

IOWA DEPARTMENTMENT OF TRANSPORTATION CORPORATE HANDBOOK

August 2022

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PURPOSE

There is created a state department of transportation which shall be responsible for the planning, development, regulation, and improvement of transportation in the state as provided by law (Iowa Code 307.2).

The department is exclusively focused on the state's multi-modal, integrated transportation system and programs. The core purpose of the organization is to enhance the quality of life for Iowans. The core focus or mission of the organization is making lives better through transportation. The organization's niche is stewardship of the state's transportation system, and the 10-year vision is the safest, smartest transportation system in the nation, one that is made to last.

As a state agency organized in the executive branch of Iowa state government, the department may exercise any and all powers conferred by statute to executive branch agencies and to the Iowa Department of Transportation.

All property and accumulations of the department shall be held and administered to effectuate its purpose and serve the general welfare of the people of Iowa.

The address of the department's central office is 800 Lincoln Way, Ames, Iowa 50010. The address of the department's Motor Vehicle Division central office is 6310 SE Convenience Blvd, Ankeny, Iowa 50010.

The department's field locations include 6 district offices, 101 maintenance garages, 14 resident construction engineer offices, and 18 driver license service centers (see Figure 1 below).

The department is organized into 6 divisions, with additional support staff in the Office of the Director (Figure 2).

MAP OF LOCATIONS

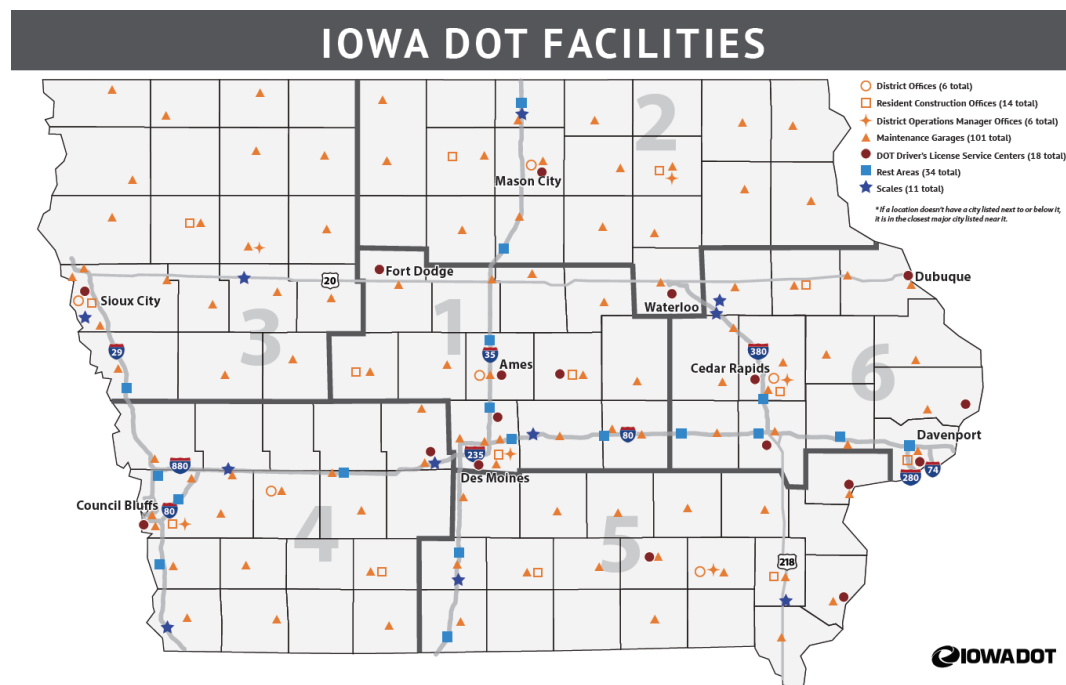


Figure 1. Map of Department owned-operated field locations across the state of Iowa.

ORGANIZATION CHART

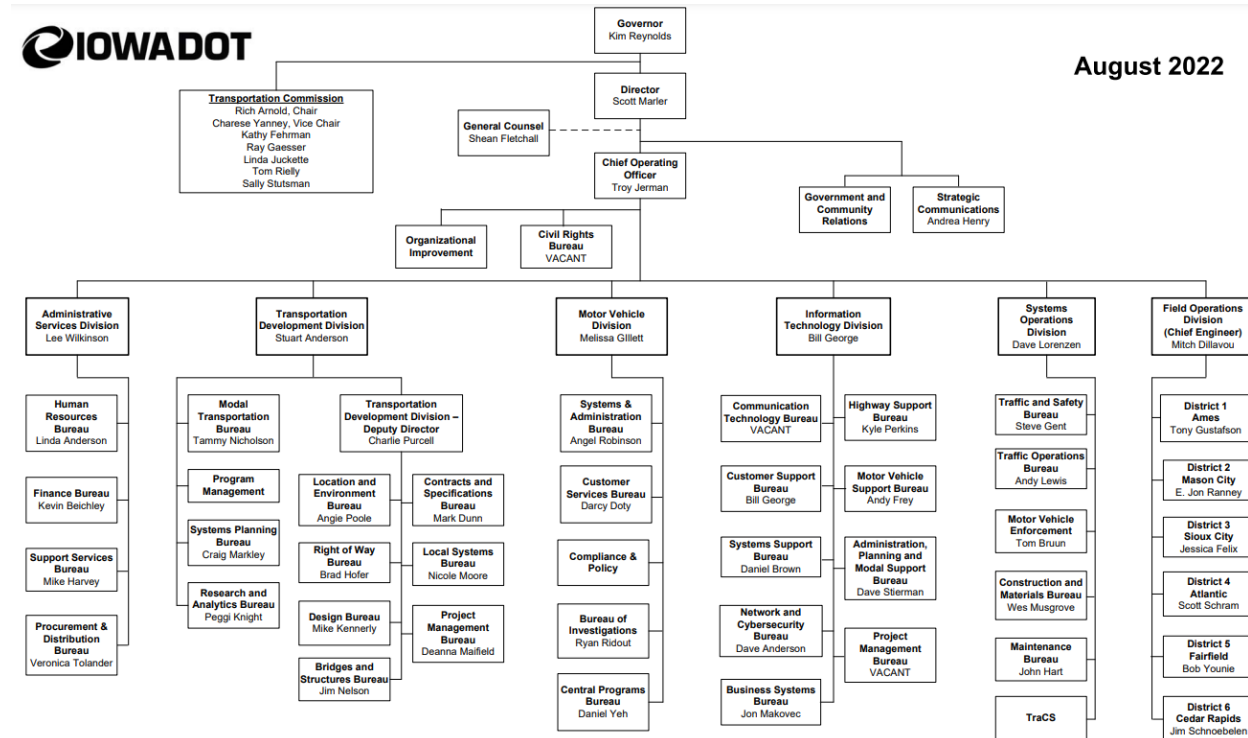


Figure 2. Organization of the Department as of August 2022.

