



December 18, 2020
9:00 am – 11:00 am

Via [Zoom](#)
Meeting ID 850 8405 0882
Password IRTC2020
Call-in
(312) 626-6799
Meeting ID 850 8405 0882
Password 402452
Viewing only on [YouTube](#)

MEETING AGENDA

- | | | |
|----------------------------|-------------------------------|--------|
| 1. Welcome & Introductions | Mayor Cook, City of Westfield | 5 min. |
| 2. Roll Call | Anna Gremling, IMPO | 2 min. |

ITEMS FOR APPROVAL

- | | | |
|---|-------------------------------|--------|
| 3. Minutes from November 20, 2020 Executive Committee Meeting | Mayor Cook, City of Westfield | 5 min. |
| 4. Financial Resolution | Anna Gremling, IMPO | 5 min. |
| a. Memorandum | | |
| b. Resolution #20-EXEC-014 | | |
| i. GovernmentJobs.com (dba NeoGov) – new contract | | |
| ii. ProphetOne Solutions – new contract | | |
| iii. American Structurepoint Federal Exchange – new contract | | |
| iv. Shrewsberry & Associates, LLC – 6-mo time extension only | | |
| v. RLS & Associates – 6-mo time extension only | | |
| vi. Data Axel – new purchase | | |

STATUS REPORTS

- | | | |
|--------------------------------------|--------------------|--------|
| 5. Bylaws | Annie Dixon, IMPO | 5 min. |
| 6. Financial Report | Sean Northup, IMPO | 5 min. |
| a. Cash Flow Statement | | |
| b. Balance Sheet | | |
| c. Accounts Receivable Aging Summary | | |

OTHER BUSINESS

- | | | |
|----------------------------|-------------------------------|--------|
| 7. Other Items of Business | Anna Gremling, IMPO | 5 min. |
| 8. Adjournment | Mayor Cook, City of Westfield | 1 min. |

Indianapolis Metropolitan Planning Organization
Executive Committee Meeting Minutes
November 20th, 2020
 9:00 a.m.
 Online / Phone

Committee Members Present

Andy Cook – City of Westfield	Dan Parker – City of Indianapolis
Ryan Wilhite* – IndyGo	Dennis Buckley – City of Beech Grove
Jason Taylor – City of Fishers	

* = *Proxy*

Committee Members Absent

Eric Wathen – Hendricks County	Andrew Klinger – Town of Plainfield
Brian Jessen – Town of Brownsburg	Mark Heirbrandt – Hamilton County

Others Present

Anna Gremling – Indianapolis MPO	Sean Northup – Indianapolis MPO
Nick Badman – Indianapolis MPO	Danielle Gerlach – Indianapolis MPO
Jen Higginbotham – Indianapolis MPO	Steve Cunningham – Indianapolis MPO

1. **WELCOME**

Andy Cook called the meeting to order at 9:05 a.m. He welcomed the members and congratulated **Anna Gremling** for receiving the Women's Transportation Seminar Woman of the Year Award. He then turned the meeting over to **Gremling**. She took roll call attendance.

ITEMS FOR APPROVAL

2. **MINUTES FOR SEPTEMBER 25TH, 2020 EXECUTIVE COMMITTEE MEETING**

Anna Gremling asked if there were any changes to the proposed minutes. There were none.

Member	Result	Member	Result
Beech Grove	Approve	Fishers	Approve
Indianapolis	Approve	IndyGo	Approve
Westfield	Approve		

Dan Parker moved to approve the September 25th Executive Committee Minutes.
Dennis Buckley seconded the motion. A roll call vote was conducted.
 The September 25th Executive Committee Minutes were approved.
 MOTION PASSES.

3. **FINANCIAL RESOLUTIONS (RES. #20-EXEC-011 AND #20-EXEC-012)**

Anna Gremling provided a brief overview of contract renewals that the IMPO is requesting for HNTB (Suburban Transit Study), Beam Longest Neff (Boone County Corridor Study), Matchbook Creative (Indianapolis MPO website), Caliper Corporation (travel demand model), Indy Translations (translation services), Resource Systems Group, Crawford Murphy and Tilly (Plainfield I-70/US-40 Interchange), Frost Brown Todd (IMPO legal services), and Capitol Assets (legislative lobbyist).

