *Fiscal Year 2019 Audit* report.

BACKGROUND:

In March 2020, Shull & Company, P.C. completed the *Fiscal Year (FY) 2019 Audit* of the CIRTPA's Finances. The CIRTPA staff reviewed the report and found no instances of noncompliance with federal requirements.

[Click here for a link to the FY 2019 Audit report.](#)

CIRTPA staff submitted the *FY 2019 Audit* report to the Iowa Department of Transportation before the April 1st deadline.

RECOMMENDATION:

Approve the *Fiscal Year 2019 Audit* report.

STAFF CONTACTS:

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May 2020
Item No. 7

ISSUE: Des Moines Area Metropolitan Planning Organization Invoice to CIRTPA for the 3rd Quarter of Fiscal Year 2020

REPORT AND VOTE: Brief report and approval of the Des Moines Area Metropolitan Planning Organization (MPO) Invoice to CIRTPA for the 3rd Quarter of Fiscal Year 2020

BACKGROUND:

The MPO bills the CIRTPA for work conducted on the CIRTPA's behalf on a quarterly basis. The MPO's 3rd Quarter Fiscal Year 2020 Invoice covers work conducted for the period beginning January 1, 2020 through March 31, 2020. If approved, the CIRTPA staff will proceed with reimbursing the MPO.

[Click here for a copy of the MPO 3rd Quarter Fiscal Year 2020 Invoice.](#)

RECOMMENDATION:

Approve payment to the Des Moines Area Metropolitan Planning Organization for the 3rd Quarter of Fiscal Year 2020 billing period, January 1, 2020 through March 31, 2020.

STAFF CONTACTS:

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May 2020
Item No. 8

ISSUE: *Fiscal Year 2021 Unified Planning Work Program and Budget Development*

REPORT: Discussion of the process to develop the next work program and budget.

BACKGROUND:

CIRTPA staff is beginning to develop the Fiscal Year 2021 Unified Planning Work Program (FY 2021 UPWP) and budget, which will document all planning activities the CIRTPA will perform from July 1, 2020, through June 30, 2021. The Iowa Department of Transportation (DOT) requires the UPWP to describe the CIRTPA's proposed planning activities – including task objectives, previous work, project descriptions, and work products – as well as the budget and funding sources to carry out the planning activities. The Iowa DOT requires the CIRTPA to submit a draft UPWP by April 1, 2020, and a final UPWP by June 1, 2020.

The CIRTPA staff asks for input from member governments and participating agencies on planning tasks for FY 2021 throughout the development of the UPWP. CIRTPA staff would welcome any proposals for special studies, plans, or other activities, as well as requests for local planning assistance.

[Click here for a copy of the FY 2021 UPWP.](#)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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March 2020
 Item No. 9

ISSUE: *Transportation Alternatives Program Application Update*

REPORT AND VOTE: Consider awarding Federal Fiscal Year 2024 *Transportation Alternatives Program* funding to eligible projects.

BACKGROUND:

For Federal Fiscal Year 2024, approximately \$280,000 was available in CIRTPA TAP funds to award. The CIRTPA staff received two eligible applications this year. The projects are:

Sponsor: City of Adel

Project: City of Adel Recreational Trails – School Connection and Raccoon River Valley Trail Connection

TAP Request: \$125,000

Total Cost: \$509,748

Sponsor: City of Pleasantville

Project: Highway 5 Trail Connection

TAP Request: \$150,000

Total Cost: \$320,000

[Click here for a link to copies of the applications.](#)

RECOMMENDATION:

The following are recommendations to the CIRTPA Technical and Policy Committees for approval:

Community	Funding Award Recommendation	Federal Fiscal Year
City of Adel	\$125,000	2024
City of Pleasantville	\$150,000	2024
Total	\$275,000	

STAFF CONTACT:

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May 2020
Item No. 10

ISSUE: *Surface Transportation Block Grant Program Small Community Fund Application Update*

REPORT AND VOTE: Consider awarding Federal Fiscal Year 2021 *Surface Transportation Block Grant* funding to eligible projects.

