



**ANNUAL TRANSPORTATION  
COMPLETION AND  
PERFORMANCE REPORT  
For  
Fiscal Year 2020**

**AREA PLAN COMMISSION  
OF TIPPECANOE COUNTY**

This report was prepared by:

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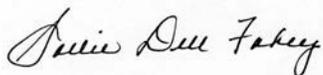
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Cover picture courtesy of Visit Lafayette-West Lafayette

Reviewed by:



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Sallie Dell Fahey, Executive Director APCTC

September 28, 2020

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Date

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## Executive Summary

The Area Plan Commission of Tippecanoe County (APCTC) serves as the MPO for Tippecanoe County and the Greater Lafayette Metropolitan area. It should be noted that Shadeland and the portion of Otterbein in Tippecanoe County do not fall under the jurisdiction of APCTC. In this *Annual Transportation Completion and Performance Report*, progress on transportation work elements of the *Unified Planning Work Program (UPWP)* are summarized for Fiscal Year 2020 (July 1, 2019 through June 30, 2020).

Elements in the *UPWP* are identified as work that is “ongoing,” “as needed,” or “annual.” “Ongoing” work elements typically do not have an end product, but they can in some cases. “As needed” work elements are done in cooperation with our planning partners, and they are left in the work program for times when the work is needed. A work element that is identified as “annual” indicates that it has a product that is completed each year. The following major planning projects and milestones were completed this year:

- [FY 2020 and 2021 Unified Planning Work Program](#)
- [FY 2019 Annual Performance and Completion Report](#)
- Updated 5- Year Production Schedule of projects
- [FY 2020-2024 Transportation Improvement Program \(amended\)](#)
- [FY 2019 Annual Listing of Obligated Projects](#)
- Quarterly Project Tracking and financial management of all locally initiated Federal Aid projects
- 100% Federal-Aid funding allocation to projects
- [2013-2017 Bicycle Crash Report](#)
- [2013-2017 Pedestrian Crash Report](#)
- Completion of INDOT’s Small Urban and Rural Transportation Planning program grant activities, including Traffic Counts for Carroll County.
- Adopted an updated version of the Title VI plan for the MPO and RPO for Carroll County.
- Founded and participated in a statewide MPO E-Scooter Operations and ADA Committee.

Significant progress on major planning projects included:

- New Thoroughfare Plan
- Coordinated Human Services Transit Plan
- Battleground Sidewalk Condition Inventory and Report
- Bicycle and Pedestrian Facility Inventory and Plan

This Annual Completion and Performance Report demonstrates how the MPO allocated PL and FTA funds by describing each UPWP work element and its objectives, and listing activities accomplished and completed in Fiscal Year 2020.

# Plan Commission Roster, Committee Members, and Staff Roster

## Area Plan Commission Members 2020

Jackson Bogan, President	Citizen Appointed by Lafayette Mayor
Larry Leverenz, Vice President	Elected Official for West Lafayette
Tom Murtaugh	Member of Board of County Commissioners
Kathy Parker	Member West Lafayette City Council
Dr. Carl Griffin	Citizen Appointed by West Lafayette Mayor
Michelle Long	Citizen Appointed by West Lafayette Mayor
Gary Schroeder	Citizen Appointed by Board of County Commissioners
Jerry Reynolds	Member Lafayette City Council – Council Appointment
Jake Gray	Citizen Appointed by Lafayette Mayor
Al Beavers (through May)	Member Dayton Town Council
Carla Snodgrass (beginning June)	Member Dayton Town Council
Vicki Pearl	Citizen Appointed by Board of County Commissioners
Tracy Brown	Member of Board of County Commissioners
Lisa Dullum	Member of County Council
Greg Jones	Member Battle Ground Town Council
Perry Brown	Member Lafayette City Council – Mayor Appointment
Diana Luper	Clerk-Treasurer Clarks Hill
Roland Winger	Member of County Council

## MPO Policy Board 2020

### Voting Members

Tony Roswarski, President	Mayor City of Lafayette
John Dennis, Vice President	Mayor City of West Lafayette
Tracy Brown	President Tippecanoe County Board of Commissioners
Kevin Underwood	President Tippecanoe County Council
Jackson Bogan	President Area Plan Commission
Ron Campbell	President Lafayette City Council
Peter Bunder	President West Lafayette City Council
Mike Gibson	President Greater Lafayette Public Transportation Corporation (CityBus)
Cindy Murray	President Lafayette Board of Public Works Appointee
Shane Spears	Representative Indiana Department of Transportation
TBD	Representative of the President of Purdue University

### Ex Officio Members

Robert Dirks	US Dept of Transportation, FHWA
Alexandria Burns	US Dept of Transportation, FTA
Sallie Dell Fahey	Executive Director of Area Plan Commission
Stewart Kline	Tippecanoe County Highway Department Director
Mitch Lankford	West Lafayette City Engineer
Dennis Carson	Director of Lafayette Economic Development Department
Jeromy Grenard	Lafayette City Engineer
Scott Walker	Lafayette-West Lafayette Chamber of Commerce
Jon Fricker	Joint Transportation Research Program
Marty Sennett	Greater Lafayette Public Transportation Corporation (CityBus)
Jay Mitchell	INDOT-Central Office

### Technical Transportation Committee 2020

#### Voting Members

Jon Fricker, Chair  
Sallie Dell Fahey, Secretary  
Jeromy Grenard  
Bill Smith  
Stewart Kline  
Sgt. Will Carpenter  
Mitch Lankford  
Adam Baxmeyer  
Marty Sennett  
Capt. Troy Harris  
Capt. Rob Hainje

Joint Transportation Research Program  
Area Plan Commission Executive Director  
Lafayette City Engineer  
INDOT-Crawfordsville District  
Tippecanoe County Highway Department Director  
Lafayette Police Department  
West Lafayette City Engineer  
Purdue University Airport  
Greater Lafayette Public Transportation Corporation (CityBus)  
West Lafayette Police Department  
Tippecanoe County Sheriff Department

#### Ex Officio Members

Robert Dirks  
Alexandria Burns  
Dennis Carson  
Scott Walker  
Susie Kemp  
Sharon Emery  
Jay Mitchell  
Tim Watson  
Mark Harlow

US Dept of Transportation, FHWA  
US Dept of Transportation, FTA  
Director of Lafayette Economic Development Department  
Lafayette-West Lafayette Chamber of Commerce  
INDOT- LPA Coordinator  
INDOT- MPO Liaison  
INDOT-Central Office  
INDOT-District Permits Investigator  
Dayton Town Manager

### Area Plan Commission Staff

Sallie Dell Fahey  
Tim Stroshine  
Ryan O'Gara  
Don Lamb  
Kathy Lind  
Doug Poad  
Aria Staiger  
Larry Aukerman  
John Burns  
Rabita Foley  
Daelen Ogas  
Maureen McNamara (beginning September)  
Diana Trader  
Chyna Lynch  
Derek Paz

Executive Director  
Assistant Director – Transportation/Comprehensive  
Assistant Director – Current/Comprehensive  
Senior Planner  
Senior Planner  
Senior Transportation Planner  
Planner I – Transportation  
Planner I  
Planner I  
Planner I  
GIS Specialist – General  
GIS Specialist – Transportation  
Administrative Assistant and Accounting Coordinator  
Meetings Secretary and Payroll Clerk  
Intern

Zach Williams

Legal Counsel

## Work Program Elements

### 141 CONFERENCES and MEMBERSHIPS – TRANSPORTATION [On-going]

#### OBJECTIVE:

- 1) To attend conferences and training seminars, including webinars provided by public agencies and professional organizations which enhance the capabilities of the agency and to fund those training expenses
- 2) To provide travel costs (mileage) to attend local and state transportation meetings; and
- 3) To pay for memberships in transportation related organizations.

