



September 24, 2021
9:00 am – 11:00 am

For public access
Call in: (312) 626-6799
Meeting ID: 814 9558 0596
Password: 846213609
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*Due to recent security issues, attending the meetings via video conference will be for board members only.
Board members shall receive an email with their access information or shall contact Danielle Gerlach with issues.

MEETING AGENDA

1. Welcome & Introductions	Mayor Cook, City of Westfield	2 min.
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ITEMS FOR APPROVAL

2. Minutes from August 27, 2021 Executive Committee Meeting	Mayor Cook, City of Westfield	2 min.
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3. Financial Reports	Kristyn Sanchez, IMPO	5 min.
a. Income Statement		
b. Cash Flow Statement		
c. Balance Sheet		

4. 2022 Budget	Sean Northup, IMPO	5 min.
a. Resolution 21-EXEC-016		
b. Proposed Budget		

OTHER BUSINESS

5. Other Items of Business	Anna Gremling, IMPO	1 min.
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6. Executive Director's Update	Anna Gremling, IMPO	3 min.
a. 2025/26 Call for Projects – Closes 10/51		
b. Metropolitan Transportation Plan – Out for public comment until October 15, 2021		
c. Human Coordinated Services Plan – Out for public comment until October 1, 2021		
d. North Johnson County Transit Plan - Out for public comment until October 20, 2021		

7. Adjournment	Mayor Cook, City of Westfield	1 min.
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**Indianapolis Metropolitan Planning Organization
Executive Committee Meeting Minutes
August 27, 2021
9:00 a.m.
Online / Phone**

Committee Members Present

Andrew Cook – City of Westfield	Dan Parker – City of Indianapolis
Andrew Klinger – Town of Plainfield	Inez Evans – IndyGo
Brian Jessen – Town of Brownsburg	

* = Proxy

Committee Members Absent

Dennis Buckley – City of Beech Grove	Jason Taylor – City of Fishers
Mark Heirbrandt – Hamilton County	Eric Wathen – Hendricks County

Others Present

Anna Gremling – Indianapolis MPO	Sean Northup – Indianapolis MPO
Rose Scovel - Indianapolis MPO	Cole Jackson – Indianapolis MPO
Jen Higginbotham – Indianapolis MPO	Kristyn Sanchez – Indianapolis MPO
Annie Dixon – Indianapolis MPO	Ryan Wilhite - IndyGo

1. WELCOME

Andrew Cook called the meeting to order at 9:07 a.m. Anna Gremling took roll call attendance.

ITEMS FOR APPROVAL

2. MINUTES FOR JUNE 25, 2021 EXECUTIVE COMMITTEE MEETING

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

Member	Result	Member	Result
Indianapolis	Approve	Plainfield	Approve
IndyGo	Approve	Brownsburg	Approve
Westfield	Approve		

Andrew Cook moved to approve June 25 Executive Committee minutes.
Inez Evans seconded the motion. A roll call vote was conducted.
The June 25, 2021 Executive Committee Minutes were approved.
MOTION PASSES.

3. MONTHLY FINANCIAL REPORT

Kristyn Sanchez gave an overview of the financial reports including local revenue, membership dues, and noted an increase in supply costs such as printer paper, web cameras, and similar items now that staff has returned to the office. Sanchez then asked for questions and heard none. Anna Gremling asked for acceptance of the financial reports.

Member	Result	Member	Result

Indianapolis	Approve
IndyGo	Approve
Westfield	Approve

Plainfield	Approve
Brownsburg	Approve

Andrew Cook moved to accept the financial report.
Brian Jessen seconded the motion. A roll call vote was conducted.
 The financial report was accepted.
 MOTION PASSES.

4. **FINANCIAL RESOLUTION**

Sean Northup gave an overview of financial resolution 2021-EXEC-011 covering four contracts including two items relating to Herd Strategies, one item concerning Capital Assets, and one item concerning the City of Indianapolis. **Dan Parker** asked if the items could be separated so he could abstain from the Indianapolis item vote. **Parker** also asked if the MPO’s lease was with the building authority or the City-County Government. **Gremling** stated it is with consolidated government and **Parker** stated he would have to abstain from voting on that contract.

