



# Board of Public Works and Safety

## Agenda Item

### Cover Sheet

---

**MEETING DATE:** January 23, 2024

- ☒ Consent Agenda Item
- ☐ New Item for Discussion
- ☐ Previously Discussed Item
- ☐ Miscellaneous

**ITEM #:** 5

**INITIATED BY:** Sarah Davis

- ☒ Information Attached
- ☐ Bring Paperwork from Previous Meeting
- ☐ Verbal
- ☐ No Paperwork at Time of Packets



**TO:** NOBLESVILLE BOARD OF PUBLIC WORKS AND SAFETY

**FROM:** AMY SMITH – ECONOMIC DEVELOPMENT MANAGER

**SUBJECT:** POLICY ANALYTICS - 2024 SERVICE CONTRACT

**DATE:** JANUARY 12, 2024

---

Over the past few years, Policy Analytics has provided financial consulting services to the Redevelopment Commission. This is a renewal agreement to provide the following services:

- Maintain TIF pro-forma statements,
- Incorporate requested updates to the pro-formas
- Run financial simulations of pro-formas
- Maintain TIF boundary maps and prepare boundary maps for newly established TIF areas
- Provide TIF impact as requested by the city for annual reports

Attached to this memo is a services agreement, scope of work, and additional supporting documentation.

## **SERVICES AGREEMENT**

This Services Agreement (hereinafter referred to as "Agreement"), entered into by and between the City of Noblesville, Indiana, a municipal corporation (hereinafter referred to as "City") and Policy Analytics, LLC (hereinafter referred to as "Contractor"), and its successors and assigns, is executed pursuant to the terms and conditions set forth herein. In consideration of those mutual undertakings and covenants, the parties agree as follows:

### **SECTION I. INTERPRETATION AND INTENT**

- 1.1 The "Agreement", as referred to herein, shall mean this Agreement executed by City and Contractor, and shall include this Services Agreement and the Attachment A attached hereto, and any written supplemental agreement or modification entered into between City and Contractor, in writing, after the date of this Agreement.
- 1.2 This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements, written or verbal, between City and Contractor. No statements, promises or agreements whatsoever, in writing or verbal, in conflict with the terms of the Agreement have been made by City or Contractor which in any way modify, vary, alter, enlarge or invalidate any of the provisions and obligations herein stated. This Agreement may be amended and modified only in writing signed by both City and Contractor.
- 1.3 In resolving conflicts, errors, discrepancies and disputes concerning the scope of the work or services to be performed by Contractor or other rights or obligations of City or Contractor the document or provision thereof expressing the greater quantity, quality or scope of service or imposing the greater obligation upon Contractor and affording the greater right or remedy to City, shall govern.
- 1.4 Any interpretation applied to this Agreement, by the parties hereto, by an arbitrator, court of law, or by any other third party, shall not be made against City solely by virtue of City or City's representatives having drafted all or any portion of this Agreement.
- 1.5 This Agreement shall include, and incorporate by reference, any provision, covenant or condition required or provided by law or by regulation of any state or federal regulatory or funding agency.

### **SECTION II. DUTIES OF CONTRACTOR**

- 2.1 Contractor shall provide services as specified in Attachment A, attached hereto and incorporated into this Agreement.

### **SECTION III. TERM**

- 3.1 The term of this Agreement shall begin upon execution and terminate December 31, 2024, ("Termination Date") unless terminated earlier in accordance with this Agreement.

