

The
AREA PLAN COMMISSION
of Tippecanoe County

MPO Policy Board Meeting

Date.....August 13, 2020

Time.....2:00 PM

Place.....Tippecanoe Room

County Office Building

20 North 3rd Street

Lafayette, Indiana

Due to the public health emergency, public comment on agenda items may be submitted prior to the meeting at apc@tippecanoe.in.gov. Comments must include name and address to be heard. Comments may also be made live on the streaming platforms. Members of the public may watch the livestream of the meeting at

<https://www.facebook.com/TippecanoeCountyIndiana> and
<https://www.youtube.com/channel/UCJleeA9ZQo9EIIgDzTdjurQ>

AGENDA

I. APPROVAL OF MINUTES FROM JULY 09, 2020

Documents:

[Policy Minutes 07.09.2020.pdf](#)

II. RESOLUTION T 2020-06: RESOLUTION TO AMEND THE FY 2020-2024 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

- A. Program two new INDOT projects: overhead sign structure inspections on non-interstate routes, and high-mast lighting tower inspections at interstate interchanges

Documents:

[TIP Amendment INDOT Policy Rpt August 2020.pdf](#)

III. APC PROGRESS REPORT

A. MPO Update

- i. CityBus Safety Plan
- ii. Thoroughfare Plan Update
- iii. Coordinated Human Services Plan Update
- iv. Annual Listing of Projects Update

- v. Traffic Count Program Update
 - vi. 2050 Metropolitan Transportation Plan Goals Survey
 - 1. [English Survey](#)
 - 2. [Spanish Survey](#)
- B. INDOT 18-Month Letting List

Documents:

[CityBus Public Transportation Agency Safety Plan Final.pdf](#)
[Thoroughfare Plan Update-Policy Board.pdf](#)
[2020 August Lettings.pdf](#)

IV. OTHER BUSINESS

V. CITIZEN COMMENTS

VI. ADJOURNMENT

Next meeting is September 10, 2020

Check the APC website at <http://tippecanoe.in.gov/378/Area-Plan-Commission-APC> for updates.

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Area Plan Commission of Tippecanoe County will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. For more information visit www.tippecanoe.in.gov/ada

MPO POLICY BOARD

**Minutes
July 9, 2020
2:00 pm
Tippecanoe County Office**

Due to the public health emergency, the meeting was held virtually. Members of the public may watch the livestream of the meeting at <https://www.facebook.com/TippecanoeCountyIndiana> or <https://www.youtube.com/channel/UCJleeA9ZQo9E11GdZTdjurQ/featured>

MEMBERS PRESENT

Tony Roswarski	Mayor, City of Lafayette
John Dennis	Mayor, City of West Lafayette
Tracy Brown	President, County Commissioners
Peter Bunder	President, West Lafayette Council
Cindy Murray (proxy for Gary Henriott)	Lafayette Board of Works
Mike Gibson	Chair, GLPTC
Jackson Bogan	Area Plan Commission
Shane Spears	INDOT

Absent Voting Members

Kevin Underwood	President, County Council
Ron Campbell	President, Lafayette City Council

Non-Voting Members Present

Sallie Fahey	Executive Director, Area Plan Commission
Doug Poad	APC
Tim Stroshine	APC
Aria Staiger	APC
Robert Dirks	Rep. of US Dept. of Transportation, FHWA
Marty Sennett	CityBus
Stewart Kline	County Highway Department
Mitch Lankford	West Lafayette City Engineer
Jeromy Grenard	Lafayette City Engineer

President Tony Roswarski called the meeting to order at 2:00pm and conducted a roll call of members present.

I. APPROVAL OF MINUTES

Jackson Bogan moved to approve the minutes from the June 11, 2020 meeting. Cindy Murray seconded.

Tony Roswarski asked for discussion or corrections then conducted a roll call vote. The minutes, as submitted, were approved 8- yes to 0-no.

Yes-Vote

Tony Roswarski
Tracy Brown
Peter Bunder
Cindy Murray
Mike Gibson

No-Vote

Jackson Bogan
Shane Spears
John Dennis

II. RESOLUTION T 2020-05: RESOLUTIONS TO AMEND THE FY 2020-2024 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Update funding values for three projects to reflect \$14,232 reduction of FY 2020 federal funding distribution; For Area IV: include Section 5311 funds; for INDOT: deleting two projects, changing the scope and funding of one project; and programming two new projects.

Tim Stroshine said this is a request that has three components. INDOT gave an initial funding estimate for MPOs that was programmed into the TIP. However, the final amount to be obligated was lower than the estimate. The difference of \$14,232 will be deducted from FY 2021 funds. The Technical Committee discussed how this deduction would be split up. The Park East Boulevard project was reduced by \$3,872 in STBG funds. The North River Road project was reduced by \$10,915 in HSIP and Section 164 funds. The Lindberg Road project was increased by \$555 in TA funds. The second component of this request is funding for the expanded transportation service Area IV is now providing in Tippecanoe County. The third component is a request from INDOT to remove two projects, changing the scope for one project and adding two new projects. The two projects that are being removed are on I-65. The funding for the district wide bridge project has been changed. The Technical Committee voted to recommend approval for the resolution.

Tony Roswarski asked what changes are being made to the projects on I65.

Tim Stroshine said a bridge deck patching project and a bridge maintenance project were removed.

Tony Roswarski asked for discussion or questions then conducted a roll call vote. Resolution T 2020-05 was approved 8- yes to 0-no.

Yes-Vote

Tony Roswarski
Tracy Brown
Peter Bunder
Cindy Murray
Mike Gibson
Jackson Bogan
Shane Spears
John Dennis

No-Vote

Sallie Fahey asked that there be a one-minute pause for public comment. There were no comments received.

III. APC PROGRESS REPORT

**MPO Update
Thoroughfare Plan Update**

Tim Stroshine said the update has been delayed by COVID however, it has now been kicked into gear. Staff is in the process of developing new design standards for different roads in the community. Staff is trying to allow more flexibility for local engineers to have their say in the design standards as roads develop or redevelop. The old plan was rigid in its requirements. Staff is also trying to accommodate all modes of transportation and does not want everyone to think that personal vehicles are the only way to get around the community. We want more options for public transportation, biking or walking in the community. There

is a meeting scheduled with the city and county engineers. After this meeting, staff hopes that parts of the plan will be finalized and ready to be presented at the next meeting.

