

Updates to DOT Personnel and Local Systems Contacts

Iowa DOT, Local Systems Bureau

Local Systems Culture

- ▶ Service Mentality - We're here to help you...
- ▶ Who we Serve and Collaborate with:
 - ▶ Cities: 942
 - ▶ Counties: 99
 - ▶ Consultants: numerous
- ▶ Provide training and guidance
- ▶ Be a Spokesperson for Iowa's Cities and Counties (LPAs) - their "Voice"
- ▶ Opportunity to build positive relationships with cities, counties, & other partners
- ▶ Local Systems can play a beneficial role in the County, City and Consulting industry

Our mission is to work with our transportation partners and provide guidance in the development and implementation of projects to ensure compliance with state and federal requirements. Only together can we and will we continue to improve the quality of transportation in Iowa.

Local Systems Trainings

- ▶ Work with Iowa LTAP on various subjects - Accessible Sidewalks & Curb Ramps (ADA), Multidisciplinary Roadway Safety, various conferences and workshops
- ▶ Local Systems Regional Spring Trainings
 - ▶ 2020 - cancelled but recorded - on our website
 - ▶ 2021 - 4 live virtual trainings - recorded and on our website
 - ▶ https://iowadot.gov/local_systems/Trainings-Videos
 - ▶ TPMS Development training videos are on our website
- ▶ **Federal-aid Overview Training**
- ▶ Federal-aid Swap Overview Training
- ▶ Doc Express and Appia - 2022 trainings in March
- ▶ Street Finance Report Training - July to November
- ▶ Other DOT Training - TTCP

2022 SPRING REGIONAL MEETING

2022 SPRING REGIONAL MEETINGS

The Iowa DOT Local Systems Bureau has opened registration for the 2022 Regional Spring Meetings for Local Public Agencies. See the [2022 Spring meetings - Draft Agenda](#).

The following trainings will be held:

- February 24 - Denison, Boulders Inn Conference Center
[West Region meeting map](#)
- February 25 - Boone, Cobblestone Inn & Suites/Fareway Conf. Center
[Central Region meeting map](#)
- March 18 - Linn County Kirkwood Regional Center in Hiawatha
[East Region meeting map](#)

Sign in at 8:00 am. Class 8:30 am – noon.

[Instructions detailing how to register through IDOTU are available here](#). Please note that all registration information and correspondence about the class will be sent to the email address associated with the registrant in IDOTU.

LOCAL SYSTEMS

CONTACT US

SEND US YOUR COMMENTS

You can help us serve you better by letting us know what you think about this Web site.


- Did you find what you need?
- If you found what you were looking for, was it easy or difficult to find?
- What other information can we provide that would be useful to you?
- Were there any links that did not work or files that could not be accessed?

[Deputy Director, Nicole Moore](#)


800 Lincoln Way
Ames, Iowa 50010
Phone: 515-239-1528

 [Organization chart](#)

 [Regions Map](#)

 [Iowa DOT utility
coordination contacts](#)

 [District contact information](#)

 [Right of Way Bureau Local
Public Agency Coordinators](#)

