Indianapolis Metropolitan Planning Organization

Bylaws

Approved & Effective

June 1, 2020
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PREAMBLE

Indiana law established the Indianapolis Metropolitan Planning Organization (Indianapolis MPO) pursuant to IC 36-7-7.7 and effective June 1, 2020, the Indianapolis MPO will operate as an independent organization to conduct planning and coordination of transportation, economic development and other regional issues for any planning area, as may be specifically defined. After June 1, 2020, any reference to the MPO or the IRTC in Indiana Code, federal documentation or otherwise, shall mean the Indianapolis MPO. In addition, certain Policy Committees of the Indianapolis MPO may be designated the official federally recognized committee to satisfy legislative requirements (i.e. Transportation Policy Committee as MPO).

ARTICLE I. STRUCTURE

Section 1.01 Committees with Official Designations.
(a) The Transportation Policy Committee of the Indianapolis MPO shall act as the federally designated MPO for the Indianapolis Metropolitan Planning Area (MPA) for federal law purposes.

Section 1.02 Indianapolis MPO: Membership, Committees and Staff.
(a) The Indianapolis MPO is comprised of Members (described below) consisting of local public agencies, the largest public transit provider, and other partner agencies within the Indianapolis MPA.

(b) The Members of the Indianapolis MPO are represented by elected or appointed representatives of each Member and is governed by an Executive Committee made up of certain representatives elected by the various Policy Committees in place and governing each area of interest of the Indianapolis MPO (i.e. transportation, economic development, water, housing, etc.). Each Policy Committee may also establish a corresponding Technical Committee, or any other committee deemed necessary or desirable for their subject area.

(c) The Indianapolis MPO may be comprised of one or more Policy Committees tasked with planning activities in particular subject areas. The Indianapolis MPO shall initially have a Transportation Policy Committee, but other Policy Committees may be created in the future.

(i) The Transportation Policy Committee is hereby created and is described in detail in Article II and is the body that reviews and approves all federal transportation-related activities of the Indianapolis MPO. These activities include the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), and the Long-Range Transportation Plan (LRTP). The Members of the Transportation Policy Committee and each Member’s Official Representative (as defined below) is shown on Appendix B.
(ii) The Transportation Technical Committee is hereby created and is described in detail in Article V and shall be made up of technical experts to provide advisory recommendations to the Transportation Policy Committee, particularly in areas that are technical in nature.

(iii) Other Policy Committees for other non-transportation subject areas may be established in the future with approval of the Executive Committee and such new Policy Committees of the Indianapolis MPO shall be governed by a new addendum to these bylaws to address the details of such area and new Policy Committee.

(d) The Executive Committee is described in detail in Article III and shall be an ad hoc committee made up of representatives elected by the various Policy Committees within the Indianapolis MPO. The Executive Committee provides guidance to the Indianapolis MPO Executive Director and staff on operational items and reviews and makes recommendations items to be presented to and referred by the various Policy Committees. The Executive Committee is responsible for approval on operational items. The Executive Committee is not responsible for the selection of projects or the distribution of funding.

(e) Upon a vacancy in the position of Executive Director, the Executive Committee shall develop a job description (which shall be reviewed by the Policy Committees) and the Executive Committee shall oversee the solicitation of interested candidates and interview candidates for Executive Director. The Executive Committee may request Indianapolis MPO staff to be present in candidate interviews, except where a conflict of interest would arise. The Executive Committee would then recommend an individual to serve in that role for the Indianapolis MPO. After the Executive Committee recommends an individual for Executive Director, the Transportation Policy Committee must approve such individual by a majority vote. The Executive Director is authorized to hire staff as needed to fulfill the duties of the Indianapolis MPO.

(f) The Executive Director of the Indianapolis MPO may be terminated by a majority vote of all members of the Executive Committee and all members the Transportation Policy Committee.

(g) Indianapolis MPO staff is responsible for carrying out the planning responsibilities for each Policy Committee in conjunction with its partners and to fulfill all other duties of the Indianapolis MPO.

ARTICLE II. INDIANAPOLIS MPO COMMITTEE
PARTICIPATION AND MEMBERSHIP

Section 2.01. Metropolitan Planning Area. The Indianapolis Urbanized Area (UZA) and Metropolitan Planning Area (MPA) establishes the planning boundaries of the federal MPO as shown on Appendix A. The Members of the Transportation Policy Committee include various entities within the MPA. The current Members of the Transportation Policy Committee are shown in Appendix B, as updated from time to time. Whenever the Decennial Census is updated, the new
MPA UAB Map from most recent Decennial Census shall be attached to these Bylaws and shall determine the potential members of the Transportation Policy Committee.

Section 2.02 Participation of Local Public Agencies. All local public agencies (LPAs) within the MPA are invited to be members of the Transportation Policy Committee of the Indianapolis MPO and participate in the Indianapolis MPO transportation planning processes. Section 2.06 provides more details on joining the Transportation Policy Committee of the Indianapolis MPO.

Section 2.03 Transportation Policy Committee Membership and Local Match.

(a) Those LPAs that choose to participate in the Transportation Policy Committee can become Member agencies. A list of participating Members can be found on the Indianapolis MPO website.

(b) Membership on the Transportation Policy Committee provides each participating LPA access to transportation dollars, any licensed data products or information provided therefrom, as applicable, Indianapolis MPO planning support, and any planning funds that may become available for transportation planning to the Indianapolis MPO.

(c) Each LPA that is a Member of the Transportation Policy Committee shall pay their share of operational expenses as members to the Transportation Policy Committee. The combined local match share provides the match to federal planning funds received from the Federal Highway Administration and Federal Transit Administration, via the Indiana Department of Transportation, and any other grants that require local match. Each member LPA must commit to the provision of the local match for the duration of their membership in the Transportation Policy Committee of the Indianapolis MPO.

(d) Local match for transportation planning funding is determined annually by the Transportation Policy Committee. The local match share is determined by calculating the LPA’s share of the MPA population (based on the latest decennial census or other agreed to source by the Transportation Policy Committee) and multiplying it by the local match required for that year’s federal transportation planning authorizations, plus any additional non-federally eligible expenses. Transit dues allocation will be determined at a later date and adopted by the Executive Committee.

(e) No later than the June Transportation Policy Committee meeting, Indianapolis MPO staff will provide the amount of local match dues (approved by the Transportation Policy Committee) owed by each Member.

(f) Local Match Dues are due at the first meeting of the Transportation Policy Committee the following year.

(g) If an LPA on the Transportation Policy Committee does not pay their local match by the specified date or ceases to pay, the MPO portion of any active project may be cancelled, the project and any other programmed future projects may be removed from the
Transportation Improvement Program (TIP) for the Indianapolis MPA, and the LPA will be required to complete the project with local funding. The LPA will also be ineligible to apply for any Indianapolis MPO funds through the Indianapolis MPO’s Call for Projects process. If awarded Indianapolis MPO funds have been transferred to the LPA, the LPA will be required to repay the funds to the Indianapolis MPO per the signed IMPO-LPA Grant Agreement. The LPA will also surrender voting privileges on all Indianapolis MPO Transportation committees and all other benefits outlined in these Bylaws or otherwise deemed surrendered by the Indianapolis MPO.

Section 2.04 Transportation Policy Committee; Eligible Voting Members.

(a) Those LPAs that pay their share of local match for the Transportation Policy Committee are considered eligible voting Members. For details on local match, see Section 2.03.

(b) The following partner agencies are also represented as eligible voting Members of the Transportation Policy and Transportation Technical Committees:

- Indianapolis Public Transportation Corporation (d/b/a IndyGo)
- Central Indiana Regional Transportation Authority (CIRTA)
- Indianapolis Airport Authority (IAA)
- Indiana Department of Transportation (INDOT)
- Ports of Indiana

Section 2.05 Transportation Policy Committee; Non-Voting Members.