BACKGROUND:

For Federal Fiscal Year 2021, approximately \$250,000 was available in CIRTPA STBG funds to award. The CIRTPA staff received two eligible application this year. The projects are:

Sponsor: City of Huxley
Project: East 1st Street Rehabilitation – Phase II
STBG Request: \$240,000
Total Cost: \$431,000

Sponsor: City of Story City
Project: Broad Street Improvements
STBG Request: \$240,000
Total Cost: \$560,483

[Click here for a link to a copy of the applications.](#)

RECOMMENDATION:

The Funding Subcommittee will review projects before the CIRTPA Meeting and will provide a recommendation.

STAFF CONTACT:

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May 2020
Item No. 11

ISSUE: HY 2040 Long Range Transportation Plan Update

REPORT and OPTIONAL VOTE: Report on the HY 2040 Long Range Transportation Plan.

BACKGROUND:

CIRTPA's current LRTP was adopted in September 2014. The new plan is due in May 2020. Staff reviewed DOT comments and incorporated them into the draft document that went out for the mandatory 45 day public comment period.

A copy of the final draft plan will be made available prior to the meeting.

RECOMMENDATION:

Approve the final draft of the HY 2040 Long Range Transportation Plan.

STAFF CONTACT:

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May 2020
Item No. 12

ISSUE: Pavement Condition Data Collection

REPORT and OPTIONAL VOTE: Report and discussion regarding changes to Pavement Condition Collection Process.

BACKGROUND:

Since 2013 the Iowa DOT has collected pavement condition data for all paved roads every two years. They have paid for the collection effort solely with Iowa DOT funding. Due to budgetary constraints the Iowa DOT has been exploring ways to reduce the pavement collection cost by about \$750,000 each year.

Two stakeholder meetings were held which were attended by CIRTPA staff. Several options were presented that would make the necessary budget cuts, but one option was selected. The current plan is for the DOT to pay for a data collection cycle that allows all pavement data in the state to be collected on a 4-year cycle, with the option for locals to opt in and purchase data in the 2nd year.

The CIRTPA is finalizing a collection cycle this calendar year, with the next scheduled collection year being calendar year 2023. Any opt in by the CIRTPA would occur in calendar year 2021 and require programming in the FFY 2021-2024 TIP. The estimated amount is \$223k.

[A presentation made by DOT staff at the MPO/RPA quarterly meeting is available on the MPO website \(click to access\).](#)

RECOMMENDATION:

Approve budgeting \$223k for FFY 2021 of the FFY 2021-2024 TIP.

STAFF CONTACT:

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May 2020
Item No. 13

ISSUE: Draft FFY 2021-2024 Transportation Improvement Program Project List and Funding Requests

REPORT: Report on the draft FFY 2021-2024 TIP Project List and Funding Requests.

BACKGROUND:

The CIRTPA staff is annually required to develop a four-year Transportation Improvement Program (TIP) by updating the current TIP for the CIRTPA. The purpose of the TIP is to list all projects in the CIRTPA Planning Area for which are using Federal funding and scheduled to begin within a designated period of the four federal fiscal years.

The CIRTPA staff requested that CIRTPA member governments and participating agencies review and report any project changes, new projects, or “roll-over” projects programmed in Federal Fiscal Year (FFY) 2020, 2021, 2022, 2023, and/or 2024. Staff generated a project list for the FFY 2021-2024 TIP using responses from each member government. All new requested uses of STBG funding requires an application to the CIRTPA Policy Committee for review and approval.

Staff will submit the FFY 2021-2024 TIP draft to the Iowa Department of Transportation (DOT) and Federal Highway Administration for review and comment on June 15, 2020. Staff will incorporate comments received into the final draft. The final FFY 2021-2024 TIP is due to the Iowa DOT by July 15, 2020.

The FFY 2021-2024 TIP Project List and Funding Requests will be made available prior to the meeting.

Staff requests that CIRTPA member governments review the project list and provide comments/updates by June 15, 2020.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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May 2020
Item No. 14

ISSUE: Community STBG Account Update

REPORT: Report on communities' current STBG account balances.

BACKGROUND:

MPO staff will provide a report detailing projects programmed with RPA STBG funding and the account balances for communities receiving an STBG allocation.

The Community STBG Account Report will be made available prior to the meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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