### **SECTION IV. COMPENSATION**

- 4.1 Contractor proposes to furnish all labor, materials and supplies in accordance with the conditions of this Agreement necessary to complete the work as defined in Attachment A. Compensation shall not exceed \$50,000.00

## SECTION V. GENERAL PROVISIONS

- 5.1 Independent Contractor. The parties agree that Contractor is an independent contractor as that term is commonly used and is not an employee of the City. As such, Contractor is solely responsible for all taxes and none shall be withheld from the sums paid to Contractor. Contractor acknowledges that it is not insured in any manner by City for any loss of any kind whatsoever. Contractor has no authority, express or implied, to bind or obligate City in any way.
- 5.2 Subcontracting.  
Approval required. The parties agree that Contractor shall not subcontract, assign or delegate any portion of this Agreement or the services to be performed hereunder without prior written approval of City. In the event that City approves of any such subcontracting, assignment or delegation, Contractor shall remain solely responsible for managing, directing and paying the person or persons to whom such responsibilities or obligations are sublet, assigned or delegated. City shall have no obligation whatsoever toward such persons. Contractor shall take sole responsibility for the quality and quantity of any services rendered by such persons. Any consent given in accordance with this provision shall not be construed to relieve Contractor of any responsibility for performing under this Agreement.
- 5.3 Necessary Documentation. *N/A*
- 5.4 Records; Audit. Contractor shall maintain books, records, documents and other evidence directly pertinent to performance of services under this Agreement. Contractor shall make such materials available at its offices at all reasonable times during the Agreement period copies thereof, if requested, shall be furnished at no cost to City.
- 5.5 Ownership.
- 5.5.1 "Works" means works of authorship fixed in any tangible medium of expression by Contractor or its officers, employees, agents or subcontractors in the course of performing the services under this Agreement, including, but not limited to, computer programs, electronic art, computer generated art, notes, specifications, drawings, flow charts, memoranda, correspondence, records, notebooks, documentation, reports and charts, regardless of the medium in which they are fixed, and all copies thereof .
- 5.5.2 All Works made or created by Contractor, either solely or jointly with City, in the course of Contractor's performance of services under this Agreement shall be deemed to be works for hire and are and shall be the exclusive property of City. At City's request, Contractor will execute all documents reasonably required to confirm or perfect ownership of such Works and any corresponding copyright rights in and to such Works in City. Without the prior written consent of City, Contractor shall not use, copy or prepare derivative works of the Works, or any parts of them, other than as related to the performance of this Agreement. During the performance of this Agreement, Contractor shall be responsible for loss or damage to the Works while they are in Contractor's possession or control. Any

loss or damage shall be restored at Contractor's expense. City shall have free and unlimited access to the Works at all times and, upon demand, shall have the right to claim and take possession of the Works and all copies. Notwithstanding the foregoing, Contractor shall be entitled to retain a set of its work papers for archival purposes only, in accordance with applicable professional standards.

5.6 Insurance.

Minimum Insurance Requirements. Prior to commencing Work, the Contractor shall purchase and maintain from insurance companies lawfully authorized to do business in Indiana policies of insurance acceptable to the City, which afford the coverages set forth below. Insurance shall be written for not less than limits of liability specified or required by law, whichever coverage is greater, and shall include coverage for Contractor's indemnification obligations contained in this Agreement. Certificates of Insurance acceptable to the City shall be given to the City prior to commencement of the Work and thereafter upon renewal or replacement of each required policy of insurance. Each policy must be endorsed to provide that the policy will not be cancelled or allowed to expire until at least thirty (30) days' prior written notice has been given to the City; provided however that such policies may be cancelled with only ten (10) days' prior notice for non-payment of premium. The required coverages and limits which Contractor is required to obtain are as follows:

A. Commercial General Liability

|                      |   |
|----------------------|---|
| Limits of Liability: | \$2,000,000 General Aggregate             |
|                      | \$2,000,000 Products & Completed Ops.     |
|                      | \$1,000,000 Bodily Injury/ Prop. Damage   |
|                      | \$1,000,000 Personal / Advertising Injury |
|                      | \$1,000,000 Each Occurrence               |

B. Auto Liability

|                      |  |
|----------------------|--|
| Limits of Liability: | \$500,000 Per Accident                 |
| Coverage Details     | All owned, non-owned, & hired vehicles |

C. Workers Compensation and Employer's Liability

As required by Indiana law.

D. Professional/Errors & Omissions Liability

N/A

All coverage provided above shall be endorsed to include the City as an additional insured except for the Worker's Compensation/ Employer's Liability policy.