CONTACT INFORMATION

DESCRIPTION OF DUTIES

Albright, Joe

Project Development Technician

515-357-0205

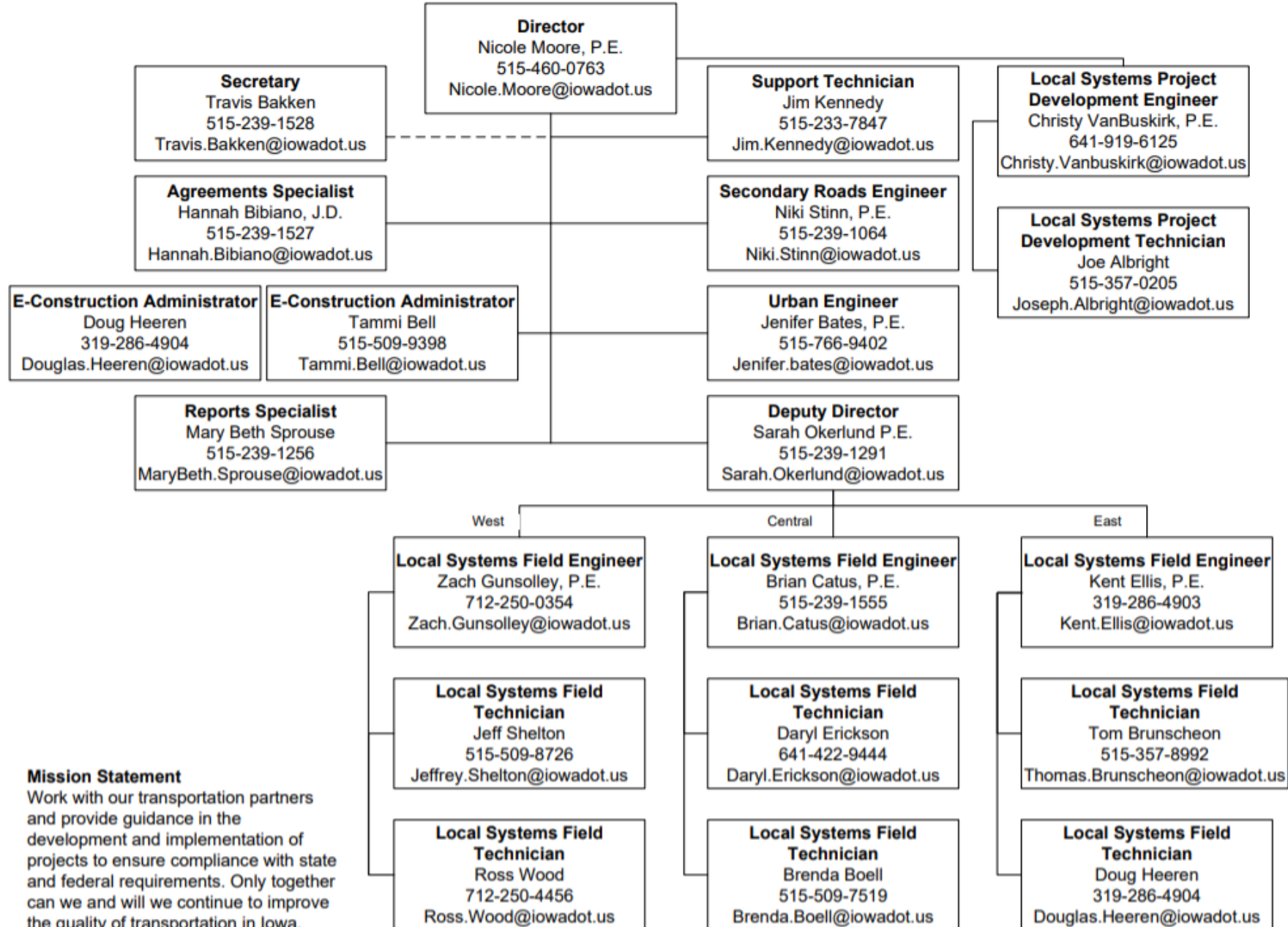
[EMAIL JOE](#)

- Plan development review and contract document preparation: includes all stages of project plan development for local agencies in the State which may include the concept statement and preliminary, check, and final plans.
- Submittal of the final plans and contract documentation for submittal to the Contracts and Specifications Bureau.
- Also perform plan reviews, reviews contract documentation, and offers guidance to the local entities for locally let projects.
- Assist local agencies in programming and funding for Federal and/or State aid projects so that their funding