Member	Result	Member	Result
Beech Grove	Approve	Fishers	Approve
Indianapolis	Approve	IndyGo	Approve
Westfield	Approve		

Dennis Buckley moved to approve Resolution 20-EXEC-011.
Ryan Wilhite seconded the motion. A roll call vote was conducted.
 Resolution 20-EXEC-011 was approved.
 MOTION PASSES.

Sean Northup provided an overview on the proposed 2021 budget. It is based on the Unified Planning Work Program's (UPWP's) allocation of funds for each section of the organization. This is the first time the IMPO has done a budget in this way, because it was traditionally housed inside of the City of Indianapolis Department of Metropolitan Development budget.

Ryan Wilhite asked what the process would be if funds had to be reallocated from one section to another. **Northup** said that there is no statute that says staff could not overspend in one section, just not the overall allocation. However, if there were a large amount of funds that need to be reallocated, staff would bring a UPWP and a budget amendment to the Executive Committee for approval.

Member	Result	Member	Result
Beech Grove	Approve	Fishers	Approve
Indianapolis	Approve	IndyGo	Approve
Westfield	Approve		

Jason Taylor moved to approve Resolution 20-EXEC-012.
Ryan Wilhite seconded the motion. A roll call vote was conducted.
Resolution 20-EXEC-012 was approved.
MOTION PASSES.

STATUS REPORTS

4. AUGUST FINANCIAL REPORT

Sean Northup provided overview of the financial reports for the IMPO from June to November 2020.

5. DIRECTOR'S UPDATE

a. Bylaws

- i. **Anna Gremling** said updated bylaws will be brought to the December Joint Meeting for approval. The changes are mostly housekeeping items.

b. Transportation Improvement Program (TIP) Updates

- i. **Gremling** said the Town of Brownsburg has a substantial amendment request currently on the table that will be discussed at the joint meeting.

c. Performance Measures

- i. **Gremling** said safety targets will be set at the December Joint Meeting. The options for the IMPO are to either develop their own performance measures or adopt INDOT's measures. As of now, staff is leaning towards adopting INDOT's measures.

d. Regional Bikeways Plan

- i. **Gremling** said the plan is out for public comment and review. It will be up for adoption at the December Joint Meeting. No substantial comments had been collected as of the time of this meeting.

e. Metropolitan Transportation Plan

- i. **Gremling** said the IMPO has been mandated to change the terminology of the Long-Range Transportation Plan (LRTP) to the Metropolitan Transportation Plan (MTP) due to requirements in the FAST Act and INDOT's requirements. The IMPO will be looking at the resource allocation goals and scoring criteria. These goals are what helps the IMPO determine how the organization will allocate transportation funds. This may generate some conversation, but the IMPO needs to come to some kind of consensus on what the goals should be.

f. CARES Act Grant

- i. **Gremling** said the IMPO received a \$120,000 grant to update the Comprehensive Economic Development Strategy document for Central Indiana. This grant is made up of \$60,000 from the Economic Development Administration and \$60,000 in local match. The IMPO will be releasing an RFP for the document's creation on the day of the meeting.

g. Scenario Planning Survey

- i. **Gremling** said a survey for the Scenario Planning portion of the MTP is now live. The survey is relatively short and is accompanied with an explanation video. She requested that members assist with the survey's distribution.

OTHER BUSINESS

6. OTHER ITEMS OF BUSINESS

a. Safety Performance Measures Memorandum

i. **Gremling** said this item was touched on in the Director's Update section of the meeting.

b. MPO PL Fund Distribution

i. **Gremling** said she will be bringing a request to the Indiana MPO Council that proposes a more equitable distribution of PL funds across all MPOs in the state.

7. ADJOURNMENT

Anna Gremling asked for a motion to adjourn the meeting.

Dennis Buckley moved to adjourn the November 20th Executive Committee meeting.

Andy Cook seconded the motion.

The November 20th Executive Committee meeting was adjourned at 9:38 a.m.

MOTION PASSES.