(a) Non-voting members, also known as advisory members, serve an important role on their respective committees. The following agencies are considered non-voting members for both the Transportation Policy and Transportation Technical Committees:

- Federal Highway Administration (FHWA)
- Federal Transit Administration (FTA)
- Environmental Protection Agency (EPA)
- Indiana Department of Environmental Management (IDEM)
- Local Public Agencies that choose not to pay local match

(b) Other non-voting members are also included in the membership of the Transportation Technical Committee only:
(i) Representatives from the adjacent metropolitan planning organizations that coordinate regional planning processes. This includes the Columbus Area Metropolitan Planning Organization (CAMPO) and the Madison County Council of Governments (MCCOG).

(ii) Representative from an organization that represents freight interests in the central Indiana region.

Section 2.06 Joining the Transportation Policy Committee of the Indianapolis MPO.

(a) An LPA within the current MPA may join or rejoin the Transportation Policy Committee of the Indianapolis MPO at any point in time. For LPAs not previously in the MPA but made eligible in a revised MPA, see Section 2.06(c).

(b) As a requirement of an LPA joining or rejoining the Transportation Policy Committee, an LPA must pay the following: the number of years absent from the Transportation Policy Committee (but no more than three (3) years), multiplied by its current local match dues for the current fiscal year.

(c) Notwithstanding (a) and (b) above, following approved changes to the urbanized area and/or MPA, LPAs added to, but previously not in, the MPA are invited to join the Transportation Policy Committee of the Indianapolis MPO. The Transportation Policy Committee shall extend the new LPA an invitation to join its committee; the invitation will coincide with the final approval of the new MPA boundary. The LPA is given two (2) years from the initial invitation to join the Transportation Policy Committee. After this time, the LPA must join pursuant to (a) and (b) of this section.

Section 2.07 Leaving the Transportation Policy Committee of the Indianapolis MPO.

(a) An LPA receiving funds from the Indianapolis MPO may not opt out of its Membership with the Transportation Policy Committee.

(b) An LPA may otherwise opt out of its Membership with the Transportation Policy Committee. The Indianapolis MPO requires that the highest legislative body of the LPA and the Official Representative provide written notification of LPA’s decision to leave the Transportation Policy Committee. Such notice terminating membership shall be given no later than the first Transportation Policy Committee meeting in any given calendar year.

(c) For the purpose of creating a balanced budget and fairness to other LPAs, the departing LPA is required to continue paying local match for a period of time determined by when the notice of termination is received by the Indianapolis MPO.

1. If the LPA delivers its termination letter after the first Transportation Policy Committee meeting of the year, it will be required to pay the current year and for an additional two years. For example: LPA A decides it no longer wishes to participate in the Transportation Policy Committee. LPA A turns in its written membership termination
letter after the first Transportation Policy Committee meeting. The LPA is responsible for the current year and the two following years.

2. If the LPA A turns its termination letter in no later than the first Transportation Policy Committee meeting of any calendar year, it is responsible for payment for the current year and the year after.

ARTICLE III GENERAL PROVISIONS OF INDIANAPOLIS MPO

Section 3.01 Applicability of Article. The provisions of this Article III shall apply to the Indianapolis MPO and all committees thereof, unless different provisions are provided for any particular committee in an addendum to these bylaws in the future.

Section 3.02 Meetings and Agenda.

(a) Meetings of Policy and Technical Committees will be held bi-monthly, in the months of February, April, June, August, October, and December (or otherwise as deemed appropriate for the efficient conduct of business). An annual joint Policy and Technical Committee meeting may be held in June of each year. Committee Chairs may cancel regular scheduled meetings should there be insufficient business on the Committee’s tentative agenda (which is prepared by the Indianapolis MPO staff in conjunction with the Chair).

(b) Executive Committee meetings are held monthly.

(c) Special meetings of any committee may be called by the Chair, the Executive Director, or at the request of the majority of the Members. Whenever possible, at least seven (7) calendar days’ notice shall be given.

(d) Whenever possible, meeting agendas for all committees will be distributed at least one week prior to the meetings. Items on the agenda originate from the Indianapolis MPO staff and pertain to pertinent items of business that the committee should consider. Items may also be placed on the agenda at the request of any Chair, Executive Committee member, or Member.

(e) The Indianapolis MPO shall conduct its business in compliance with the State of Indiana’s Open Door Law (IC 5-14-1.5), Indiana’s Access to Public Records Act (IC 5-14-3), and the Indianapolis MPO’s Public Involvement Plan.

Section 3.03 Policy Committee and Technical Committee Official Representative, Proxies, and Notification.

(a) Policy and Technical Committee Official Representative.
(i) LPAs shall notify the Indianapolis MPO staff in writing of their Official Representatives for all Policy and Technical Committees. Representatives for any Policy Committee must be an elected official, paid employee or board member of the LPA.

(ii) In the event that the LPA does not designate its Official Representative, the following applies:

A. Policy Committee – The highest elected official of the LPA (mayor, president of town council, president of board of county commissioners) shall be deemed the Official Representative on the Policy Committee until a notice of different designated representative is received from the LPA.

B. Technical Committee – The LPA’s head engineer (if any) shall be deemed the Official Representative on the Technical Committee until notice of a different designated representative is received from the LPA.

(iii) The names of the Official Representatives for each committee shall be available on the Indianapolis MPO website. Chairs and Vice-Chairs for Committees shall also be noted.

(iv) Partner agencies shall also notify the Indianapolis MPO staff in writing of their Official Representatives. Such Representatives shall be designated by the highest official of the agency.

(b) Policy Committee and Technical Committee Proxy.

(i) LPAs may appoint a Proxy to the Policy and Technical Committees who will serve in the Official Representative’s absence. To appoint a Proxy, the name of the Proxy must be submitted in writing (email or letter) to Indianapolis MPO staff. It is the LPA’s responsibility to notify the Indianapolis MPO of the appointment of a Proxy. Failure to notify the Indianapolis MPO of the appointment of a Proxy may impact voting privileges. An LPA may appoint more than one Proxy but every Proxy must meet the requirements set forth below:

A. For a Policy Committee, the Proxy shall be a paid employee, board member, or elected official from the same organization, agency, institution, or LPA.

B. For a Technical Committee, it is suggested, but not required, that the Proxy be a paid employee from the same organization, agency, institution or LPA.

(ii) In instances where neither the Official Representative nor the appointed Proxy can attend, another individual may be selected as a Proxy, conditional on the Proxy definitions outlined in 3.03(b)(i). The LPA must notify the Indianapolis MPO in writing (e-mail or letter) prior to the meeting when such an event arises.
(c) Notification to Indianapolis MPO of Policy and Technical Committee Representatives and Proxies.

(i) These appointments of the Official Representatives and Proxies for the above committees must be submitted in writing (e-mail or letter) to the Indianapolis MPO. The communication should note the Official Representative and Proxy of both committees, including their contact information.

(ii) These Official Representatives and Proxies will remain in effect until such time as the LPA notifies the Indianapolis MPO in writing (e-mails or letter) of any new Official Representatives or Proxies (as described above in 3.03(a) and (b)).

Section 3.04 Committee Voting Eligibility, Procedures, and Official Approval.

(a) All eligible voting Members (the Official Representative or their qualified Proxy) are permitted to vote. Non-voting Members and unauthorized Proxies are not permitted to vote. LPAs are responsible for notifying and keeping records up to date with the Indianapolis MPO.

(b) Each eligible voting Member is entitled to one (1) vote. No eligible voting Member may vote twice.

(c) Any Member may call for a vote on any agenda item and, if it is seconded, a vote may be taken on the agenda item.

(d) A Member may withdraw from voting on an issue by verbally abstaining prior to the vote.

(e) Unless otherwise stated in these bylaw, actions of all committees are approved by a majority vote of present eligible voting Members, as long as a quorum is present. A quorum of any Policy Committee shall be a majority of its members. Technical Committee votes are advisory and only provide recommendations to a Policy Committee.

Section 3.05 Policy Committee Officers (Chair and Vice-Chair).