Tony Roswarski asked how long staff has been working on this plan.

Sallie Fahey said this has been a years long process. This was treated as a fill in project for many years but now Tim has made it a priority. This will be an innovative Thoroughfare Plan that we have not seen before. Staff is pleased with how this is going and are getting close to having a product that can go out to the development community.

Tony Roswarski said he is glad to see this project going in that direction.

MPO Funding Obligation Report

Sallie Fahey said this is the end of FY 2020 summary for every MPO in the state. The Lafayette MPO has spent 100% of their funds for the year. The summary is organized by fund type. The Lafayette MPO programmed the last of the prior year balance funds. This was the last of that money. Our MPO will only be able to fund projects with our annual allocation. The MPO bonus funds come from FY 19. This is money that federal highway makes available at the end of every federal FY and money that other states were not able to spend. This is reallocated to states that were able to spend all their money. Indiana is almost always in that position so when there are funds states haven't spent, Indiana is almost always in line to receive money. Our portion of those funds was about \$230,000 and we elected to spend it in FY 21 on the Park East Boulevard project.

INDOT 18-Month Letting List

Tim Stroshine said most of these projects are the same as they have been in the previous reports. The last two projects on the list are the only projects that need attention. Project 42, a concrete pavement restoration at the SR 38 interchange ramp, is not listed. He asked Shane Spears if he had any updates on this project.

Shane Spears said this project was moved to a December letting date, so it is not showing on the 18-month list.

Tim Stroshine said project 43 is a new project for this list. It is the bicycle pedestrian facility along Sagamore Parkway. Staff is glad that this project is moving forward.

IV. MONTHLY PROGRESS REPORT

Tim Stroshine said this is the report we have been discussing as we have approached the end of the fiscal year. The most current report shows everything zeroed out. The few exceptions have been followed up with INDOT to confirm that this is because of how INDOT does their accounting.

V. OTHER BUSINESS

None.

VI. CITIZEN COMMENTS

Tony Roswarski asked if there were any comments received. There was a one-minute pause for comment. There were none.

VII. ADJOURNMENT

John Dennis moved to adjourn. Mike Gibson seconded.

Tony Roswarski conducted roll call vote and the motion passed 8-yes to 0-no.

Yes-Vote

Tony Roswarski
Tracy Brown
Peter Bunder
Cindy Murray
Mike Gibson
Jackson Bogan
Shane Spears
John Dennis

No-Vote

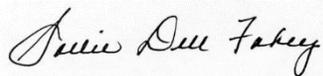
The meeting adjourned at 2:26pm.

Respectfully Submitted,

Chyna R. Lynch

Recording Secretary

Reviewed By,

A handwritten signature in cursive script that reads "Sallie Fahey". The signature is written in black ink on a light-colored background.

Sallie Fahey

Executive Director

**FY 2020-2024 TIP Amendment
Indiana Department of Transportation**

**Staff Report
August 5, 2020**

BACKGROUND AND REQUEST:

The Indiana Department of Transportation requested an amendment to program two new statewide projects.

The first project, des #2001708, is an overhead sign structure inspection project. INDOT has approximately 3,700 structures in its inventory, and the funding for FY 2021 will provide for approximately 340 inspections. The average cost per inspection is just under \$2,000. This inspection project began in FY 2016 and this is the last phase of the contract. Many of the signs to be inspected during FY 2021 will be on non-interstate routes.

The second project, des #2001709, is a high-mast lighting tower inspection project. The towers are mainly located at interstate interchanges. Approximately 440 towers will be inspected. The average cost per inspection is approximately \$450. In FY 2020, inspections were performed in the Greenfield and LaPorte districts. Towers in the remaining four districts will be inspected in FY 2021.

The following tables provide detailed information for each project:

Various Locations Statewide, (des #2001708)

Other Type Project (Overhead Sign Structure Inspections)

	Phase	Year	Federal Funds	Federal	State	Total
New	PE	2021	STBG	\$666,263	\$166,566	\$832,829

Various Locations Statewide, (des #2001709)

Other Type Project (High Mast Lighting Tower Inspections)

	Phase	Year	Federal Funds	Federal	State	Total
New	PE	2021	STBG	\$200,000	\$50,000	\$250,000

The Technical Transportation Committee reviewed the amendment request at its July 15, 2020 meeting and recommended approval.

RECOMMENDATION:

Staff recommends approval of this amendment to the FY 2020-2024 Transportation Improvement Program by adoption of the attached Resolution T-20-06.

Resolution T-20-06

RESOLUTION TO AMEND THE
FY 2020-2024 TRANSPORTATION IMPROVEMENT PROGRAM

WHEREAS, the Area Plan Commission of Tippecanoe County has been designated the Metropolitan Planning Organization by the Governor, and

WHEREAS, it is required that a Transportation Improvement Program be developed and include all local and state transportation projects for which US Department of Transportation funds are being requested, and

WHEREAS, the Indiana Department of Transportation requested changed to the FY 2020-2024 Transportation Improvement Program as follows:

Projects	Phase	Federal Funding	Year	Federal Share	Local Share	Total Cost
<i>Various Locations Statewide, Des #2001708</i>						
Throughout State	PE	STBG	2021	\$666,263	\$166,566	\$832,829
Other Type Project (Overhead Sign Structure Inspection)						
<i>Various Locations Statewide, Des #2001709</i>						
Throughout State	PE	STBG	2021	\$200,000	\$50,000	\$250,000
Other Type Project (High Mast Lighting Tower Inspections)						

WHEREAS, the Technical Transportation Committee reviewed the request at its July 15, 2020 meeting and recommended its inclusion in the FY 2020-2024 Transportation Improvement Program, and

NOW THEREFORE BE IT RESOLVED that the Policy Board of the Metropolitan Planning Organization does hereby adopt this amendment to the FY 2020-2024 Transportation Improvement Program for the MPO Planning Area.

ADOPTED on Thursday the 13th of August, 2020.