TRANSPORTATION COMMISSION

There is created a state transportation commission which shall consist of seven members, not more than four of whom shall be from the same political party. The governor shall appoint the members of the state transportation commission for a term of four years beginning at 12:01 a.m. on July 1 in the year of appointment and expiring at 12:00 midnight on June 30 in the year of expiration, subject to confirmation by the senate. The commission shall meet in July of each year for the purpose of electing one of its members as chairperson (Iowa Code 307A.1A).

The Iowa Transportation Commission is charged with developing state transportation policy and a state transportation plan (Iowa Code 307A.2). In carrying out its duties, the Commission shall:

- Develop a comprehensive transportation policy and plan
- Promote coordinated and efficient use of all available modes of transportation
- Prepare and publish a long-range “continuing five-year program” for the primary road system relating to construction, maintenance, and improvements
- Adopt rules as necessary resulting from long range planning
- Identify commercial and industrial highways, and

- Approve the Director's administrative rules

The Iowa Legislature intended for the Department and the Commission to have different overall transportation responsibilities even though they both share the goal of the establishment and preservation of Iowa's comprehensive transportation system. The Department has implementation/operational responsibilities for transportation, while the Commission has policy and long-range planning responsibilities.

The Iowa Transportation Commission elects a chair and vice chair in July of each year. They meet monthly at a location and time of their choosing and generally conduct four field tours each year. They receive public input from delegations during field tours or at such time and place identified by the chair.

The Department supports the planning, logistical, and operating aspects of the Commission meetings and tours in coordination with the chair and vice chair.

DIRECTOR

The governor shall appoint a director of transportation, subject to confirmation by the senate, who shall serve at the pleasure of the governor and who shall not be a member of the commission (Iowa Code 307.11).

The Iowa DOT director's duties set forth under Iowa Code 307.12 include the following:

- Manage the internal operations of the department and establish guidelines and procedures to promote the orderly and efficient administration of the department
- Employ personnel as necessary to carry out the duties and responsibilities of the department
- Assist the commission in developing state transportation policy and a state transportation plan
- Establish temporary advisory boards of a size the director deems appropriate to advise the department
- Prepare a budget for the department and prepare reports required by law
- Present the department's proposed budget to the commission prior to December 31 of each year
- Appoint the administrators within the department
- Review and submit legislative proposals necessary to maintain current state transportation laws
- Enter into reciprocal agreements relating to motor vehicle inspections with authorized officials of any other state
- Adopt rules as the director deems necessary for the administration of the department and the exercise of the director's and department's powers and duties
- Reorganize the administration of the department as needed to increase administrative efficiency
- Provide for the receipt or disbursement of federal funds allocated to the state and its political subdivisions for transportation purposes
- Include in the department's annual budget all estimated federal funds to be received or allocated to the department
- Adopt rules regarding transportation of hazardous wastes, including enforcement of the rules by the department and the division of state patrol

- Prepare and submit a report to the general assembly on or before January 15 of each fiscal year describing the prior fiscal year's highway construction program, actual expenditures of the program, and contractual obligations of the program
- Apply for, accept, and expend federal, state, or private funds for the improvement of transportation
- Coordinate the transportation research activities within the department

The Director supervises and directs the management of the affairs of the Department, subject to Iowa Code, Iowa Administrative Rules, and the direction of the Governor.

In the event of the incapacity of the Director, as determined by the Governor's Chief of Staff, the Chief Operating Officer is empowered to supervise and direct the management of the affairs of the Department.

OFFICE OF THE DIRECTOR

There shall be an Office of the Director comprised of the following business units:

- Government and Community Relations
- Strategic Communications

The leaders of these business units serve at the pleasure of the Director and provide key support and advisory roles to the Director and department as needed.

CHIEF OPERATING OFFICER

The Chief Operating Officer (COO) reports directly to the Director and has primary responsibility for the day-to-day internal operations of the department while keeping the Director informed, particularly regarding the status of Iowa DOT's highest-level priorities. The COO works closely with the directors and managers of the department's divisions, bureaus, and the six districts and has supervisory responsibility for division directors.

The COO is responsible to work with the Director to foster a high performing executive team capable of advancing Iowa DOT's vast operational responsibilities and in line with the governor's strategic priorities. The COO must work closely with the members of the executive team and the Office of the Director with an operational focus on budget, HR, communications, internal processes, and critical functions.

The COO serves as the final point of decision making for internal Iowa DOT matters as delegated by the Director.

The following business units are organized under the COO:

- The Civil Rights Bureau
- Organizational Improvement

EXECUTIVE LEADERSHIP TEAM

There shall be an executive leadership team (ELT) composed of the following members:

- DOT Director
- DOT Chief Operating Officer
- Director of Administrative Services Division
- Director of Field Operations Division
- Director of Information Technology Division
- Director of Motor Vehicle Division
- Director of Systems Operations Division
- Director of Transportation Development Division
- Advisory staff: At the request of the Director, certain staff provide advisory roles to the executive leadership team, such as the Strategic Communications director, the Government and Community Relations team leader, the State Legislative Liaison, the Legislative Compliance Officer, and the deputy director of the Transportation Development Division. Advisory staff provide input and advice to the executive leadership team; primary decision-making is the responsibility of the DOT Director, DOT COO, and Division Directors. The ELT also seeks inclusion of executive support staff at ELT meetings.

Under the leadership and direction of the Director and COO, the ELT works together as a high performing team to ensure seamless and consistent development and execution of Iowa DOT's policies, programs, and overall operations. The ELT provides leadership to Iowa DOT's programs and services to ensure day to day alignment with Iowa DOT's mission and goals, including collaborating to recommend to the Director appropriate policy or programmatic changes.

The ELT meets biweekly at the location, place, and time determined by the COO, in consultation with the Director.

DIVISIONS

The department is organized into 6 divisions. The divisions are responsible to administer, supervise, and implement the mission and goals of the department.

Division directors are responsible for leading, aligning, and organizing their subordinate business units to achieve the mission and goals of the department. Each director is responsible for the division's administrative and operational issues such as budget, human resources, organizational alignment, policy alignment, and performance results, taking appropriate action as necessary.

Divisions shall advance the Department's business plan goals and objectives, identify cross-cutting issues, and work cooperatively among divisions for coordination and communication.

The purpose of each division includes the following:

Administrative Services Division

The Administrative Services Division is committed to collaborating with its internal and external customers to support their operational needs. This Division's strategic goals focus on human resources,

finances, retention, diversity, employee development, employee engagement, Affirmative Action/Equal Employment Opportunity, facilities, procurement/distribution of goods and services, and agency capital appropriations. Administrative Services has 138 staff positions across the following bureaus and business units:

- Human Resources Bureau
- Finance Bureau
- Support Services Bureau
- Affirmative Action & Equal Employment Opportunity
- Procurement and Distribution Bureau
- Talent Development and Employee Engagement

Field Operations

The Field Operations Division aims to deliver, build, maintain, and operate Iowa's highway transportation system. The Field Operation's strategic goals include promoting and providing a safety-first culture, implementing TSMO, optimizing staffing and resources while minimizing outsourcing, and rebuilding promotional structures. Field Operations has 1,470 employees throughout the six DOT Districts.