(a) Prior to the first meeting of any Committee of the Indianapolis MPO in any given year in which an officer shall be elected, the Indianapolis MPO Executive Director will ask for nominations for officers as outlined below.

(b) All Policy Committees shall have a Chair and a Vice-Chair. The Chair of each Policy Committee shall be elected by its Members from those nominated by the receipt of the highest number of votes. After the Chair is elected, nominations for Vice-Chair shall be taken and the individual with the highest number of votes shall be the Vice-Chair.

(c) In the event the Chair cannot attend a meeting, the Vice-Chair shall perform the Chair’s duties him/herself or, if the Vice-Chair prefers, another member may be elected by majority vote to perform chairperson duties for that meeting.
(d) The term of office for Chair and Vice-Chair for each of the various Policy Committees shall be two (2) years. In the event that an officer resigns from such position before the end of the 2 year term or is otherwise no longer on the applicable Policy Committee representing that LPA, a vote for a replacement officer or officers shall be held at the next Policy Committee meeting in the same manner as described above. If any other member of the Executive Committee shall resign or the position otherwise becomes vacant, a new member of the Executive Committee shall be elected from the same category (City, town, at-large) and in the same manner as the vacating member was elected.

(e) The Chair is tasked with maintaining order, upholding the bylaws, and facilitating discussion of the applicable Policy Committee.

Section 3.06 Executive Committee.

(a) The Executive Committee reviews requested actions, policies and procedures prior to their introduction to the various Policy and Technical Committees. It also provides guidance to Indianapolis MPO staff on certain operational items that may be time-sensitive and require meeting and/or approval sooner than the bi-monthly Policy Committee meetings.

(b) The Executive Committee of the Indianapolis MPO shall consist of between nine (9) and twelve (12) members who shall be elected by the various Policy Committees of the Indianapolis MPO. As of June 1, 2020, the Executive Committee shall have nine (9) members and they shall be made up of the same members as the prior Administrative Committee of the prior MPO until new members can be elected in 2021.

(c) The Chair and Vice-Chair of the Transportation Policy Committee and the Chair of each other Policy Committee shall automatically become a member of the Executive Committee. The remaining members of the Executive Committee will be made up of one representative of City of Indianapolis and at least one (1) member from each other municipal class (excluded cities, county, town, city, and transit).

(d) The number of Executive Committee members may be changed from time to time by the automatic addition of the Chair of any other Policy Committee created by the Indianapolis MPO for any non-transportation area of planning or by vote of the Executive Committee. Article VI of these Bylaws shall not apply for automatic additions to the Executive Committee. Notwithstanding the automatic addition of members on the Executive Committee described above, if at any time the Indianapolis MPO otherwise acts to increase the number of members of the Executive Committee, the Indianapolis MPO must amend these Bylaws in accordance with Article VI and must fill those new seats by the Transportation Policy Committee electing individuals at large to fill those seats, by simple majority vote, at the time that the number of members of the Executive Committee is increased or at the next regular meeting of the Transportation Policy Committee at which a quorum exists. With the exception of the initial members of the Executive Committee, who shall serve the term set forth next to their name below, each member of the Executive
Committee shall serve a two-year term or until his or her successor is appointed and qualified.

(e) The terms of the members of the Executive Committee shall be staggered so that approximately one-half of the members of the Executive Committee has a term that ends during any given fiscal year. The names and terms of office of the initial members of the Executive Committee are as follows:

<table>
<thead>
<tr>
<th>Initial Members</th>
<th>Term of Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Mayor Andy Cook</td>
<td>2 years</td>
</tr>
<tr>
<td>2. Andrew Klinger</td>
<td>2 years</td>
</tr>
<tr>
<td>3. Eric Wathen</td>
<td>2 years</td>
</tr>
<tr>
<td>4. Jason Taylor</td>
<td>2 years</td>
</tr>
<tr>
<td>5. Tom Klein</td>
<td>1 year</td>
</tr>
<tr>
<td>6. Mayor Dennis Buckley</td>
<td>1 year</td>
</tr>
<tr>
<td>7. Mark Heirbrandt</td>
<td>1 year</td>
</tr>
<tr>
<td>8. Inez Evans</td>
<td>1 year</td>
</tr>
<tr>
<td>9. Dan Parker</td>
<td>1 year</td>
</tr>
</tbody>
</table>

(f) A quorum for the Executive Committee is at least fifty percent (50%) of the entire Executive Committee at the time action is taken. So long as a quorum is present, a majority vote is required to take action. For example, if there are nine (9) members of the Executive Committee when the vote is taken, then five (5) members constitute a quorum and three (3) members can pass a motion. If there are twelve (12) members of the Executive Committee when the vote is taken, then six (6) members constitute a quorum and four (4) members can take action. No action can occur unless a quorum is present.

(g) Beginning June 1, 2020, the Chair and Vice-Chair of the Transportation Policy Committee shall be the Chair and Vice-Chair of the Executive Committee. In the absence of the Chair at an Executive Committee meeting, the Vice-Chair will serve as the Chair or may elect to have the members present at that meeting to elect a Chair to preside at that meeting. The Chair of the Transportation Policy Committee, and therefore the Chair of Executive Committee, shall be an elected official. The Vice-Chair may serve as chair in the Chair’s absence, regardless of whether the Vice-Chair is an elected official.

(h) Members of the Executive Committee shall be determined as follows:

(i) The Executive Committee is comprised of at least a nine (9) members, with at least one representative from the following classes:

A. Largest City in the MPA
B. Excluded Cities or Towns (Beech Grove, Lawrence, Southport, Speedway)

C. County

D. Town

E. City

F. Largest Transit Provider

G. Up to three (3) At Large Members elected by all members of the Transportation Policy Committee.

(ii) The Chair and Vice-Chair shall satisfy the requirement for a representative for the class in which their LPA qualifies. For instance, if the Chair represents a Town, then that municipal class under (d)(i)(D) above is satisfied.

(iii) Except in the case of new Policy Committees, Nominees for Executive Committee (including Chair and Vice-Chair of Transportation Policy Committee) must have served as an Official Representative or Proxy for an eligible voting Member of the Policy Committee for at least one (1) year immediately prior to nomination for the Executive Committee; provided however, that the Transportation Policy Committee may vote to waive this requirement when warranted.

(iv) Nominees will be given an opportunity to speak, if so desired. Nominees shall be voted upon immediately.

(v) Voting for the Executive Committee/Officers may be done by voice, paper ballots or electronic voting; no absentee voting is permitted.

(vi) Executive Committee members, except for the Chair, Vice-Chair and At-Large Members, are elected by majority vote of the eligible voting Members, however, if no one receives a majority vote, the candidates with the highest number of votes of present eligible voting Transportation Policy Committee members of their class (see 3.06(d)(i)) is elected. In the event of a tie vote, the Indianapolis MPO Executive Director shall cast the deciding vote.

(vii) Any Transportation Policy Committee representative not holding a position, may run for one of the three (3) At-Large seats. Another election is held for the three (3) At-Large positions. All eligible voting Members participate in the At-Large position election. The three (3) representatives with the most votes are elected to the At-Large positions. In the event of a tie vote, the Indianapolis MPO Executive Director shall cast the deciding vote.

A. Additional elections may be held if either the Chair or Vice-Chair or any Executive Committee member cannot carry out his/her duties for the
remainder of the appointed term. This election should occur at the next Transportation Policy Committee meeting after the Chair/Vice-Chair resigns and shall be selected from any eligible Transportation Policy Committee member that fits the municipal class (City, Town, etc) of the departing officer or Executive Committee member. In the event notification of a vacancy happen in October or later, the position shall remain vacant for the remainder of the year and shall be filled during the normal Executive Committee elections.

(i) The Executive Committee reviews requested actions, policies and procedures prior to their introduction to the various Policy and Technical Committees. It also provides guidance to Indianapolis MPO staff on certain operational items that may be time-sensitive and require meeting and/or approval sooner than the next Policy Committee meeting.

(j) The Executive Committee shall have the following powers:

(i) Review and advise on personnel, hiring and training needs and issues of the Indianapolis MPO staff.