Local Systems Bureau

Organization Chart

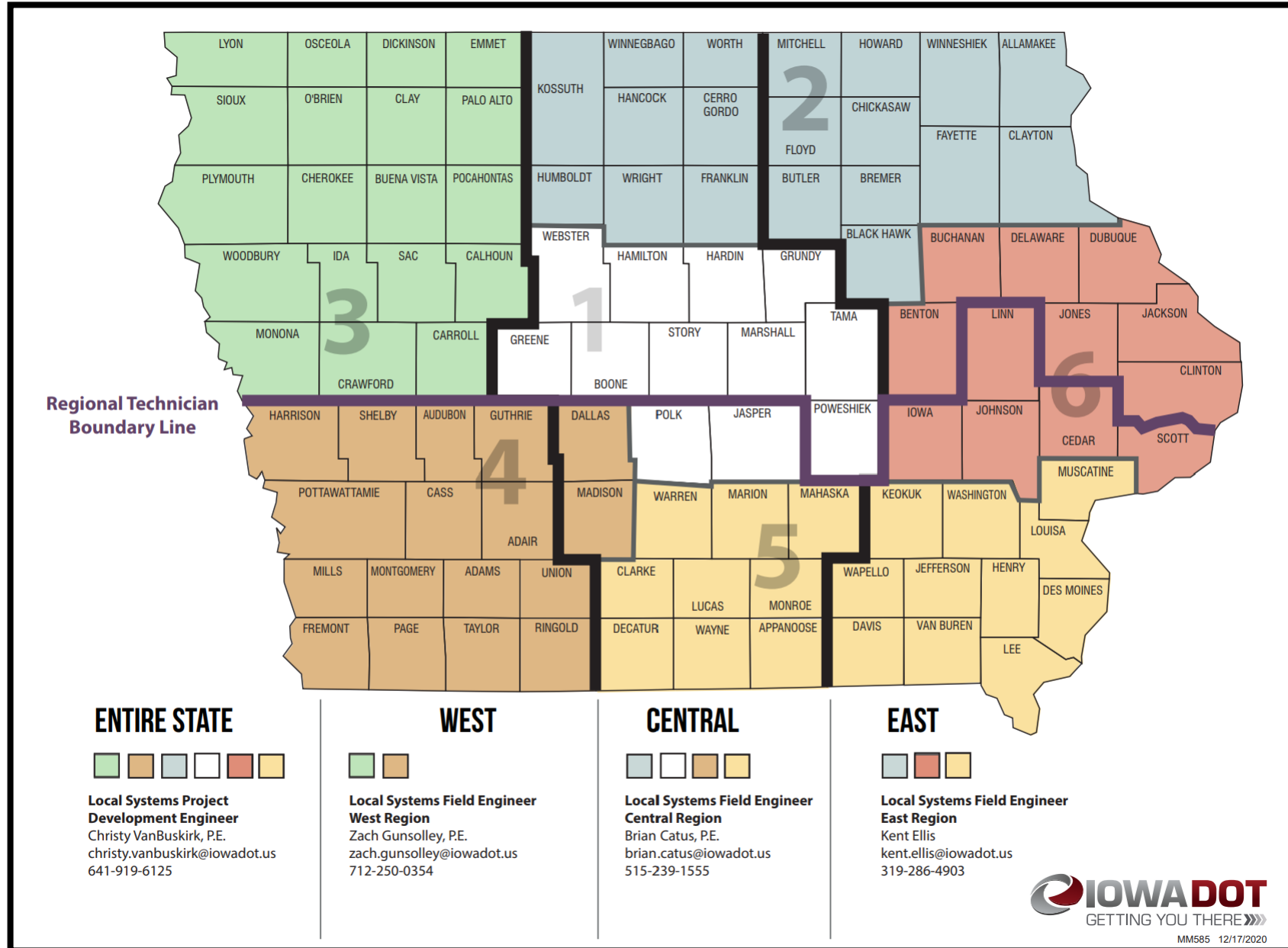
January 28, 2022



Mission Statement

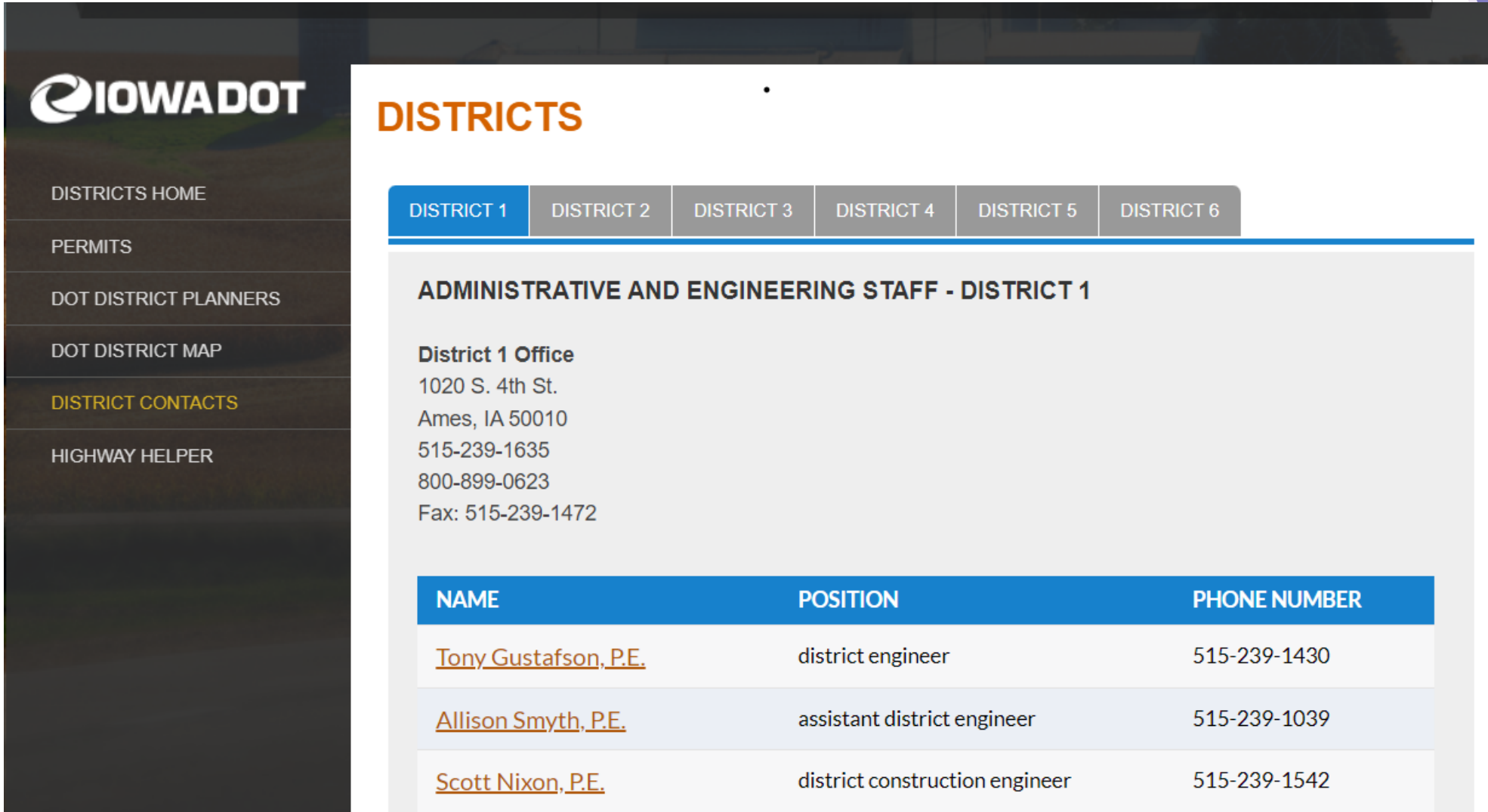
Work with our transportation partners and provide guidance in the development and implementation of projects to ensure compliance with state and federal requirements. Only together can we and will we continue to improve the quality of transportation in Iowa.

Regional field staff



DOT Personnel Changes

- ▶ District Contact Webpage: <https://iowadot.gov/districts/District-contacts>



The screenshot displays the IOWADOT website's 'DISTRICTS' section. On the left is a dark sidebar with the IOWADOT logo and navigation links: DISTRICTS HOME, PERMITS, DOT DISTRICT PLANNERS, DOT DISTRICT MAP, DISTRICT CONTACTS (highlighted in yellow), and HIGHWAY HELPER. The main content area features a 'DISTRICTS' header with tabs for DISTRICT 1 through DISTRICT 6. The 'DISTRICT 1' tab is selected, showing the title 'ADMINISTRATIVE AND ENGINEERING STAFF - DISTRICT 1'. Below this is the 'District 1 Office' address: 1020 S. 4th St., Ames, IA 50010, with phone numbers 515-239-1635 and 800-899-0623, and a fax number 515-239-1472. A table lists the staff members with their names, positions, and phone numbers.

NAME	POSITION	PHONE NUMBER
Tony Gustafson, P.E.	district engineer	515-239-1430
Allison Smyth, P.E.	assistant district engineer	515-239-1039
Scott Nixon, P.E.	district construction engineer	515-239-1542