5.7 Termination for Cause or Convenience.

- 5.7.1 If Contractor becomes insolvent, or if it refuses or fails to perform the work and services provided by this Agreement, or if it refuses to perform disputed work or services as directed pending resolution of such dispute, or if it fails to make payments to subcontractors employed by it, or if it otherwise violates or fails to perform any term, covenant or provision of this Agreement, then City may, without prejudice to any other right or remedy, terminate this Agreement in whole or in part, in writing, provided that Contractor shall be given (1) not less than ten (10) calendar days written notice of City's intent to terminate, and (2) an opportunity for consultation with City prior to termination. In determining the amount of final payment to be made to Contractor upon such termination for default, if any, no amount shall be allowed for anticipated profit on unperformed services or other work; furthermore, an adjustment shall be made to the extent of any additional costs incurred or reasonably foreseen by City to be incurred by reason of Contractor's default.
- 5.7.2 This Agreement may be terminated in whole or in part in writing by City for City's convenience; provided that Contractor is given (1) not less than ten (10) calendar days written notice of intent to terminate and (2) an opportunity for consultation with City prior to termination. If City terminates for convenience, Contractor's compensation shall be equitably adjusted.
- 5.7.3 Upon receipt of notice of termination for default or for City's convenience, Contractor shall (1) promptly discontinue all services affected, unless the termination notice directs otherwise, and (2) deliver or otherwise make available to City all Works and such other information, materials or documents as may have been accumulated by Contractor in performing this Agreement, whether completed or in process.
- 5.7.4 If, after termination for Contractor's default, it is determined that Contractor was not in default, the termination shall be deemed to have been made for the convenience of City. In such event, adjustment of the price provided for in this Agreement shall be made as provided in Section 5.8.1 and the recovery of such price adjustment shall be Contractor's sole remedy and recovery.

5.8 Termination for Failure of Funding. Notwithstanding any other provision of this Agreement, if funds for the continued fulfillment of this Agreement by City are at any time insufficient or not forthcoming through failure of any entity to appropriate funds or otherwise, then City shall have the right to terminate this Agreement without penalty by giving written notice documenting the lack of funding, in which instance this Agreement shall terminate and become null and void on the last day of the fiscal period for which appropriations were received. City agrees that it will make its best efforts to obtain sufficient funds, including but not limited to, requesting in its budget for each fiscal period during the term hereof sufficient funds to meet its obligations hereunder in full.

5.9 Indemnification. To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the City and its board, agents and employees of any of them ("Indemnitees") from and against claims, damages, losses and expenses, including but

not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), including loss of use, caused by Contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this Section. The Contractor's indemnification under this Section shall survive both final payment and the termination of this Agreement.

- 5.10 Notice. Any notice required to be sent under this Agreement shall be sent by internationally recognized overnight courier, certified mail, or other delivery method which provides confirmation of receipt and shall be directed to the persons and addresses specified below (or such other persons and/or addresses as any party may indicate by giving notice to the other party):

To Contractor:  
Policy Analytics, LLC  
Attn: William J. Sheldrake  
115 W. Washington St.,  
Suite 425  
Indianapolis, IN 46204

To City:  
City of Noblesville  
Attn: Economic Development  
16 S. 10<sup>th</sup> Street  
Noblesville, IN 46060

*Courtesy Copy:*  
City Attorney  
16 S. 10<sup>th</sup> Street  
Noblesville, IN 46060

- 5.11 Disputes. Contractor shall carry on all work required under this Agreement and maintain the schedule for services during all disputes or disagreements with City. No work shall be delayed or postponed pending resolution of any disputes or disagreements except as Contractor and City may otherwise agree in writing. Should Contractor fail to continue to perform its responsibilities as regards all non-disputed work without delay, any additional costs incurred by City or Contractor as a result of such failure to proceed shall be borne by Contractor, and Contractor shall make no claim against the City for such costs. City may withhold payments on disputed items pending resolution of the dispute.
- 5.12 Non-discrimination. The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age or national origin. The Contractor will take affirmative action to ensure that applicants are employed without regard to their race, color, religion, sex, age or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- 5.13 Conflict of Interest.