Member	Result
Indianapolis	Approve
IndyGo	Approve
Westfield	Approve

Member	Result
Plainfield	Approve
Brownsburg	Approve

Andrew Klinger moved to approve Resolution #2021-EXEC-011 including all contracts except item d. concerning a license agreement with the City of Indianapolis for current office space for upcoming year.
Dan Parker seconded the motion. A roll call vote was conducted.
 Resolution #2021-EXEC-011 except item d. was approved.
 MOTION PASSES.

Member	Result
Indianapolis	Abstain
IndyGo	Approve
Westfield	Approve

Member	Result
Plainfield	Approve
Brownsburg	Approve

Andrew Klinger moved to approve Resolution #2021-EXEC-011 item d. concerning a license agreement year with the City of Indianapolis for current office space for upcoming year.
Inez Evans seconded the motion. A roll call vote was conducted.
 Resolution #2021-EXEC-011 contract item d. was approved.
 MOTION PASSES.

5. **IMPO 2020 AUDIT**

Kristyn Sanchez gave an overview of the IMPO’s audit now that the IMPO is separate from the City of Indianapolis. **Sanchez** stated the audit covered June 1 through December 31 and found that IMPO processes were strong. The audit found only one issue that needed to be addressed concerning a required training. **Sanchez** stated that training would be included in the internal controls processes moving forward. **Sean Northup** stated this was a more intensive audit than when the IMPO was in the City and the IMPO is pleased with the outcome. **Anna Gremling** stated this was a time-intensive process and staff is pleased.

Ryan Willhite asked if a different type of review will occur in upcoming years and **Sanchez** responded yes and the financial system is already set up for it. **Gremling** stated this is an item for acceptance.

Member	Result	Member	Result
Indianapolis	Approve	Plainfield	Approve
IndyGo	Approve	Brownsburg	Approve
Westfield	Approve		

Brian Jessen moved to approve Resolution #2021-EXEC-019
Inez Evans seconded the motion. A roll call vote was conducted.
 Resolution #2021-EXEC-019 was approved.
 MOTION PASSES.

6. COVID/HYBRID POLICY UPDATE

Annie Dixon introduced the IMPO’s COVID-19 and hybrid meeting policies which were separated per Executive Committee feedback. **Dixon** stated there were small changes such as adding more flexibility in the COVID-19 policies and more detail on how the hybrid policies relate to locally-declared emergencies. **Dixon** stated that by separating the policies the Executive Committee can rescind COVID-19 policies without affecting Hybrid policies and can make changes to each policy separately. **Dixon** asked for questions and **Gremling** asked for approval.

Member	Result	Member	Result
Indianapolis	Approve	Plainfield	Approve
IndyGo	Approve	Brownsburg	Approve
Westfield	Approve		

Andrew Cook moved to approve Resolution #2021-EXEC-014
Andrew Klinger seconded the motion. A roll call vote was conducted.
 Resolution #2021-EXEC-014 was approved.
 MOTION PASSES.

OTHER BUSINESS

7. OTHER ITEMS OF BUSINESS

Anna Gremling stated the IMPO call for projects was opened last Friday with approximately \$66.4 million in funding for fiscal years 2025-26. **Gremling** gave an overview of the funding breakdown for different programs including \$49.8 million for STBG, \$4.1 million for CMAQ, \$4.1 million for HSIP, and \$3.7 million for TAP. **Gremling** stated the IMPO has been receiving questions on why so little funding is available considering the last year was skipped. **Gremling** stated the IMPO has overprogrammed in past years so there is no loss of funding per “use it or lose it” policies and this over-programming method has resulted in the region being over-programmed by approximately 12% currently. **Gremling** stated that funding available in the call for projects is lessened due to a 5% set aside for possible amendments and a 10% loss to INDOT based on the federal exchange agreement. **Ryan Willhite** asked what a normal funding amount for 2027 would be and **Gremling** stated with 10% to INDOT and 5% for amendments it will be less than \$45 million. **Kristyn Sanchez** stated it will likely be closer to \$43 million. **Gremling** stated that performance measures and goals require the IMPO to still fund safety and air quality projects. **Dan Parker** stated the available funding numbers are startling because the last year was skipped there is \$10-\$12 million less than expected. **Parker** continued stating that this may result in only 1-2 projects funded in some of