- District 1, Ames
- District 2, Mason City
- District 3, Sioux City
- District 4, Atlantic
- District 5, Fairfield
- District 6, Cedar Rapids

Information Technology Division

The Information Technology Division's purpose is to provide IT leadership and technology solutions to meet the needs and functions of Iowa DOT's business partners. The Division aims to replace legacy systems with modern technology, increase security posture in network applications, and automate and streamline business processes. This Division's strategic goals focus on risk management, IT modernization and enhancement, and a data-driven approach to technology. The IT Division has 142 staff positions across the following bureaus and business units:

- Administrative, Planning, and Model Support Bureau
- Highway Support Bureau
- Motor Vehicle Support Bureau
- Systems Support Bureau
- Network and Cybersecurity Bureau
- Customer Support Bureau
- Communication Technology Bureau
- Project Management Bureau
- Business Systems Bureau

Motor Vehicle Division

The Motor Vehicle Division provides products and methods for customers to access the transportation system and is a customer's "front door" to using Iowa's transportation system. In partnership with the 99 County Treasurer's offices, MVD is responsible for testing and issuance of driver's licenses and identification cards, vehicle titles, registrations, and plates; vehicle dealer licenses; and motor carrier permits, titles and registrations. MVD staff ensure compliance with state and federal regulations, and investigate fraud in all of its business areas. Its strategic goals include becoming the role model for

excellent customer service. MVD has 290 staff headquartered in 18 different locations and is organized into the Bureaus and business units:

- Bureau of Investigation and Identity Protection
- Compliance and Policy
- Central Programs Bureau
- Customer Services Bureau
- Systems and Administration Bureau

Systems Operations Division

The purpose of the Systems Operations Division is to proactively manage, operate, enforce, and maintain the highway transportation system as safely and efficiently as possible. The goals of Systems Operations include advancing highway safety, well-maintained roadside facilities, operating the statewide TMC, supporting construction, and supporting the Iowa economy through excellent operations. Its staff consists of 258 employees throughout the following bureaus and business units:

- Construction and Materials
- Maintenance
- Motor Vehicle Enforcement
- Traffic and Safety
- Traffic Operations
- TraCS Unit

Transportation Development Division

The Transportation Development Division supports the Commission's development of Iowa's long-range transportation plan and five-year program and administers state and federal grant funding programs. The Division also supports planning, project development and programming activities at city, county, regional, and metropolitan levels and promotes all modes of transportation. Strategic goals include modifying the organizational structure to provide a comprehensive modal focus, advancing asset management, implementing improved grant management tools, and improving tracking of federal fund usage within the department.

The Division is committed to developing and delivering high quality transportation projects on time and within budget. In this context, the Division is focused on project and portfolio management, performance management, scoping and prioritizing projects, managing the Master Works project scheduling system and employee engagement.

This Division has 404 full-time staff members and an additional 45 temporary positions seasonally across the following bureaus and business units:

- Modal Transportation Bureau
- Program Management
- Systems Planning Bureau
- Research and Analytics Bureau
- Bridges and Structures Bureau
- Contracts and Specifications Bureau
- Design Bureau
- Local Systems Bureau
- Location and Environment Bureau
- Project Management Bureau
- Right of Way Bureau

DISTRICTS

The department has established 6 regional field districts across the state. The districts are responsible to administer, supervise, and implement the mission and goals of the department within their district, focused primarily on highway planning, design, construction, maintenance, and operations. Districts serve as the local representative of Iowa DOT in their part of the state and have primary responsibility for engaging the cities and counties within their district on transportation matters.

District management includes a district engineer, assistant district engineer, district construction engineer, and district maintenance manager, as well as subordinate supervisors; the district engineers report to the Field Operations Division Director, who also serves as the Chief Engineer for the DOT. The six districts each has between 250 to 330 employees. Districts place primary emphasis on design, construction, maintenance, emergency response, and winter operations.

District engineers are responsible for leading, aligning, and organizing their subordinate business units in the district to achieve the mission and goals of the department, including administrative and operational issues such as district budget, human resources, organizational alignment, policy alignment, and performance results, taking appropriate action as necessary.

The Motor Vehicle Enforcement Bureau also contains groupings of counties organized under 5 field captains, who report to the Systems Operations Division. The 18 Drivers License Service Centers are distributed statewide and all report to the Motor Vehicle Division.

RELATIONSHIP BETWEEN CENTRAL OFFICE AND DISTRICTS

The Department has taken a de-centralized approach to district administration. Generally speaking, each district is responsible for the administration, supervision, and implementation of the mission and goals of the department within their district. It is important that districts operate consistently across the state, providing similar levels of service everywhere in Iowa.

The districts have monthly leadership meetings with the Chief Engineer/Field Operations Division Director with the intent of jointly working through challenges and developing consistent guidance and standards for all field employees.

Business units in central office are generally intended to support the work of the districts through data, planning, coordination/collaboration, guidance, resources, and timely advice. Districts are responsible to lead their business within their area of the state. When matters require statewide or multi-district coordination (such as regional emergencies), central office will play a more centralized role within and among the districts.

BUREAUS AND BUSINESS UNITS

Bureaus and business units operate tactically to implement and deliver the programs, services, and activities of the department. There are currently 33 bureaus and 6 business units within the department. Bureaus typically have a bureau director and subordinate supervisors. Smaller business units often report to a lead worker.

The purpose of each bureau and business unit includes the following, as organized by division or office:

Office of the Director

Government and Community Relations

The Government and Community Relations Group is part of the DOT Director's Office staff. It oversees compliance with transportation rules and regulations, documents department internal policies and procedures, provides administrative review and handles community relations along with providing advocacy and oversight of all transportation related state and federal policy and legislation.

Strategic Communications

Strategic Communications is responsible for managing and elevating the Iowa DOT's brand, ensuring the principles of the business plan are consistently carried out in a customer focused manner across internal and external communication channels. They develop communications, marketing and media and public relations programs; actively manage the DOT's website and intranet, social media channels, videos, publications, forms, memos, and one-pagers; and offer communication and brand guidelines, consulting, and templates for use by DOT employees.

Office of the Chief Operating Officer

Civil Rights Bureau

The Civil Rights Bureau (CRB) monitors the Iowa Department of Transportation's commitment to ensuring that the most fundamental principles of equal opportunity, affirmative action and non-discrimination are included in business opportunities and services to the public. CRB administers the following programs: Title VI, Disadvantaged Business Enterprise (DBE), On-the-Job Training (OJT), External Contract Compliance, Americans with Disabilities Act (ADA), and Diversity, Equity, and Inclusion.

Organizational Improvement

Organizational Improvement is responsible for managing and assisting with the Iowa DOT business plan and ensuring the principles of the business plan are consistently carried out in a customer focused manner across internal and external business units. They provide advice, guidance, analysis, and staff support for agency performance management (both internal and external to the agency), including support for survey/assessment design and implementation. They support project management and agency initiatives such as Transportation Asset Management. They assist with strategic direction and business analytics, as well as special projects at the request of the COO and Director.

Administrative services Division

Human Resources Bureau

The Human Resources Bureau is responsible for managing the employee life cycle (i.e., recruitment, hiring, onboarding, training, and off-boarding), administering employee benefit programs, health, safety and workers compensation programs, classification, and compensation. HRB provides guidance to managers and supervisors related to policy, procedures, and employee issues, assists business units with succession planning,

workforce planning and ensures compliance with state and federal laws and guidelines related to employment.