- 5.13.1 Contractor certifies and warrants to City that neither it nor any of its officers, agents, employees, or subcontractors who will participate in the performance of any services required by this Agreement has or will have any conflict of interest, direct or indirect, with City.
- 5.13.2 For purposes of compliance with IC 36-1-21, Contractor certifies and warrants to City that Contractor, or a person who wholly or partially owns Contractor, is not a relative, as that term is defined by IC 36-1-21-3, of an elected official of Noblesville, Indiana.
- 5.14 Non-contingent Fees. Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees. For breach or violation of this warranty City shall have the right to annul this Agreement without liability or in its discretion to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.
- 5.15 Force Majeure. In the event that either party is unable to perform any of its obligations under this Agreement - or to enjoy any of its benefits - because of fire, explosion, power blackout, natural disaster, strike, embargo, labor disputes, war, terrorism, acts of God, acts or decrees of governmental bodies or other causes beyond such party's reasonable control (hereinafter referred to as Force Majeure Event), the party who has been so affected shall immediately give notice to the other and shall take commercially reasonable actions to resume performance. Upon receipt of such notice, all obligations under this Agreement shall immediately be suspended except for payment obligations with respect to service already provided. If the period of nonperformance exceeds sixty (60) days from the receipt of the Force Majeure Event, the party whose ability to perform has not been so affected may, by giving written notice, terminate this Agreement.
- 5.16 Applicable Laws; Forum.
- 5.16.1 Contractor agrees to comply with all applicable federal, state and local laws, rules, regulations or ordinances, and all provisions required thereby to be included in this Agreement are hereby incorporated by reference. This includes, but is not limited to, the Federal Civil Rights Act of 1964 and, if applicable, the Drug-Free Workplace Act of 1988. The enactment of any state or federal statute or the promulgation of regulations thereunder after execution of this Agreement shall be reviewed by City and Contractor to determine whether the provisions of the Agreement require formal modification.
- 5.16.2 This Agreement shall be construed in accordance with the laws of the State of Indiana, and by all applicable Municipal Ordinance or Codes of the City of Noblesville, County of Hamilton. Suit, if any, shall be brought in the State of Indiana, County of Hamilton.
- 5.17 Waiver. City's delay or inaction in pursuing its remedies set forth in this Agreement, or available by law, shall not operate as a waiver of any of City's rights or remedies.



- 5.18 Severability. If any provision of this Agreement is held to be invalid, illegal, or unenforceable by a court of competent jurisdiction, the provision shall be stricken, and all other provisions of this Agreement which can operate independently of such stricken provisions shall continue in full force and effect.
- 5.19 Attorneys' Fees. Contractor shall be liable to City for reasonable attorneys' fees incurred by City in connection with the collection or attempt to collect, any damages arising from the negligent or wrongful act or omission of Contractor, or from Contractor's failure to fulfill any provisions or responsibility provided herein.
- 5.20 Successors and Assigns. City and Contractor each binds itself and its partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement; except as otherwise provided herein, Contractor shall not assign, sublet or transfer its interest in this Agreement without the written consent of City. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of City or the Contractor.
- 5.21 Authority to Bind Contractor. Notwithstanding anything in this Agreement to the contrary, the signatory for Contractor represents that he/she has been duly authorized to execute agreements on behalf of Contractor and has obtained all necessary or applicable approval from the home office of Contractor to make this Agreement fully binding upon Contractor when his/her signature is affixed and accepted by City.
- 5.22 Debarment and Suspension
- 5.22.1 Contractor certifies, by entering into this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from or ineligible for participation in any Federal assistance program by any Federal department or agency, or by any department, agency or political subdivision of the State of Indiana. The term "principal" for purposes of this Agreement means an officer, director, owner, partner, key employee, or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of Contractor.
- 5.22.2 Contractor certifies, by entering into this Agreement, that it does not engage in investment activities in Iran as more particularly described in IC 5-22-16.5.
- 5.22.3 Contractor shall provide immediate written notice to City if, at any time after entering into this Agreement, Contractor learns that its certifications were erroneous when submitted, or Contractor is debarred, suspended, proposed for debarment, declared ineligible, has been included on a list or received notice of intent to include on a list created pursuant to IC 5-22-16.5, voluntarily excluded from or becomes ineligible for participation in any Federal assistance program. Any such event shall be cause for termination of this Agreement as provided herein.