Tony Roswarski
President

Sallie Dell Fahey
Secretary

CityBus Public Transportation Agency Safety Plan

(Version 1, Issued July 29, 2020)

1. Transit Agency Information:

Transit Agency Name	Greater Lafayette Public Transportation Corporation, CityBus
Transit Agency Address	1250 Canal Road Lafayette, IN 47902-0588
Accountable Executive	Martin Sennett, General Manager
Chief Safety Officer/SMS Executive	John Connell, Manager of Operations
Modes of Services	Fixed Route Bus ADA Paratransit
Operated or Contracted Services	None

2. Plan Development, Approval, and Updates

Entity that Drafted this Plan	Greater Lafayette Public Transportation Corporation, CityBus
Signature of Accountable Executive	
Approval of Board of Directors (Date Adopted)	July 29, 2020 Meeting Agenda Attached.
Certification of Compliance	To be determined,

3. Safety Performance Targets

The following safety performance measures have been established under the *National Public Transportation Safety Plan*.

Mode	Fatalities Total	Fatality Rate	Injuries Total	Injuries Rate	Safety Events Total	Safety Events Rate	System Reliability
Fixed Route	0	0	2	.11	3	.16	125,000
ADA Paratransit	0	0	0	0	1	.09	40,000

Safety Performance Target Coordination

CityBus' General Manager, (Accountable Executive), will share the Agency Safety Plan, (ASP), including safety performance targets, with Metropolitan Planning Organization, (MPO), each year after it's formal adoption by the CityBus Board of Directors. Copies of the ASP will also be forwarded to INDOT for review and CityBus staff will coordinate with both the MPO and INDOT in the selection of future performance targets upon request.

(Documentation of Target Transmissions)

Agency	Transmission Date	
Indiana Department of Transportation		
Area Plan Commission MPO		

4. Safety Management Policy

Safety is a core value at CityBus, and managing safety is an essential function. CityBus will develop, implement, maintain, and continuously improve processes to ensure the safety of our customers, employees, and the public. CityBus is committed to the following safety objectives:

- Communicating the purpose and benefits of the Safety Management System (SMS) to all staff, managers, supervisors, and employees.
- Providing a culture of open reporting of all safety concerns, ensuring that no action will be taken against any employee who discloses a safety concern through CityBus's Employee Safety Reporting Program (ESRP), unless such disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures.
- Providing appropriate management involvement and the necessary resources to establish an effective ESRP that will encourage employees to communicate and report any unsafe work conditions, hazards, or at-risk behavior to the management team.
- Identifying hazardous and unsafe work conditions and analyzing data from the ESRP. (After thoroughly analyzing provided data, the CityBus operations division will develop processes and procedures to mitigate safety risk to an acceptable level.)
- Establishing safety performance targets that are realistic, measurable, and data driven. Continually improving our safety performance through management processes that ensure appropriate safety management action is taken and is effective.

Martin B. Sennett,
General Manager and Accountable Executive

Safety Management Policy Communication

The Chief Safety Officer, who leads CityBus's SMS activities, introduced our staff to SMS principles in June 2020, at a Staff Meeting. CityBus's Safety Management Policy Statement will also be distributed to each employee in the form of a handout during this year's Fall Safety Training Meetings. CityBus also posts copies of the Safety Management Policy Statement on bulletin boards at Main Office and in the maintenance break areas of the maintenance division. CityBus has incorporated review and distribution of the Safety Management Policy Statement into new hire training and all-staff annual refresher training.

Authorities, Accountabilities, and Responsibilities

Accountable Executive:

The General Manager serves as CityBus's Accountable Executive with the following authorities, accountabilities, and responsibilities under this plan:

- Controls and directs human and capital resources needed to develop and maintain the ASP and SMS. • Designates an adequately trained Chief Safety Officer who is a direct report.
- Ensures that CityBus' SMS is effectively implemented.
- Ensures action is taken to address substandard performance in CityBus' SMS.
- Assumes ultimate responsibility for carrying out CityBus' ASP and SMS
- Maintains responsibility for carrying out the agency's Transit Asset Management Plan.

Chief Safety Officer / SMS Executive:

The Accountable Executive designates the Manager of Operations as CityBus' Chief Safety Officer. The Chief Safety Officer has the following authorities, accountabilities, and responsibilities under this plan:

- Develops CityBus' ASP and SMS policies and procedures
- Ensures and oversees day-to-day implementation and operation of CityBus' SMS.
- Manages CityBus' ESRP.
- Chairs the CityBus Safety Committee and Coordinates the activities of the committee; Establishes and maintains CityBus Safety Risk Register and Safety Event Log to monitor and analyze trends in hazards, occurrences, incidents, and accidents; and Maintains and distributes minutes of safety committee meetings.
- Advises the Accountable Executive on SMS progress and status.
- Identifies substandard performance in CityBus SMS and develops action plans for approval by the Accountable Executive.

- Ensures CityBus policies are consistent with CityBus safety objectives.
- Provides Safety Risk Management (SRM) expertise and support for other City Bus personnel who conduct and oversee Safety Assurance activities.

Agency Leadership and Executive Management:

Agency Leadership and Executive Management also have authorities and responsibilities for day-to-day SMS implementation and operation of City Bus' SMS under this plan. City Bus Agency Leadership and Executive Management include:

- Manager of Operations,
- Dispatchers,
- Fleet Manager and Manager of Vehicle Maintenance,
- Training personnel,
- Operations Street Supervisors.

CityBus Leadership and Executive Management personnel have the following authorities, accountabilities, and responsibilities:

- Participate as members of CityBus' Safety Committee (Dispatchers and Street Supervisors will be rotated through the Safety Committee on a one year term, other positions are permanent members).
- Complete training on SMS and City Bus' ASP elements.
- Oversee day-to-day operations of the SMS in their departments.
- Modify policies in their departments consistent with implementation of the SMS, as necessary.
- Provide subject matter expertise to support implementation of the SMS as requested by the Accountable Executive or the Chief Safety Officer, including SRM activities, investigation of safety events, development of safety risk mitigations, and monitoring of mitigation effectiveness.