these categories. **Parker** asked **Gremling** for more information on funding and **Gremling** stated the IMPO did not skip a year but did not award funding for fiscal year 2025 which was put on hold. **Gremling** stated the IMPO will look more into CMAQ and HSIP numbers. **Willhite** asked for more information on reductions per year based on overages and other factors. **Sanchez** showed data in relation to this request. **Dan Parker** asked for this chart to be added to the PowerPoint for clarity when the PowerPoint is shared with others.

Sean Northup gave an overview of the newly available Census data and explained there was extremely fast growth in the central Indiana region. **Northup** stated they are reviewing this data in relation to funding, membership dues, and other factors. **Ryan Willhite** asked about how much of the region's population growth is from Central Indiana **Rose Scovel** stated that they are confirming the data but per IMPO staff 49% of Indiana's statewide population growth in the last 10 years happened in just Marion and Hamilton Counties. **Scovel** continued stating that if you add the population increases for the eight central Indiana counties together, it is 75% of the total statewide population growth.

8. ADJOURNMENT

Anna Gremling asked for a motion to adjourn the meeting.

Inez Evans moved to adjourn the August 27, 2021 Executive Committee meeting.
Andrew Cook seconded the motion.
The August 27, 2021 Executive Committee meeting was adjourned
MOTION PASSES.

Indianapolis Metropolitan Planning Organization
Indy MPO (Consolidated)
Income Statement
Aug 2021, Sep 2021

Financial Row	Amount
Ordinary Income/Expense	
Income	
4000 - Revenue from	
4010 - Federal grants	\$357,448.41
Total - 4000 - Revenue from	\$357,448.41
Total - Income	\$357,448.41
Gross Profit	\$357,448.41
Expense	
7200 - Salaries & related expenses	
7210 - Regular Salaries & wages	\$95,190.21
7212 - Other Pay	\$173.08
7214 - Benefit leave pay	\$9,951.78
7218 - Disability insurance	\$1,416.63
7220 - PERF hybrid	\$10,825.77
7221 - My Choice	\$1,977.21
7230 - Health insurance	\$18,609.21
7234 - Life insurance	\$210.00
7242 - HSA contribution	\$1,000.00
7250 - Social security	\$6,078.92
7252 - Medicare ER	\$1,421.68
7256 - SUTA	(\$2,803.32)
Total - 7200 - Salaries & related expenses	\$144,051.17
7500 - Contract service expenses	
7520 - Legal fees	\$5,097.00
7550 - Courier service	\$28.95
7580 - Legal ads	\$70.24
Total - 7500 - Contract service expenses	\$5,196.19
8000 - Contractual consulting services	\$108,286.85
8100 - Nonpersonnel expenses	
8110 - Supplies	\$805.01
8120 - Contractual data services	\$18,485.46
8130 - Telephone & cell phone	\$2,800.00
8170 - Printing & copying	\$392.29
8180 - Books, subscriptions, references	\$395.00
Total - 8100 - Nonpersonnel expenses	\$22,877.76
8200 - Facility & equipment expenses	
8210 - Rent and other occupancy expense	\$654.64
8270 - Depreciation expense	\$1,117.15
Total - 8200 - Facility & equipment expenses	\$1,771.79
8300 - Travel expenses (lodging transportation and per diem)	
8310 - Mileage	\$24.15
Total - 8300 - Travel expenses (lodging transportation and per diem)	\$24.15
Total - Expense	\$282,207.91
Net Ordinary Income	\$75,240.50
Other Income and Expenses	
Other Expense	
8500 - Other expenses	
8520 - Insurance - non-employee related	\$1,301.98
8540 - Bank Fees	\$375.32
8590 - Software licenses	\$635.97
8598 - Sponsorships	(\$6,500.02)
Total - 8500 - Other expenses	(\$4,186.75)
Total - Other Expense	(\$4,186.75)
Net Other Income	\$4,186.75