5.22.4 Contractor shall not subcontract with any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in any Federal assistance programs by any Federal department or agency, or by any department, agency or political subdivision of the State of Indiana.

5.23 Compliance With E-Verify Program. Pursuant to IC 22-5-1.7, Contractor shall enroll in and verify the work eligibility status of all newly hired employees of Contractor through the E-Verify Program ("Program"). Contractor is not required to verify the work eligibility status of all newly hired employees through the Program if the Program no longer exists.

5.23.1 Contractor and its subcontractors shall not knowingly employ or contract with an unauthorized alien or retain an employee or contract with a person that Contractor or its subcontractor subsequently learns is an unauthorized alien. If Contractor violates this Section 5.24, City shall require Contractor to remedy the violation not later than thirty (30) days after City notifies Contractor. If Contractor fails to remedy the violation within the thirty (30) day period, City shall terminate the contract for breach of contract. If City terminates the contract, Contractor shall, in addition to any other contractual remedies, be liable to City for actual damages. There is a rebuttable presumption that Contractor did not knowingly employ an unauthorized alien if Contractor verified the work eligibility status of the employee through the Program.

5.23.2 If Contractor employs or contracts with an unauthorized alien but City determines that terminating the contract would be detrimental to the public interest or public property, City may allow the contract to remain in effect until City procures a new contractor.

5.23.3 Contractor shall, prior to performing any work, require each subcontractor to certify to Contractor that the subcontractor does not knowingly employ or contract with an unauthorized alien and has enrolled in the Program. Contractor shall maintain on file a certification from each subcontractor throughout the duration of the Project. If Contractor determines that a subcontractor is in violation of this Section 5.24, Contractor may terminate its contract with the subcontractor for such violation.

5.23.4 Pursuant to IC 22-5-1.7 a fully executed affidavit affirming that the business entity does not knowingly employ an unauthorized alien and confirming Contractor's enrollment in the Program, unless the Program no longer exists, shall be filed with City prior to the execution of this Agreement. This Agreement shall not be deemed fully executed until such affidavit is filed with the City.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates subscribed below.

**Policy Analytics, LLC ("Contractor")**

By: Wm T. Secor

Date: 1-16-2024

Printed: Wm T. Secor

Title: President

**City of Noblesville**

By: Chris Jensen

Date: 01/18/2024

Printed: Chris Jensen

Title: Mayor

### E-Verify Affidavit

Pursuant to Indiana Code 22-5-1.7-11, the Contractor entering into a contract with the City is required to enroll in and verify the work eligibility status of all its newly hired employees through the E-Verify program. The Contractor is not required to verify the work eligibility status of all its newly hired employees through the E-Verify program if the E-Verify program no longer exists.

The undersigned, on behalf of the Contractor, being first duly sworn, deposes and states that the Contractor does not knowingly employ an unauthorized alien. The undersigned further affirms that, prior to entering into its contract with the City, the undersigned Contractor will enroll in and agrees to verify the work eligibility status of all its newly hired employees through the E-Verify program.

(Contractor): POUCH ANALYTICS, LLC  
By (Written Signature): William J. Sheppard  
(Printed Name): WILLIAM J SHEPPARD  
(Title): PRESIDENT

Important - Notary Signature and Seal Required in the Space Below

STATE OF INDIANA

SS:

COUNTY OF MARION

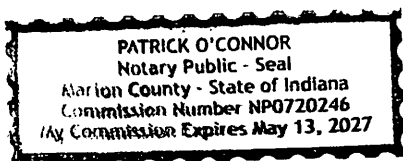
Subscribed and sworn to before me this 16TH day of JANUARY,  
2024.