Key Staff:

CityBus uses the Safety Committee, as well as quarterly Drivers' Meeting and quarterly All-Staff Meetings, to support its SMS and safety programs:

- Safety Committee: Any safety hazards reported will be jointly evaluated by the Safety Committee and the Chief Safety Officer during the quarterly meeting. The Safety Committee members include the Manager of Operations (Chief Safety Officer), Dispatcher/Scheduler of Operations, two representative from fixed route, a representative from paratransit, and a representative from maintenance who meet quarterly to review issues and make recommendations to improve safety.
- Quarterly Staff Meetings: Hazard reports and mitigations will be shared, safety topics will be brought up for open discussion, further feedback solicited, and

hazard self-reporting are encouraged. Information discussed in these meetings will be documented.

Employee Safety Reporting Program:

CityBus encourages employees who identify safety concerns in their day-to-day duties to report them to senior management in good faith without fear of retribution. There are many ways employees can report safety conditions:

- Report conditions directly to the dispatcher, who will add them to the daily Operations Log-Safety Risk Register.
- Report conditions anonymously via a locked comment box in the driver area
- Report conditions using their name or anonymously to Safety@gocitybus.com
- Report conditions directly to any supervisor, manager, or director.

Examples of information typically reported include:

- Safety concerns in the operating environment (for example, county or city road conditions or the condition of facilities or vehicles);
- Policies and procedures that are not working as intended (for example, insufficient time to complete pre-trip inspection);
- Events that senior managers might not otherwise know about (for example, near misses);
- Information about why a safety event occurred.

On a daily basis, the Chief Safety Officer reviews the dispatch daily Operations Log, checks the comment box and dedicated email address, and documents identified safety conditions in the Safety Risk Register. CityBus' Chief Safety Officer, supported by the Safety Committee, as necessary, will review and address each employee report, ensuring that hazards and their consequences are appropriately identified and resolved through CityBus' SRM process and that reported deficiencies and non-compliance with rules or procedures are managed through CityBus' Safety Assurance process.

The Chief Safety Officer discusses actions taken to address reported safety conditions during the quarterly Safety-Staff Meetings. Additionally, if the reporting employee provided his or her name during the reporting process, the Chief Safety Officer or designee follows up directly with the employee when CityBus determines whether or not to take action and after any mitigations are implemented.

CityBus encourages participation in the ESRP by protecting employees that report safety conditions in good faith. However, CityBus may take disciplinary action if the report involves any of the following

- Willful participation in illegal activity, such as assault or theft;
- Gross negligence, such as knowingly utilizing heavy equipment for purposes other than intended such that people or property are put at risk; or
- Deliberate or willful disregard of regulations or procedures, such as reporting to work under the influence of controlled substances.

5. Safety Risk Management Process

CityBus uses the SRM process as a primary method to ensure the safety of our operations, passengers, employees, vehicles, and facilities. It is a process whereby hazards and their consequences are identified, assessed for potential safety risk, and resolved in a manner acceptable to CityBus' leadership.

CityBus' SRM process allows us to carefully examine what could cause harm and determine whether we have taken sufficient precautions to minimize the harm, or if further mitigations are necessary. The Chief Safety Officer leads CityBus' SRM process, working with the Safety Committee to identify hazards and consequences, assess safety risk of potential consequences, and mitigate safety risk. The results of CityBus' SRM process are documented in our Safety Risk Register and referenced materials.

SRM process applies to all elements of our system including our operations, and maintenance departments; facilities and vehicles, personnel recruitment, training, and supervision. In carrying out the SRM process, CityBus uses the following terms:

- Event – Any accident, incident, or occurrence.
- Hazard – Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure belonging to CityBus; or damage to the environment.
- Risk – Composite of predicted severity and likelihood of the potential effect of a hazard.
- Risk Mitigation – Method(s) to eliminate or reduce the effects of hazards.
- Consequence – An effect of a hazard involving injury, illness, death, or damage to CityBus property or the environment.

Safety Hazard Identification:

The safety hazard identification process offers CityBus the ability to identify hazards and potential consequences in the operation and maintenance of our system. Hazards can be identified through a variety of sources, including:

- ESRP;
- Review of vehicle camera footage;

- Review of monthly performance data and safety performance targets
- Observations from supervisors
- Maintenance reports
- Comments from customers, passengers, and third parties, including CityBus' vendors
- Safety Committee, Drivers and Staff Member concerns
- Results of audits and inspections of vehicles and facilities
- Results of training assessments
- Investigations into safety events, incidents, and occurrences; and
- Federal Transit Administration (FTA) and other oversight authorities (mandatory information source).

When a safety concern is observed by CityBus' management or supervisory personnel, whatever the source, it is reported to the Chief Safety Officer. Procedures for reporting hazards to the Chief Safety Officer are reviewed during Staff Meetings and in the Safety Committee.

The Chief Safety Officer also receives employee reports from the ESRP, customer comments related to safety, and the dispatch daily Operations Log. The Chief Safety Officer reviews these sources for hazards and documents them in Citybus' Safety Risk Register. The Chief Safety Officer also may enter hazards into the Safety Risk Register based on review of operations and maintenance activities, from the results of audits and observations, and from information received from FTA and other oversight authorities, as well as the National Transportation Safety Board.

The Chief Safety Officer may conduct further analyses of hazards and events entered into the Safety Risk Register to collect information and identify additional consequences and to inform which hazards should be prioritized for safety risk assessment. In following up on identified hazards, the Chief Safety Officer may:

- Reach out to the reporting party, if available, to gather all known information about the reported hazard;
- Conduct a walkthrough of the affected area, assessing the possible hazardous condition, generating visual documentation (photographs and/or video), and taking any measurements deemed necessary;
- Conduct interviews with employees in the area to gather potentially relevant information on the reported hazard;
- Review any documentation associated with the hazard (records, reports, procedures, inspections, technical documents, etc.);
- Contact other departments that may have association with or technical knowledge relevant to the reported hazard;
- Review any past reported hazards of a similar nature; and

- Evaluate tasks and/or processes associated with the reported hazard.

