



Anthony Brown, City of Adel  
Transportation Policy Committee Chair

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Transportation Technical Committee Chair

420 Watson Powell Jr. Parkway, Suite 200  
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## NOTICE OF MEETING

### Central Iowa Regional Transportation Planning Alliance Transportation Policy and Technical Committees

9:30 a.m., September 15, 2022

Hybrid Meeting

420 Watson Powell Jr Way, Suite 200, Des Moines, IA 50309

1. **Call to Order**
2. **VOTE: Approval of Agenda**
3. **VOTE: Approval of Meeting Minutes**..... Page 2
  - Approve the July 21 and August 18 2022 meeting minutes.
4. **DISCUSSION: Opportunity for Regional Transportation Issues to be Discussed and Public Input** ..... Page 3
  - Opportunity for communities or individuals to present regional transportation issues for discussion or provide comments on items on the agenda.
5. **CONSENT and VOTE: Approve Financial Statements** ..... Page 4
  - Report on the financial statements; consider approval.
6. **REPORT and VOTE: Des Moines Area Metropolitan Planning Organization Amended Invoices to CIRTPA for Fiscal Year 2022** ..... Page 5
  - Report on the MPO's corrective action for invoices to CIRTPA for FY 2022; consider approval.
7. **REPORT and OPTIONAL VOTE: Suballocation Funding for the City of Adel** ..... Page 6
  - Report on the Funding Subcommittee's discussion for including the City of Adel in the STBG funding suballocation program; consider approval.
8. **REPORT: CIRTPA Public Participation Plan 2022 Update and Public Meeting** ..... Page 7
  - Report on the update to CIRTPA's Public Participation Plan and subsequent Public Meeting.
9. **REPORT: SUDAS Complete Streets Update** ..... Page 8
  - Report on the proposed changes to the SUDAS Design Manual.
10. **Next Meeting Date**
  - Approval of the next meeting date for 9:30 a.m., Thursday November 17, 2022, hybrid meeting.
11. **Adjournment**

Virtual login information is available on the following page.

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/137556989>

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September 2022  
Item No. 3

**ISSUE: Approval of Meeting Minutes**

VOTE: Approve the minutes of the July 21 and August 18, 2022 Joint Committee Meeting Committee meeting.

**BACKGROUND:**

[Click here for a copy of the July 21 and August 18, 2022 meeting minutes.](#)

**RECOMMENDATION:**

Approve the minutes of the July 21 and August 18, 2022 CIRTPA Joint Committee meeting.

**STAFF CONTACTS:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org); and  
Tracey Deckard, [tdeckard@dmampo.org](mailto:tdeckard@dmampo.org);  
(515) 334-0075.

September 2022

Item No. 4

**ISSUE: Opportunity for Regional Transportation Issues to be Discussed and Public Input**

DISCUSSION: Opportunity for communities or individuals to present regional transportation issues for discussion.

**BACKGROUND:**

The CIRTPA sets aside time each month for individuals and non-CIRTPA communities within the CIRTPA planning area to come in and discuss regional transportation issues or provide comments on items on the agenda.

**RECOMMENDATION:**

None. Public discussion only.

**STAFF CONTACT:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org);  
(515) 334-0075.

September 2022  
Item No. 5

**ISSUE: CIRTPA Financial Statements**

CONSENT AND VOTE: Report and approval of the 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.

A copy of the most recent financial statements will be made available prior to the meeting.

**RECOMMENDATION:**

Approve the Financial Statements.

**STAFF CONTACTS:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org);  
(515) 334-0075.

September 2022  
Item No. 6

**ISSUE: Des Moines Area Metropolitan Planning Organization Amended Invoices to CIRTPA for Fiscal Year 2022**

REPORT AND VOTE: Report and approval of the Des Moines Area Metropolitan Planning Organization (MPO) Amended Invoices to CIRTPA for Fiscal Year 2022

**BACKGROUND:**

The MPO staff has discovered an error in the 1<sup>st</sup> and 2<sup>nd</sup> Quarter invoices to CIRTPA for FY 2022. The table below summarizes the original invoice amounts and what the correct amounts should have been:

Quarter	Original Amount	Correct Amount	Difference
1	\$28,502.00	\$17,667.00	\$10,835.00
2	\$15,151.00	\$20,917.00	-\$5,766.00
3	\$17,852.00	\$17,852.00	\$0.00
4	\$18,602.00	\$18,602.00	\$0.00
<b>Total</b>	<b>\$80,107.00</b>	<b>\$75,038.00</b>	<b>\$5,069.00</b>

The invoice errors on the 1<sup>st</sup> and 2<sup>nd</sup> Quarter invoices resulted in the MPO over billing CIRTPA by \$5,069 in FY 2022. This was discovered prior to the MPO finalizing the 4<sup>th</sup> Quarter payment. Staff proposes that the \$5,069 refund be applied to the 4<sup>th</sup> quarter payment. The amended payment to the MPO for the 4<sup>th</sup> Quarter would be \$13,533.

A copy of the MPO 4th Quarter Fiscal Year 2022 Invoice will be made available prior to the meeting.

**RECOMMENDATION:**

Approve the amended payment to the Des Moines Area Metropolitan Planning Organization for the 4th Quarter of Fiscal Year 2022 billing period, April 1, 2022, through June 30, 2022.

**STAFF CONTACTS:**

Zach Young, [zyoung@dmampo.org](mailto:zyoung@dmampo.org);  
(515) 334-0075.

September 2022  
Item No. 7

**ISSUE: Suballocation Funding for the City of Adel**

REPORT AND VOTE: Report and approval of the City of Adel's potential STBG suballocation.

**BACKGROUND:**

December 2021 was the first Funding Subcommittee meeting where an overview of the STBG suballocation process was provided. Additional discussion focused on the different ways that the City of Adel could receive an STBG funding suballocation. Generally, the committee expressed a desire to retain the existing STBG suballocation framework.

The Funding Subcommittee had another meeting earlier this month and reviewed various funding scenarios based on different criteria. A concession was not reached however the committee did request additional information, most notably how much funding Dallas County would be reduced by if Adel's population was not counted in the funding formula. That information will be provided prior to the meeting.

The Subcommittee expressed a desire to make a decision relatively soon so that the City of Adel can incorporate whatever determination is made by CIRTPA into its planning process.

[Click here for a copy of the Meeting #1 Materials.](#)

[Click here for a copy of the Meeting #2 Materials](#)

**RECOMMENDATION:**

Approve of a funding amount that allows the City of Adel to receive a funding suballocation that is equitable to existing CIRTPA members.

**STAFF CONTACTS:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org);  
(515) 334-0075.

September 2022  
Item No. 8

**ISSUE: CIRTPA Public Participation Plan 2022 Update and Public Input**

REPORT AND VOTE: Report on the update to CIRTPA's Public Participation Plan and subsequent Public Meeting.

**BACKGROUND:**

The Iowa DOT requires that the CIRTPA periodically update the Public Participation Plan (PPP). The current PPP was last updated in 2016. Staff has created a draft Plan to ensure conformance to FHWA and Iowa DOT requirements.

In addition to reviewing the draft a public input meeting has been scheduled so that the public can provide questions or comments.

[Click here for a copy of the draft 2022 Public Participation Plan.](#)

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org);  
(515) 334-0075.

September 2022  
Item No. 9

**ISSUE: SUDAS Complete Streets Update**

REPORT: Consider approval of the Federal Fiscal Year 2023-2026 Transportation Improvement Program.

**BACKGROUND:**

The [Iowa Highway Research Board](#) (IHRB) has proposed several changes to the Statewide Urban Design and Specifications (SUDAS) Design Manual regarding pedestrian and bicycling infrastructure after completing a [Complete Streets Study](#).

Changes are proposed in the following chapters:

- Chapter 5 – geometric tables and elements and complete streets
- Chapter 12 – sidewalks, bicycles, pedestrians, and accessible traffic signals
- Chapter 13 – pedestrian elements in traffic signal design.

Please review the [summary of proposed changes](#) or the [full mark-up chapters](#).

Please send comments and concerns to Aspen Pflanz at [apflanz@dmampo.org](mailto:apflanz@dmampo.org).

The Central Iowa Bicycle and Pedestrian Roundtable will compile a list of comments and additional suggestions to share with IHRB at upcoming meetings, including:

- SUDAS District 1 Committee meeting
  - 10 a.m. to 1 p.m. Wednesday, Oct. 19, at Snyder and Associates, 2727 SW Snyder Blvd, Ankeny.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org);  
(515) 334-0075.