#### ACTIVITIES:

Staff attended many conferences, seminars, webinars, and workshops during this fiscal year. All are aimed at expanding knowledge and understanding of transportation policies and practices. The following were attended:

- All Staff attended:
  - 2019 Indiana MPO Conference in Fort Wayne
  - 2019 Purdue Road School
- Executive Director attended:
  - 2-day virtual National Association of Regional Councils Annual Conference.
- Assistant Director attended:
  - Webinar on public participation for government entities
  - A planning webinar for the Indiana Transportation Safety Planning Workshop
  - Indiana Transportation Safety Planning Workshop

#### END PRODUCT:

This is an on-going work item that does not have a final work product.

## 183 TRANSPORTATION PLANNING ADMINISTRATION [On-going]

### OBJECTIVE:

To manage and coordinate transportation planning functions and work flow unrelated to specific transportation planning work elements.

### ACTIVITIES:

Staff all worked together to share information and coordinate on planning projects, both internally and with planning partners. Specifically:

- Staff maintained hard copy and electronic file library, prepared timesheets and monthly production reports. Staff meets as needed to review task progress and discuss emerging issues.
- All transportation staff completed monthly cyber-security training required by the Tippecanoe County IT Department.
- Staff researched the mobile workshops at the 2019 MPO Conference in Fort Wayne.
- Staff created content to be posted on the county's social media platforms to reach out to the public for comments on local bicycle and pedestrian planning efforts.
- Staff researched ArcSDE and how it can be used for our work.
- Executive Director and Assistant Director met periodically to discuss staff assignments, resources, and work products. Individual work tasks were developed for UPWP work items, assigned to staff, and progress was monitored.
- Staff completed the SURP grant application for FY 2021 Carroll County transportation planning work. This application was submitted to INDOT.
- The Executive Director prepares a monthly article for the Lafayette Journal & Courier identifying all new road projects and locations of construction, lane restrictions and closures.
- The Executive Director and Assistant Director reviewed all communication from FHWA and INDOT related to federal and state requirements and guidance and adjusted planning activities accordingly. The transition to performance based planning and programming began with the 2020-2024 TIP.

### END PRODUCT:

Efficient management and supervision of transportation planning section, better flow of information and documentation of work progress. Most of this work item does not have specific work products and is ongoing, with the exception of the annual SURP Grant application.

## **511 TRANSPORTATION INFRASTRUCTURES (all modes)**

### OBJECTIVE:

To maintain a central file, databases, and drawings of roadway information to be used for reporting and in making decisions concerning needed physical improvements. The information is used to develop condition diagrams, capacity analysis, access permit evaluations, and other analysis necessary for informed decision-making.

### ACTIVITIES:

Staff obtained various data items and information for the roadway infrastructure in Tippecanoe County. This included an emphasis on collecting bicycle, pedestrian, and e-scooter data and using that data for decision making. The following activities were completed:

#### **511.1 Traffic Counts and HPMS [As needed]**

- Staff attended a meeting with West Lafayette city staff to discuss a VMT and air quality monitoring project that they are working on.
- Staff planned traffic count locations for Lafayette and West Lafayette.
- Staff downloaded traffic count information on State Road 43 north of Interstate and sent this information to an interested citizen.

#### **511.2 Bicycle and Pedestrian [Annual]**

- Staff researched the status of the Big 4 trail project.
- Staff provided information on sharrow locations to West Lafayette city staff at their request.
- Staff received a request to forward information about the bicycle and pedestrian comfort maps developed by the Bicycle and Pedestrian Safety Committee. Staff fulfilled this request.
- Staff assisted local businesses in developing a bicycle infrastructure map, which the businesses can use to apply to be designated as bicycle friendly.
- Staff did some research to confirm that there is no proposed national rails-to-trails bicycle route that will go through Lafayette. This was in response to a posting on AASHTO's website that indicated that there was a proposed rails-to-trails bicycle route that will go through Lafayette.
- Staff coordinated with Dr. Jon Fricker from Purdue University to start a study to collect data about the behavior of e-scooter users.
- Transportation Planner put together a presentation about Tippecanoe County's experience with e-scooters. This presentation was given at the state MPO conference.
- Staff prepared for upcoming pedestrian data collection for a before and after comparison of how the State Street project impacted pedestrians.
- 12 staff members, including current planning staff, GIS specialists, and administrative staff field collected pedestrian data for a before and after comparison of how the State Street project impacted pedestrians. This data was used to create a report that was sent to members of the Technical Committee and Policy Board.
- Staff collected data about the condition of sidewalks in Battle Ground and took pictures of some of the areas with issues. The rating system for sidewalks used in this study was based

on work by HWC. It is similar to the PASER system. This data was compiled into a report at the request of the Battle Ground Town Council.

- Staff worked to put together an MPO Committee regarding E-Scooter and ADA issues. Staff distributed some information for this committee, the MPO E-Scooter Operations and ADA Committee. This committee met twice, and discussed committee procedures, goals, actionable items to achieve those goals, how to assist to areas getting micromobility devices, and how to resolve ADA issues created by these devices.

**511.3 Time-Travel Data [As time allows]:**

- Staff sent a request to the City of Lafayette for the names of current and planned future trails.

**511.4 ADA Compliance [On-going]:**

- Staff researched a past service provider that provided transportation from Lafayette to the meat packing plant in Carroll County. Staff also did some research to see if there are any other transit providers operating in the county that are providing this service to the meat packing plant Carroll County.

**END PRODUCT:**

- [Battleground Sidewalk Condition Report](#)

**511R TRANSPORTATION INFRASTRUCTURES (all modes) [On-going]**

OBJECTIVE:

To provide technical planning support to INDOT Central Office by collecting data for the HPMS on rural, non-state jurisdictional roads in the counties surrounding Tippecanoe County (Montgomery, Benton, Carroll, Clinton, Fountain, Warren and White).

ACTIVITIES:

No activity this year. This work item is performed as needed or as requested in coordination with our planning partners. It is in the work program should we need to perform this work in the future.

END PRODUCT:

None listed in UPWP.

## 511C CARROLL COUNTY TRANSPORTATION PLANNING

### OBJECTIVE:

In FY2011, the Area Plan Commission of Tippecanoe County (APCTC) as the MPO, partnered with INDOT and Carroll County (including the towns of Delphi, Flora, and Camden) to provide transportation planning data and assistance. Carroll County desires assistance in addressing growing transportation issues and opportunities, partly as a result of the completion of the Hoosier Heartland highway.