The Chief Safety Officer will then prepare an agenda to discuss identified hazards and consequences with the Safety Committee during quarterly meetings. This agenda may include additional background on the hazards and consequences, such as the results of trend analyses, vehicle camera footage, vendor documentation, reports and observations, or information supplied by FTA or other oversight authorities. Any identified hazard that poses a real and immediate threat to life, property, or the environment must immediately be brought to the attention of the Accountable Executive and addressed through the SRM process (with or without the full Safety Committee) for safety risk assessment and mitigation. This means that the Chief Safety Officer believes immediate intervention is necessary to preserve life, prevent major property destruction, or avoid harm to the environment that would constitute a violation of Environmental Protection Agency or State environmental protection standards. Otherwise, the Safety Committee will prioritize hazards for further SRM activity.

Safety Risk Assessment:

CityBus assesses safety risk associated with identified safety hazards using its safety risk assessment process. This includes an assessment of the likelihood and severity of the consequences of hazards, including existing mitigations, and prioritizing hazards based on safety risk. The Chief Safety Officer and Safety Committee assess prioritized hazards using CityBus' Safety Risk Matrix. This matrix expresses assessed risk as a combination of one severity category and likelihood level, also referred to as a hazard rating. For example, a risk may be assessed as "1A" or the combination of a Catastrophic (1) severity category and a Frequent (A) probability level. This matrix also categorizes combined risks into levels, High, Medium, or Low, based on the likelihood of occurrence and severity of the outcome. For purposes of accepting risk:

- "High" hazard ratings will be considered unacceptable and require action from CityBus to mitigate the safety risk,
- "Medium" hazard ratings will be considered undesirable and require CityBus' Safety Committee to make a decision regarding their acceptability,
- "Low" hazard ratings may be accepted by the Chief Safety Officer without additional review.

Using a categorization of High, Medium, or Low allows for hazards to be prioritized for mitigation based on their associated safety risk. The Chief Safety Officer schedules

safety risk assessment activities on the Safety Committee agenda and prepares a Safety Risk Assessment Package. This package is distributed at least one week in advance of the Safety Committee meeting. During the meeting, the Chief Safety Officer reviews the hazard and its consequence(s) and reviews available information distributed in the Safety Risk Assessment Package on severity and likelihood. The Chief Safety Officer may request support from members of the Safety Committee in obtaining additional information to support the safety risk assessment. Once sufficient information has been obtained, the Chief Safety Officer will facilitate completion of relevant sections of the Safety Risk Register, using the CityBus Safety Risk Assessment Matrix, with the Safety Committee.

The Chief Safety Officer will document the Safety Committee's safety risk assessment, including hazard rating and mitigation options for each assessed safety hazard in the Safety Risk Register. The Chief Safety Officer will maintain on file Safety Committee agendas, Safety Risk Assessment Packages, additional information collection, and completed Safety Risk Register sections for a period of three years from the date of generation.

Safety Risk Mitigation:

CityBus' Accountable Executive and Chief Safety Officer review current methods of safety risk mitigation and establish methods or procedures to mitigate or eliminate safety risk associated with specific hazards based on recommendations from the Safety Committee. CityBus can reduce safety risk by reducing the likelihood and/or severity of potential consequences of hazards.

Prioritization of safety risk mitigations is based on the results of safety risk assessments. The Chief Safety Officer tracks and updates safety risk mitigation information in the Safety Risk Register and makes the Register available to the Safety Committee during bimonthly meetings and to CityBus staff upon request. In the Safety Risk Register, the Chief Safety Officer will also document any specific measures or activities, such as reviews, observations, or audits, that will be conducted to monitor the effectiveness of mitigations once implemented.

6. Safety Assurance

CityBus has many processes in place to monitor its entire transit system for compliance with operations and maintenance procedures, including:

- Safety audits,
- Informal inspections,
- Regular review of onboard camera footage to assess drivers and specific incidents,
- ESRP,
- Investigation of safety occurrences,
- Safety review prior to the launch or modification of any facet of service,
- Daily data gathering and monitoring of data related to the delivery of service, and,
- Regular vehicle inspections and preventative maintenance.

Results from the above processes are compared against recent performance trends quarterly and annually by the Chief Safety Officer to determine where action needs to be taken. The Chief Safety Officer enters any identified non-compliant or ineffective activities, including mitigations, back into the SRM process for reevaluation by the Safety Committee.

CityBus monitors safety risk mitigations to determine if they have been implemented and are effective, appropriate, and working as intended. The Chief Safety Officer maintains a list of safety risk mitigations in the Safety Risk Register. The mechanism for monitoring safety risk mitigations varies depending on the mitigation. The Chief Safety Officer establishes one or more mechanisms for monitoring safety risk mitigations as part of the mitigation implementation process and assigns monitoring activities to the appropriate department head, manager, or supervisor. These monitoring mechanisms may include tracking a specific metric on daily, weekly, or monthly logs or reports; conducting job performance observations; or other activities.

The Chief Safety Officer will endeavor to make use of existing CityBus processes and activities before assigning new information collection activities. The Chief Safety Officer and Safety Committee review the performance of individual safety risk mitigations during quarterly Safety Committee meetings, based on the reporting schedule determined for each mitigation, and determine if a specific safety risk mitigation is not implemented or performing as intended. If the mitigation is not implemented or performing as intended, the Safety Committee will propose a course of action to modify the mitigation or take other action to manage the safety risk. The Chief Safety Officer will approve or modify this proposed course of action and oversee its execution. CityBus' Chief Safety Officer and Safety Committee also monitor CityBus's operations

on a large scale to identify mitigations that may be ineffective, inappropriate, or not implemented as intended by:

- Reviewing results from accident, incident, and occurrence investigations;
- Monitoring employee safety reporting;
- Reviewing results of internal safety audits and inspections; and
- Analyzing operational and safety data to identify emerging safety concerns.

The Chief Safety Officer works with the Safety Committee and Accountable Executive to carry out and document all monitoring activities.

CityBus maintains documented procedures for conducting safety investigations of events (accidents, incidents, and occurrences, as defined by FTA) to find causal and contributing factors and review the existing mitigations in place at the time of the event (see CityBus Safety Event Investigation Procedures Manual for specific procedures for conducting safety investigations).