(ii) Review and approve overall MPO operational budget, however, the Executive committee cannot modify activities or amounts relating to the UPWP.

(iii) Review and approve contracts over $________; leases relating to real property; health benefits, retirement benefits; information technology agreements; and serve as the financial committee.

(iv) Interview, hire, determine raises, and recommend termination the Executive Director.

(v) Review and advise on issues pertaining to the organizational structure of the Indianapolis MPO.

(vi) Amend these bylaws, as described in Article VI.

(vii) Establish additional Policy Committees for subject areas, ad hoc committees or task forces as appropriate.

(k) Executive Committee members may appoint a Proxy who will serve in the representative’s absence. To appoint a Proxy, the name of the Proxy must be submitted in writing (e-mail or letter) to the Indianapolis MPO. It is the Executive Committee member’s responsibility to notify the Indianapolis MPO of the appointment of a Proxy. Failure to notify the Indianapolis MPO of the appointment of a Proxy may impact voting privileges. A member of the Executive Committee may appoint more than one Proxy, but every Proxy must be a paid employee, board member, or elected official from the same organization, agency, or institution. In instances where neither the Executive Committee member nor the appointed
Proxy can attend, another individual may be selected as a Proxy, conditional on the Proxy definitions outlined in this Section. The Executive Committee member must notify the Indianapolis MPO in writing (e-mail or letter) prior to the meeting when such an event arises. The appointments of the Proxies must be submitted in writing (e-mail or letter) to the Indianapolis MPO. The communication should note the Proxy, including their contact information. The Proxies will remain in effect until such time as the Executive Committee member notifies the Indianapolis MPO in writing (e-mails or letter) of any new Proxies.

Section 3.07 Robert’s Rules. In all matters not otherwise provided for by statute or these Bylaws, the most recent edition of Robert’s Rules of Order, as interpreted by the Committee’s presiding officer, shall govern the conduct and procedures of meetings.

Section 3.08 Planning Agreements.

(a) The Transportation Policy Committee of the Indianapolis MPO agrees to conform to the policies agreed upon in the Memorandum of Agreement (MOA) by and between the Indianapolis MPO, the Indiana Department of Transportation (INDOT), and the Indianapolis Public Transportation Corporation (d/b/a IndyGo). This document is attached for reference as Appendix C.

(b) The Transportation Policy Committee also agrees to conform to the policies agreed-upon in the Planning Activities Agreement with the Madison County Council of Governments (MCCOG) and the Columbus Area Metropolitan Planning Organization (CAMPO). This document is attached for reference as Appendix D.

ARTICLE IV. POLICY COMMITTEES

Section 4.01 Purposes. Policy Committees shall have the following purposes:

(a) The Policy Committees are the governing body for each particular subject area managed by the Indianapolis MPO.

(b) The Transportation Policy Committee is the federally designated MPO for the Indianapolis UZA and the Indianapolis MPO and addresses and approves, among other things, the transportation-related plans.

Section 4.02 Powers of the Transportation Policy Committee; Other Policy Committees.

(a) The Transportation Policy Committee shall have the following powers:

(i) Approve all federally-required transportation planning documents, including, but not limited to:
(1) Unified Planning Work Program (UPWP)
(2) Indianapolis Regional Transportation Improvement Program (TIP), and
(3) Long-Range Transportation Plan (LRTP).
(ii) Establish special transportation committees or task forces as appropriate.

(iii) Oversees expenditures of transportation dollars, as outlined in federal and state laws.

(b) All other Policy Committees of the Indianapolis MPO shall have the powers identified in an Addendum to these bylaws approved by majority vote of such Policy Committee at the time such Policy Committee is formed. The provisions of Article VI shall not apply for other Policy Committees to adopt such an Addendum to these bylaws.

ARTICLE V. TRANSPORTATION TECHNICAL COMMITTEE

Section 5.01 Purpose. As technical experts, the Transportation Technical Committee is intended to provide advisory recommendations to the Transportation Policy Committee, particularly on items that are more technical in nature.

Section 5.02 Powers. The Transportation Technical Committee shall have the following powers:

(a) Recommendations for approval of and amendments to planning documents to the Transportation Policy Committee.

(b) Establish special committees or task forces as appropriate.

(c) Offers technical guidance regarding the allocation of transportation dollars.

(d) All powers outlined in any appendix material to these bylaws.

Section 5.03 Technical Committee Members. Each LPA shall appoint an Official Representative and Proxy to serve on the Transportation Technical Committee. Representatives and proxies should have technical expertise. The Transportation Technical Committee shall also include non-voting members as described in Section 2.05(b) above.

Section 5.04 Technical Committee Officers. The Chair for the Transportation Technical Committee is the Indianapolis MPO Executive Director, unless such committee chooses to elect a member as its Chair. This role is charged with maintaining meeting order, upholding the bylaws, and facilitating discussion where appropriate.

Section 5.05 Quorum. The quorum for the Transportation Technical Committee is fifteen (15) eligible voting Members. No action on an agenda item may be taken unless a quorum is present.

ARTICLE VI. AMENDMENTS TO BYLAWS

Section 6.01 Notice. Each eligible voting Member of any Policy Committee must receive written notice of the proposed amendment at least thirty (30) days prior to the meeting at which the amendment is to be considered by the relevant committees.
Section 6.02 Required Votes to Amend the Bylaws. Amendments to these Bylaws shall require the affirmative vote of at least one-half of all members of the Executive Committee, provided there is a quorum present at the meetings where the vote is taken; and also provided, that no change to the membership or local match requirements or powers relating to the Transportation Policy Committee in the bylaws shall occur without the approval of at least half of all Transportation Policy Committee members.
Appendix A: Map of Indianapolis MPA
## Appendix B: List of Jurisdictions within the MPA

1. Town of Arcadia
2. Town of Atlanta
3. Town of Avon
4. Town of Bargersville
5. City of Beech Grove
6. Town of Bethany
7. Boone County
8. Town of Brooklyn
9. Town of Brownsburg
10. City of Carmel
11. Town of Cicero
12. Town of Cumberland
13. Town of Danville
14. Town of Edinburgh
15. Town of Fishers
16. City of Franklin
17. City of Greenfield
18. City of Greenwood
19. Hamilton County
20. Hancock County
21. Hendricks County
22. City of Indianapolis
23. Johnson County
24. City of Lawrence
25. Town of McCordsville
26. Town of Mooresville
27. Morgan County
28. Town of New Palestine
29. Town of New Whiteland
30. City of Noblesville
31. Town of Pittsboro
32. Town of Plainfield
33. Shelby County
34. City of Southport
35. Town of Speedway
36. Town of Spring Lake
37. City of Westfield
38. Town of Whiteland
39. Town of Whitestown
40. Town of Zionsville

### Included Cities/Towns (Marion County, Unigov)

1. Meridian Hills
2. Williams Creek
3. North Crows Nest
4. Crows Nest
5. Rocky Ripple
6. Wynnedale
7. Homecroft
8. Clermont
9. Warren Park
10. Spring Hill
Appendix C: Planning Agreement

Planning Agreement between MPO/INDOT/IndyGo.
MEMORANDUM OF AGREEMENT

BY AND BETWEEN

THE INDIANAPOLIS DEPARTMENT OF METROPOLITAN DEVELOPMENT
Hereinafter referred to as

THE INDIANAPOLIS METROPOLITAN PLANNING ORGANIZATION (MPO)

AND THE

THE INDIANA DEPARTMENT OF TRANSPORTATION (INDOT)

AND THE

INDIANAPOLIS PUBLIC TRANSPORTATION CORPORATION (INDYGO)

This Memorandum of Agreement (MOA) is made by and between the Indianapolis MPO (herein after referred to as MPO), the Indiana Department of Transportation (herein after referred to as INDOT), and the Indianapolis Public Transportation Corporation (herein after referred to as IndyGo).