The APCTC proposes to assist INDOT and Carroll County through five components of the Small Urban and Rural Transportation Planning Assistance Program. As part of the “Core Planning Activities” the APCTC will provide: 1) “Planning Support to Local Governments” to include transportation planning services and preparing products derived from data collection, administrative coordination between INDOT, Carroll County and the APCTC, and organizing and staffing a committee structure of elected officials and stakeholders. The MPO will also conduct Quarterly Tracking Reviews; prepare crash analysis reports, LOS analysis, Functional Classification maps, and a short-term list of prioritized projects.

The APCTC will develop and implement a comprehensive traffic counting program as a part of the “Rural Traffic Count Program” and when required as a “Planning Capacity Enhancement” acquire traffic counters and needed supplies.

### ACTIVITIES:

APCTC worked closely with Carroll County and its member city and towns on a variety of planning efforts. Specifically:

#### **511C.1 TC Rural Traffic Count Program [Annual]**

- Staff received training on how to perform routine traffic counter testing and quality control.
- Staff performed routine traffic counter testing and quality control to prepare for the upcoming traffic counting season.
- Staff updated the traffic count location GIS database. This database is used for mapping the counts that are taken each year in Carroll County.
- Staff gathered some historical traffic count data at the request of the Carroll County Highway Engineer. This data will be used as part of a study of CAFOs and the truck traffic they generate.
- Staff created traffic count maps for use in the FY 2020 traffic count program and the CAFO study.
- Staff met with the Carroll County Highway Engineer, the traffic counting contractor, and an attorney with knowledge of CAFO operations in Carroll County to plan locations for the CAFO study.
- Staff coordinated with a new traffic counting contractor to make sure that he was able to get certified by INDOT.
- Staff worked to re-structure the FY 2020 traffic count program, which was impacted by the COVID-19 pandemic.
- Staff downloaded and performed quality control on counts taken in Carroll County as part of the FY 2020 traffic count program. Staff worked with the Carroll County Highway Engineer and the traffic counting contractors to create the documentation for this program as required by INDOT.

### **511C.2 – Planning Support to Local Governments**

- Executive Director prepared contracts for the persons hired to perform FY2020 traffic counts, had those contracts vetted by the County Attorney and presented the contracts for approval to the Board of County Commissioners at its public meeting on April 6.

### **511C.3 – Planning Support to Local Governments [On-going]**

- Prepared maps and information about the traffic counting program to present at quarterly meetings.
- The MPO held three Technical Committee meetings and three Administrative Committee meetings. The agendas included results of the spring traffic counts, planning traffic count locations for truck traffic near CAFOs, a quarterly project tracking discussion, discussion on sources of available land use data, an update on Community Crossings Projects, updates on the Hoosier Heartland/800 W intersection, and the 18-month letting list.
  - All meetings of the Administrative and Technical Committees involve developing an agenda, creating draft and final minutes, writing staff reports, creating and mailing meeting packets, sending meeting reminders, meeting preparation, attendance, presentations and maintaining membership records.
- Staff prepared a comparison of vehicle classification and speed data at the request of one of the Administrative Committee meeting members.
- Staff prepared an intersection crash analysis report for the City of Delphi at their mayor's request.
- Staff prepared maps and information about the traffic counting program to present at quarterly meetings.
- Staff met with the Carroll County Highway Engineer to plan out a study on CAFOs and the truck traffic that they generate.
- Staff put together crash information for the Community Crossings grant application for Carroll County.
- Staff met with the director of the Carroll County Area Plan Commission to discuss the process for developing a long-range transportation plan for Carroll County.

### **511C.4 – Planning Support to INDOT Central Office (except GIS processing) [As needed]**

- Staff created the Carroll County Annual Completion Report. This document is required as a condition of the SURP grant that funds the transportation planning work in Carroll County.

### **511C GIS (part of 511C.4) [As needed]**

No activity this year. This work item is performed as needed or as requested in coordination with our planning partners. It has been left in the work program if we need to perform this work in the future.

**511C.5 – Planning Support to INDOT District Office (except GIS processing) [Quarterly Tracking and other work as requested]**

- Staff submitted early coordination letters for two INDOT projects in Carroll County, one on SR 218 and the other on SR 18.

END PRODUCT:

All work products will be included in the Annual Completion Report for the SURP Grant.

## 515 TRANSPORTATION RELATED CENSUS ACTIVITIES

### OBJECTIVE:

To cooperate with and assist the U.S. Bureau of the Census in preparing for data collection activities that benefit transportation planning.

### ACTIVITIES:

The United States Decennial Census was taken in 2020, so staff worked to collect information on behalf of the Bureau of the Census. Staff worked on the following items:

#### **515.1 Building Permit Data [Monthly]**

The building permit database was updated monthly and all 2019 building permit data was mapped in January 2020, however non-transportation planning staff who perform this work assigned it to a non-billable work item.

#### **515.2 CTPP [As needed]**

No activity this year. This work item is performed as needed or as requested in coordination with our planning partners. It has been left in the work program if we need to perform this work in the future.

#### **515.3 Census Bureau Geography [As needed]**

- Staff updated database to improve accuracy for 2020 Census, including information on new construction.
- Staff created addressing training documents for future new hires.

#### **515.4 Socio-Economic Data [As needed]**

A minor amount of work was performed in this item because the MPO was only creating the process for developing the 2050 MTP.

#### **515.5 Coordination [On-going]**

- Staff participated in monthly County GIS users group meetings
- Staff worked with Purdue, E911, and USPS on addressing issues.
- Staff worked with the City of West Lafayette to establish GIS data sharing procedures.
- Staff met with the City of West Lafayette regarding some issues with their addressing grid.
- Staff met with local fire department personnel regarding addressing issues.
- Staff compiled some information about historical transportation planning projects for National Community Planning Month.
- Staff met with Purdue University staff regarding GIS issues.
- Staff attended ArcGIS Portal training.

END PRODUCT:

- Census geometry files were updated and will be used in the upcoming 2050 Metropolitan Transportation Plan.
- GIS street centerline and address layers were updated. These layers are used to create maps for almost all our planning work.
- Data sharing process updated.

## **517 TERMINAL AND TRANSFER FACILITIES AND FREIGHT MOVEMENT [As needed]**

### OBJECTIVE:

To monitor and evaluate terminal and transfer facilities including intermodal transfer between air, rail and highway as well as intra-modal transfer (i.e., tractor-trailer to local delivery vehicles). Collect information and data from private and public shippers, haulers, carriers and delivery services that can be used to identify locations or areas that delay and or impede the delivery and transfer of goods and/or products. Monitor and evaluate parking needs and usage.

### ACTIVITIES:

No activity this year. This work item is performed as needed or as requested in coordination with our planning partners. It has been left in the work program if we need to perform this work in the future.

### END PRODUCT:

- A freight study can be performed, but if it is performed, it will be done in conjunction with planning partners. Currently, there is no formal timeline for this work to be performed.

