



**ANNUAL TRANSPORTATION  
COMPLETION AND  
PERFORMANCE REPORT  
For  
Fiscal Year 2021**

**AREA PLAN COMMISSION  
OF TIPPECANOE COUNTY**

This report was prepared by:

Metropolitan Planning Organization  
Area Plan Commission of Tippecanoe County  
20 N 3<sup>rd</sup> Street  
Lafayette, Indiana 47901  
(765) 423-9242

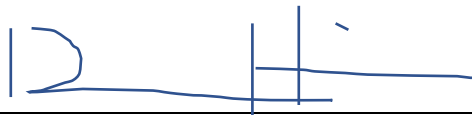
[www.tippecanoe.in.gov/apc](http://www.tippecanoe.in.gov/apc)

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Reviewed by:



David Hittle, Executive Director APCTC

September 27, 2021

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 2021 (July 1, 2020 through June 30, 2021).

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 2021 and 2022 Unified Planning Work Program](#)
- [FY 2020 Annual Performance and Completion Report](#)
- Updated 5- Year Production Schedule of projects
- [FY 2020-2024 Transportation Improvement Program \(amended\)](#)
- [FY 2022-20226 Transportation Improvement Program \(adopted\)](#)
- [FY 2020 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
- Completion of INDOT’s Small Urban and Rural Transportation Planning program grant activities, including Traffic Counts for Carroll County.
- 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
- 2050 Metropolitan Transportation 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 2021.

# Plan Commission Roster, Committee Members, and Staff Roster

## Area Plan Commission Members 2021

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
Jason Dombkowski	Citizen Appointed by West Lafayette Mayor
Michelle Dennis	Citizen Appointed by West Lafayette Mayor
Gary Schroeder	Citizen Appointed by Board of County Commissioners
Jerry Reynolds	Member Lafayette City Council – Council Appointment
Bob Metzger	Citizen Appointed by Lafayette Mayor
Carla Snodgrass	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 2021

### Voting Members

Tony Roswarski, President	Mayor City of Lafayette
John Dennis, Vice President	Mayor City of West Lafayette
Thomas Murtaugh	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

### Ex Officio Members

Steven Minor	US Dept of Transportation, FHWA
Cecilia Crenshaw	US Dept of Transportation, FTA
David Hittle	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 2021**

**Voting Members**

Jon Fricker, Chair  
David Hittle, Secretary  
Jeromy Grenard  
Bill Smith  
Stewart Kline  
Scott Anderson  
Mitch Lankford  
Adam Baxmeyer  
Marty Sennett  
Jason Philhower  
John Ricks

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**

Steven Minor  
Cecilia Crenshaw  
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**

David Hittle  
Tim Stroshine  
Ryan O’Gara  
Don Lamb  
Kathy Lind  
Doug Poad  
Aria Staiger  
Larry Aukerman  
John Burns  
Rabita Foley  
Daelen Ogas  
Maureen McNamara  
Diana Trader  
Chyna Lynch

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

Eric Burns

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:

- Executive Director, Assistant Director and 3 staff attended:
  - 2020 Indiana Virtual MPO Conference
- Executive Director attended:
  - Virtual NARC Policy Conference
- Assistant Director attended:
  - Webinar on public engagement strategies
  - Webinar on vehicle congestion data analysis.
  - Webinar on Climate Change and Transportation
  - Webinar on rural run off the road crashes and safety countermeasures
- Staff attended Purdue Road School.
- Staff prepared a presentation about sidewalk condition ratings and presented it at an LTAP conference.

#### END PRODUCT:

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

**UPWP 142 – 2020 MPO Conference [FY2021]:**

**OBJECTIVE:**

To provide the resources to plan, host and pay for the 2020 MPO Conference in Lafayette. The funds for this work item represent a special allocation by the MPO Council from the PL Special Projects fund and additional APCTC PL funds with match provided by private sector sponsors and conference registration fees will pay for the conference. Unused PL funds will become part of carryover funds for reprogramming in subsequent years. The County Council will appropriate the anticipated income to a special fund created for this purpose. The County Auditor will pay all expenses authorized by the Executive Director.