WHEREAS, Moving Ahead for Progress in the 21st Century (MAP-21) and its previous sister legislative acts the Safe, Accountable, Flexible, & Efficient Transportation Equity Act: A Legacy For Users (SAFETEA-LU), the 1998 Transportation Efficiency Act for the 21st Century (TEA-21) and the 1991 Intermodal Surface Transportation Efficiency Act (ISTEA) require the establishment of Agreements among certain agencies involved in the transportation planning process, and

WHEREAS, the transportation planning process for the Indianapolis MPO includes the following agencies:

- Indianapolis MPO (MPO)
- Indiana Department of Transportation (INDOT)
- Indianapolis Public Transportation Corporation (IndyGo)

NOW THEREFORE the agencies mutually agree as follows:

WHEREAS, MAP-21 requires the establishment of agreements between the State, the Metropolitan Planning Organization (MPO) and the public transportation operator(s), and

WHEREAS, the City of Indianapolis Department of Metropolitan Development is the designated MPO (see attached redesignation letter) for the Indianapolis Metropolitan Planning Area and includes its regional member Counties of Marion and portions of Boone, Johnson, Hamilton, Hancock, Hendricks, Morgan, and Shelby in Indiana, and
WHEREAS, the Indianapolis Public Transportation Corporation (IndyGo) is the designated recipient for Section 5307 in the Indianapolis Urbanized Area,

WHEREAS, the MPO has established various advisory groups, which provide input and direction, as well as assist and advise it on transportation planning and programming considerations. Membership in these technical, advisory, and citizens groups may include persons representing the communities listed below (as contained within the approved Metropolitan Planning Area, 2014), public and private transportation providers, and others not listed in this agreement.

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The MPO, INDOT, and IndyGo mutually agree as follows:

**RESPONSIBILITIES OF THE INDIANAPOLIS MPO**

**Structure**

1. The MPO organizational structure consists of an Administrative Committee, Technical Committee, and Policy Committee of participating members which comprise the Indianapolis Regional Transportation Council (IRTC). The IRTC also includes various advisory committees, work groups and subcommittees.

The 2014 IRTC Policy Committee includes the following voting members:

- Atlanta Cider/Treasurer
- Avon Town Manager
- Bargersville Town Manager
- Beech Grove Mayor
- Boone County Commissioner
- Brooklyn Cider/Treasurer
- Brownsburg Town Manager
- Carmel Mayor
- Cicero Planning Director
- Cumberland Town Manager
- Danville Town Manager
- Fishers Town Manager
- Franklin Mayor
- Greenfield City Engineer
- Greenwood Mayor
- Hamilton County Commissioner
The 2014 IRTC Technical Committee includes the following voting members:

- Atlanta Clerk/Treasurer
- Avon Town Director Of Public Works
- Bargersville Street Superintendent
- Beech Grove Consultant Rep.
- Boone County Area Plan Commission Director
- Brooklyn Clerk/Treasurer
- Brownsburg Planning Director
- Carmel City Engineer
- Cicero Planning Director
- Cumberland Town Planner
- Danville Town Manager
- Fishers Town Manager
- Franklin City Engineer
- Greenfield City Engineer
- Greenwood City Engineer
- Hamilton County Superintendent
- Hancock County Engineer
- Hendricks County Engineer
- Indianapolis Deputy Director of Engineering
- Johnson County Highway Engineer
- Lawrence Engineer
- McCordsville Planning and Building Director
- Mooresville Street Superintendent
- Morgan County Engineer
- New Palestine Town Manager
- Noblesville City Engineer
- Pittsboro Building Commissioner
- Plainfield Town Engineer
- Shelby County Plan Commission Executive Director
- Southport Consultant Rep.
- Speedway Town Manager
- Westfield Director Of Public Works
- Whiteland Director of Planning & Zoning
- Whitestown Utility Manager
- Zionsville Town Superintendent of Streets and Stormwater

Partner Agency Representation

- IndyGo Vice-President of Business Development
- CIRTA Executive Director
- Indianapolis Airport Authority, Director of Planning and Development
- INDOT District Capital Program Director
- Ports of Indiana Vice-President

2. The MPO has several Advisory Committees, which include members from the general public, transit consumers, bicycle groups, various technical staff, and other interested parties who sit on the IRTC Technical Committee.
3. The IRTC Policy, Technical, and Administrative Committees generally meet on a quarterly basis; with combined Policy and Technical Committees Retreat in June, and Special Meeting (if needed) in December. The other committees meet on an as needed basis.

4. The MPO will concur with the planning regulations for Self Certification to INDOT and the FHWA regarding the MPO’s ability and intention to provide and fulfill the transportation planning requirement for the Metropolitan Planning Area (MPA). This will be made available as part of the Transportation Improvement Program (TIP) process.

Long Range Transportation Plan

5. The MPO will develop and maintain a Long Range Transportation Plan (LRTP) and corresponding Conformity Analysis (if required) in cooperation with INDOT, its transit providers and other agency partners at least every 4 years as required by law.

6. The MPO will utilize the MAP-21 planning factors in the development of the Long Range Transportation Plan (LRTP).

7. The MPO is responsible for developing a financially reasonable Long Range Transportation Plan (LRTP) in consultation with INDOT, its area public transit providers, the FTA and the FHWA in compliance with current federal planning regulations.

8. The MPO will include a financial plan that demonstrates the consistency of the Transportation Improvement Program (TIP) and Long Range Transportation Plan (LRTP) with available and projected sources of revenue. INDOT will provide the MPO with reasonable estimates of available and projected funding by category on a regular basis.

9. The Indianapolis Regional Transportation Council (IRTC) approves the Long Range Transportation Plan (LRTP) and its periodic updates.

10. All proposed LRTP or TIP amendments must include a project description, project cost, phase, ready for letting (RFL) date (TIP only), federal, state, local and total dollar amount. Amendments, administrative amendments and administrative modifications will follow the procedures outlined in the MPO’s Policy and Procedures Manual and Public Participation Plan in force at the time of the amendment.

11. A Conformity Determination shall be completed for each Transportation Improvement Program (TIP) and Long Range Transportation Plan (LRTP) developed by the MPO, which indicates that the plans maintain the area’s air quality standard as identified by the Interagency Consultation Group Procedures.

Public Participation and Involvement

12. The MPO will maintain a Public Participation Plan that is adopted by the Indianapolis Regional Transportation Council (IRTC) Policy Committee. The plan will include
coordination with the INDOT participation process. This process is followed during the development of the Long Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP). The Indianapolis MPO’s TIP participation process will serve to meet IndyGo’s public participation requirements.

13. The MPO will comply with all appropriate federal assurances, civil rights and DBE requirements, Title VI guidance, ADA requirements, and procurement activities guidelines.

Transportation Improvement Program (TIP)

14. The MPO will complete a Transportation Improvement Program (TIP), as needed, in cooperation and coordination with the partners identified in this agreement. The MPO will submit an approved TIP to INDOT in a timely manner.

15. All federal aid funding projects within the Indianapolis MPA, regardless of funding category, will be included in the fiscally constrained TIP.

16. The MPO is responsible for developing a fiscally constrained TIP.

17. The Indianapolis Regional Transportation Council (IRTC) Policy Committee of the MPO approves the TIP followed by approval from the INDOT Commissioner on behalf of the Governor, and it is included in the Statewide Transportation Improvement Program (STIP) by reference or amendment. The STIP is approved by the Federal Highway Administration along with the new TIP and any amendments. (For TIP modification and amendments see item 18.)

18. The MPO will update the TIP a minimum of every other year and each new TIP shall cover a four year program period. Calls for projects will be made at various times depending on the funding category and the availability of funds in each category. Projects will be selected based on the current selection process for each funding category in force at the time of the call. The development of a new TIP will follow the current MPO Public Participation Process in force at the time of the TIP’s development. The MPO will process TIP amendments following Indianapolis Regional Transportation Council (IRTC) Policy Committee approval in accordance with the MPO’s Policy and Procedures Manual and Public Participation Plan in force at the time of the amendment.