Finance Bureau

The Finance Bureau is the finance hub of the department featuring three distinct sections: Accounting, Audits and Claims Management. The Accounting section performs a wide array of activities including Payroll, Contract Pay, Receipts, Disbursements, General Ledger, Federal Reimbursements, Project Accounting, Internal Billing and Reporting. Audits comprise of three subsections, each conducting unique audit tasks. External Auditors review project costs and overhead rates. Motor Carrier Auditors examine tax filings and registration fees for compliance with International Fuel Tax Agreement and International Registration Plan regulations. Subrecipient Auditors review subrecipient audit reports and respective indirect cost rates. Claims Management records and negotiates claims against the department (Tort claims) and seeks claims from other parties for damage to DOT Property. Finance also oversees and administers the Iowa DOT's \$400 million operations budget which includes submitting the annual budget request and spending plan to Department of Management.

Support Services Bureau

The Support Services Bureau (SSB) provides vertical asset management and support for the Iowa Department of Transportation. It is comprised of eight unique sections: Facility Management, Facilities Design, Equipment Services, Building Services, Custodial Services, Mail Services, Grounds Maintenance, and Printing Services. These sections provide essential facilities, equipment and services that support the core business purpose of the agency. SSB strives to listen, understand, and collaborate with DOT customers to provide creative, effective, and economical facility design solutions and related services. Equipment Services works closely with customers to provide motor pool vehicles, annual equipment purchases, vehicle outfitting, repairs, auction, and disposal services. Essential support services include Printing, Custodial, Mail Services/Shipping, Grounds, Security, Emergency Response, Special Projects, etc.

Procurement and Distribution Bureau

The Procurement and Distribution Bureau is responsible for the procurement of general goods and services both stocked at the Ames Distribution Center and DOT field locations as well as non-stocked items as needed by the Department and any eligible state of Iowa entity. The Distribution Center houses stocked items controlled by an inventory management system. Items can be ordered from an online catalog, phone, or at the ordering counter. The Distribution Center also provides a transport delivery service to DOT locations and other state entities via a "per week" routing process. These duties are governed by IAC 761-Chapter 20 and Iowa Code 307.21 as well as DOT policies 010.01, 010.10, 010.12, 010.13.

Transportation Development Division

Modal Transportation Bureau

The Modal Transportation Bureau has three sections (Aviation, Public Transit, and Rail). For each modal section, the bureau is responsible for supporting and promoting each mode of transportation through administering state and federal funding, coordinating services, developing partnerships, providing technical support and assistance, and supporting economic development. The bureau plays a key role in assuring Iowa has a well-developed multimodal transportation system that meets the mobility and accessibility needs of Iowans and provides transportation options to support low-cost transportation for moving Iowa's goods to the rest of the nation and the world.

Program Management

Program Management is responsible for supporting the Iowa Transportation Commission's development of an annual Five-Year Improvement Program (Program). The Program covers all Commission investments in Iowa's transportation system along with specifically identifying approximately \$3.6 billion of state and federal funded construction projects on the state highway system. Program Management also supports the development of the federal Statewide Transportation Improvement Program, supports the allocation and use of state Park and Institutional Road funds, and manages Federal Highway Administration funds that are allocated to the state.

Systems Planning Bureau

The Systems Planning Bureau has four distinct Teams (Grant Program Administration; Modeling, Forecasting and Telemetrics; Planning; and Cartography and Traffic). Focus areas include administering several different grant program application processes as well as assisting project sponsors awarded funding by the Transportation Commission navigate the entire project development process; assisting Iowa's nine Metropolitan Planning Organizations (MPO's) in creation/operation of urban travel demand models, collecting long-term traffic data, completing long-term traffic forecasts; creation of various long-range plans including the Transportation Commission required State Long-Range Transportation Plan; assisting Iowa's nine MPO's and 18 Regional Planning Affiliations with transportation planning activities; and collection of thousands of annual short-term traffic counts and creation of numerous web and paper maps including the biennial State Transportation Map.

Research and Analytics Bureau

The Research and Analytics Bureau is responsible for two separate programs. Management of the research program includes funds from several sources that are leveraged to deliver targeted solutions that consider all aspects of Iowa's transportation future through research, innovation, implementation, and technology transfer. Analytics maintains the enterprise system of roadway attributes, including location, for all public roads, bridges and rail crossings in Iowa that is used by federal, state, and local agencies and by various DOT systems for integration and data analysis. This data is also used for federal and state reporting, performance measures and funding distribution.

Location and Environment Bureau

The Location and Environment Bureau's core function is to promote environmental stewardship within the context of transportation project delivery by balancing the needs of the public with the environment and ensuring environmental regulatory

compliance. The Bureau has 34 staff members who have expertise including engineering, public involvement, environmental policy, water resources, cultural resources, protected species and natural areas, mitigation design and compliance, regulated materials compliance, air quality and traffic noise. This bureau's expertise is used to help define the best-balanced transportation improvement strategy for any given project.

Right of Way Bureau

The Right of Way Bureau helps to balance public interest and public need in identifying, valuing, acquiring, and managing real property for the Department and is a proactive steward of the Department's right of way. The Bureau provides the tools and expertise to help make data driven decisions about present and future property needs while also managing the property the Department currently owns.

Design Bureau

The Design Bureau's primary responsibility involves the development of highway improvement projects to meet the objectives outlined in the Department's 5-Year Transportation Improvement Plan. This also involves emergency projects and a limited number of 3R projects. In order to accomplish this, the bureau also is responsible for many of the support activities necessary to develop those projects and support the development of projects in other areas such as bridges and structures. Those activities include preliminary survey, photogrammetry, pre-design, geotechnical investigations, roadside development, rest area design, and standards and details development. The bureau also has a group responsible for ensuring plan quality, and the administration of the ADA sidewalk improvement plan.

Bridges and Structures Bureau

The Bridges and Structures Bureau designs bridges, culverts, overhead sign supports and other structures for new and replacement projects. The bureau inspects bridges on the primary system in accordance with the National Bridge Inspection Standards (NBIS) in order to maintain safe and reliable mobility for transportation customers. The bureau also provides and maintains an extensive catalog of bridge standards for local public agency (LPA) use and conducts oversight of LPA's NBIS bridge inspection programs.

Contracts and Specifications Bureau

Contracts and Specifications Bureau oversees the development and maintenance of the DOT specifications and procures contractors for the projects developed under the Department's 5-Year Transportation Improvement Plan. This includes development of the bidding documents and engineer's estimates, advertisement of the projects, conduct of the bid lettings, and award of the contracts. The Bureau is also responsible for ensuring all clearances are completed and FHWA authorization is received prior to letting when required. The Bureau maintains a historical database on bid results for reporting and use by the department and performs the contractor prequalification for bidder eligibility.