**ACTIVITIES:**

- Staff designed the MPO conference logo.
- Staff set up registration forms and e-mails in GoToWebinar, arranged for speakers, performed a test run of the GoToWebinar system for speakers and staff and held the 2020 Virtual MPO Conference.
- Staff worked on invitation emails, coordination, spreadsheets, and emails for 2020 MPO conference.
- Staff created a report on the virtual MPO conference and how to improve future webinars.



## 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.
- Executive Director and Assistant Director met periodically to discuss staff assignments, resources, and work products.
- The Executive Director prepares a monthly article for the Lafayette Journal & Courier newspaper identifying all new road projects and locations of construction, lane restrictions and closures.
- Staff conducted training for the newly hired Transportation GIS specialist.
- Transportation staff met regularly to discuss various planning projects.
- Staff members received training on how to perform crash data quality control using ARIES data.
- A new staff member received training on performing red flag investigations.
- Staff updated training documents for the GIS Specialist position.
- Executive Director and Assistant Director met periodically for preliminary planning for the INDOT Planning Certification Review.
- Staff created slides for a presentation for the INDOT Planning Certification Review.
- Assistant Director submitted a SURTP grant application for our transportation planning work in Carroll County.
- Outgoing Executive Director and Assistant Director provided an orientation to Transportation Planning for the incoming Executive Director.
- Staff met with new Executive Director regarding job responsibilities and ongoing transportation planning projects.

### 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, except for 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 worked on creating the traffic count GIS database.
- Staff created a historical traffic count map for the West Lafayette City Engineer.
- Staff created and added new data to an Interstate 65 permanent count location database. This information is helpful for traffic modeling.

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

- Staff distributed information for the MPO E-Scooter Operations and ADA Committee. This committee met four times and discussed how to assist areas getting micromobility devices and how to resolve ADA issues created by these devices.
- Staff worked with FHWA to develop a mission statement for the MPO E-Scooter Operations and ADA Committee.
- Staff worked on a presentation about the E-Scooter Operations and ADA Committee for the 2020 Virtual MPO conference.
- Staff met with representatives from AIM regarding e-scooter issues in Indiana.
- Staff did some research on e-scooter best practices for the MPO E-Scooter Operations and ADA Committee.
- Staff worked on updating the GIS sidewalk layer based on new 2020 aerial photography.
- Staff worked on updating our GIS sidewalk and trail layers based on new aerials.
- Staff coordinated with a local mountain bike club to get information about a bicycle trail map.
- Staff met with representatives from AIM regarding e-scooter issues in Indiana.
- Staff did some research on e-scooter best practices for the MPO E-Scooter Operations and ADA Committee.
- Staff answered public inquiries regarding US bike routes.
- Staff created a GIS layer of pedestrian facilities on INDOT-owned routes.
- Staff began planning for the 2022 bicycle count program.
- Staff attended Bike to Work Day.

#### **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.
- Staff reviewed ADA transition plans for the small towns in the county.
- Staff prepared for a sidewalk ADA evaluation project.

**END PRODUCT:**

Updated files that include the following roadway data: traffic controls, multi-modal infrastructure, roadway geometrics, and intersection design.

**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: “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.
- Staff worked on the billing for the Carroll County traffic counting program.

- Staff e-mailed the mayor of Delphi to answer some questions about the Carroll County Traffic Counting Program.
- Staff worked on quality control and processing for the Carroll County traffic counts.
- Staff created GIS maps using the traffic count data.
- Staff met with Carroll County staff to discuss traffic counts and data needs.

#### **511C.2 – Planning Support to Local Governments [On-going]**

- The MPO held four quarterly Technical Committee and the Administrative Committee meetings. The agendas included CAFO data, non-CAFO count results, CAFO count results, FY 2021 counting plan, traffic counts funding, CY 20 truck count results, CY 21 traffic count results, quarterly project tracking, an update on federal aid application training, an update on INDOT projects, FY 2021 SURTP Grant/work items, the 18-month letting list, Title VI Plan, Rural Long Range Transportation Plan, the crash report, and the hire of a new Executive Director.
  - 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.
- Executive Director prepared the addendum to the contracts for the persons hired to perform FY2020 traffic counts to include the fall CY2020 counts (FY2021), 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 September 8.
- Executive Director directed staff about how to proceed with the development of a Carroll County Long Range Transportation Plan. Staff researched other Long Range Plans and met to prepare for this planning effort.
- Staff researched and planned out how to create a Long Range Transportation Plan for Carroll County.
- Staff created an outline for topics for a Long Range Transportation Plan for Carroll County.
- Staff met with Carroll County staff to collaborate on a new Rural Transportation Plan. This included some research and meeting preparation.
- Staff met with the new Carroll County Highway Engineer to discuss the transportation planning work we do with the SURTP grant.
- Staff assisted Carroll County with their Community Crossings Grant Application.
- In the absence of an administrative assistant, staff worked on putting meeting minutes together.