My commission expires: 5/13/27

(Signed)

Patrick O'Connor

a. Residing in MARION County, State of INDIANA



**ATTACHMENT A**

January 12, 2024

Andrew Murray  
Director – Economic Development  
City of Noblesville  
16 South 10<sup>th</sup> Street  
Noblesville, IN 46060

Re: Phase Six Engagement for Providing an Analysis of the Tax Increment Financing Districts in the City of Noblesville and Budget and Tax Rate Simulations

Dear Mr. Murray,

This letter of engagement, made and entered into effective as of January 1, 2024 and continuing through March 31, 2025, sets forth the terms pursuant to which the City of Noblesville, (“City”) has agreed to engage Policy Analytics, LLC (“Policy Analytics”), for the provision of professional public finance services to provide analysis relevant to the City’s understanding and management of the Tax Increment Financing [“TIF”] districts included within the City’s boundaries and to undertake property tax base and tax rate estimations in support of the City’s financial and budgetary planning.

Under this engagement, Policy Analytics will accomplish the tasks as described below, in accordance with accepted professional standards. This engagement is the sixth phase of this engagements and builds on the analysis completed in all the prior phases. Policy Analytics’ analytical and consulting tasks shall include but not be limited to the following:

**Phase Six**

1. Provide impact of the City’s TIF districts for the RDC’s required annual report,
  - Over the next 12 months, Policy Analytics will deliver the impacts for requested annual reports and provide any necessary support for the annual report
2. Maintain the TIF pro-forma statements with 1 additional year of actual information
  - Jan 1, 2024 certified assessed values (pay(25) AV)
  - 2024 certified budget order
  - Adjust the projected AVs and revenues accordingly
3. Assist the City in advancing the TIF pro-forma statements to a management tool
  - Incorporate future development investments and expenditures (as provided by the city)

- Project increment revenue from city provided investments
- 4. Continued enhancements to the TIF pro-forma statements, including:
  - City requested enhancements limited to scope and budget, and
  - The development of a summary pro-forma statement
- 5. Maintain TIF boundary maps and prepare boundary maps for newly established TIFs.
  - Participate in discussions with the County Auditor to implement the results from the TIF district boundary audit conducted under previous Phases
- 6. As requested, assist Noblesville with review of policy considerations
  - Run financial simulations of TIF proformas
  - Using PALLC's proprietary property tax model, run simulations for circuit breaker and tax rate impacts

Policy Analytics will undertake the tasks within the scope defined above, in accordance with the conditions of this Engagement Letter, and for a total amount not-to-exceed fifty thousand dollars (\$50,000.00), which not-to-exceed applies solely to the tasks described above as included in Phase Six.

In addition to the condition stated above, should the scope or duration of this engagement change, or other circumstances require amendment to the above not-to-exceed amount, it may be amended in writing in accordance with the provisions of this agreement. Policy Analytics is not required to undertake any tasks beyond the scope stated in Phase Six, above, or the duration defined above without a written agreement and the City is not required to pay Policy Analytics more than the not-to-exceed amount of \$50,000.00 without a written agreement or amendment of this Engagement Letter signed by both parties.

Time spent on this engagement will be billed on a periodic basis with payment being due within thirty (30) days of billing. Billing for professional services does not include reimbursement for other direct expenses. Other reasonable expenditures incurred by Policy Analytics accomplishing the tasks under this engagement will be reimbursed at actual cost, after approval of the City, upon presentation of valid documentation.

Regarding this engagement, Policy Analytics is acting as an independent contractor and not in any other capacity with duties owing solely to the City. All aspects of the relationship created by this Engagement Letter shall be governed by and construed in accordance with the laws of the State of Indiana, applicable to contracts made and to be performed therein.