These procedures also reflect all traffic safety reporting and investigation requirements established by Indiana Department of Motor Vehicles. The Chief Safety Officer maintains all documentation of CityBus investigation policies, processes, forms, checklists, activities, and results. As detailed in CityBus' procedures, an investigation report is prepared and sent to the Accident/Incident Review Committee for integration into their analysis of the event. CityBus Accident/Incident Review Committee consists of operations supervisors, a safety committee member and a maintenance representative.

The Chief Safety Officer chairs the board. CityBus' Accident/Incident Review Board determines whether

- The accident was preventable or non-preventable;
- Personnel require discipline or retraining;
- The causal factor(s) indicate(s) that a safety hazard contributed to or was present during the event; and
- The accident appears to involve underlying organizational causal factors beyond just individual employee behavior.

The Chief Safety Officer and Safety Committee routinely review safety data captured in employee safety reports, safety meeting minutes, customer complaints, and other safety communication channels. When necessary, the Chief Safety Officer and Safety Committee ensure that the concerns are investigated or analyzed through CityBus' SRM process. The Chief Safety Officer and Safety Committee also conduct internal and external reviews, including audits and assessments, with findings concerning CityBus' safety performance, compliance with operations and maintenance procedures, or the effectiveness of safety risk mitigations.

7. Safety Promotion

CityBus' comprehensive safety training program applies to all CityBus employees directly responsible for safety, including

- Bus vehicle operators,
- Dispatchers,
- Maintenance technicians,
- Managers and supervisors,
- Agency Leadership and Executive Management,
- Chief Safety Officer, and
- Accountable Executive

CityBus dedicates resources to conduct a comprehensive safety training program, as well as training on SMS roles and responsibilities. The scope of the safety training, including annual refresher training, is appropriate to each employee's individual safety-related job responsibilities and their role in the SMS. Basic training requirements for CityBus employees, including frequencies and refresher training, are documented in CityBus' Safety Training Matrix and the CityBus Employee Handbook

Operations safety-related skill training includes the following:

- New-hire bus vehicle operator classroom and hands-on skill training,
- Bus vehicle operator refresher training,
- Bus vehicle operator retraining (recertification or return to work),
- Classroom and on-the-job training for dispatchers,
- Classroom and on-the-job training for operations supervisors and managers, and
- Accident investigation training for operations supervisors and managers.

Vehicle maintenance safety-related skill training includes the following:

- Ongoing vehicle maintenance technician skill training,
- Ongoing skill training for vehicle maintenance supervisors,
- Accident investigation training for vehicle maintenance supervisors,
- Ongoing hazardous material training for vehicle maintenance technicians and supervisors, and
- Training provided by vendors.

CityBus' Accountable Executive and Agency Department Heads must complete FTA's SMS Awareness online training.

Safety Communication:

CityBus' Chief Safety Officer and Manager of Operations coordinate CityBus' safety communication activities for the SMS. CityBus' activities focus on the three categories of communication activity established in 49 CFR Part 673 (Part 673):

- Communicating safety and safety performance information throughout the agency: CityBus communicates information on safety and safety performance in its quarterly newsletter and during quarterly Staff Meetings.
- Communicating by establishing a permanent agenda item in all weekly Staff Meetings dedicated to safety. Information typically conveyed during these meetings includes safety performance statistics, lessons learned from recent occurrences, upcoming events that may impact CityBus' service or safety performance, and updates regarding SMS implementation.
- Communicating by soliciting information from drivers during training meetings.
- Communicating information on hazards and safety risks relevant to employees' roles and responsibilities throughout the agency: As part of new-hire training, CityBus distributes safety policies and procedures, included in the CityBus Employee Handbook, to all employees
- CityBus provides training on these policies and procedures and discusses them during safety talks between supervisors and bus operators and vehicle technicians. For newly emerging issues or safety events at the agency, CityBus Chief Safety Officer issues bulletins or messages to employees that are reinforced by supervisors in one-on-one or group discussions with employees.
- Informing employees of safety actions taken in response to reports submitted through the ESRP: City Bus provides targeted communications to inform employees of safety actions taken in response to reports submitted through the ESRP, including handouts and flyers, safety talks, updates to bulletin boards, and one-on-one discussions between employees and supervisors.

Additional Information:

CityBus will maintain documentation related to the implementation of its SMS; the programs, policies, and procedures used to carry out this ASP; and the results from its SMS processes and activities for three years after creation. They will be available to the FTA or other Federal or oversight entity upon request.

Thoroughfare Plan Update

Tim Stroshine

Current Plan

- 2 Considerations
 - Urban vs Rural
 - Street Design
- Fits elements into Right-of-Way

Updated Plan- Three Considerations

- Development Intensity
- Land Use
- Street Design

Development Intensity

- How much has been built on the land?
- 4 categories
 - Urban Downtown
 - Urban
 - Town
 - Rural

Land Use

- How do people spend time in this place?
- 4 categories
 - Commercial/Industrial
 - Mixed Use
 - Residential
 - Rural

Street Design

- How many vehicles, bicycles, pedestrians, and transit users on a street?
- Classifications
 - Primary Arterials
 - Divided Primary Arterial
 - Secondary Arterials
 - One-Way Pair Arterial
 - Major Collectors
 - Minor Collectors
 - Local Roads

Classification of Existing Roads

- To be reviewed (see maps)
- Arterials= longer roads, higher volumes
- Collectors= shorter roads, connect two other classified roads

Design Standards by Classification

- Each Classification Requires Standards for:
 - Pavement Width
 - Lane Width
 - Sight Distance
 - Bike Lanes/Bike Lane Width
 - Trails/Trail Width
 - Sidewalks/Sidewalk Width
 - Several Other Design Considerations
- Right-of-Way Width is determined by elements required/included