Memo

To: IMPO Executive Committee
From: Anita Bjork, IMPO
Date: 18 December 2020
Re: Resolution Bundle 20 -EXEC-014

Resolution Bundle 20 -EXEC-014 includes the following resolutions, which enable the Executive Director to enter into agreements with vendors for products and services as described:

A. GOVERNMENTJOBS.COM (dba “NeoGov”)

- a. To negotiate and execute a services agreement with Government.jobs.com (dba NEOGOV), a Human Resource Information System providing the Indianapolis Metropolitan Planning Organization (IMPO) with the continued services of tracking employee time, benefit leave, onboarding paperwork and performance documents.
- b. Total Cost: \$59,046.81 (\$47,237.45/ 80% federal funding and \$11,089.36 / 20% local)
- c. Term to 12/31/22

B. PROPHET ONE SOLUTIONS, LLC

- a. To negotiate and execute Amendment 2 of the Development and NetSuite Implementation Services Agreement, to provide final integration of the Indianapolis Metropolitan Planning Organization (IMPO) invoice portal with continued support services of the IMPO NetSuite accounting system contract description in two sentences or less]
- b. Total Cost: \$8,250.00 (\$6,600.00/ 80% federal funding and \$1,650.00 / 20% local)
- c. Total contract cost: \$112,250.00
- d. Term to 12/31/21

C. AMERICAN STRUCTUREPOINT, INC

- a. To negotiate and execute an agreement to assist the Indianapolis Metropolitan Planning Organization (IMPO) in the development of a Federal Funds Exchange Program Guidance Document to guide the IMPO and local public agencies through the IMPO's new Federal Fund Exchange Program
- b. Total Cost: \$95,890.00 (\$76,712.00 /80% federal funding and \$19,178.00/ 20% local)
- c. Term: 12/31/21

D. SHREWSBERRY & ASSOCIATES, LLC

To negotiate and execute Amendment 1 of the Brownsburg Indiana Transportation Plan with Access Management agreement to provide a no cost extension of time extending the term to June 30, 2021. All other provisions to the agreement remain unchanged.

E. RLS & ASSOCIATES, INC

To negotiate and execute Amendment 1 of the 5307/5311 Allocation Analysis Services Agreement to provide a no cost extension of time extending the term to June 30, 2021. All other provisions to the agreement remain unchanged.

F. DATA AXEL

- a. To negotiate and execute a contract with InfoGroup Library Division (dba as Data Axel) to obtain a license to use InfoGroup data regarding location and employment information for employers located in the eight surrounding counties
- b. [Total Cost: \$25,980.38 (\$29,874.30 / 80% federal funding and \$5,196.08/ 20% local)
- c. Term: one year from execution

Note: The Data Axel agreement will also give access of the data to our LPA members.

**A RESOLUTION OF THE EXECUTIVE COMMITTEE OF
THE INDIANAPOLIS METROPOLITAN PLANNING ORGANIZATION
APPROVING CERTAIN ACTIONS**

Resolution Number 2020-EXEC-014

WHEREAS, the Indianapolis Metropolitan Planning Organization (the “IMPO”) is charged with the responsibility of providing for the continuing, cooperative and comprehensive transportation planning process for the Indianapolis Metropolitan Planning Area (“Planning Area”); and

WHEREAS, the IMPO Executive Committee (“Executive Committee”), a committee of the IMPO, is the overseeing body for the IMPO, other than for transportation-related funding activities of the IMPO under applicable U.S. Department of Transportation regulations; and

WHEREAS, it is the desire of the Executive Committee to authorize and approve certain actions as further set forth in this Resolution.

NOW, THEREFORE, BE IT RESOLVED, by the Executive Committee of the IMPO as follows:

SECTION 1: That the Executive Director is approved and authorized to negotiate and enter into the contracts and agreements listed in Exhibit A attached hereto and incorporated by reference.

SECTION 2: That any prior action taken by the Executive Director or any staff necessary in connection with the item or items approved herein is hereby ratified and adopted as actions on behalf of the IMPO.

SECTION 3: That any officer, including but not limited to the Executive Director of the IMPO, and each of them, is authorized and empowered to take any and all action necessary and to execute all agreements, instruments and other documents, in such form and as each of such officer(s) considers necessary or desirable to effectuate the foregoing resolutions and to carry out the purposes thereof; the taking of any such action and execution of any such agreement, instrument or document to be conclusive evidence of the due authorization thereof by the Executive Committee of the IMPO.

SECTION 4: This Resolution shall be effective immediately upon its passage.