19. All TIP amendment requests from project sponsors will be made in the MPO’s MitIP on-line system. No hard copy or email requests will be accepted. All TIP modifications and amendments will be processed in accordance with the MPO’s Policy and Procedures Manual and Public Participation Plan in force at the time of the amendment, as well as the Interagency Consultation Group (ICG) and approved air quality conformity procedures.

20. The MPO will provide and maintain a website that provides TIP and associated amendments for interested parties, public and agency consumption.
21. The Congestion Management Process (CMP) will be used in identifying and selecting projects during LRTP and TIP updates, including those projects located on the State's highway network.

**Travel Demand Forecasting**

22. The MPO is responsible for developing and maintaining a travel demand forecasting model for the Indianapolis MPO's Metropolitan Planning Area (MPA).

**Unified Planning Work Program (UPWP)**

23. A Unified Planning Work Program (UPWP) will be prepared by the MPO in cooperation and consultation with INDOT, FHWA, FTA and the transit operator.

24. The MPO will include the planning emphasis areas (PEAs) identified by FHWA and FTA in the preparation of the UPWP. Emphasis areas should be received in a timely manner so they can receive proper consideration.

25. Where needed a Conformity Determination shall be completed for each Transportation Improvement Program (TIP) and Long Range Transportation Plan (LRTP) and developed by the MPO working with state and local project sponsors. This ensures plans, programs and projects maintain proper air quality conformity for a region.

26. The MPO will develop a financial plan that demonstrates the consistency of the TIP and LRTP with available and projected sources of revenue.

27. The MPO will complete its UPWP draft by October of each year. However, the MPO's ability to meet this timeline is affected by INDOT providing timely PL Distribution numbers. Should PL funding information be delayed, the MPO may flat-line the estimated funding based upon the prior year and then adjust the PL funding when final figures are obtained. The INDOT Central Office Asset Management Planning and Management Division will take the lead in this effort in cooperation with the MPO Council and the INDOT Central Office Project Finance Division and the INDOT Transit Office.

28. The MPO will submit to INDOT Central Office Technical Planning Section, within the Asset Planning & Management Division, a final Unified Planning Work Program in a timely manner that allows for final review and recommendation for approval to FHWA and FTA.

**Management Systems**

29. The development and implementation of a congestion management process (CMP), where needed, for the Indianapolis MPO’s Metropolitan Planning Area will be the responsibility of the MPO in cooperation with INDOT, FTA and FHWA. Technical Planning Section, within the Asset Planning & Management Division will be the INDOT Leads.
30. The MPO will work cooperatively with the Technical Planning Section, within the Asset Planning & Management Division, as the lead and other relevant INDOT Divisions and other public agencies in the development of the other specified management systems as appropriate.

31. The MPO will maintain a Congestion Management Process in cooperation with the Technical Planning Section, within the Asset Planning & Management Division. The Congestion Management Process shall be coordinated with the development of the Long Range Transportation Plan (LRTP).

32. The MPO will comply with all appropriate federal assurances, civil rights and DBE requirements, Title VI submittals, ADA, and procurement activities guidelines. The MPO will complete a Title VI analysis for the urbanized area. INDOT's Office of Economic Opportunity and Pre-qualification within Central Office will be the INDOT contact for these efforts.

Transit Planning

33. The MPO will sponsor and participate on committees related to the provision and coordination of transit and para-transit services.

34. The MPO will serve as the lead agency for the development of the "Coordinated Public Transit Human Services Transportation Plan".

RESPONSIBILITIES OF THE INDIANA DEPARTMENT OF TRANSPORTATION (INDOT):

1. INDOT Technical Planning Section, within the Asset Planning & Management Division will provide staff liaisons to coordinate with the MPO's. Said staff will regularly attend the MPO Council meetings, which are held in Indianapolis. INDOT Technical Planning Section Staff will participate in Indianapolis Regional Transportation Plan (IRTC) Technical or Policy Committee meetings. The District Capital Program Manager will attend the IRTC Technical Committee meetings and have voting representation for INDOT. The District Deputy Commissioners will attend the Policy Committee meetings and have voting representation for INDOT.

Transportation Plan and TIP

2. The Statewide Transportation Plan shall be developed in cooperation with the MPO's Long Range Transportation Plan (LRTP).

3. The INDOT Central Office Technical Planning Section, within the Asset Planning & Management Division will develop a list of planned improvement needs on State jurisdiction highways developed in conjunction and in cooperation with the MPO for the Metropolitan Planning Area (MPA) of the MPO. These identified needs will be consistent with the INDOT Asset Planning and Management Process. This is necessary in order to
develop data the MPO needs to develop a Long Range Transportation Plan (LRTP) that is consistent with available funding sources and project costs.

4. The INDOT Central Office Project Finance Division will provide the MPO in a timely manner with estimates of available federal and state funding as necessary for the development of the financial plans demonstrating the fiscal constraints of the MPO’s LRTP and TIP. Should funding information be delayed for any reason, the MPO may then apply for funding based on past information. Should estimates provided by the State, or lack thereof, result in the MPO’s inability to obligate all funds in any given fiscal year, the MPO funds will continue to be made available to the MPO by INDOT.

5. The INDOT Central Office LPA and Grants Administration Division will develop the Indiana Statewide Transportation Improvement Program in cooperation with the MPO’s transportation planning process and incorporate the MPO approved TIP by reference or amendment in its entirety.

6. The INDOT Central Office LPA and Grant Administration Division in cooperation with the Technical Planning Section, within the Asset Planning & Management Division and District staff, for the area that includes the MPO, will provide timely lists of INDOT projects sorted specifically to include only projects within the Indianapolis MPA. Project information will include DES #, project description, total project cost, state and federal share, federal funding program or source, and letting date or fiscal year. All projects for inclusion into the Indianapolis TIP shall be submitted through MITIP online system.

7. INDOT Central Office LPA and Grant Administration Division will develop a Statewide Transportation Improvement Program (STIP) that includes the review and written approval of the Indianapolis MPO’s TIP in a timely manner. This will be done in cooperation with the Technical Planning Section, within the Asset Planning & Management Division.

8. INDOT Central Office Technical Planning Section, within the Asset Planning & Management Division working with the LPA and Grant Administration Division will provide in a timely manner lists of projects (including investments in pedestrian walkways and bicycle transportation facilities) for which funds under 23 U.S.C. or 49 U.S.C., Chapter 53 were obligated in the preceding program year. The list of projects will be sorted specifically to include only projects within the Indianapolis MPA. Project information will include DES #, county, sponsor, district, route, project description, work type, phase, fund type, federal obligation amount, advanced construction amount, if any total obligation and obligation date. This will allow the MPO to develop an Annual List of Obligated Projects (ALOP).

9. INDOT will provide Central and District Office coordination for the MPO on all matters including the LRTP and TIP. The Technical Planning Section, within the Asset Planning & Management Division, will be the lead in cooperation with the LPA and Grant
Administration Division and the appropriate District Office(s) for the area containing the MPO.

10. INDOT Central and District Offices will collect and share transportation system information with the MPO to facilitate a cooperative transportation planning process and will conduct training sessions and workshops on pertinent topics. The Technical Planning Section, within the Asset Planning & Management Division, will be the lead in this effort.

UPWP Coordination Activities

11. INDOT Central Office Technical Planning Section, within the Asset Planning & Management Division will assign a planning liaison to participate in transportation planning activities related to the UPWP (such as review of the document, preparation of contracts following its approval, review of billings submitted by the MPO, etc.) and also to assist with coordination in the Planning Emphasis Areas identified by FHWA and FTA.

12. INDOT Technical Planning Section, within the Asset Planning & Management Division, will provide updated consolidated PL figures based on the current PL Distribution formula approved by the FHWA, INDOT and the MPO Council. INDOT will provide these figures in a timely manner each year to allow for development of the UPWP.

13. The MPO will prepare a UPWP for the fiscal year that will take effect beginning on January 1.

14. INDOT Central Office Technical Planning Section, within the Asset Planning & Management Division will review and provide approval of the UPWP in a timely manner, and begin development of the required contracts and purchase orders. INDOT will strive for a timely notice-to-proceed, a signed contract and a purchase order.