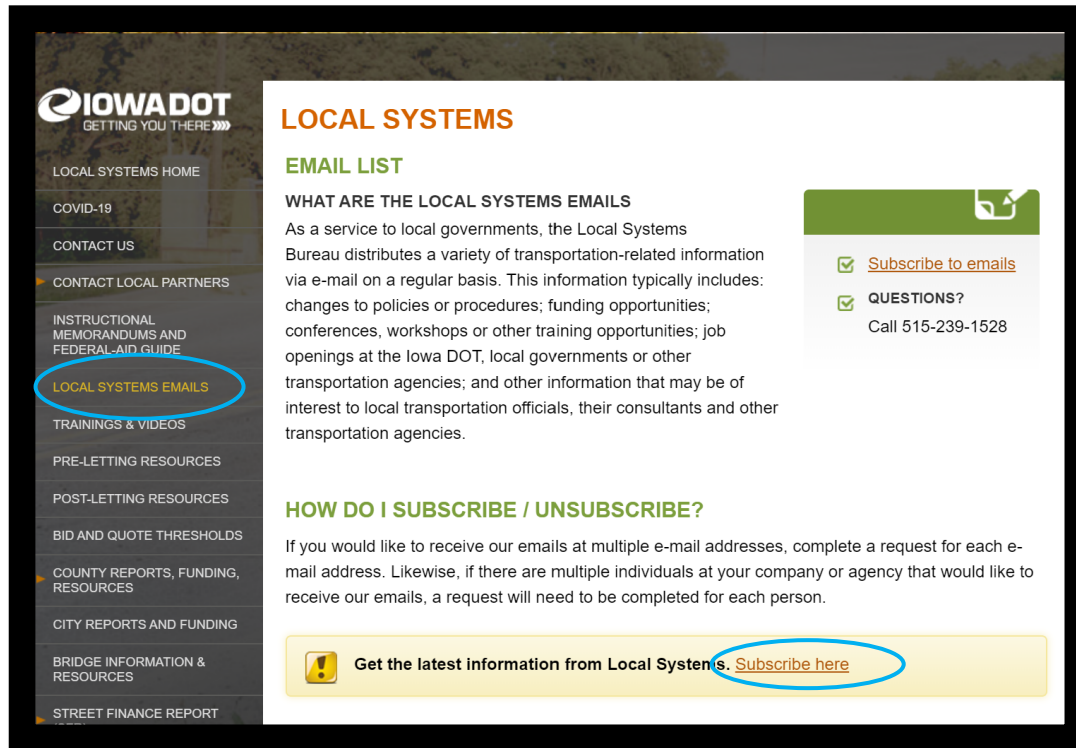
DOT Personnel Changes

- ▶ New Personnel in Local Systems
 - ▶ Jenifer Bates, Local Systems Urban Engineer
 - ▶ Daryl Erickson - Central Region Field Tech - hiring soon!
 - ▶ Eastern Region Field Techs - hiring soon!
- ▶ People who retired (or soon will)
 - ▶ Gregg Durbin, District 1 Materials Engineer
 - ▶ Jay Larson, Systems Planning
 - ▶ Tony Lazarowicz, District 3 Engineer
 - ▶ Gene Pavelka, District 2 Technician
 - ▶ Tammi Bell, Local Systems will retire March 3
 - ▶ Tom Brunscheon, Local Systems, will retire in July