Financial Row	Amount
Net Income	\$79,427.25

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

**Cash Flow Statement
From Jan 2021 to Sep 2021**

Financial Row	Amount
Operating Activities	
Net Income	\$419,643.80
Adjustments to Net Income	
Accounts Receivable	(\$150,368.98)
Other Current Asset	(\$4,388.42)
Accounts Payable	(\$6,510.12)
Other Current Liabilities	(\$27,197.30)
Total Adjustments to Net Income	(\$188,464.82)
Total Operating Activities	\$231,178.98
Investing Activities	
Fixed Asset	(\$3,469.07)
Total Investing Activities	(\$3,469.07)
Net Change in Cash for Period	\$227,709.91
Cash at Beginning of Period	\$636,274.88
Cash at End of Period	\$863,984.79

Indianapolis Metropolitan Planning Organization
Indy MPO : MPO
Balance Sheet
End of Sep 2021

Financial Row	Amount
ASSETS	
Current Assets	
Bank	
1000 - Cash	
1010 - Checking Account	\$863,984.79
Total - 1000 - Cash	\$863,984.79
Total Bank	\$863,984.79
Accounts Receivable	
1100 - Accounts Receivable	
1110 - Accounts receivable/Member receivable	\$842,891.34
Total - 1100 - Accounts Receivable	\$842,891.34
Total Accounts Receivable	\$842,891.34
Other Current Asset	
1400 - Other assets	
1410 - Prepaid expenses	\$8,531.13
Total - 1400 - Other assets	\$8,531.13
Total Other Current Asset	\$8,531.13
Total Current Assets	\$1,715,407.26
Fixed Assets	
1600 - Fixed operating assets	
1620 - Furniture, fixtures, & equip	\$89,067.58
Total - 1600 - Fixed operating assets	\$89,067.58
1700 - Accum deprec - fixed operating assets	
1745 - Accum deprec - furn,fix,equip	(\$42,439.57)
Total - 1700 - Accum deprec - fixed operating assets	(\$42,439.57)
Total Fixed Assets	\$46,628.01
Total ASSETS	\$1,762,035.27
Liabilities & Equity	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	
2010 - Accounts payable	\$4,899.88
Total - 2000 - Accounts Payable	\$4,899.88
Total Accounts Payable	\$4,899.88
Other Current Liability	
2100 - Accrued liabilities	
2136 - Local taxes withholding	(\$15.54)
2138 - Disability insurance withholding	\$1,163.33
2139 - PERF hybrid withholding	(\$199.45)
2140 - MyChoice withholding	(\$70.61)
2141 - Health insurance withholding	\$7,294.77
2142 - Dental insurance withholding	\$817.21
2143 - Vision insurance withholding	\$166.70
2144 - Life insurance withholding	(\$79.11)
2148 - SUTA withholding	\$2,543.27
Total - 2100 - Accrued liabilities	\$11,620.57
Total Other Current Liability	\$11,620.57
Total Current Liabilities	\$16,520.45
Equity	
Retained Earnings	\$1,325,871.02
Net Income	\$419,643.80
Total Equity	\$1,745,514.82
Total Liabilities & Equity	\$1,762,035.27

**A RESOLUTION OF THE EXECUTIVE COMMITTEE OF
THE INDIANAPOLIS METROPOLITAN PLANNING ORGANIZATION
APPROVING THE IMPO 2022 BUDGET**

Resolution Number 2021-EXEC-016

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, the Transportation Policy Committee has approved the 2022 Unified Planning Work Program and authorized the IMPO to enter into a grant agreement with the Indiana Department of Transportation.