15. INDOT Central Office Technical Planning Section, within the Asset Planning & Management Division, will review progress reports through the Planning Liaison and initiate the reimbursement of invoices pursuant to applicable Federal Regulations and Indiana Code 5-17-5, Public Purchases.

RESPONSIBILITIES OF THE INDIANAPOLIS PUBLIC TRANSPORTATION CORPORATION (IndyGo)

1. IndyGo will provide data, including financial planning information, upon request and participate in the development of the Long Range Transportation Plan update.

2. IndyGo will provide copies of its Transportation Development Plan, as updated.

3. IndyGo will provide a staff liaison to assist with transit planning efforts. IndyGo will participate on the Indianapolis Regional Transportation Council (IRT) Policy and Technical Committee.
4. IndyGo will participate in the development of the "Coordinated Public Transit Human Services Transportation Plan".

5. IndyGo will provide a Financial Capacity Analysis showing a 5-year Financial Plan as part of the TIP development process. This will be reviewed by the INDOT Transit Office within the Multimodal Division.

6. IndyGo will provide a 4-year capital project and operating plan (program of projects) for inclusion in the TIP to the MPO. The capital and operating plan will be updated annually and submitted with the Financial Capacity Analysis. This will be reviewed by the INDOT Transit Office within the Multimodal Division.

7. IndyGo will provide amendment requests to the MPO in a timely manner prior to the next scheduled meeting of the Indianapolis Regional Transportation Council (IRTC) Technical Committee. All amendment requests will be in MiTIP online system.

8. IndyGo will provide a copy (PDF file preferred) to the MPO of each final grant request to the Federal Transit Administration (FTA) and provide a copy of each grant award acceptance.

9. IndyGo will provide on an annual basis, no later than 90 calendar days following the end of the program year, a list of transit projects for which funds under 23 U.S.C. or 49 U.S.C., Chapter 55 were obligated in the preceding program year.

10. IndyGo will be responsible for its Capital Improvement Plan and its ADA Compliance Plan and other activities directly related to the operation of public transit services in the Indianapolis MPO's Urbanized Area.

11. IndyGo, as the designated recipient of federal transit funds, will be required to provide the necessary local matching funds (unless otherwise agreed to) and will be responsible for maintaining all necessary records in support of the expenditure of those funds.

12. IndyGo agrees that it will be in compliance with all required federal objectives,

In witness thereof, the undersigned executive staff members of the MPO, IndyGo, and INDOT have executed this Memorandum of Agreement on the dates indicated.
SIGNATURE PAGE

Indianapolis Public Transportation Corporation (IndyGo)

[Signature]
President and CEO

Date 7-2-14

Indiana Department of Transportation

[Signature]
Chief of Staff

Date 7/8/14

Indianapolis Department of Metropolitan Development

[Signature]
Director

Date 7/1/14
Attachment: Redesignation Letter

August 4, 2010

The Honorable Gregory A. Ballard
Mayor, City of Indianapolis
2501 City-County Building
200 N. Capitol Street
Indianapolis, Indiana 46204

SUBJECT: Re-designation of the Indianapolis Metropolitan Planning Organization

Dear Mayor Ballard:

I understand that over the last several months the Indianapolis Regional Transportation Council (IRTC) has completed a thorough review of their operations, resulting in the adoption of new by-laws on October 28, 2009. As a result of these new by-laws, I understand the IRTC, acting through you as Chairman of the IRTC Policy Committee, requests a re-designation of the Indianapolis Metropolitan Planning Organization (IMPO).

Per your letter of February 24, 2010, the City of Indianapolis Department of Metropolitan Development would become the official Metropolitan Planning Organization for the Indianapolis region of Central Indiana, replacing the Indianapolis Metropolitan Development Commission as the designated MPO. Further, I understand from your letter that the IRTC Policy Committee, composed of elected and appointed officials from 16 towns and cities within the Indianapolis region of Central Indiana, will approve all transportation-related activities of the IMPO.

Your February 24, 2010 letter also notes that the IRTC Policy Committee approved the revised Metropolitan Planning Area (MPA) for the Indianapolis region of Central Indiana on February 17, 2010. To develop this new MPA, I understand consultation and approval action was also needed from the Madison County Council of Governments (MCCOG, the Anderson MPO) and the Columbus Area Metropolitan Planning Organization (CAMPO, the Columbus MPO). Resolution # 04-10 of the Madison County Council of Governments approving a new MPA for their MPO was adopted on February 4, 2010 and Resolution # 1010-1 of the Columbus Area Metropolitan Planning Organization approving a new MPA for their MPO was adopted on April 28, 2010.

On behalf of Governor Mitch Daniels, Jr. and in accordance with the request stated in your February 24, 2010 letter, I hereby approve the re-designation of the Indianapolis Metropolitan Planning Organization (IMPO) to be the Indianapolis Department of Metropolitan Development, replacing the Indianapolis Metropolitan Development Commission, as the MPO for the Indianapolis Region of Central Indiana.

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Further, in response to your February 24, 2010 letter and as a result of the approval actions of the IRTC Policy Committee, the MCCOG Policy Committee and the CAMPO Policy Committee, INDOT approves on behalf of Governor Mitchell E. Daniels, Jr. the revisions to the Metropolitan Planning Area (MPA) for the Indianapolis MPO.

Sincerely,

Michael B. Cline
Commissioner
Appendix D: MPO Planning Agreement

Planning Agreement between 3 MPOs
MEMORANDUM OF AGREEMENT
BY AND BETWEEN
THE COLUMBUS AREA METROPOLITAN PLANNING ORGANIZATION
AND
THE INDIANAPOLIS DEPARTMENT OF METROPOLITAN DEVELOPMENT
AND
THE MADISON COUNTY COUNCIL OF GOVERNMENTS

In furtherance of mutually beneficial efforts that support the federal "3C" planning process (cooperative, continuing, comprehensive), and a planning effort that transcends subregional boundaries, this agreement replaces the March 2006 Agreement between the three central Indiana Metropolitan Planning Organizations (MPOs) to insure transportation planning coordination. The Columbus Area Metropolitan Planning Organization, herein referred to as CAMPO; the Indianapolis Department of Metropolitan Development (the designated MPO for the Indianapolis Urbanized Area) herein referred to as the IMPO; and the Madison County Council of Governments, herein referred to as MCCOG; agree to coordinate and carry out their planning activities cooperatively so that planning products of the greater regional metropolitan area reflect consistency with best practices and with broader central Indiana goals for air quality and transportation. Areas of coordination, cooperation and consultation between the CAMPO, the IMPO, and the MCCOG are enumerated below:

General

1. Each MPO will cooperate in efforts toward achieving general consistency of plans and air quality issues as they relate to projects that have greater central Indiana regional impacts.

2. Each MPO will cooperate in public participation efforts on plans and on projects of greater central Indiana regional significance.

3. Each MPO will participate, if they desire, as ex-officio members, in the transportation planning process of the other through technical committee memberships, and involvement in regional corridor, subarea, major investment studies, management system development and other studies and plans of central Indiana regional significance.

4. The MPOs agree to meet at least once annually to coordinate and update each agency as to planning efforts and practices, planning products, and potential areas of cooperation to promote efforts that benefit the greater regional community and each MPO. This date shall be determined annually by the MPOs.

Planning Areas & Funding

5. Urbanized Area boundaries (UZA) are defined by the decennial Census. Where boundaries overlap or extend into a previously defined boundary from the prior Census of each MPO, this agreement shall determine how conflicts or overlaps are handled in terms of responsibilities and funding.