DOT Personnel Changes

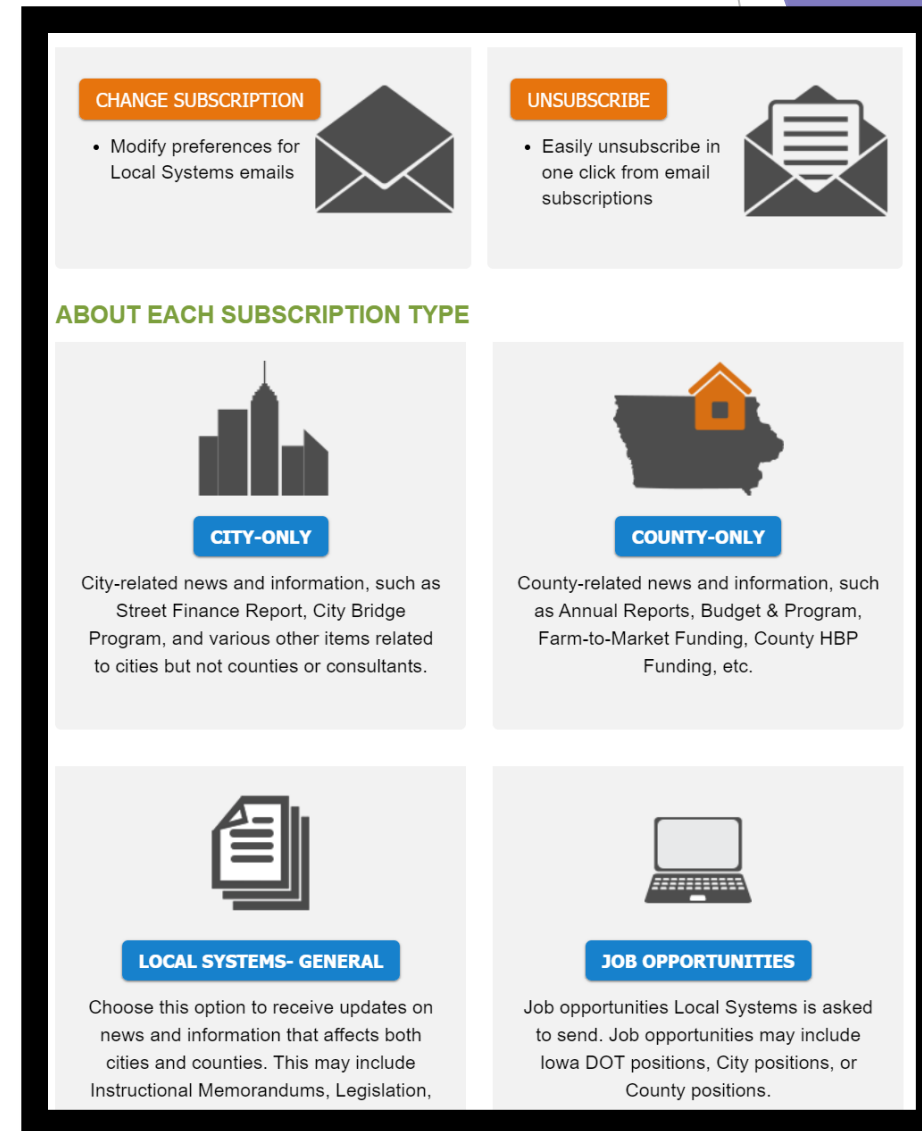
- ▶ District 1 Grimes RCE - Frank Leong
- ▶ District 1 Materials Engineer - Mike Lauritsen
- ▶ District 3 Engineer - Jessica Felix
- ▶ District Sioux City & Cherokee RCE - vacant
- ▶ District 4 Creston RCE Office - Travis Malone starts Feb 28
- ▶ District 5 Engineer - Bob Younie (permanent, not interim)
- ▶ District 5 Materials Engineer - Darrick Bielser
- ▶ District 5 Fairfield RCE Office - Ali Karimpour
- ▶ District 6 Davenport RCE - Adrian Simonson
- ▶ District 6 Cedar Rapids RCE - John Lamping
- ▶ District 6 Materials Engineer - Shane Neuhaus
- ▶ District 6 Construction Engineer - Danielle Alvarez

Want to hear from us?!?



The screenshot shows the Iowa DOT website's 'LOCAL SYSTEMS EMAILS' page. The left sidebar contains a navigation menu with items like 'LOCAL SYSTEMS HOME', 'COVID-19', 'CONTACT US', 'CONTACT LOCAL PARTNERS', 'INSTRUCTIONAL MEMORANDUMS AND FEDERAL-AID GUIDE', 'LOCAL SYSTEMS EMAILS' (circled in blue), 'TRAININGS & VIDEOS', 'PRE-LETTING RESOURCES', 'POST-LETTING RESOURCES', 'BID AND QUOTE THRESHOLDS', 'COUNTY REPORTS, FUNDING, RESOURCES', 'CITY REPORTS AND FUNDING', 'BRIDGE INFORMATION & RESOURCES', and 'STREET FINANCE REPORT'. The main content area is titled 'LOCAL SYSTEMS EMAIL LIST' and includes sections for 'WHAT ARE THE LOCAL SYSTEMS EMAILS', 'HOW DO I SUBSCRIBE / UNSUBSCRIBE?', and a yellow call-to-action box that says 'Get the latest information from Local Systems. [Subscribe here](#)' (the link is circled in blue).

https://iowadot.gov/local_systems/Local-Systems-Emails/Local-Systems-Emails



The infographic is divided into four quadrants, each with an icon and a title:

- CHANGE SUBSCRIPTION** (envelope icon):
 - Modify preferences for Local Systems emails
- UNSUBSCRIBE** (envelope with document icon):
 - Easily unsubscribe in one click from email subscriptions
- ABOUT EACH SUBSCRIPTION TYPE** (introductory text)
- CITY-ONLY** (city skyline icon):

City-related news and information, such as Street Finance Report, City Bridge Program, and various other items related to cities but not counties or consultants.
- COUNTY-ONLY** (map of Iowa with house icon):

County-related news and information, such as Annual Reports, Budget & Program, Farm-to-Market Funding, County HBP Funding, etc.
- LOCAL SYSTEMS- GENERAL** (stack of papers icon):

Choose this option to receive updates on news and information that affects both cities and counties. This may include Instructional Memorandums, Legislation,
- JOB OPPORTUNITIES** (laptop icon):

Job opportunities Local Systems is asked to send. Job opportunities may include Iowa DOT positions, City positions, or County positions.