Local Systems Bureau

The Local Systems Bureau (LSB) is the liaison between FHWA, DOT, and the LPAs (Local Public Agencies). LSB oversees and provides guidance to the LPAs in the development and construction of their Federal and State funded projects and ensure they comply with all applicable Federal and State requirements. Iowa Code requires LSB produce Instructional Memorandums to guide the LPAs to achieve compliance. The LPA program is approximately \$250 million annually with approximately 500 active projects at any one time. Federal and Iowa Code require LSB to oversee several of the LPA's reports, programs, and budgets as they pertain to their 105,140 miles of roadway (91.6% of total) and 19,766 bridges (81.2%).

Project Management Bureau

The Project Management Bureau (PMB) manages processes and software to deliver projects in the Highway Program. The office has 13 staff in two work units. The Consultant Coordination Group manages the procurement and contracting of engineering and technical services in accordance with federal regulations. They also coordinate partnering effort with the Iowa chapter of the American Council of Engineering Companies. The Project Management Group establishes project numbers and schedules for all projects in the Highway Program. A project manager is assigned from this group for large and complex projects as well as projects that require consultant oversight. The project manager's role is to ensure that the scope, schedule, and budget of the project fit with the Department's goals and to ensure communication within the project team.

Motor Vehicle Division

Systems and Administration Bureau

The Motor Vehicle Division's Systems and Administration Bureau is responsible for the division's records management and data privacy compliance, including crash data, the financial and accounting functions of the division, the maintenance and support of the division's multiple transactional systems and vendor relationships, and administers the division's portfolio of system-related projects and enhancements. The bureau is responsible for providing system access and governance to all DOT and county treasurer employees providing DOT services. This bureau partners with the IT Division's Motor Vehicle Support Team to prioritize and support system upgrades and innovation. Additionally, the bureau manages all MVD equipment, inventory, supplies, and contracts.

Customer Services Bureau

The teams providing driver's licensing and identification services, vehicle services and motor carrier services make up the Customer Services Bureau. Identity and mobility experts located in 18 locations throughout the state partner with customers going through the licensing process from testing, identity vetting, credential issuance, privilege obstacles all the way through driver retirement. The bureau supports 83 county treasurers providing driver and identification services as agents of the department. The vehicle services team provides persons with disability parking permits, approves personalized, specialty and official license plate applications, and processes bonded title applications. The motor carrier team serves independent and corporate

carrier companies with required state and federal titling and registration requirements, routes over-dimension vehicles on Iowa's primary and interstate highways, and administers fuel tax and unified carrier registration for Iowa-based carriers. The focus of this bureau is creating the best customer experience possible.

Compliance and Policy

The Motor Vehicle Division's Compliance and Policy team is responsible for managing and updating all the division's administrative rule chapters, reviewing and analyzing the numerous proposed legislative bills during the legislative session, and writing and publishing official MVD policy memorandums for DOT and county treasurer staff. This team works closely with external stakeholders on policy changes and helps to ensure the division's rules and policies comply with the appropriate federal and state laws and regulations.

Bureau of Investigation and Identity Protection

The Bureau of Investigation and Identity Protection is composed of 21 team members that includes 19 certified law enforcement officers. This team focuses on investigating fraud in several key areas. Some major areas of investigations are related to identity theft and driver's license fraud, motor vehicle fraud including stolen and cloned vehicles and fraudulent title documents, motor vehicle dealer and recycler oversight, use tax fraud relating to tax evasion when titling a motor vehicle, and odometer fraud. Many of these investigations result in the bureau's investigators filing criminal charges against the offender that range from misdemeanor violations on up to felony level charges.

Central Programs Bureau

The major programs of MVD (Motor Vehicle Division) are consolidated in the Central Programs Bureau. This bureau ensures that MVD programs and policies comply with state and federal law and seeks to identify and deploy process improvements to increase effectiveness and to support Iowa DOT's core values. The Central Programs Bureau cultivates strong agency relations with key customers and stakeholders, including commercial drivers and carriers, county treasurers, law enforcement agencies and vehicle dealers. The bureau supports safety on Iowa roadways through oversight of driver education programs, driver medical review and vehicle title and registration revocation processes. The bureau also oversees the role of emerging technology for drivers and vehicles, including Mobile ID and vehicles with Automated Driving Systems.

Information Technology Division

Business Systems Bureau

The Business Systems Bureau is responsible for the administration and configuration of the Workday human resource and financial ERP (Enterprise Resource Planning) system, AssetWorks asset management system, and inventory and supply chain system.

Communication Technology Bureau

Communication is critical to the functioning of the Iowa DOT, and a variety of communication technologies are used. Among those are the telephone, mobile phone/data, and radio systems. The Communication Technology Bureau administers

those systems, as well as offering support services for them and coordinating with federal agencies such as the FCC. It is also responsible for network and phone cabling and involved in some basic network and workstation support. In addition, the bureau is responsible for upfitting Motor Vehicle Enforcement vehicles, certifying the speed radars, and troubleshooting related IT and electrical issues.

Customer Support Bureau

The Customer Support Services Bureau is responsible for the technical support for all computer equipment and desktop software utilized by DOT staff and also county staff that perform driver license issuance. This bureau is also responsible for the ordering, configuration, installation and updating of end user computer equipment and software.

Systems Support Bureau

The IT Systems Support Bureau implements and maintains enterprise IT infrastructure including servers, applications, databases, and other cloud platforms for nearly all agency work. The bureau is comprised of five functional areas: Database, ERMS, Server and Application, Hardware, Mainframe.

Network and Cybersecurity Bureau

The mission of the Network and Cybersecurity Bureau is to deliver a modern, reliable, and resilient network to enable improvements in safety, efficient business processes and innovative customer service solutions. This bureau partners with a diverse group of stakeholders to ensure the confidentiality, integrity and availability of enterprise and citizen information from evolving cybersecurity threats. A focus on appropriate infrastructure, competence and advanced skills is aimed to quickly respond to incidents, restore affected services and deliver an extremely high degree of business continuity.

Highway Support Bureau

The Highway Support Bureau is responsible for the design, development, and implementation of new software applications for the Systems Operations Division, Field Operations Division and Bureaus within the Transportation Development Division at the Iowa DOT. This bureau is also responsible for technical input and customer support of internally developed as well as purchased applications used by the divisions supported by the Highway Support Bureau. Data Warehouse management and GIS Platform administration for the whole department are also supported by this bureau.

Motor Vehicle Support Bureau

The Motor Vehicle Support Bureau is responsible for the design, development, and implementation of new software applications for the Motor Vehicle Division at the Iowa DOT. This bureau is also responsible for technical input and customer support of internally developed as well as purchased applications used by the Motor Vehicle Division.

Administration, Planning, and Modal Support Bureau

The Administration, Planning, and Modal Support Bureau is responsible for the design, development, and implementation of new software applications for the Administrative Services Division, the Information Technology Division and Bureaus within the Transportation Development Division at the Iowa DOT. This Bureau is also responsible for technical input and customer support of internally developed as well as purchased applications used by the divisions supported by the Administration, Planning, and Modal Support Bureau.

Project Management Bureau

The IT PMB delivers strategic and operational project management leadership to support the Iowa DOT information technology projects by identifying, prioritizing, and successfully executing projects and initiatives aligned with the DOT's strategic business plan and key initiatives. The Bureau provides project management leadership services to reduce technology debt/risks, retire legacy systems and execute strategic and regulatory projects. The IT PMB consists of the PMO administrator, certified project management professionals, project managers and business/systems analysts.