## 521 VEHICULAR, BICYCLE, PEDESTRIAN ANALYSIS

### OBJECTIVE:

To maintain a coordinated traffic counting and reporting program which will include peak hour turning counts, measure peak and off-peak travel times in arterial corridors, and determine V/SV ratios for selected locations.

### ACTIVITIES:

Staff worked in conjunction with planning partners to plan for, take, and perform quality control on traffic counts in various locations in the county. The count data was sorted and stored in our files for future use as needed. Staff worked on the following:

#### **521.1 Traffic Counts [On-going]**

- Staff set up a MioVision count for the City of Lafayette, and subsequently uploaded the count to be processed.
- Staff prepared some guidelines for formatting count data using two different types of traffic counts. This will help standardize the traffic count data the MPO receives from different planning partners.
- Staff prepared VMT analysis for the City of West Lafayette.
- Staff trained the County Highway Department on how to set up a MioVision count.
- Staff established traffic count locations for 2020 and 2021 for the cities of Lafayette and West Lafayette. The data collected from these counts will be used for crash rate analysis as well as traffic modeling.
- Staff received and performed quality control on traffic counts taken locally.
- Staff gathered pedestrian and bicycle count data for the Purdue University Campus. This data was sent to Purdue University's Alternative Mobility Coordinator.
- Staff developed a new traffic counting supply storage and inventory system.
- Staff created a traffic count database for all counts taken locally since 2013.
- Staff ordered new traffic counters and traffic counting supplies.

#### **521.2 Bicycle and Pedestrian [Annual]**

No activity this year. This work item is performed as needed or as requested in coordination with our planning partners.

#### **521.3 Travel-Time and Vehicle Occupancy Studies [As time allows]**

No activity this year. This work item is performed as needed or as requested in coordination with our planning partners.

#### **521.4 Crash Analysis and Reports [On-going]**

These activities are now performed under 532.7. Work Item 536 is only used when HSIP funds are added to the UPWP.

#### **521.5 Safety Emphasis [As Needed]**

No activity this year. This work item is performed as needed or as requested in coordination with our planning partners. It has been left in the work program if we need to perform this work in the future.

#### **521.6 Safe Routes to School [As Requested]**

No activity this year. This work item is performed as needed or as requested in coordination with our planning partners. It is in the work program should we need to perform this work in the future.

#### **END PRODUCT:**

- Traffic counts were planned and taken in conjunction with planning partners. Traffic count maps were produced. This data will also be used in conjunction with upcoming long-range planning efforts. Traffic count data will also be used for crash rate analysis.
- Travel time data was not collected or analyzed. In the past, this data has been very time-consuming to collect. However, the MPO in Evansville has recently devised a method for estimating travel times that is much less time consuming. We are in the process of evaluating this method to see if we can apply it in Tippecanoe County. No formal timeline for this work has been discussed, it is still in a preliminary evaluation phase.

## 524 MASS TRANSPORTATION [As Needed]

### OBJECTIVE:

To enhance and maintain files on characteristics and usage of the transit system

### ACTIVITIES:

- In conjunction with task 533, a staff member attended the weekly CityBus coordination meetings and discussed grant and funding opportunities, ridership, revenue, and other route and marketing information.
- Staff created a GIS base map at the request of CityBus.
- Staff created GIS layers of CityBus routes and bus stop information. These layers were used in combination with employment and housing projection information to make maps for CityBus.
- Staff performed analysis to update the service area population for CityBus.
- Staff created a map comparing the residences of Central Catholic students to the location of bus routes at the request of CityBus.
- The Executive Director prepared a letter of support for the CityBus application to FTA for a \$2 million grant to expand its CNG fueling operation.

### END PRODUCT:

All end products from this item were completed as requested by CityBus.

**525 AIRPORT USAGE AND FACILITIES [As needed]**

**OBJECTIVE:**

To maintain records of airport usage and characteristics for the development of long and short-range plans in the surrounding highway network. Monitor changes and development of airport facilities and land use changes potentially affecting airport operations or expansion. Protect the Purdue Airport from land use encroachments through local regulations.

**ACTIVITIES:**

No activity this year. This work item is performed as needed or as requested in coordination with our planning partners. It has been left in the work program if we need to perform this work in the future.

**END PRODUCT:**

All end products from this item are completed as requested. No end products were requested in FY 2020.

## 531 TRANSPORTATION IMPROVEMENT PROGRAM

### OBJECTIVE:

To prepare an annual program of transportation improvements drawn from various planning resources such as the Metropolitan Transportation Plan and from systems management activities; coordination of local TIP with INSTIP; inform the public about transportation projects and answer questions; monitor projects; and coordinate with state, federal, local and Purdue University planning partners.

### ACTIVITIES:

Staff worked on various elements of project planning and coordination with planning partners. Staff performed the following work:

#### **531.1 TIP [New TIP every 2 years, all other work On-going]**

- Prepared and approved 14 administrative modifications and five amendments that made 36 project changes, accounted for a federal funding trade with Terre Haute, and accounted for a federal funding trade with INDOT for Rural Program Federal Funds; and updated the TIP document and posted it on the MPO's website. Staff worked closely with INDOT to ensure the TIP and STIP figures agreed.
- Coordinated with INDOT on FMIS requests and change orders for FY 2020.
- Staff continued work on the new FY 2020-2024 TIP.
- Worked with LPAs and INDOT Central and Crawfordsville District offices to ensure that the FY 2020 funds are obligated. This involved processing and tracking FMIS and PO requests, as well as amending the TIP to ensure that all funds are obligated to active projects before the end of the fiscal year.
- Staff compared the projects listed in the E-STIP to our TIP, identified missing projects in the E-STIP, and coordinated with INDOT to begin to get these issues corrected.
- Staff noted an issue where transit projects were not properly showing up in the STIP. After staff worked with the INDOT transit section, this issue was corrected.
- Staff commented on the STIP amendment process.
- Staff created the TIP Amendment and Modification staff reports for Policy Board and Technical Committee meetings.
- Staff updated the Five-Year Production Schedule.
- Staff responded to questions from the public and consultants about the status of road projects.
- Staff corrected errors in the 9<sup>th</sup> Street, Concord Road, and Yost Drive Red Flag Investigations, and then resubmitted those to INDOT.
- Staff attended INDOT's State Road 28 project public information meeting.
- Staff researched railroad track improvements in the vicinity of the old Lilly Plant.
- Staff followed up with INDOT about an SPMS update to make the system correctly reflect our unconstrained 5-year project plan.
- Staff gathered some information for INDOT about subdivisions on State Road 28.
- Staff downloaded the plans for the US 52/Teal Road project at the request of the County Highway Department.