WHEREAS, it is the desire of the Executive Committee to authorize and approve the 2022 IMPO budget as further set forth in this Resolution.

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

SECTION 1: Approve and adopt the Indianapolis Metropolitan Planning Organization 2022 Budget, and authorize the Executive Director to negotiate and enter into the contracts and engagements necessary to implement the budget 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.

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PASSED by the Executive Committee of the Indianapolis Metropolitan Planning Organization by a vote of ____ ayes and ____ nays this ____ day of _____, 2021.

Chair, Indianapolis MPO Executive Committee

Anna M. Gremling
Indianapolis MPO Executive Director

4843-4174-0739v2

EXHIBIT A

2022 Budget

Introduction

The Indianapolis Metropolitan Planning Organization (IMPO) is the regional entity that plans and programs federal transportation funds for highway transit, non-motorized transportation, and other means of moving people and goods. The IMPO works within federal transportation requirements to guide and develop a multi-modal transportation system within the Metropolitan Planning Area (MPA) – an area that includes the urbanized area plus expected to urbanize over the next 20 years. The IMPO's planning areas include Marion County and parts of Boone, Hamilton, Hancock, Hendricks, Johnson, Morgan, and Shelby Counties. Within these counties are 11 cities, 22 towns and includes 1,520 square miles with a population of slightly under 1.6 Million.

This Accounting Policies and Procedures Manual (Manual) is a single-source overview of accounting requirements for the Indianapolis Metropolitan Planning Organization (IMPO).

This Manual is intended to be used as a training guide for a new employee, a reference guide for existing IMPO employees, and a member of the Executive Committee to understand the IMPO's accounting policies and procedures. The organization operates on a calendar year end. The accounting procedures used by this organization shall conform to Generally Accepted Accounting Principles (GAAP) to ensure accuracy of information and compliance with external standards. The IMPO will use the accrual basis of accounting. The accrual method allows for recording revenue and expenses when incurred. It eliminates budget distortion and presents a more accurate picture when expenses are compared to budget. The organization will also use fund accounting. Federal grants will be used for specific purposes classified for accounting and reporting purposes into funds that are in accordance with activities specified. Externally restricted funds may only be utilized in accordance with purposes established by the source of such funds.

The accounting books will be closed within days after the close of the month. Vendor invoices received after the closing of the books will be counted as a current-month expense. Revenue is recoded in the month in which it was earned or pledged. Journal entries will be entered into NetSuite (accounting software) by the Senior Financial Analyst. Journal entries will be reviewed and posted by the Deputy Director. Examples of journal entries are bi-weekly payroll produced by NeoGov (third-party payroll vendor), depreciation expense, bank adjustments, and vendor invoices and receipts. The audit trail in NetSuite, provides the name and date of the posted journal entry.

Employees and members of the IMPO Executive Committee are expected to use good judgment, adhere to high ethical standards, and to act in such a manner as to avoid any actual or potential conflict of interest. Upon or before hire, appointment, all employees, and members of the Executive Committee must provide a full written disclosure of all direct or indirect financial interests that could potentially result in a conflict of interest.

Existing language: The organization's annual budget will be prepared and approved annually. The budget will be prepared by the Deputy Director (DD) in conjunction with the Executive Director (ED) and the Senior Financial Analyst (SFA). The budget will be approved by the Executive Committee prior to the start of each calendar year. The budget may be revised during the year only if approved by the Executive Committee.

Proposed language: The IMPO's budget will be prepared by staff and approved by the Executive Committee annually. The budget will be prepared by the Deputy Director (DD) in conjunction with the Executive Director (ED) and the Senior Financial Analyst (SFA). The budget will be approved by the Executive Committee prior to the start of each calendar year. The budget may be revised during the year only if approved by the Executive Committee. Whenever there is an increase or decrease in expected revenue, staff must bring a budget amendment to the Executive Committee.

The SFA will be responsible for producing the interim financial statements after month end close. The ED will present