Systems Operations Division

Traffic and Safety Bureau

The Traffic and Safety Bureau (TAS) focuses on improving the safety and operations of Iowa's transportation system by providing efficient designs, clear guidance, and critical information to motorists, as well as related services to internal stakeholders, local agencies, and the public. TAS is involved with ensuring safe work zones and statewide safety messaging including Zero Fatalities and Roadside Chat.

TAS has four primary sections including:

- Traffic Engineering – develop design plans and provide operational expertise involving signs, traffic signals, pavement markings, dynamic message signs, speed zones, and roadway geometry
- Safety Engineering – manage safety funding programs, provide statewide crash information, oversee access management, and assist in the development of roadway safety enhancements
- Advertising Management – manage both the Logo and Tourist Oriented Directional Signing programs and regulate the outdoor advertising/billboards
- Sign Shop – manufacture, warehouse and deliver highway signs for the primary highway system

Traffic Operations Bureau

Traffic Operations is focused on real-time, proactive traffic management using strategies and programs that maximize the safety of, yet minimize impacts to, the traveling public; enhance the safety of responders; reduce economic cost; and enhance the overall response to incidents and emergencies whether the response is related to the transportation system or broader. These strategies and programs include the statewide Traffic Management Center, Safety Service Patrols, Traveler Information Systems,

Intelligent Transportation Systems, Traffic Incident Management, Emergency Management, and Cooperative Automated Transportation. A key element of this Bureau's responsibilities is the coordination of mobility through the implementation of the Transportation System Management and Operations program to ensure safe and reliable mobility.

Motor Vehicle Enforcement

Motor Vehicle Enforcement is a statewide law enforcement agency whose primary focus is highway safety. Motor Vehicle Enforcement positively impacts safety through initiatives and enforcement of traffic and criminal law with an emphasis on commercial vehicles, ultimately to reduce crashes and expedite traffic flow. The core mission for MVE is the enforcement of the Federal Motor Carrier Safety Regulations specifically, vehicles size, weight, registration, hours of service, driver qualification, vehicle safety compliance, and travel authority of commercial motor vehicles. These initiatives have a positive impact on safety for the motoring public, the movement of goods and services on Iowa's highways, as well as protecting Iowa's highway system and infrastructure.

Construction and Materials Bureau

The Construction and Materials Bureau provides statewide oversight, guidance, support, and training for materials sampling and testing and construction contract administration for the Iowa DOT's annual \$700M-plus State Transportation Improvement Program. Engineering specialists provide subject matter expertise and training to field personnel in the areas of earthwork, erosion control, asphalt, concrete, structures, and work zone safety. Central materials laboratory technicians test and approve materials for use on projects, and also provide, maintain, and calibrate test equipment for field staff. Manufactured products staff maintain a searchable database of approved products, sources, producers, and suppliers of materials for Iowa highway projects. Geology staff ensure the availability, quality, and durability of aggregates to optimize the performance and longevity of Iowa's transportation system. Special Investigations (SI) staff perform specialized testing and analysis of the primary and interstate roadway systems for use in pavement management and design. Pavement Management staff evaluate pavement data, design new pavements and the rehabilitation of existing pavements, and make recommendations on rehabilitation techniques. Training Specialists manage and administer the Iowa DOT's Technical Training and Certification Program (TTCP), providing a wide variety of web-based and classroom certification training to Iowa DOT staff, other state and local agencies, consultants, contractors, and producers.

Maintenance Bureau

The Maintenance Bureau works in partnership with field maintenance to manage the agency's maintenance operations so that consistent, effective, and quality services are provided to the traveling public. The programs include Winter Operations (performing treatment before, during, and after winter weather events), Routine Roadway Maintenance, Equipment Management and Repair, Rest Area Management, Highway Lighting and Repair, and general support of all field maintenance operations. The bureau focuses on safety and mobility of the traveling public as well as safety of DOT staff.

TraCS

The TraCS Team is comprised of a Team Lead and six support staff that provide technical assistance and training to Law Enforcement across the state on both the TraCS and MACH software. The Team Lead also serves as the lead for the National Model program. TraCS is a sophisticated data collection, records management system, and reporting tool for the public safety community to streamline and automate the capture of incident data in the field and transfer the data from the local agency to statewide systems such as Iowa DOT and Iowa Courts.

The MACH software offers in-car automatic vehicle location (AVL), session-based messaging for cross agency communications, computer aided dispatch, and an NCIC/NLETS interface for querying driver and vehicle registration records.

AGENCY COMMITTEES, TASK FORCES, AND COUNCILS

Administrative Committees

The agency shall establish and organize agency administrative committees as necessary to advise the department on primarily internal matters. Members are typically appointed and serve voluntarily for a period of time. Members are required to balance committee assignments with their workload. Currently established administrative committees include:

1. Civil Rights Committee

This committee is established to assist in carrying out the Iowa Department of Transportation's commitment to ensuring that the most fundamental principles of equality of opportunity and human dignity are upheld in all decisions and any activity or process as the Iowa DOT conducts its business, sets policy, delivers projects, and provides services to the public.

2. HR Policy Advisory Committee

This committee is established to provide strategic guidance regarding Human Resources policies and practices designed to assist the department in attracting, hiring, and retaining a world class workforce.

Special Committees Reporting to the ELT

There are special committees, task forces, internal councils, or forums established from time to time to support and advise the department on special matters. These committees serve at the pleasure of the ELT and report to the ELT and/or Director. Currently established special committees include:

1. Diversity, Equity, and Inclusion Task Force

This task force brings together employees representing a broad spectrum of the agency to form a Diversity, Equity, and Inclusion Task Force. This task force is charged with examining policies, practices, and procedures relating to recruitment, hiring, culture, and climate to

ensure that DOT's organizational efforts support and promote diversity, equity, and inclusion within the Iowa DOT.

2. *Employee Engagement Steering Committee*

This committee is established to provide direct guidance and program-level decisions for the Employee Engagement Program (EEP) to accomplish the vision and goals set by the ELT. The steering committee provides support and guidance to the EEP program manager and the engagement champions in their work. Committee members represent diverse levels and divisions within the department.

3. *Transportation Systems Management and Operations Steering Committee*

Transportation Systems Management and Operations (TSMO) broadly represents the DOT's work to optimize the safety and efficiency of the transportation system, such as traffic monitoring, traffic data-based decisions, minimizing impacts of weather, incidents, special events, emergencies and work zones, improving traveler information, implementation of intelligent, connected and automated technologies, and active transportation and demand management.

This committee serves as a cross-divisional group to guide and lead the continued implementation of TSMO throughout the divisions and bureaus of the Department. TSMO goals, tactics and priorities are defined and revised through the TSMO Program Plan, Service Layer Plans and Annual Accomplishment Plans.