- Staff reviewed the US 52/Teal Road project plans and noted a missing pedestrian crossing at Poland Hill Road. Staff notified INDOT regarding this issue.
- Staff researched the status of relinquishment for the Happy Hollow/US 52 and Northwestern/US 52 interchanges for a consultant.
- Staff worked with CityBus on a shelter and sidewalk improvement project. This included creating a tabular inventory of bus stops that require improvements.
- Staff compiled a list of road projects that have been completed in the last 20 years in preparation for a National Community Planning Month celebration.
- Staff met with the Lafayette City Engineer to sort out funding for the Concord Road Trail Lighting Project.
- Staff completed and sent an updated Yost Road RFI to the Town of Dayton.
- Staff obtained information about pavement ratings for the City of Lafayette.
- Staff created a FY 2019 project completion report for FHWA. The report compares when a project is initially programmed for construction in the TIP to its construction letting date.
- Staff completed an annual transportation alternatives status report for FHWA.
- Staff updated the Asset Management Plan for Clarks Hill. This update was required by INDOT for Clarks Hill to continue submitting applications for Community Crossings funding.
- Staff completed an RFI for the Concord Road Project.
- Staff prepared monthly federal funding status reports.
- Staff answered questions for the Dayton Town Manager regarding quarterly project tracking reports and the ownership of Dayton Road.
- Staff met with a new member of the County Highway Department Staff to give her a briefing on how the federal aid process works.
- Staff downloaded plans for the CR 350 S phase III, Concord Road trail lighting, and Teal Road projects.
- Staff downloaded traffic signal installation plans for the US 231/800 S and SR 26/900 E traffic signal projects.
- Staff answered a question from the Wea Ridge School vice principal regarding sidewalks. Staff met with the Lafayette City Engineer and County Highway Department Director regarding this project.
- Staff answered questions about the Lindberg Road and Sagamore Commons Projects.
- Staff sent e-mails regarding the NEPA process for the Yeager Road project.
- Staff met with the County Highway Engineer regarding federal funding and railroad issues for the Klondike Road project.
- Staff received a request for multiple driveway permits on Veterans Memorial Parkway for a new Speedway gas station, which created a potential access control issue. After receiving this request, staff researched the history of the property and the surrounding land. Staff met with Speedway to discuss how to handle access control for this site.
- Staff researched the availability of Next-Level trails funding at the request of West Lafayette.
- Staff researched historic information about plans for converting 3<sup>rd</sup> and 4<sup>th</sup> street in downtown Lafayette from a one-way pair to two-way streets at the request of the Lafayette City Engineer.
- Staff worked to create documentation for the trade of federal funding with the Terre Haute MPO.

- Staff corresponded with Clarks Hill regarding the most recent updates to their Pavement Asset Management Plan.
- Staff worked with the County Highway Engineer to secure additional right-of-way services for some of the county's projects.
- Staff followed up with INDOT about the status of their review of Speedway's request to break limited access right-of-way on Veterans Memorial Parkway.
- Staff worked with the County Highway Engineer on funding shortages for FY 2021 projects.
- Staff worked with the County Highway Engineer on funding for the Lindberg Road project.
- Staff worked with the Lafayette City Engineer about air quality analysis needed for the Park East Boulevard project.
- Staff worked with the Lafayette City Engineer on the McCarty Lane Project.
- Staff developed a timeline for creating and getting approval for the FY 2022 TIP.
- Staff worked with INDOT on their eSTIP and eTIP proposal. This included a review and comment process.
- Staff participated in an INDOT/MPO TIP and STIP phone conference.
- Staff worked with the city of West Lafayette on a taxi service question.
- Staff answered some questions from the West Lafayette City Engineer about construction engineering on the Happy Hollow Trail project.
- Staff worked with the staff at Prophetstown State Park to gather information about SR 225 bridge maintenance.
- Staff researched modifications to public outreach techniques that need to be implemented due to the COVID-19 pandemic.
- Staff worked on several early coordination letters for different projects in Tippecanoe County.
- Staff worked with the Tippecanoe County Commissioners Office on funding Area IV transit services.

### **531.2 Quarterly Project Tracking [Quarterly], Project Monitoring [On-going], and Change Orders [As-Needed]**

- Tracking reports were received, reviewed and summarized. The Quarterly Tracking meetings were held in conjunction with the Technical Transportation Committee where project progress is discussed. Quarterly Tracking reports are then revised and summarized at the Policy Board meetings.
- Summarized and presented INDOT's 18 month letting list at all Citizen, Technical Committee and Policy Board meetings. A map of those projects is also prepared and included at each meeting.
- In Executive Director's absence, Assistant Director approved an application for bridge funding for a bridge project at the request of the County Highway Department.
- The Executive Director and Staff participated in conference calls with INDOT and Lafayette's consulting firm about the environmental reporting, purpose and need, and indirect effects for the Park East Blvd. Extension projects – one local and one Federal-aid.
- The Executive Director held discussions with Dayton Town Councilors regarding the LPA suspending PE and/or continuing with PE but not building the road.

### **531.3 Annual Listing of Projects [Annual]**

- Staff obtained financial and construction information about INDOT's projects for inclusion in the FY 2019 Annual Listing of Projects.
- Staff completed the FY 2019 Annual Listing of Projects.
- Staff gathered information about local projects for inclusion in the 2020 Annual Listing of Projects.
- Staff compiled information (including photographs) for projects that were completed in FY 2020.
- Staff worked on the project tables for the Annual Listing of Projects.
- Staff obtained aerial photographs from county-wide aerials for different projects in the Annual Listing of Projects. These aerials are used on individual project sheets in the final report.

### **531.4 Coordination with State and Federal Partners [On-going]**

- The MPO Director prepared for and attended ten MPO Council meetings and serves on the Lafayette Traffic Commission. (The Assistant Director attended the other MPO Council meeting on her behalf.)
- Executive Director, Assistant Director and Staff attended the Regional Coordination meeting with INDOT Crawfordsville District and Central Office personnel on November 13<sup>th</sup>.
- Staff attended a state GIS users group meeting.
- The Executive Director worked with INDOT and other MPO directors on safety targets.
- The Executive Director researched the feasibility of local government accepting INDOT excess property bordering the SR 38 and Wildcat Creek.
- Executive Director worked with INDOT and other MPO directors on safety targets; the MPO Safety Committee met several times with INDOT and FHWA staff.
- Staff developed a conceptual logo for the MPO conference to be hosted in Lafayette in 2020 and 2021.

### **531.5 Purchase Equipment [As needed]**

- Staff gathered the information required to purchase new traffic counting software, STARnext, which will replace the TRAXPro software we are currently using. This included obtaining a quote for the software.
- Staff purchased some reflective vests to use when performing field work near roadways.
- Staff purchased a new measuring wheel to replace an old one that was no longer usable.