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

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

- Staff completed early coordination letters for five different projects in Carroll County.
- 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]**

- Staff created building permit maps.

#### **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 GIS databases to improve accuracy for the Census, including information on new construction.
- Staff worked with the Census Bureau, including research on addressing history.
- Staff created addressing training documents for future new hires.
- Staff updated the building permit database.
- New GIS specialist participated in training for addressing procedures.
- Staff planned out streets for a subdivision on McCarty Ln.
- Staff assigned addresses when addressing applications were submitted.

#### **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 worked with Purdue, E911, and USPS on addressing issues, including converting data over to the Caliber system.
- Staff worked on correcting issues in our addressing GIS layer.
- Staff created an ESN map for the Lafayette Police Department.
- Staff attended monthly coordination meetings with GIS users in different departments in the county.
- Staff worked with other departments to correct issues on the county GIS website.
- Staff worked on fixing some issues with address point data in Beacon.
- Staff created new GIS layers with final address points and roads.



- Staff helped create a GIS tutorial video to use for training future employees.

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.

- Staff participated in the INDOT state rail plan survey.

### 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 created traffic count location maps for the West Lafayette City Engineer.
- Staff received and performed quality control on traffic counts taken locally.
- Staff researched historical data about seasonal adjustment factors for railroads.
- Staff worked on updating the Tippecanoe County traffic count database, including adding in traffic count data.
- Staff sent classification counts to a group of Purdue students working on an urban freight distribution center project.
- Staff fulfilled requests from consultants for traffic count data.

#### **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.

## 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, one staff member attended the weekly CityBus coordination meetings and discussed grant and funding opportunities, ridership, revenue, and other route and marketing information.
- Staff worked with CityBus to perform some analysis of routes that their Access service uses.
- Staff worked with CityBus on a bus stop ADA accessibility index.

### 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 2021.

## 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]**

- Staff prepared and approved 12 amendments that made 76 project changes 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.
- Staff worked with LPAs and INDOT Central and Crawfordsville District offices to ensure that the FY 2021 funds were 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 worked on developing an interactive TIP map for our website.
- Staff coordinated with INDOT on FMIS requests and change orders for FY 2021.
- Staff requested des numbers for CityBus projects.
- Staff worked with the Wabash Center on a request for Section 5310 funds.
- Staff worked with INDOT's transit section to obtain project identification numbers.
- Staff worked with the INDOT District Office to get updated letting dates for the projects in the TIP.
- Staff coordinated with INDOT to get updated financial information for INDOT's projects in the TIP.
- Staff processed INDOT MPO federal funding letters for our local projects that use federal funding.
- Staff discussed a request to improve the intersection of US 52 and CR 500E with the INDOT Crawfordsville District Office.
- Staff forwarded the construction plans for the Teal Road project to a citizen who requested them.
- Staff completed the Report of Projects Let v. TIP for FHWA.
- Staff created a fillable PDF form for local government engineers to input information about proposed projects in their jurisdiction.
- Staff followed up with the Lafayette City Engineer about the status of Speedway's request to break limited access right-of-way on Veterans Memorial Parkway.
- Staff answered questions from the Dayton Town Manager regarding the SR 38 project.
- Staff worked with the County Highway Engineer on funding issues for the county's projects.
- Staff worked with INDOT to request a second DES number for the Morehouse Road project. This is needed because the project is being split into two phases.