6. 2010 Census Urbanized Areas
a. The UZA for the Anderson Urbanized Area was changed by the 2010 Census resulting in areas long served by the MCCOG being included in the Indianapolis Urbanized Area. An agreement was reached between the MCCOG and the IMPO as to the realignment of those boundaries that reassigned those areas to the MCCOG. The areas noted were included in the adjusted UZA boundaries for each MPO in 2013 and approved by FHWA on 1/25/13.

b. In 2010, the IMPO’s Metropolitan Planning Area (MPA) was expanded to include the two townships that encompass the Town of Edinburgh in Johnson and Shelby Counties. The town is part of the Columbus UZA and sits on the borders of Johnson, Shelby, and Bartholomew Counties. This expansion removed the CAMPO from the central Indiana air quality conformity process. The UZA for the Columbus Urbanized Area was changed minimally by the 2010 Census in terms of area formally under their planning jurisdiction.

7. The UZAs and MPAs, as described in number 6(a) and (b) above, for the three MPOs were approved by Federal Highway Administration and the Indiana Department of Transportation in 2013. Funding for each of the three MPOs will be in accordance with the Federal Funds Sharing Agreements and the PL Distribution formula mutually agreed to by the Indiana MPO Council, the INDOT, and the FHWA except as follows:

a. The MCCOG will receive the Sharing Agreement funds for the Census defined UZAs that were agreed to and approved in 2013 (see attached Exhibit A). Any projects undertaken in this area will be the responsibility of the MCCOG to fund unless otherwise agreed to in a separate project agreement. This agreement will take effect following the state fiscal year in which it is signed. This part (7a) of the agreement can be terminated by any party (IMPO or MCCOG) with a thirty (30) day written notification to the other two parties.

b. For the two townships in Johnson/Shelby counties, IMPO will continue to perform applicable air quality conformity determinations. Any projects undertaken in this area will be the responsibility of the CAMPO to fund unless otherwise agreed to in a separate project agreement. This part (7.b) of the agreement can be terminated by any party (IMPO or CAMPO) with a thirty (30) day written notification to the other two parties.

**Unified Planning Work Program**

8. Consult in the development of Unified Planning Work Programs (UPWP) and mutually agree to work collectively on planning projects where possible. The MPOs will consult with each other during the development of their UPWPs.

9. Share UPWP products

**Modelling**

10. Exchange modeling information, data, and models at appropriate levels of geography, attempting where possible to relate the data to the MPO’s existing respective Traffic Analysis Zone systems.

11. Share socio-economic, Census, forecast and survey data results

12. Share trip tables and travel demand model assumptions

**FINAL**
13. Consult in the development of enhanced travel demand models.

14. Share model validation data, including MPA line traffic count data and traffic count data at the external boundaries of the other agencies' model.

Transportation Plan

15. Consult in defining future scenarios, striving for general compatibility including overall strategies and major project assumptions.

16. Develop alternative networks that include appropriate central Indiana strategic connectors.

17. The three agencies will strive to coordinate their plan amendment and update cycles concurrently. This is to produce consistency and the best planning products for the greater region. Plan amendments and updates will require a coordination meeting or conference call at the initiation stage of the process. If further coordination is needed the MPOs will setup a schedule for the process.

Other Related Planning Efforts

18. Consult in defining future scenarios, striving for general compatibility including overall strategies and major project assumptions for bike and pedestrian, transit, and land use planning efforts, especially where greater regional or connectivity issues are beneficial to the overall planning program.

19. Develop alternative networks that include appropriate central Indiana strategic connectors and statewide connectors.

20. Work together to develop regional land use and environmental strategies that promote economic development, smart growth, and an improved quality of life for the greater regional area whenever possible.

Transportation Improvement Program

21. Consult in the development of TIPs, concerning central Indiana regional issues.

22. Share information regarding proposed construction schedules of projects and their impacts across the MPA boundary lines within the central Indiana nine county area.

23. Consult and coordinate approvals for TIP amendments as needed, specifically those involving air quality issues, expansion projects, and projects of regional significance. A uniform process for handling this shall be continued or updated and agreed to by all parties.

Air Quality State Implementation Plan Conformity

The nine county Central Indiana area is currently designated by the federal government as an attainment area for ozone and a nonattainment area for PM 2.5 for five of those counties, one of the PM 2.5 counties being Johnson County. The greater regional area contains the three MPOs to this agreement and includes each of their Metropolitan Planning Areas (MPA). As more than one MPO has authority within a nonattainment area, an agreement is called for by the federal Metropolitan Planning Rules, specifically 23 CFR 450.310(g). This agreement will continue in place, regardless of attainment status as part of an effort to promote best planning practices, cooperation, coordination, and comprehensive planning. This shall be adhered to unless agreed to in a future agreement or mutually written consent.
The MCCOG planning area currently has no attainment issues; however, it is agreed that cooperation and the sections of this agreement noted below will be adhered to by each MPO as part of planning efforts to improve the air quality for the greater regional area and to cooperatively work to improve the health and the quality of life in the greater regional area. While the MCCOG planning area is in attainment, it is impacted by the IMPO region and each of the three MPOs has a shared interest in promoting overall improved air quality.

24. Develop a common set of characteristics for design concept and design scope for identified projects with regional significance in central Indiana that should be included in the regional emissions analysis.

25. Consult on a common set of assumptions used in the mobile emissions model in each area or the central Indiana area.

26. Continue active participation in the central Indiana Air Quality Advisory Group meetings by the IMPO and the MCCOG. The CAMPO will continue to be advised of activities and be invited to participate in the planning activities.

27. Consider sub-area budgets for air quality within the nine county region where appropriate.

As federal or local conditions change, the planning activities may be modified and updated by mutual agreement between the MPOs in writing. Notification of any revised agreement will be made to the transportation and the environmental agencies in the state of Indiana. This agreement will be updated at a minimum of at least every ten years.
Approval and Acceptance by

Columbus Area Metropolitan Planning Organization

Date

Indianapolis Department of Metropolitan Development

Date

Madison County Council of Governments

Date

APPROVED AS TO LEGAL FORM AND

Christopher Steinmetz, Assistant Corporation Counsel
Exhibit A

The Urbanized Areas (UZAs) of Indianapolis and Anderson were changed by the 2010 Census. Areas in Madison and Hancock Counties long served by MCCOG were included in the Indianapolis UZA. Through the process of establishing new Metropolitan Planning Areas (MPAs) and updating UZAs, an agreement was reached between MCCOG and IMPO to reassign those areas to the MCCOG. This change was approved by FHWA and INDOT in 2013.

The map below shows the areas defined by the 2010 Census as part of the Indianapolis urbanized areas located in southwestern Madison county, and the town of Fortville in Hancock County. See the dark red areas surrounded by light blue in the map below.
There are approximately 9,289 people living in the Indianapolis urbanized area being served by MCCOG. This following Table 1 shows the population numbers for the area.

<table>
<thead>
<tr>
<th>Population Breakdown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indianapolis UZA Population (2010 Census)</td>
</tr>
<tr>
<td>Pop of Indy UZA in Anderson UZA</td>
</tr>
<tr>
<td>% of total UZA population</td>
</tr>
</tbody>
</table>

Table 2 below shows the amount of transportation funds MCCOG shall receive from the IMPO. This amount will vary depending upon the Annual Sharing Agreement and the Annual PI Distribution, but should amount to no more than .62% of allocation.

<table>
<thead>
<tr>
<th>Fund Category</th>
<th>% of population</th>
<th>IMPO Funds to MCCOG*</th>
</tr>
</thead>
<tbody>
<tr>
<td>STP Group 1</td>
<td>0.62%</td>
<td>$169,059</td>
</tr>
<tr>
<td>HSIP</td>
<td>0.62%</td>
<td>$43,058</td>
</tr>
<tr>
<td>CMAQ</td>
<td>0.62%</td>
<td>$48,259</td>
</tr>
<tr>
<td>TAP</td>
<td>0.62%</td>
<td>$15,047</td>
</tr>
<tr>
<td>Total</td>
<td>0.62%</td>
<td>$275,423</td>
</tr>
</tbody>
</table>

*The dollar figure changes as the annual allocation changes but amounts to no more than .62% of annual allocation of HSIP, CMAQ, STP and TAP.
Appendix E: Hosting Agreement

In progress