All individuals performing work on behalf of Policy Analytics under this Engagement Letter shall be considered employees or contractors of Policy Analytics. Policy Analytics reserves the right to retain the use of employees or subcontractors to conduct the services contemplated in this Engagement Letter and all decisions regarding the selection, hiring and retention of such employees or subcontractors shall be in the exclusive discretion of Policy Analytics.

To the extent Policy Analytics uses or develops any new or advanced financial analysis tools in the performance of this Engagement Letter, including but not limited to software, those products and or/processes shall remain the exclusive property of Policy Analytics.

All deliverables produced under this Engagement Letter shall be considered the exclusive property of the City, which has the right to distribute as the City decides. The release of the above deliverables is under the purview of the City and its authorities. Policy Analytics will not meet with media outlets or elected officials concerning the work under this Engagement Letter without the direction and approval of the City.

Policy Analytics' deliverables and work product generated under this engagement remain confidential until released or directed to be released by the City. Confidential information shall not include information that is required to be disclosed pursuant to governmental authority, all applicable state and federal laws (including but not limited to Indiana's Access to Public Records Act, if applicable), regulation, duly authorized subpoena or court order whereupon Policy Analytics shall provide notice to the City prior to such disclosure.

The City has all requisite power and authority to enter into this Engagement Letter and the transactions contemplated hereby. This Engagement Letter when signed below has 1) been duly and validly authorized by all necessary action on the part of the City, 2) has been duly executed and delivered by an authorized representative of the City, and 3) constitutes a legal, valid and binding agreement between the City and Policy Analytics, enforceable in accordance with its terms.

Please note that this Engagement Letter supersedes any prior agreements, representations or promises of any kind, whether written, oral, express or implied between the parties hereto with respect to the subject matters herein. This Engagement Letter cannot be changed, unless in writing, signed by an authorized officer of the City and Policy Analytics.

We at Policy Analytics are delighted to accept this engagement and look forward to working with you on this assignment. Please confirm that the foregoing is in accordance with your understanding by signing and returning to us the enclosed duplicate of this Engagement Letter.

Very truly yours,

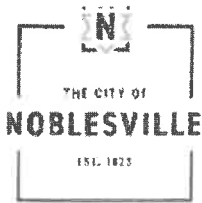


William J. Sheldrake  
President, Policy Analytics, LLC

**Accepted and Agreed to as of the date first written above:**

Andrew Murray  
Director – Economic Development  
City of Noblesville

\_\_\_\_\_  
Date



## FINANCE &amp; ACCOUNTING

## Funding Verification/Encumbrance Request Form

Date to be submitted to BoW/Park Board: 1/23/2024 (put N/A if not submitting to BoW/Park Board)Vendor name: Policy Analytics LLCVendor Address: 7236 115 W. Washington St, Suite 425, Indianapolis, IN 46204Brief description of purchase: Financial Consulting

## Source of Funding:

- ☐ Current Year Operational Budget
- ☐ Subsequent Year Operational Budget<sup>1</sup>
- ☐ Funding not yet finalized (attach explanation)<sup>2</sup>
- ☐ Loan or debt proceeds
- ☒ Non-Appropriated Fund<sup>3</sup>

|                                |                      |
|--------------------------------|----------------------|
| Fund #                         | 500                  |
| Department #                   | 011                  |
| Project # (NA if no project #) | NA                   |
| Expense Object #               | Amount               |
| #1                             | 312.100 \$ 50,000.00 |
| #2                             |                      |
| #3                             |                      |

- 1) This option may only be selected AFTER the adoption of the subsequent year budget. OFA will create a PO after the start of the next year. If contract details change in between form submission and the start of the year, contact OFA Staff.
- 2) This option may only be selected in unusual circumstances. An additional FVF will need to be submitted to OFA once funding source has been determined. OFA will not create a PO until this follow-up form has been submitted.
- 3) These funds are not appropriated through the annual budget process. They include but are not limited to grant funds and impact fee funds.

Are you requesting that a Purchase Order (PO) be created for this expenditure?