Instructional Memorandums to Local Public Agencies Table of Contents

Some I.M.s are written either to counties or cities; others are written to both counties and cities. The intended audience is indicated in the "To:" field of the I.M. as well as the Table of Contents below. Many of the I.M.s are referenced by the Federal-aid Project Development Guide (Federal-aid Guide). These I.M.s are marked with an asterisk (*). For more information about the relationship between the [Federal-aid Guide](#), the [Non-Federal-aid Guide](#), and I.M.s, refer to the [Guide and I.M.s web page](#). The funding type is listed in the Table of Contents below, and will be labeled for Federal-aid (F.A.), Federal-aid Swap (Swap), State-aid (State), Farm-to-Market (F.M.) or Local; if the I.M. applies to all types of funding, "All" will be used as the Funding type.

Note: The I.M.s have been transitioned into a new numbering system; please see the [I.M. Renumbering Conversion Chart](#). Some of the I.M.s are not yet complete, as shown in light grey text. Most of the links to the [Code of Federal Regulations](#) (CFR) and the [United States Code](#) (USC) have been removed from the individual I.M.s below. To get to the general CFR and USC, you can click on the links above and search each respective page.

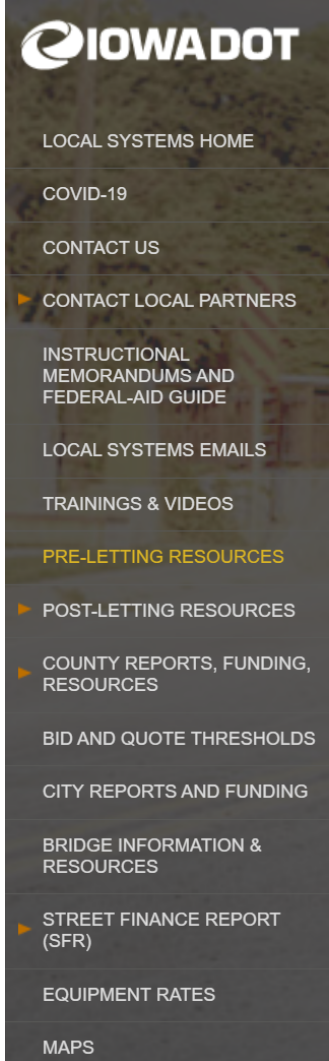
No.	Subject	Revision Date	Funding	Written To
Chapter 1 – Administration				
Chapter 2 – County Road System				
Chapter 3 – Project Development				
Chapter 4 – Environmental Regulations				
Chapter 5 – Letting and Contracts				
Chapter 6 – Construction				
Chapter 7 – Maintenance				
Chapter 8 – Miscellaneous Information				
Chapter 1 – Administration				
Section 1.0 -- General				
1.000	Iowa DOT Oversight of LPA Projects	June 15, 2021	All	Both
	Attachment A - Project Submittal Table for Each Funding Type	June 15, 2021	All	Both
	Attachment B – Administering Bureau Responsibilities Flowchart	June 15, 2021	All	Both
1.010	Acronym List	December 31, 2019	All	Both
1.020	References to the Iowa Code	August 7, 2020	All	Counties
1.070*	Title VI and Nondiscrimination Requirements	June 29, 2018	F.A.	Both
1.080*	ADA Requirements	October 1, 2013	All	Both
	Attachment A – Sample Curb Ramp Transition Plan (Word)	August 24, 2012	All	Both
Section 1.1 -- Programs				
1.100*	Highway Bridge Programs for Cities and Counties	December 31, 2020	All	Both
	Attachment A – City Bridge Priority Point Rating Worksheet (Word)	April 24, 2018	F.A., Swap	Cities
	Attachment B – County Bridge Priority Point Rating Worksheet (Word)	April 29, 2020	All	Counties
	Attachment C – Touchdown Points and Limits of Participation	July 18, 2011	F.A., Swap	Both
	Attachment D – County HBP Fiscal Constraint Requirements	July 18, 2011	F.A., Swap	Counties
1.150	Federal-aid Swap Program	August 7, 2020	Swap	Both
	Attachment A - Federal-aid Swap Policy Approved by the Iowa DOT Commission February 13, 2018	August 7, 2020	Swap	Both