### **531.6 Coordination with MPO Committees [On-going]**

- The MPO held nine Technical Committee and ten Policy Board meetings this year where the following agenda item discussions took place. In preparation for the meetings, agendas, staff reports, and minutes are created, posted to the web and emailed to members.
  - TIP amendments
  - TIP modifications

- MPO funding swaps
  - Change orders from LPAs
  - Monthly funding reports
  - Federal funding sharing agreement
  - 130 Rail Highway Crossing Program
  - Access Permits
  - Speedway driveways and limited access break
  - Quarterly project tracking
  - Annual Listing of Obligated Projects
  - Next Level Trails Discussion
  - Bicycle and Pedestrian Webpage Updates
  - Thoroughfare Plan Revisions
  - West Lafayette VMT Project Update
  - INDOT's 18 Month Letting List
  - INDOT's US 52 and Teal Rd. projects
  - US 231 Corridor Study
  - Battle Ground Sidewalk Inventory Project
  - State Bike Trails Task Force Report
  - State Street Pedestrian Counts
  - 2020 and 2021 traffic count locations
  - Bicycle counts
  - Battleground Sidewalk Inventory
  - Bicycle Crash Report
  - Pedestrian Crash Report
  - CityBus Shelter and Sidewalk Project
  - Coordinated Human Services Plan
  - FY 2020 Safety Performance Measures and Targets Agreement
  - FY 2021-2022 UPWP adoption resolution
  - Federal Transportation Reauthorization Bill
  - Sundial/Community Planning Month Celebration
  - Rescheduling the MPO Conference
- Staff worked with INDOT to set up the agenda for the MPO GIS Users Group
  - Staff worked with the County's IT department on GIS administrative duties. The IT department requested this assistance after losing its key GIS staff member. When the IT department hired a replacement, staff helped to train the new staff member.
  - Staff assisted some Purdue University students with a study about GIS use in Tippecanoe County's regular workflow.
  - Staff met with INDOT to plan how to conduct a corridor study for a proposed extension to US 231.
  - Staff attended a Crawfordsville District network safety screening meeting.
  - Staff was trained on how to set up and run virtual meetings that can be viewed by the public via Facebook and YouTube. This meeting format allows for the public to participate in meetings while maintaining the social distancing guidelines required by the governor.

### **531.7 Models of Regional Planning Cooperation [On-going]**

The Executive Director raised the topic of regional RPO work in Montgomery County with its County Highway Engineer. No commitment has yet been made.

### **531.8 Coordination with other Transportation Planning Organizations and Entities [On-going]**

- Staff downloaded the state's bike report and forwarded it to City of Lafayette Staff.

#### END PRODUCT:

- Amendments to the [FY 2020-2024 TIP](#).
- Minutes and actions for Technical and Administrative Committee, which are available on the [APC website](#).
- [FY 2019 Annual Listing of Obligated Projects](#)

## 532 TRANSPORTATION MANAGEMENT SYSTEMS & SECURITY

### OBJECTIVE:

To coordinate surveillance activities and develop management systems to anticipate project needs for implementation, to perform corridor evaluation for short and long-term system improvements in advance of preliminary engineering, to coordinate transportation functions in the Multi-Hazard Mitigation Plan, to amend as needed and update every 5 years the Regional Intelligent Transportation Architecture and monitor its implementation.

### ACTIVITIES:

Staff worked to collect and analyze data, as well as updating plans based on that data. The data collected is also stored for future planning work. Staff worked on the following tasks:

#### **532.1 Intergovernmental Coordination [On-going]:**

- Staff put together a table of current and projected socioeconomic data at the request of the school corporations.

#### **532.2 Access Management [As needed], Local Assess Management Plan [As time allows]:**

- Staff answered questions from an appraiser regarding access to a property off of US 231.
- Staff attended a meeting with Speedway about access control for a new site they are considering building on.

#### **532.3 Congestion [As needed]:**

No activity this year. This work item is performed as needed or as requested in coordination with our planning partners. It is in the work program should we need to perform this work in the future.

#### **532.4 Safety and Security Measures [On-going]:**

A small amount of time was devoted to updating maps of critical facilities.

#### **532.5 Tippecanoe County Multi-Hazard Mitigation Plan [On-going, new MHMP every 5 years]**

- The Executive Director is a member of the Local Emergency Planning Committee. She attended three meetings and followed-up with the review of the minutes. (The Assistant Director attended one meeting on her behalf.) She also worked on a committee updating the Tippecanoe County Hazardous materials Emergency Response Plan.
- The Executive Director also worked on a committee updating the Tippecanoe County Hazardous materials Emergency Response Plan and directed the APC staff member preparing maps for the plan.
- Staff researched designated hazardous material routes in Tippecanoe County at the request of the County Commissioners office.
- Executive Director participated in the Indiana-American annual wellhead protection meeting.

**532.6 Regional ITS Architecture [As needed]:**

No activity this year. This work item is performed as needed or as requested in coordination with our planning partners. It is in the work program should we need to perform this work in the future.

**532.7 HSIP Crash Data and Analysis and IN-TIME [On-going]**

- Staff reviewed and edited the pedestrian crash report that will be used in the upcoming bicycle and pedestrian plan.
- Staff performed quality control review for 2019 crash data for Tippecanoe County.
- Staff put together crash information on crashes in 2018 that involved a CityBus vehicle. This information was sent to CityBus at their request.
- Staff researched the feasibility of using safety funding for speed signage.
- Staff put together some crash information at the request of a Purdue Exponent reporter for a story he was doing.
- Staff finished the 2013-2017 Bicycle Crash Report and the 2013-2017 Pedestrian Crash Report and posted it on the Tippecanoe County website.

**532.8 Hot Spot List [On-going]:**

No activity this year. This work item is performed as needed or as requested in coordination with our planning partners. It is in the work program should we need to perform this work in the future.

**END PRODUCT:**

- Bicycle and Pedestrian Plan - work continues but there is no definite timeline for completion.
- [2013-2017 Bicycle Crash Report](#)
- [2013-2017 Pedestrian Crash Report](#)
- It should be noted that many of the remaining work items in this element are ongoing, or projects that APC coordinates with planning partners, so they did not result in a formal product.

## 533 TRANSIT STUDIES

### OBJECTIVE:

To provide technical assistance, information and market research about the transit market environment. This activity includes present users and particularly non-users and is used to identify potential target markets by route. To aid CityBus regarding special projects, such as its proposed downtown transfer center and TOD project planning.

### ACTIVITIES [On-going]:

Staff worked on the following activities:

- In conjunction with Task 524, a staff member attended the weekly CityBus coordination meetings and discussed grant opportunities, ridership, revenue, and other route and marketing information

### END PRODUCT:

- The work items in this element are ongoing, or projects that APC coordinated with CityBus.

## **534 ELDERLY, DISABLED, and LOW INCOME TRANSPORTATION SERVICES AND ENVIRONMENTAL JUSTICE REVIEW**

### OBJECTIVE:

To monitor and plan for transportation services provided to the elderly, disabled and low income. Monitor Environmental Justice activities, and reviews and manages the **Title VI** program for compliance.

### ACTIVITIES:

Staff worked on various planning activities to comply with Title VI requirements and to develop a Coordinated Human Services Transit Plan. The following activities were completed:

#### **534.1 Data Collection [On-going]:**

No activity this year. This work item is performed as needed or as requested in coordination with our planning partners. It is in the work program should we need to perform this work in the future.

#### **534.2 Data Analysis [On-going]:**

No activity this year. This work item is performed as needed or as requested in coordination with our planning partners. It is in the work program should we need to perform this work in the future.

#### **534.3 Title VI Program Management and Compliance [On-going]**

- Staff continued the local, multijurisdictional effort to explore ways to cooperate with implementation of Title VI planning.
- Staff coordinated with Tippecanoe County's Human Relations Commission to be the MPO's **complaint reviewing agency**.
- The Title VI Plan was adopted.