* * * * *

PASSED by the Executive Committee of the Indianapolis Metropolitan Planning Organization by a vote of ____ ayes and ____ nays this ____ day of _____, 2020.

Andrew J. Cook
Chair, Indianapolis MPO Executive Committee

Anna M. Gremling, Executive Director
Indianapolis Metropolitan Planning Organization

EXHIBIT A

CONTRACTS AND AGREEMENTS

GOVERNMENTJOBS.COM (dba “NEOGOV”)

To negotiate and execute a services agreement with Government.jobs.com (dba NEOGOV), a Human Resource Information System providing the Indianapolis Metropolitan Planning Organization (IMPO) with the continued services of tracking employee time, benefit leave, onboarding paperwork and performance documents for an amount not to exceed \$59,046.81 utilizing 80% federal transportation funds (\$47,237.45) provided by the MPO and 20% local match funds (\$11,809.36) provided by MPO membership dues. The term of this agreement will begin upon execution and extend to December 31, 2022.

PROPHET ONE SOLUTIONS, LLC

To negotiate and execute Amendment 2 of the Development and NetSuite Implementation Services Agreement, to provide final integration of the Indianapolis Metropolitan Planning Organization (IMPO) invoice portal with continued support services of the IMPO NetSuite accounting system for an amount not to exceed \$8,250.00 utilizing 80% federal transportation funds (\$6,600.00) provided by the MPO and 20% local match funds (\$1,650.00) provided by MPO membership dues for a contract total not to exceed \$112,250.00. The term of the Agreement extends to December 31, 2021.

AMERICAN STRUCTUREPOINT, INC

To negotiate and execute an agreement to assist the Indianapolis Metropolitan Planning Organization (IMPO) in the development of a Federal Funds Exchange Program Guidance Document to guide the IMPO and local public agencies through the IMPO's new Federal Fund Exchange Program for an amount not to exceed \$95,890.00 utilizing 80% federal transportation funds (\$76,712.00) provided by the MPO and 20% local match funds (\$19,178.00) provided by MPO membership dues. The term of the Agreement extends to December 31, 2021.

SHREWSBERRY & ASSOCIATES, LLC

To negotiate and execute Amendment 1 of the Brownsburg Indiana Transportation Plan with Access Management agreement to provide a no cost extension of time extending the term to June 30, 2021. All other provisions to the agreement remain unchanged.

RLS & ASSOCIATES, INC

To negotiate and execute Amendment 1 of the 5307/5311 Allocation Analysis Services Agreement to provide a no cost extension of time extending the term to June 30, 2021. All other provisions to the agreement remain unchanged.

DATA AXEL INC (INFOGROUP, INC)

To negotiate and execute a contract with InfoGroup Library Division (dba as Data Axel) to obtain a license to use InfoGroup data regarding location and employment information for employers located in the eight surrounding counties for an amount not to exceed \$25,980.38. The funding will be 80% federal transportation planning funds (\$20,874.30) provided by the MPO and 20% local match funds (\$5,196.08) provided by MPO membership dues. The term of the contract will begin upon execution of the contract and extend for one year.

Indianapolis Metropolitan Planning Organization

Indy MPO (Consolidated)

Cash Flow Statement

From Jun 2020 to Dec 2020

Financial Row	Amount
Operating Activities	
Net Income	\$435,839.21
Adjustments to Net Income	
Accounts Receivable	(\$1,126,877.35)
Other Current Asset	(\$3,784.63)
Accounts Payable	\$31,550.60
Other Current Liabilities	\$42,916.22
Total Adjustments to Net Income	(\$1,056,195.16)
Total Operating Activities	(\$620,355.95)
Investing Activities	
Fixed Asset	(\$44,995.86)
Total Investing Activities	(\$44,995.86)
Financing Activities	
Other Equity	\$48,668.59
Total Financing Activities	\$48,668.59
Net Change in Cash for Period	(\$616,683.22)
Cash at Beginning of Period	\$1,002,941.83
Cash at End of Period	\$386,258.61

Indianapolis Metropolitan Planning Organization
Indy MPO (Consolidated)
Balance Sheet
End of Dec 2020