- Staff worked with the Evansville MPO to gather information on the eTIP/eSTIP.
- Staff participated in an online STIP/TIP meeting.
- Staff worked with INDOT to make sure that the federal funds swap with Terre Haute was accurately reflected in INDOT's monthly funding reports.
- Executive Director worked with NIRPC to arrange a funding swap of HSIP funds.
- Staff worked with NIRPC to process a funding swap of HSIP funds.
- Staff worked on development of the FY 2022 TIP. This included coordination with the local government engineers about project timelines and funding, public outreach, and coordination with INDOT and FHWA.
- Staff worked on the performance measure section as part of the development of the FY 2022 TIP.
- Staff created and posted public notices about opportunities for the public to comment on the FY 2022 TIP.
- Staff gave a presentation about the TIP to seniors in our community.
- Staff put together a five-year unconstrained project plan.
- Staff created a five-year spending plan based on INDOT's estimated funding allocations that we used when developing the TIP.
- Staff attended an INDOT STIP public meeting.
- Staff assisted CityBus staff with grant writing. They needed TIP information for their grant submission.
- Staff prepared monthly federal funding status reports.
- Staff completed a TA funding report at INDOT's request.
- Staff downloaded and archived construction plans for upcoming road projects.
- Staff prepared several early coordination letters for different projects in Tippecanoe County.
- Staff attended an INDOT seminar on updates to the red flag investigation process.
- A new staff member was trained on how to perform red flag investigations.
- Staff prepared red flag investigations for several projects.
- Staff submitted an updated Pavement Asset Management Plan for Clarks Hill.
- Staff assisted Clark's Hill with their Community Crossings grant application.
- Staff sent information about the Urban Area Boundary to the County Highway Department Director. This was related to the North 9<sup>th</sup> Street project.
- Executive Director assisted County Highway Engineer with project application for 9<sup>th</sup> Street Bridge Project.
- Staff worked with INDOT to get an update on the Teal Road project.
- Staff worked on resolving some funding issues with the Sagamore Parkway Trail project.
- Staff answered questions from the public about different transportation projects.

### **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.



- The Executive Director held discussions with Dayton Town Councilors regarding the LPA suspending PE or continuing with PE but not proceeding to construction and the potential consequences of those decisions.
- The Executive Director held discussions with Dayton Town Councilors regarding the LPA suspending PE or continuing with PE but not proceeding to construction and the potential consequences of those decisions.
- Staff looked through various meeting minutes to extract information for the next Annual Listing of Projects.

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

- Staff finished the FY 2020 Annual Listing of Obligated Projects.
- Staff printed copies of the FY 2020 Annual Listing of Obligated Projects for distribution.
- Staff worked with Lafayette and West Lafayette to get project contract information for the FY 2021 Annual Listing of Obligated Projects.
- Staff gathered INDOT project data for the next Annual Listing of Obligated Projects.

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

- Executive Director prepared for and attended eleven MPO Council meetings.
- 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 participated in a conference call with INDOT regarding additional access to INDOT's substation on U.S. 231.
- Executive Director met with MPO Council PL Committee to review the formula for the distribution of PL funding.
- Executive Director worked with INDOT and other MPO directors on safety targets; the MPO Safety Committee met several times with INDOT and FHWA staff. The MPO Policy Board approved the Letter of Concurrence with INDOT Safety Targets at their December meeting.
- Staff reviewed and commented on INDOT's draft public involvement plan.

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

- Staff tested a new measuring wheel to replace an old one that was no longer usable.
- Staff purchased a level for use in ADA transition plan evaluation.

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

- The MPO held twelve Technical Committee and twelve Policy Board meetings where the following agenda item discussions took place. In preparation for the meetings, agendas, staff reports, and minutes are created, posted to the APC website and emailed to members.
  - TIP Amendments
  - TIP Modifications
  - TIP Development Schedule
  - FY 2022 TIP Development
  - TIP Project Financial Constraint and Prioritization