#### **534.4 Coordinated Human Services Transit Plan (CHSTP) [Updated Annually] and Ladders of Opportunity [On-going]**

- Staff updated the transportation provider list for the upcoming update to the CHSTP.
- Staff developed tables and maps that will be included in the update to the CHSTP.
- Staff obtained and summarized county employment data using the InfoSource dataset.
- Staff attended the Area IV Agency on Aging TAC meeting.
- Staff attended a meeting regarding Area IV changing their service area.
- Staff attended a phone conference with INDOT regarding bus stop information.
- Staff worked with Area VI to help transition their transit service to having paid drivers instead of volunteer drivers.
- Staff completed a bicycle and pedestrian ladders of opportunity report for FHWA.
- Staff worked on creating surveys to distribute to transportation providers. These surveys will allow staff to update our database of available transportation services for people who are elderly, have low income, or have a disability.
- Staff drafted and mailed out contact letters to reach out to transportation providers and stakeholders. These letters request the providers to take a survey and attend a meeting to offer their input on gaps in the service available in Tippecanoe County and how to close those gaps. Staff responded to phone calls and e-mails regarding these letters.

- Staff attended the regional Technical Advisory Committee meeting on December 4<sup>th</sup>.
- Staff created demographic maps for CityBus for their use in a bus stop improvement project.
- Staff attended meetings for the CityBus bus stop improvement projects. These meetings helped prioritize which bus stops to improve first.
- Staff compiled information for the Coordinated Human Services Transit Plan update that was posted on the APC website.
- Staff helped the County Commissioners Office with an MOU for the Area IV Rural Transit Service project.

**534.5 Environmental Justice [As needed]:**

Work performed in this area was part of amending the 2020-2024 TIP.

**534.6 Applications for Funding [As needed]:**

No activity this year. This work item is performed as needed or as requested in coordination with our planning partners. It is in the work program should we need to perform this work in the future.

END PRODUCT:

- Title VI Plan

**536 HSIP, CRASH DATA & ANALYSIS and LOCAL IN-TIME COMMITTEE**  
**(See 532.7 - No HSIP funds used for planning in FY2020)**

## 538 UNIFIED PLANNING WORK PROGRAM

### OBJECTIVE:

Allocation of staff and financial resources for the Area Plan Commission / MPO with a specific budget for the transportation planning process in compliance with current federal transportation legislation.

### ACTIVITIES:

Staff completed the FY 2021 UPWP Update and various budgeting, billing and reporting tasks, including:

#### **538.1 UPWP Preparation [Annual]**

- The Executive Director with administrative staff assistance prepared and submitted to INDOT the FY2021 Cost Allocation Plan and the draft UPWP.

#### **538.2 Billings and Reports [Annual with amendments and modifications as needed]**

- Executive Director worked on PL billings and reviewed quarterly progress reports.
- Executive Director finalized adoption of the FY2021-2022 UPWP with the Policy Board and INDOT.
- Assistant Director verified that the descriptions in the UPWP matched the descriptions in the Annual Completion Report.

#### **538.3 CityBus Work Elements [As needed]:**

A small number of hours were spent to determine whether CityBus had any planning activities to add to the UPWP.

### END PRODUCT:

- [UPWP Revised for 2021](#)
- Quarterly Reports
- [FY 2019 Annual Completion Report](#)

## 541 PLAN MAINTENANCE & REVIEW

### OBJECTIVE:

Maintain an up-to-date Metropolitan Transportation Plan and Thoroughfare Plan. Collect and analyze data in conjunction with state and local project development. Examine new routes and corridors. Keep Urban Area Boundaries adjusted and maintain Federal Aid and Functional Classification systems.

### ACTIVITIES:

Staff worked to update some of our older plans and create new plans, in part by providing transportation expertise to the West Lafayette Downtown Plan being developed by office Comprehensive Planning staff. These efforts included data collection and analysis. Staff worked on the following tasks:

#### **541.1 Collect and Analyze Data [On-going]**

- Staff reviewed two INDOT projects, one on SR 225 and one on SR 38. Staff prepared and sent letters to INDOT with the results of those reviews.
- Staff collected and provided bus stop data to CityBus at their request.
- Staff assisted CityBus with creating NEPA documentation for their bus stop improvement project. This included working with FTA to reach consensus on the required details for the NEPA documentation.

#### **541.2 Corridor Projects [As needed]**

- Staff responded to a phone call from a consultant regarding the Red Flag Investigation for Yost Drive.
- Staff prepared an early coordination review for the Park East Boulevard, US 421, and State Road 225 bridge projects.
- Staff reviewed and commented on the West Lafayette Downtown plan.
- Staff attended a meeting about US Bike Routes and shared information learned at the meeting with local bicycle advocacy groups.
- Staff attended a meeting with the Lafayette City Engineer and Tippecanoe County Highway Department Director about the Concord Road project.
- Staff put together projected traffic counts and growth rates by traffic zone for the Concord Road project.
- Staff answered some questions from a consultant regarding Lafayette's 3<sup>rd</sup> and 4<sup>th</sup> Street corridor projects.

#### **541.3 Purdue Plans [As needed]:**

No activity this year. This work item is performed as needed or as requested in coordination with our planning partners. It is in the work program should we need to perform this work in the future.

#### **541.4 – Thoroughfare Plan [New plan in development with Amendments As needed]**

- Staff prepared GIS base map data for the Thoroughfare Plan.
- Staff worked on updating the Thoroughfare Plan, including working on developing boundaries for development intensity areas, land use areas, and road classifications in the county. This included meeting with the local government engineers to obtain their input on the plan.
- Staff created a map showing town boundaries, city boundaries, the MPO planning boundary, and the UAB at INDOT's request.

#### **541.5 – UAB, Federal Aid and Functional Classification [As needed]**

- Staff calculated the number of miles of roads in each functional classification for use in the West Lafayette VMT project.
- Staff extracted functional classification information from the 2045 MTP so that it could be added to a new GIS layer.

#### **END PRODUCT:**

- A new Thoroughfare Plan was not completed, but it is well into development. The plan will be in the public comment by the end of CY2020.

## 545 METROPOLITAN TRANSPORTATION PLAN UPDATES

### OBJECTIVE:

Maintain adopted *2045 Metropolitan Transportation Plan: The Future of Mobility (MTP)*. Develop and adopt any additional amendments to the 2045 MTP necessary for compliance with the FAST Act or its successor. Update and maintain the Bicycle and Pedestrian Plan.

### ACTIVITIES:

Staff began preparations for the next round of long range planning, including gathering socio-economic information that will be used in the 2050 Metropolitan Transportation Plan and other planning work. Staff also worked on the new Bicycle and Pedestrian Plan. Staff performed the following work:

#### **545.1 Metropolitan Transportation Plan [Every 5 years]**

- Staff worked on an outline and rough drafts of certain sections for the 2050 Metropolitan Transportation Plan.
- Staff created and reviewed maps that will be included in the 2050 Metropolitan Transportation Plan.
- Staff worked on creating items for a display table to get people to provide feedback on goals and priorities for the 2050 Metropolitan Transportation Plan. This display table will be portable, so it can be taken to public events and other places where groups of people gather.
- Staff worked on putting together information for public outreach and public input to set goals for the 2050 MTP. This included field work taking pictures for the goal priority survey.
- All Transportation Planning staff met to discuss goals for the 2050 Metropolitan Transportation Plan.
- Staff sent some proposed routes for a US 231 extension between US 52 and I 65 to the County Highway Department at their request.