Local Systems Bureau: Services we Provide

- ▶ Guidance - https://iowadot.gov/local_systems/im/lpa-ims
 - ▶ Federal-aid Guide
 - ▶ Non-Federal-aid Guide
 - ▶ Instructional Memorandums (I.M.s)
- ▶ Federal and State-aid projects
 - ▶ Project Development Oversight
 - ▶ Construction Inspection questions and Contract Administration Oversight
- ▶ General Questions - all projects

Local Systems Website

- ▶ Pre-Letting Resources:
 - ▶ Project Development Information
 - ▶ Targeted Small Business Information
 - ▶ DOT Forms
- ▶ Post-Letting Resources:
 - ▶ Forms, Claim Reimbursement
 - ▶ Appia & Doc Express Resources
 - ▶ Inspection Worksheets (Excel)
 - ▶ Helpful Links
- ▶ Bridge Information
- ▶ County & City Reports and Funding
- ▶ Bid Threshold Information
- ▶ Trainings and Videos
- ▶ Maps!
- ▶ Federal-aid Swap Information
- ▶ FHWA Emergency Relief (ER) Program



LOCAL SYSTEMS

PRE-LETTING RESOURCES

PROJECT DEVELOPMENT INFORMATION

MANUALS, GUIDES AND POLICIES

[Instructional Memorandums to Local Public Agencies \(I.M.s\) and the Federal-Aid Project Development Guide](#)

These documents provide guidance and information for local public agency and consultant staff regarding a wide range of topics, including processes and procedures for local public agency federal-aid transportation projects.

[Iowa County Engineering: A Resource Guide for County Engineers](#)

This publication is designed for new county engineers and provides information about the county engineer's role and responsibilities as part of county government in Iowa. This document also serves as a convenient quick-reference guide for experienced county engineers.

[Policy for Accommodating Utilities on the County and City Non-Primary Federal-Aid Road System](#)

Policies and procedures for utility accommodation and relocation as part of a federally funded local public agency improvement project.

[Right of Way Information Packet \(LPA Manual\)](#)

This manual provides extensive guidance to local public agencies to help them comply with Federal and State requirements when acquiring property rights, including the Uniform Act. For additional assistance, please contact one of the [Local Public Agency Coordinators](#) in the Right of Way Bureau.

Local Systems Website

- ▶ City Bridge Program - letters due October 1 every year
- ▶ City Street Finance Report (SFR) - due December 1 (CHANGE)
- ▶ TIME-21 and RUT Fund payment & budget information
- ▶ Census 2020 Information
- ▶ Collaborate with SUDAS & Public Works Service Bureau (PWSB)

LOCAL SYSTEMS

CITY FUNDING AND INFORMATION

IOWA DOT FUNDING GUIDE

Basic information on all of the different federal and state funding programs that are available to local public agencies in Iowa.

TIME-21 PAYMENTS

This report shows each city and county's monthly payments of Transportation Investment Moves the Economy in the 21st Century (TIME-21). The monthly payment for TIME-21 is part of the **Road Use Tax Fund (RUTF)** payment distributed to counties and cities monthly.

CITY PAYMENTS

 [TIME-21 - fiscal year 2022](#)

 [TIME-21 - fiscal year 2021](#)

 [TIME-21 - fiscal year 2020](#)

***FY 2022 Note:** There was no TIME-21 payment in September 2021 (funds collected in July) due to a recording error. The error has been resolved, and that same payment is now being combined with the normal November 2021 payment (funds collected in September). For this reason, the November 2021 payment is higher than normal.

Monthly fluctuations in TIME-21 revenue at the end of a fiscal year, and beginning of the next fiscal year, are due to the fact that annual vehicle registration revenue goes entirely to the RUTF until it reaches a cap of \$392 million for the fiscal year. Once the RUTF hits \$392 million for the year, all remaining annual registration revenue goes to the TIME-21 Fund. In addition, RUTF revenue is distributed with a one-month lag (i.e. it is collected one month and distributed to the DOT, cities and counties the next month) while TIME-21 revenue is distributed on a two-month lag (i.e. it is collected one month and distributed two-months later). The impact of these two issues is illustrated in the following chart.

[TIME-21 BAR CHART](#)

ROAD USE TAX FUND (RUTF)

STATE FISCAL YEAR	IOWA DOT PER CAPITA FORECAST*
SFY 2022	\$125.50
SFY 2023	\$126.50
SFY 2024	\$127.50
SFY 2025	\$128.00

Questions?

Iowa DOT

Local Systems Bureau

515.239.1528