Design Standards Example

DESIGN STANDARDS FOR PUBLIC ROADS

URBAN-DOWNTOWN: MIXED-USE

Roadway Type	Min Pavement Width	Lane Width (Range)	Max Grade	Min Radius of Curve	Min Length of Tangent	Min Sight Distance	Min Corner Radius	Min Turn-Around	Min On-Street Parking Width	Loading Zone Width	Transit Pull-Off Width	Bike Lane Width	Min Sidewalk Width	Min Trail Width	Min Shoulder Width	Min Side Ditch Width	ROW Width - Calculated
Divided Primary Arterial	54	11.5-12	Design	Design	Design	Design	Design	N/A	N/A	N/A	11	5	6	10	N/A	N/A	Varies
Primary Arterial	50	11.5-12	Design	Design	Design	Design	Design	N/A	N/A	N/A	11	5	6	10	N/A	N/A	Varies
Secondary Arterial	50	11.5-12	Design	Design	Design	Design	Design	N/A	N/A	N/A	11	5	6	10	N/A	N/A	Varies
One-Way Pair Arterial	26	11-12	Design	Design	Design	Design	Design	N/A	N/A	N/A	11	5	6	10	N/A	N/A	Varies
Major Collector	36	11-11.5	6%	200	200	250	40	N/A	8	9	11	5	6	10	N/A	N/A	Varies
Minor Collector	36	11-11.5	7%	100	Design	200	25	N/A	8	9	11	5	6	10	N/A	N/A	Varies
Local Road	34	10.5-11	7%	100	Design	200	25	80	8	9	11	5	5	10	N/A	N/A	Varies

Example of Using This Plan

- 20 N 3rd St



Example of Using This Plan

Urban-Downtown



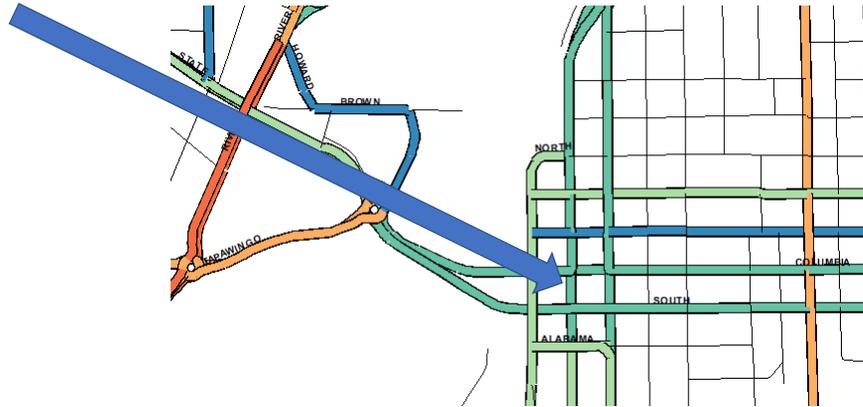
Example of Using This Plan

Mixed Use



Example of Using This Plan

3rd Street: One-Way Pair Primary Arterial
 Columbia Street: One-Way Pair Primary Arterial



Example of Using This Plan

DESIGN STANDARDS FOR PUBLIC ROADS

URBAN-DOWNTOWN: MIXED-USE

Roadway Type	Min Pavement Width	Lane Width (Range)	Max Grade	Min Radius of Curve	Min Length of Tangent	Min Sight Distance	Min Corner Radius	Min Turn-Around	Min On-Street Parking Width	Loading Zone Width	Transit Put-Off Width	Bike Lane Width	Min Sidewalk Width	Min Trail Width	Min Shoulder Width	Min Side Ditch Width	ROW Width - Calculated
Divided Primary Arterial	54	11.5-12	Design	Design	Design	Design	Design	N/A	N/A	N/A	11	5	6	10	N/A	N/A	Varies
Primary Arterial	50	11.5-12	Design	Design	Design	Design	Design	N/A	N/A	N/A	11	5	6	10	N/A	N/A	Varies
Secondary Arterial	50	11.5-12	Design	Design	Design	Design	Design	N/A	N/A	N/A	11	5	6	10	N/A	N/A	Varies
One-Way Pair Arterial	26	11-12	Design	Design	Design	Design	Design	N/A	N/A	N/A	11	5	6	10	N/A	N/A	Varies
Major Collector	36	11-11.5	6%	200	200	250	40	N/A	8	9	11	5	6	10	N/A	N/A	Varies
Minor Collector	36	11-11.5	7%	100	Design	200	25	N/A	8	9	11	5	6	10	N/A	N/A	Varies
Local Road	34	10.5-11	7%	100	Design	200	25	80	8	9	11	5	5	10	N/A	N/A	Varies

Example of Using This Plan

- For a re-development of 20 N 3rd St, the project would need to meet the design standards for **BOTH** Columbia St and 3rd St
- For some projects, exceptions may be desired, or make more sense for that individual case
 - Currently, the plan states that exceptions from the standards are at the discretion of the local government engineer
 - An appeal process will be allowed, but has not been finalized

18 Month Letting List - August 1, 2020

(INDOT update: July 15, 2020)