4. *Work Zone Council*

The Iowa DOT Work Zone Council provides overarching leadership and direction of DOT work zone activities throughout the state. The Council recognizes and supports best practices, fosters innovation, and provides statewide uniformity of DOT work zones. It promotes capacity and mobility, minimizing delay, and advancing new technology. Central to the Council is to improve communication and coordination of all work zone traffic activities by specifically involving operations and field staff. The quarterly meetings are open to all Iowa DOT personnel through in-person and virtual participation. Finally, the council establishes partnerships with affiliated and related organizations that value and promote roadway safety.

External Councils

There are external councils established from time to time to support and advise the department on matters external to the agency. These councils serve at the pleasure of the ELT and typically report to a division director and/or the Director. Currently established external councils include:

1. *Iowa Automated Transportation Council (ATC)*

The Iowa Advisory Council on Automated Transportation (ATC) began meeting in July 2018 as a stakeholder group to provide guidance, recommendations, and strategic oversight of

automated transportation activities in Iowa. The ATC has four subcommittees (Infrastructure Readiness, Policy and Legislation, Economic Development, and Public Safety and Enforcement) and two working groups (Communications, Outreach, and Education and Research, Development, Testing, and Evaluation) to support the ATC vision and mission. The ATC developed the Iowa Automated Transportation Vision document, which serves as the developmental roadmap to safely advance emerging technologies such as automated vehicles in Iowa.

2. Customer Advisory Council (coming soon)

Freight Advisory Council

The Iowa Freight Advisory Council (FAC) is a group of public and private stakeholders serving as an advisory body to the Iowa Department of Transportation (Iowa DOT) on freight mobility policies, programs, and investments. This group was created in 2012 as a forum to assist with understanding the complexities associated with freight movements through education, discussion, and review. Members representing the agriculture, energy, distribution, logistics, and multimodal transportation industries, as well as local and state government agencies, meet on a quarterly basis to address critical topics cooperatively identified by the FAC Chair and Iowa DOT staff. This guidance allows the Iowa DOT to guide public investment more effectively in the freight transportation system with the goal of enhancing the competitiveness of Iowa's business and industry.

KEY AGENCY MEETINGS AND PARTICIPATION WITH ASSOCIATIONS

Key meetings and associations include the following:

1. DOT Leadership Conference

The DOT Leadership Conference is held once per year at a location and time as determined by the ELT. The conference is intended to be available to a broad cross-section of DOT leadership, not just DOT supervisors. Use of virtual and other technologies to broaden remote participation in the conference will continue to be explored.

2. American Association of State Highway Transportation Officials (AASHTO) Meetings and Participation

Iowa DOT has a strong tradition of leadership within the American Association of State Highway Transportation Officials (AASHTO). Iowa DOT's participation with AASHTO forums, councils, and committees involve many staff from across the agency. To the degree that travel is allowed, and travel funding is available, staff at all levels of the department are encouraged to participate with their respective AASHTO committees, as approved by their supervisor. Virtual meeting options should be utilized as much as possible to keep travel costs down and allow for broader participation by staff.

The official roster of Iowa DOT staff assigned to various AASHTO committees is maintained by the Research and Analytics Bureau. Changes to the roster are approved and communicated to AASHTO by the Director's Office. For staff identified as voting members of their AASHTO committees, voting ballots should be responded to in a timely manner.

3. *American Association of Motor Vehicle Administrators (AAMVA) Meetings and Participation*

AAMVA is an international, nonprofit and member-driven association that develops model programs, guidelines and legislation for motor vehicle administration, law enforcement and highway safety. Iowa DOT maintains an active participation in AAMVA and MVD staff regularly serve on standing committees and task forces that create publications and provide technical oversight on key issues. AAMVA has increased its availability of remote options for training, meetings and conference, and MVD seeks to use both the in-person and remote options to most effectively participate in and contribute to AAMVA activities.

KEY STAKEHOLDER AND PARTNER ORGANIZATIONS

Public Sector Agencies and Organizations			
State	Federal	Regional / Local	Policy Makers / Regulators
• Iowa Board of Education • Iowa Department of Agriculture and Land Stewardship • Iowa Department of Administrative Services • Iowa Civil Rights Commission • Iowa Department of Corrections • Iowa Department of Management • Iowa Department of Natural Resources • Iowa Department of Public Health • Iowa Department of Public Safety • Iowa Department of Revenue • Iowa Economic Development Authority • Iowa Governor's Office • Iowa Secretary of State • Iowa Department of Public Safety / Iowa State Patrol • Iowa Utilities Board • Kansas DOT • Missouri DOT • Nebraska DOT • Office of the Chief Information Officer • State Historic Preservation Office • State Treasurer's Office • Wisconsin Dept of Transportation	• EPA Region 7 (NEPA) • EPA Region 7 (Watershed) • Federal Aviation Administration • Federal Highway Administration • Federal Motor Carrier Safety Administration • Federal Transit Administration • Maritime Administration • National Highway Traffic Safety Administration • U.S. Army Corps of Engineers, Rock Island District; Omaha District • US Fish & Wildlife Service • United States Department of Energy • United States Small Business Administration • US Department of Homeland Security	• City of Ames • Iowa State Association of Counties • Iowa Association of Councils of Governments • Iowa County Engineers Association • Iowa League of Cities • Iowa State County Treasurers Association	• Iowa Administrative Rules Review Committee • Attorney General Consumer Protection Bureau • Building Code Bureau • Legislative Services Agency

Private Sector Entities		
Industry Groups / Professional Organizations	Modal Organizations / Operators	Utility Entities / Energy Groups
• Agribusiness Association of Iowa • American Association of State Highway and Transportation Officials • American Association of Motor Vehicle Administrators • American Council of Engineering Companies • American Public Transportation Association • American Public Works Association • Asphalt Paving Association of Iowa • Associated General Contractors of Iowa • Community Transportation Association of America • Concrete Pipe Association of Iowa • GovDeals • Intelligent Transportation Society of America • Institute of Transportation Engineers • International Registration Plan • International Fuel Tax Association • Iowa Concrete Paving Association • Iowa 80 Group • Iowa Automobile Dealers Association • Iowa Business Aviation Association • Iowa Communications Alliance • Iowa Engineering Society • Iowa Farm Bureau • Iowa Independent Automobile Dealers Association • Iowa Natural Heritage Foundation • Iowa Ready Mixed Concrete Association • Iowa Rural Water Association • National Steel Bridge Alliance • Operation Lifesaver	• Aircraft Owners and Pilots Association • Association of American Railroads • BNSF Railway Company • Boone & Scenic Valley Railroad • Burlington Junction Railroad • Canadian Pacific Railway • Canadian National Railway • CBEC Railway • Cedar Rapids and Iowa City Railway Co • D & I Railroad • Iowa Bicycle Coalition • Iowa Agricultural Aviation Association • Iowa Interstate Railroad Company • Iowa Motor Truck Association • Iowa Northern Railway Company • Iowa Pipeline Association • Iowa Public Airports Association • Iowa Public Transit Association • Iowa River Railroad • Keokuk Junction Railroad Company • Mid-America Freight Coalition • Progressive Rail Incorporated • Union Pacific Railroad • Upper Mississippi River Basin Association	• Alliant Energy Gas Interruption Prog. • Data Power Technology Group • Iowa Association of Electric Cooperatives • Iowa Association of Municipal Utilities • Iowa Utilities Association • National Biodiesel Foundation • Renewable Energy Group • Sustainable Energy Strategies Inc.