Financial Row	Amount
ASSETS	
Current Assets	
Bank	\$386,358.61
Accounts Receivable	\$1,126,877.35
Other Current Asset	\$3,684.63
Total Current Assets	\$1,516,920.59
Fixed Assets	
1600 - Fixed operating assets	\$77,135.12
1700 - Accum deprec - fixed operating assets	(\$32,139.26)
Total Fixed Assets	\$44,995.86
Total ASSETS	\$1,561,916.45
LIABILITIES & EQUITY	
Current Liabilities	
Accounts Payable	\$31,550.60
Other Current Liability	\$42,916.22
Total Current Liabilities	\$74,466.82
Equity	
Retained Earnings	\$1,051,760.42
Net Income	\$435,689.21
Total Equity	\$1,487,449.63
Total LIABILITIES & EQUITY	\$1,561,916.45

**Indianapolis Metropolitan Planning Organization
Indy MPO (Consolidated)**

**A/R Aging Summary
As of December 11, 2020**

Customer	Current	12/10/2020 - 12/10/2020 (1)	Before 12/10/2020 (>1)	Total
	Open Balance	Open Balance	Open Balance	Open Balance
ORG-0003 Town of Brooklyn	\$818.37	\$0.00	\$0.00	\$818.37
ORG-0005 Town of Cicero	\$2,464.33	\$0.00	\$0.00	\$2,464.33
ORG-0007 Town of Bargersville	\$2,055.14	\$0.00	\$0.00	\$2,055.14
ORG-0008 City of Beech Grove	\$7,268.02	\$0.00	\$0.00	\$7,268.02
ORG-0010 Town of Brownsburg	\$10,900.49	\$0.00	\$0.00	\$10,900.49
ORG-0011 Town of Cumberland	\$1,317.17	\$0.00	\$0.00	\$1,317.17
ORG-0013 City of Fishers	\$39,327.80	\$0.00	\$0.00	\$39,327.80
ORG-0014 City of Franklin	\$12,143.41	\$0.00	\$0.00	\$12,143.41
ORG-0015 City of Greenfield	\$10,550.71	\$0.00	\$0.00	\$10,550.71
ORG-0016 City of Greenwood	\$25,499.00	\$0.00	\$0.00	\$25,499.00
ORG-0018 Hancock County	\$10,118.99	\$0.00	\$0.00	\$10,118.99
ORG-0019 Hendricks County	\$30,456.85	\$0.00	\$0.00	\$30,456.85
ORG-0020 City of Indianapolis	\$424,894.30	\$0.00	\$0.00	\$424,894.30
ORG-0021 Johnson County	\$20,411.60	\$0.00	\$0.00	\$20,411.60
ORG-0022 City of Lawrence	\$23,558.07	\$0.00	\$0.00	\$23,558.07
ORG-0023 Town of McCordsville	\$2,456.64	\$0.00	\$0.00	\$2,456.64
ORG-0024 Town Mooresville	\$4,776.04	\$0.00	\$0.00	\$4,776.04
ORG-0025 Morgan County	\$9,025.10	\$0.00	\$0.00	\$9,025.10
ORG-0027 City of Noblesville	\$26,614.40	\$0.00	\$0.00	\$26,614.40
ORG-0028 Town of Pittsboro	\$1,499.49	\$0.00	\$0.00	\$1,499.49
ORG-0029 Town of Plainfield	\$14,150.41	\$0.00	\$0.00	\$14,150.41
ORG-0030 Shelby County	\$3,950.50	\$0.00	\$0.00	\$3,950.50
ORG-0031 City of Southport	\$876.75	\$0.00	\$0.00	\$876.75
ORG-0035 Town of Whitestown	\$1,454.42	\$0.00	\$0.00	\$1,454.42
ORG-0036 Town of Zionsville	\$7,251.63	\$0.00	\$0.00	\$7,251.63
ORG-0040 INDOT	\$0.00	\$0.00	\$372,937.72	\$372,937.72
ORG-0046 Central Indiana Regional Development Authority (RDA)	\$0.00	\$0.00	\$100.00	\$100.00
ORG-0047 Greater Indianapolis Chamber of Commerce	\$30,000.00	\$0.00	\$0.00	\$30,000.00
ORG-0048 Indiana Economic Development Corporation	\$30,000.00	\$0.00	\$0.00	\$30,000.00
Total	\$753,839.63	\$0.00	\$373,037.72	\$1,126,877.35