		Letting Date	Road	Type of Work	Location	Des & Contract Number	Previous Letting Date
1	S	10/7/2020	SR 25	Bridge Thin Deck Overlay	NB over Bridge Creek; 10.50 mi N of I-65	1800455 B-41001	
2	S	10/7/2020	SR 25	Bridge Thin Deck Overlay	SB @ Bridge Creek;10.50 mi N of I-65	1800443 B-41001	
3	S	10/7/2020	SR 25	Bridge Thin Deck Overlay	SB @ CR 900N; 10.80 mi N of I-65	1800442 B-41001	
4	S	10/7/2020	SR 25	Bridge Thin Deck Overlay	NB @ CR 900N; 10.80 mi N of I-65	1800440 B-41001	
5	S	10/7/2020	SR 25	Bridge Thin Deck Overlay	11.30 mi N of I-65 (SB)	1800439 B-41001	
6	S	10/7/2020	SR 25	Bridge Thin Deck Overlay	NB @ County Line Rd; 11.30 mi N of I-65	1800438 B-41001	
7	S	10/7/2020	SR 25	Bridge Thin Deck Overlay	NB over N&S RR; 11.10 mi N of I-65 (NB)	1800421 B-41001	
8	S	10/7/2020	SR 25	Bridge Thin Deck Overlay	SB over N&S RR; 11.10 mi N of I-65	1800418 B-41001	
9	S	11/10/2020	SR 25	Replace Superstructure	Bridge over Big Shawnee Creek 3.05 miles S of SR 28	1298419 B-39761	
10	S	11/10/2020	I-65	Bridge Deck Replacement (<i>TIP shows project as Deck Replacement/Widening</i>)	NB Bridge over SR 43, 3.13 mi N of SR 25	1601088 B-39961	
11	S	11/10/2020	I-65	Bridge Deck Replacement (<i>TIP shows project as Deck Replacement/Widening</i>)	SB Bridge over SR 43, 3.13 mi N of SR 25	1601090 B-39961	
12	S	11/10/2020	I-65	Bridge Deck Replacement (<i>TIP shows project as Deck Replacement/Widening</i>)	NBL, .77 N SR 43, at Burnett Creek	1601091 B-39961	
13	S	11/10/2020	I-65	Bridge Deck Replacment (<i>TIP shows project as Deck Replacement/Widening</i>)	0.77 mi N of SR 43 at Burnett Creek (SBL)	1601092 B-39961	
14	S	11/10/2020	I-65	Bridge Maintenance And Repair	I-65 NB over CSX, N 9TH ST, BURNETT CR, 00.58 S SR 43	1900665 B-39961	
15	S	11/10/2020	I-65	Bridge Maintenance And Repair	I-65 SB over CSX, N 9TH ST, BURNETT CR, 00.58 S SR 43	1600664 B-39961	
16	S	11/10/2020	I-65	Bridge Painting	NBL over Wildcat Creek; 01.04 mi S of SR 25	1800399 B-40942	
17	S	11/10/2020	I-65	Bridge Painting	SBL over Wildcat Creek; 01.04 mi S of SR 25	1800400 B-40942	
18	S	11/10/2020	I-65	Bridge Painting	NB over SR 26 EB/WB; 03.04 mi S of SR 25	1800401 B-40942	
19	S	11/10/2020	I-65	Bridge Painting	SB over SR 26 EB/WB; 03.04 mi S of SR 25	1800402 B-40942	
20	S	11/10/2020	I-65	Bridge Painting	Swisher Road @ I-65 NBL/SBL; 00.92 mi S of SR 43	1800431 B-40942	
21	S	12/9/2020	I 65	Bridge Thin Deck Overlay	CR 100S/McCarty Ln @ I- 65 NB/SB; 01.32 mi S of SR 26	1800451 B-41003	

		Letting Date	Road	Type of Work	Location	Des & Contract Number	Previous Letting Date
22	S	12/9/2020	US 231	Bridge Thin Deck Overlay	SB @ Big Wea Cr, Elliott Dt; 01.28 mi S of SR 25	1800433 B-41003	
23	S	12/9/2020	US 231	Bridge Thin Deck Overlay	NB @ Big Wea Cr, Elliott Dt; 01.28 mi S of SR 25	1800432 B-41003	
24	S	12/9/2020	US 52	Bridge Thin Deck Overlay	WBL @ NS RR; 01.92 mi E of SR 25	1800430 B-41003	
25	S	12/9/2020	US 52	Bridge Thin Deck Overlay	EBL @ NS RR; 01.92 mi E of SR 25	1800425 B-41003	
26	S	12/9/2020	SR 38	Bridge Thin Deck Overlay	over S Fork Wildcat Creek; 01.70 mi E of I-65	1800452 B-41003	
27	S	12/9/2020	SR 28	HMA Overlay, Structural (TIP shows project as Road Rehabilitation)	From US 231 to US 52 W Jctn	1592968 R-38772	
28	S	1/13/2021	Lindberg Road	Road Reconstruction (3R/4R Standards)	Lindberg road from Klondike to McCormick	1173627 R-35297	
29	S	1/13/2021	N. River Road	Intersect. Improv. W/ Added Turn Lanes	CR 500 N approach in Tippecanoe County	1401279 R-37908	
30	S	1/13/2021	Park East Boulevard	New Road Construction	New Road between Haggerty Lane and SR 38	1700405 R-40125	
31	S	1/13/2021	SR 26	Concrete Pavement Preservation (CPP)	From I-65 SB Ramps to 1.49 mi E of I-65	1800569 RS-40964	
32	S	2/10/2021	SR 25	Bridge Thin Deck Overlay	SB over Buck Creek; 05.00 mi N of I-65	1800413 R-41002	
33	S	2/10/2021	SR 25	Bridge Thin Deck Overlay	NB over Buck Creek; 05.00 mi N of I-65	1800414 R-41002	
34	S	2/10/2021	SR 25	Bridge Thin Deck Overlay	NB over Sugar Creek; 08.10 mi N of I-65	1800419 R-41002	
35	S	2/10/2021	SR 25	Bridge Thin Deck Overlay	SB over Sugar Creek; 08.10 mi N of I-65	1800420 R-41002	
36	S	2/10/2021	SR 25	Bridge Thin Deck Overlay	NB over No Name Creek; 09.80 mi N of I-65	1800437 R-41002	
37	S	2/10/2021	SR 25	Bridge Thin Deck Overlay	SB @ No Name Creek; 09.80 mi N of I-65	1800441 R-41002	
38	S	2/10/2021	SR 25	Bridge Thin Deck Overlay	CR 300N @ SR 25 SB/NB, N&S RR, 01.30 mi N of I-65	1800445 R-41002	
39	S	3/10/2021	SR 38	Debris Removal	1.70 mi E of I-65, over S Fork Wildcat Creek	1801353 R-42548	
40	S	3/10/2021	SR 38	ADA Sidewalk Ramp Construction	From 3.85 mi W of I65 to 0.94 mi E of I65	1900494 R-41002	
41	S	4/7/2021	SR 38	HMA Overlay, Structural (TIP shows project as Road Rehabilitation)	From 0.95 mi to 1.16 mi E of I-65 within the Town Limits of Dayton	1601073 R-39959	
42	C	11/17/2021	Sagamore Parkway Trail	Bike/Pedestrian Facilities	from Happy Hollow to the bridge over the Wabash River Bridge	1401287 R-37915	3/10/2021
43	C	12/8/2021	I-65	Concrete Pavement Restoration (CPR)	At SR 38 Interchange, Ramp Pavement	1900647 R-42039	7/14/2021

Same, New, Change, Not Listed, Relisted

Bid Letting Results

None to Report