#### **545.2 Socio-Economic Data [At least every 5 years and sooner if needed]**

- Staff researched available data sources for use in the development of the 2050 Metropolitan Transportation Plan.
- Staff downloaded and performed quality control on housing and employment data for use in the development of the 2050 Metropolitan Transportation Plan.
- Staff e-mailed some socio-economic data to CityBus at their request.
- Staff prepared housing and employment projections for 2050 for use in the development of the 2050 Metropolitan Transportation Plan.
- Transportation planning staff and part of the current planning staff met to begin assigning projections for population and economic growth to census tracts for use in the 2050 MTP.
- Staff gathered and e-mailed socio-economic data to the Lafayette Economic Development Department at their request.
- Staff gathered some socio-economic data about businesses in rural Tippecanoe County, which will be used in a COVID-19 relief grant application.

### **545.3 Traffic Forecasting and Modeling [At least every 5 years and sooner if needed]**

- Staff compiled historical traffic count projections for Klondike Road at the request of the Tippecanoe County Highway Department.
- Staff worked with Caliper's support personnel to fix some licensing issues with our TransCAD software.
- Staff reviewed 2020 and 2021 traffic count locations to ensure that the count data will provide enough coverage to be used as a base year for a model run.
- Staff worked on creating a full-build traffic model for the whole county.

### **545.4 Coordination with INDOT's Long range Plan [At least every 5 years and sooner if needed]:**

No activity this year. This work item is performed as needed or as requested in coordination with our planning partners. It is in the work program should we need to perform this work in the future.

### **545.5 Bicycle Pedestrian Plan [FY 2021 and every 5 years thereafter]**

- Staff finished drafts of bicycle and pedestrian surveys. These surveys were e-mailed to the local bike/ped coordinators, and their input was implemented to modify the drafts.
- Staff downloaded and compiled the Lafayette city codes that regulate bicycling and walking.
- Staff updated the APC website with links to bicycle and pedestrian information created by other local government agencies.
- Staff was contacted by a Battleground Town Board member about developing a trail plan. Staff plans to continue to assist the town with this project.
- Staff updated a GIS layer with information about local businesses for use in bicycle/pedestrian planning.
- Staff revised the draft Bicycle and Pedestrian Plan.
- Staff completed a report about the condition of sidewalks in Battle Ground, including pictures of the portions of sidewalks with issues. The rating system for sidewalks used in this study was based on work by HWC. It is similar to the PASER system.

### **545.6 Air Quality Education and Rules Monitoring [As needed]**

A small amount of time was spent keeping up-to-date on air quality rules should the Lafayette Metropolitan Area become non-attainment.

- Staff researched local air quality data for current planning staff at the Area Plan Commission of Tippecanoe County.
- Staff estimated the VMT in West Lafayette for 2018. This included summarizing traffic counts taken by INDOT and by the city of West Lafayette in 2018. This information will be used for air quality monitoring by West Lafayette city staff.

### **545.7 Planning and Environmental Linkages [On-going]**

- Executive Director worked with League of Women Voters to strategize ways the community could improve sustainability education.

- Executive Director and the agency's Certified Flood Plain Manager worked with other county departments to assess the feasibility of creating flood inundation maps to inform infrastructure location and design. The group met several times this fiscal year. The Executive Director also consulted with INDOT and FHWA about the use of PL funds for an inundation mapping contract.
- Staff completed additional online NEPA training.

#### **545.8 Wabash River Scenic Byway [On-going]**

No activity this year. This work item is performed as needed or as requested in coordination with our planning partners. It is in the work program should we need to perform this work in the future.

#### **END PRODUCT:**

- Bicycle and Pedestrian Plan. Progress continues to develop this plan, but there is no definite timeline for completion except for FY2021.

## 612 CPC MEETINGS & PUBLIC INVOLVEMENT [On-going]

### OBJECTIVE:

To educate the public about the role of transportation planning in the community and to provide a program of opportunities for citizens to participate in the planning process, including plan reviews.

### ACTIVITIES:

Staff prepared agenda, minutes and products for quarterly meetings of the Citizen's Participation Committee (CPC). Four of these meetings were held.

The MPO/APC Public Participation Plan update now includes the Tippecanoe County Social Media Policy adopted in February 2018.

- The CPC met four times to discuss the West Lafayette Downtown Plan, 2013-2017 Bicycle Crash Report, the Annual Listing of Projects, the Thoroughfare Plan, Bicycle counts, a proposed zoning amendment for small wind turbines at institutional uses, and a social media outreach strategy.
- Staff discussed multimodal transportation infrastructure and design standards with a member of the CPC.
- Staff began researching ways to improve the APC's Public Participation Process. This included methods to improve attendance at CPC meetings. Social media options were also investigated.
- Staff put together a contact list of people and groups to contact and invite to the CPC meetings.
- Staff created and sent postcards to invite people to join the Citizens Participation Committee.
- Staff updated the contact list for the Citizens Participation Committee.

### END PRODUCT:

Collected public feedback on several planning documents, and incorporated this feedback into those documents as appropriate.

## FINANCIAL REPORTING

The table below shows the MPO's UPWP spending in FY 2020. Active purchase order numbers and issue dates are included. The special billing in the table refers to the invoice for the purchase of the annual TransCad license. At the end of FY 2020, the FY 2019 purchase order was completely spent down. The remaining balance of FY 2020 funding is \$263,455.02.

<b>MPO SFY 2020 (and 2019) Invoice Ledger</b>			<b>2019 PL/5303</b>	<b>2020 PL/5303</b>	<b>2019 Total Balance</b>	<b>2020 Total Balance</b>
<b>2019</b> Purchase Order Number 20001875 Issued 8/09/2018 (Total Balance is what remained at the beginning of FY 19)			\$329,237.00		\$216,942.93	
<b>2020</b> Purchase Order Number 20023022 Issued 7/13/19				\$347,207.00		\$347,207.00
Invoice #	Claim Period	Claim Amount				
01 Special Billing: 6-25-20		\$1,200.00		\$1,200.00		\$346,007.00
02	7-1-19 to 9-30-19	\$73,758.23	\$70,000.00	\$3,758.23	\$146,942.93	\$342,248.77
03	10-1-19 to 12-31-19	\$73,266.26	\$70,000.00	\$3,266.26	\$ 76, 942.93	\$338,982.51
04	1-1-20 to 3-31-20	\$83,025.20	\$76,942.93	\$6,082.27	\$0.00	\$332,900.24
05	4-1-20 to 6-30-20	\$69,445.22	\$0.00	\$69,445.22	\$0.00	\$263,455.02
<b>TOTAL CLAIMS</b>		\$300,694.91	\$216,942.93	\$83,751.98		
<b>TOTAL UNEXPENDED BALANCE PL/5303</b>					\$0.00	\$263,455.02