- Coronavirus Response and Relief Supplemental Appropriation
- FY 2022 UPWP
- UPWP Amendment
- Quarterly project tracking
- Monthly Progress Report
- Thoroughfare Plan Update
- WREC Thoroughfare Plan Letter of Support
- MPO Funding Obligation Report
- Traffic Count Program
- 2050 Metropolitan Transportation Plan Goals Survey
- 2050 MTP Goals, Objectives and Performance Measures
- Greater Lafayette Northern Connectivity Study
- Coordinated Human Services Transportation Plan
- Transportation Resource Guide
- Annual Listing of Projects
- CityBus Safety Plan
- Big 4 Trail
- Title VI
- Climate Action Plan
- Southshore Clean Cities Partnership
- INDOT's 18 month letting list
- Access Permits
- 2020 MPO Conference
- Citizens Participation Committee Update
- E-Scooter Operations and ADA Committee Update
- INDOT Rail Plan Update
- Adoption of Statewide Safety Performance Measures and Targets
- Utility Relocations Inspections and CE Contracts
- Teal Road Project Update
- Planning Certification Review
- Thoroughfare Plan – Curb Design
- Bike to Work Day
- I-65 Traffic Counts
- Performance Measures and Concurrence by Lafayette MPO
- In-Person Meetings
- New Executive Director Hire
- Staff set up A/V equipment and ran the YouTube and Facebook streams for the virtual Technical and Policy Board meetings.

### **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]**

- Executive Director attended two NARC executive director council meetings.
- Executive Director participated in a NARC advisory group that developed talking points for the presidential transition team.

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 2020 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]:**

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.

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

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.

#### **532.3 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 and attended five meetings of that committee. The Assistant Director attended another meeting of that committee as the Executive Director's proxy.
- 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.

#### **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 sent an example of a Road Safety Audit prompt list to a consultant.
- Transportation planning staff participated in some training on how to perform quality control for crash data.
- Staff put together a crash report for Carroll County crashes.

- Staff performed crash data analysis for some Purdue University students doing a study about an urban freight distribution center.
- Staff performed some crash data analysis for Yeager Road at the request of the WL city engineer.
- Staff worked on data quality control for Tippecanoe County and Carroll County crash data.
- Staff gathered crash data for the Greater Lafayette Northern Connectivity Study.
- Staff attended a bike/walk group update meeting. This meeting included planning for Bike to Work Day.

**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:

- 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.
- Staff sent CityBus an updated shapefile of their service area at their request.
- Staff sent CityBus an updated shapefile of sidewalks in the county at their request.

### 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]:**

- Staff analyzed recent Census data for the elderly, disabled and low-income populations.
- Staff created some maps with Title VI information for the Greater Lafayette Northern Connectivity Study.
- Staff gave a presentation on accessibility practices for website, documents, and mapping projects.

**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 worked on updates to the Title VI plan.

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

- Staff received survey responses from transportation providers and compiled and stored these responses. This process included calls and e-mails to survey respondents.
- Staff worked on writing the latest update to the CHSTP. This included reviewing demographic information, and work on identifying challenges, barriers, and gaps in service.
- Staff worked on obtaining updated information about transportation service providers.
- Staff drafted a letter to the transportation service providers to facilitate a meeting to discuss challenges, barriers, and gaps in service. This meeting was held on December 9<sup>th</sup>.
- Staff coordinated with Area IV regarding funding for their transportation service.
- Staff designed and distributed a survey to transportation providers. Information from this survey is included in the CHSTP.
- Staff created a brochure with information about transportation service providers in Tippecanoe County.

**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 (Completed in FY 2022)



**536 HSIP, CRASH DATA & ANALYSIS and LOCAL IN-TIME COMMITTEE  
(See 532.7 - No HSIP funds used for planning in FY2021)**

## 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 2022 UPWP Update and various budgeting, billing and reporting tasks, including:

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

- Staff received training on how the UPWP is developed.
- The Executive Director with administrative staff assistance prepared and submitted to INDOT the FY2022 Cost Allocation Plan and the draft UPWP.
- Staff finished the UPWP, including taking it through the adoption process.
- Staff prepared a modification to the UPWP so that it will include a CityBus planning project.

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

- Executive Director prepared and filed PL billings and reviewed quarterly progress reports.
- Assistant Director prepared and submitted the Annual Completion Report. The Executive Director prepared the yearend financial document for the Annual Completion Report.
- Executive Director created the CAP for FY2022.
- Executive Director and Assistant Director worked on the narrative reports for quarterly billings.
- Assistant Director submitted an annual completion report to INDOT for all the transportation work performed in FY 2020.
- Executive Director prepared and submitted the Draft FY 2021-2022 UPWP to INDOT. After receiving comments, changes were made, and the Final FY 2021-2022 UPWP was submitted to INDOT.