• Precast/Prestressed Concrete Institute • Statewide Urban Design and Specifications • Soy Transportation Coalition • Technology Association of Iowa • Transportation Research Board / National Cooperative Research Programs • Trees Forever		
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Private Sector Entities (Cont.)

Consultants / Vendors

• Accenture • Advanced Bridge Inspections, LLC • AECOM Technical Services, Inc. • Alfred Benesch & Company • Allender Butzke Engineers Inc • Aurigo Software Technologies, Inc. • Autobase Inc. • AssetWorks • Bear Creek Archeology • Bentley Systems, Incorporated • Birddog HR • Braun Intertec Corporation • Bucket Media, Inc. • Burns & McDonnell Engines • Castle Rock Associates • Celtic Systems • Check Point • Cisco Systems • Collins Engineers Inc • CONSOR Engineers, LLC • Deighton Associates Limited • eX2Technology LLC • EXEVISION LC • Fehr Graham Engineering & Environmental • Fickett Structural Solutions, Inc. • Foth Infrastructure & Environment • Gannett Fleming Co • Genesis Structures, Inc. • Great Arc Technologies Inc. • HDR Engineering Inc. • Heartland Business Systems • Hg Consult, Inc. • Hgm Associates • HNTB Corporation • HR Green Inc • Idemia • Infrastructure Data Solutions Inc • Info-Tech Inc • Inrix Inc • Iowa Plains Signing • Iteris • JEO Consulting Group • Kimley-Horn & Associates • Kirkham Michael	• Kittelson & Associates, Inc. • Lakeside Engineers, LLC • Leica Geosystems Inc • LT Leon Associates Inc • McClure Engineering Co • Microsoft • Moyson Resources • Msa Professional Service • Olsson, Inc • Parsons Transportation Group Inc. • Pathway Services Inc • Pennoni Associates Inc. • Q-Free Open Roads Inc • Quigg Engineering Inc. • RBS Safety • RDG Planning & Design • Schemmer Associates Inc. • Shannon & Wilson • Shive-Hattery, Inc • Sirius • Snyder & Associates, Inc. • Splunk • Spy Pond Partners, LLC. • SRF Consulting Group, Inc. • Stanley Consultants, Inc. • Stantec Consulting Services Inc • Street Smart Rentals LLC • STREICHER'S INC. • Tallgrass Archaeology LLC • Terracon Consultants Inc • Transcend Spatial Solutions, LLC • TranSystems Corp. • Veenstra & Kimm Inc. • Wapsi Valley Archaeology, Inc. • WHKS & Co • Wi-Skies, LLC • Wiss Janney Elstner Associates Inc • Workday • Wood Environment & Infrastructure Solutions, Inc.
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Other	
Tribal Nations	Education Entities / Research
• Flandreau Santee Sioux • Ho-Chunk Nation • Iowa Tribe of Kansas and Nebraska • Iowa Tribe of Oklahoma • Miami Tribe of Oklahoma • Omaha Tribe of Nebraska • Osage Nation • Otoe-Missouria Tribe • Pawnee Nation of Oklahoma • Peoria Tribe of Indians of Oklahoma • Ponca Tribe of Nebraska • Prairie Band Potawatomi Nation • Prairie Island Indian Community • Sac and Fox Nation of Oklahoma • Sac and Fox Tribe of the Mississippi in Iowa • Santee Sioux Nation • Sisseton - Wahpeton Oyate • Spirit Lake Tribe • Three Affiliated Tribes - Mandan, Hidatsa & Arikara • Upper Sioux Community • Winnebago Tribe of Nebraska • Yankton Sioux Tribe	• Center for Industrial Research and Services • Eastern Iowa Comm. College • Hawkeye Comm College • Iowa State University • Institute for Transportation, ISU • National Advanced Driving Simulator • Transportation Research Board • University of Iowa

BRANDING and BRAND FIDELITY

Anyone who interacts with the Iowa DOT is considered a customer. The DOT's brand is what customers think of the DOT and the experience the DOT provides to its customers. Iowa DOT's brand distinguishes itself, creates an anchor for customer satisfaction, tells the DOT story consistently, attracts talented individuals, and generates awareness and recognition. Every employee can shape the Iowa DOT brand by how they interact with those they come across within the course of their work and the experience people have with DOT's services, information, facilities, and infrastructure.

Strategic Communications is responsible for describing the Iowa DOT brand story. They are also responsible for providing a visual representation of the DOT brand through proper use of the logo and a consistent look and feel on printed and digital materials. The DOT brand story, logo files, color palettes, usage guidelines, and common templates can be found at <https://iowadot.gov/dotnet/Branding>. Questions regarding branding should be directed to Strategic Communications. In addition, they offer full branding, marketing, and communications assistance including graphic design, writing, media relations, website design, video, social media, and forms administration.

LEGAL REPRESENTATION

The Iowa DOT is represented by the DOT General Counsel per Iowa Code 307.23. The DOT General Counsel is a Special Assistant Attorney General who, along with five other Assistant Attorneys General, act as legal advisor to the Transportation Commission and the Iowa DOT Director. These attorneys also provide all legal services to the Department. They are all appointed by the Iowa Attorney General.

BUDGET

Appropriations/Revenue

The DOT receives annual appropriations from the Legislature for the operations and administration of the Department. The DOT's operating budget is funded from the Road Use Tax Fund (RUTF) and the Primary Road Fund. The RUTF has three key sources: fuel taxes, vehicle registration fees at time of purchase, and annual vehicle registration fees. Those fees make up over 90 percent of all RUTF and per Iowa's Constitution can only be spent on the administration, maintenance, and improvement of Iowa's public roadway system. Revenue flows into the Road Use Tax Fund on a monthly basis and is allocated by Iowa Code. One of those RUTF allocations is to the Primary Road Fund, which is the funding source for primary highway projects.

Programming and Operations

The Transportation Commission provides approval of all transportation project programming (the DOT's 5-year program). In broad terms, DOT's construction program is approximately \$800 million per year. In contrast, the Legislature provides approval of DOT's operating budget and FTE's. The DOT's operating budget is approximately \$400 million per year. Staff salaries and support are included within the DOT's operating budget.

Responsibilities/Budget Decisions

The Finance Bureau has primary responsibility to prepare the DOT operating budget on an annual basis. They work with budget analysts from across the department in preparing the annual operating budget. Division directors provide input to the Administrative Services Division for budget adjustments as needed on an annual basis, subject to approval from the COO and Director.

The Program Management team in the Transportation Development Division has primary responsibility to support the Commission's development and adoption of the 5-year program for transportation projects. They work with different bureaus, asset management teams, districts, key DOT individuals, and Commissioners to prepare a draft program each year for consideration by the Transportation Commission.

Budget Cycles

The DOT operating budget process begins in July, with draft final numbers to the Governor's office in September. The Governor reviews the DOT request and then submits a recommended DOT Budget to the Legislature in January each year.

The 5-Year program process is continual each year, with the bulk of the next fiscal year's program developed by early March. The Commission adopts a new 5-Year program at the June Commission meeting each year.