#### **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:

- [FY 2021 and 2022 Unified Planning Work Program](#)
- Quarterly Reports
- [FY 2020 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. These efforts included data collection and analysis. Staff worked on the following tasks:

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

- Staff gathered and sent traffic count and crash data for the Kossuth and Main Street corridors to a local engineering firm at their request.
- Staff created a bus stop improvement map for CityBus.
- Staff put together NEPA documentation for CityBus.
- Staff worked with a consultant to develop traffic count growth factors for the Interstate 65 widening project. This work involved coordination with INDOT.
- Staff sent traffic count information to a consultant for the Interstate 65 widening project.
- Staff researched transit service in the area of the I-65 widening project at INDOT's request.
- Staff assisted CityBus with a Section 106 review at FTA's request.
- Staff worked with CityBus to research available right-of-way for the installation of a bus shelter.
- Staff put together some maps of CityBus' service area.
- Staff worked with a group of Purdue students on a project to gather data and analyze the feasibility of a freight distribution center in Lafayette.
- Staff worked on developing traffic projections (including truck percentages) for an industrial area around the south part of US 52.
- Staff assisted the County Highway department with questions regarding traffic projections (including truck percentages) we created for an industrial area around the south part of US 52.
- Staff gathered employment information for the Buck Creek Sewer District.
- Staff worked on a driveway permitting issue for a proposed gas station at the intersection of Veterans Memorial Parkway and US 52.
- Staff worked with West Lafayette staff on the downtown street grid project. This included meetings to discuss transportation issues in this area.
- Staff worked with the Dayton Town Manager to develop a process to evaluate the effectiveness of installing speed bumps on Dayton Road.

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

- Staff set up the traffic model to run different scenarios for the US 231 extension study.
- Staff worked on early coordination letters for two SR 43 projects.
- Staff scanned some documentation about railroad relinquishment so that we can have a digital archive of this information.

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

- Executive Director participated in a PRF Master Plan meeting.

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

- Staff worked on updating the design standards for the new Thoroughfare Plan.
- Staff worked on writing a draft version of the new Thoroughfare Plan.
- Staff worked on the West Lafayette Levee street grid project.

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

- Staff researched information about historic Urban Area Boundaries.
- Staff researched the history of the functional classification of River Road.

**END PRODUCT:**

- A new Thoroughfare Plan was not completed, but it is well into development. This plan is in the public and stakeholder comment phase.

## 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 continued working on rough drafts of certain sections for the 2050 Metropolitan Transportation Plan.
- Staff prepared 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.
- Staff created and distributed an online survey about goals for the 2050 Metropolitan Transportation Plan.
- Staff researched the INVEST tool and best practices for sustainability in transportation planning.
- Staff researched PEAs and how they should be addressed in the 2050 MTP.
- Staff produced socio-economic maps for the 2050 MTP.

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

- Transportation Planning staff and part of the Current Planning staff finished assigning projections for population and economic growth to census tracts for use in the 2050 MTP.

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

- Staff worked on troubleshooting the full-build traffic model for the whole county (MPA). This effort was completed.
- Staff downloaded some Interstate 65 traffic count data from INDOT.
- Staff received data from INDOT's state traffic model and corresponded with INDOT personnel regarding questions about this model.
- Staff worked with a consultant to share modeling data for the Greater Lafayette Northern Connectivity Study.

#### **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 [As needed]**

- Staff reviewed a bicycle complaint.
- Staff discussed the process of developing a Bicycle and Pedestrian Plan.

#### **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 participated in the IU Resilience Cohort online meetings.
- One staff member completed the INDOT CE training.
- Staff collected data for a climate readiness assessment, which is a key component in developing a Climate Action Plan.
- Staff gathered data for a Greenhouse Gas Inventory being performed by the county.
- Staff worked on VMT analysis.

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

- Executive Director worked with League of Women Voters to improve sustainability education.
- Staff completed online NEPA training.
- Staff attended a NEPA webinar.
- Staff researched information for the local Climate Resilience Cohort.
- Staff attended the Climate Resilience Cohort meetings.
- Staff collected data for the Sagamore Trail early coordination letter.
- Staff collected data for early coordination letters for projects on 9<sup>th</sup> Street and Old State Road 25.
- Staff completed INDOT's CE training.
- Staff did some research about environmental resilience and sustainability. This will be used to help develop parts of the 2050 Metropolitan Transportation Plan.
- Staff prepared a presentation on using the INVEST tool in planning.
- Staff researched the Vulnerability Assessment and Adaptation Framework.
- Staff attended a DEI IRP Stakeholder Meeting.
- Staff researched Long Range Transportation Plans from other locations in Indiana and Illinois.
- Executive Director worked with League of Women Voters to improve sustainability education.
- Staff gathered some data which will be used with the INVEST tool.
- Staff attended a Greater Lafayette Climate Action Plan workshop.
- Staff reviewed and commented on Phase 1 and Phase 2 deliverables from the Greater Lafayette Climate Action Plan.
- Staff attended a DEI IRP Stakeholder Meeting.
- Staff researched Long Range Transportation Plans from other locations in Indiana and Illinois.
- Staff attended a kick-off meeting for the Greater Lafayette Northern Connectivity Study.
- Staff collected some data for a consultant that is working on the Greater Lafayette Northern Connectivity Study.
- Staff did some research for the county's Multi-Hazard Mitigation Plan.
- Staff met with South Shore Clean Cities to gather information about their work and discuss forming a partnership.
- Staff participated in an INDOT EPO Workshop.
- Staff participated in a NEPA refresher course.

- Staff met with INDOT to discuss issues with the Greater Lafayette Northern Connectivity Study.

#### **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:**

- 2045 Transportation Plan amendments as needed.
- Land use and socio-economic data and projections necessary for future Metropolitan Transportation Plan updates.
- 2050 Metropolitan Transportation Plan. This plan will be completed in FY 2022.
- Traffic forecasting and model runs.

## 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 CPC met four times to discuss the Transportation Improvement Program, the draft State Transportation Improvement Program, Local and INDOT project lists, progress on the new Thoroughfare Plan, the goals survey for the 2050 Metropolitan Transportation Plan, Title VI Plan, Public Participation Plan, and In-Person Meetings, and the hiring of a new Executive Director.
- Staff prepared a presentation about the new Thoroughfare Plan for the CPC meeting.
- Staff reviewed and updated the CPC roster.

### END PRODUCT:

- Collected public feedback on several planning documents, and incorporated this feedback into those documents as appropriate.
- Participation by informed citizens in the transportation planning process.
- Updated Public Participation Plan. (Completed in FY 2022)



## FINANCIAL REPORTING

The table below shows the MPO's UPWP spending in FY 2021. 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 2021, the FY 2020 purchase order was completely spent down. The remaining balance of FY 2021 funding is \$291,185.12.

MPO SFY 2021 (and 2020) Invoice Ledger			2020 PL/5303	2021 PL/5303	2020 Total Balance	2021 Total Balance
2020 Purchase Order Number 20023022 Issued 7/13/2019 (Total Balance is what remained at the beginning of FY 21)			\$347,207.00		\$262,640.02	
2021 Purchase Order Number 20044229 Issued 7/13/2020				\$373,900.00		\$373,900.00
Invoice #	Claim Period	Claim Amount				
01 Special Billing: 9-24-20		\$1,200.00		\$1,200.00		\$372,700.00
02	7-1-20 to 9-30-20	\$73,285.73	\$70,000.00	\$3,285.73	\$192,640.02	\$369,414.27
03	10-1-20 to 12-31-20	\$84,140.85	\$80,000.00	\$4,140.85	\$112,640.02	\$365,273.42
04	1-1-21 to 3-31-21	\$100,539.25	\$100,000.00	\$539.25	\$12,640.02	\$364,734.17
05	4-1-21 to 6-30-21	\$86,189.07	\$12,640.02	\$73,549.05	\$0.00	\$291,185.12
<b>TOTAL CLAIMS</b>		\$345,354.90	\$262,640.02	\$82,714.88		
<b>TOTAL UNEXPENDED BALANCE PL/5303</b>					\$0.00	\$291,185.12