- ☒ Yes Select for all purchases/contracts that will not be paid immediately
- ☐ No Select ONLY if department plans to initiate payment immediately

The Department certifies that sufficient appropriation authority exists in the stated fund and expense series to obligate the expense for future payment.

Department Director

  
(Signature)

Andrew Murray

(Printed Name)

1.12.2023

(Date)

Please email completed form to [OFAbudget@noblesville.in.us](mailto:OFAbudget@noblesville.in.us)

FOR OFFICE OF FINANCE AND ACCOUNTING USE ONLY

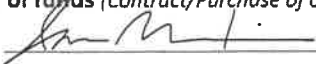
## OFA Action Taken

- ☒ Purchase Order Created
- ☒ Reviewed Availability of funds (Contract/Purchase of over \$50k or paid with debt proceeds only)

PO # (If applicable):

240051

OFA Signature



- ☐ No Action Taken (Department should still include this form in purchase/contract approval submission)

Comments:

Initials:

HTDate: 01/12/2024



**PURCHASE ORDER**  
**CITY OF NOBLESVILLE**  
16 SOUTH 10TH STREET STE 270

Form 98 (Rev. 1998)

PAGE: 1

INDIANA RETAIL TAX EXEMPT  
CERTIFICATE NO. 0031216070010

FEDERAL EXCISE TAX EXEMPT  
356001141

NOBLESVILLE IN 46060  
PHONE: 317-776-6328  
FAX: 317-776-6369

**PURCHASE ORDER NO. 240051**

THIS NUMBER MUST APPEAR ON INVOICES, A/P  
VOUCHER, DELIVERY MEMO, PACKING SLIPS,  
SHIPPING LABELS AND ANY CORRESPONDENCE.

**SHIP TO:****TO**

**VENDOR # 7236**  
**POLICY ANALYTICS LLC**  
**115 W WASHINGTON ST**  
**SUITE 425**  
**INDIANAPOLIS IN 46204**

**ATTN:**

| DATE                    |          | DEPARTMENT |                      | SHIP TO ARRIVE BY |            |          |
|-------------------------|----------|------------|----------------------|-------------------|------------|----------|
| 01/01/2024              |          | ED         |                      |                   |            |          |
| APPROPRIATION<br>NUMBER | QUANTITY | UNIT       | DESCRIPTION          | PROJECT #         | UNIT PRICE | AMOUNT   |
| 500011312.100           | 1.0      |            | FINANCIAL CONSULTING |                   | 50000.00   | 50000.00 |

|  |          |          |
|--|----------|----------|
|  | SHIP VIA | TOTAL    |
|  |          | 50000.00 |

**SHIPPING INSTRUCTIONS**

\* SHIP PREPAID  
\* C.O.D. SHIPMENTS CANNOT BE ACCEPTED  
\* PURCHASE ORDER NUMBER MUST APPEAR ON ALL  
SHIPPING LABELS.  
\* THIS ORDER ISSUED IN COMPLIANCE WITH CHAPTER 99, ACTS 1945  
AND ACTS AMENDATORY THEREOF AND SUPPLEMENTAL THERETO.

**PAYMENT**

\* A/P VOUCHER CANNOT BE APPROVED FOR PAYMENT UNLESS THE P.O. NUMBER IS  
MADE A PART OF THE VOUCHER AND EVERY INVOICE AND VOUCHER HAS THE  
PROPER SWORN AFFIDAVIT ATTACHED.  
\* I HEREBY CERTIFY THAT THERE IS AN UNOBLIGATED BALANCE IN  
THIS APPROPRIATION SUFFICIENT TO PAY FOR THE ABOVE ORDER.

ORDERED BY

TITLE

CONTROLLER

**ORIGINAL - VENDOR'S COPY**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/18/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|  |  |  |  |
|--|--|--|--|
| <b>PRODUCER</b><br>EPIC INSURANCE MIDWEST<br>PO BOX 80159<br><br>INDIANAPOLIS IN 46280-0159              |  | <b>CONTACT</b><br>NAME:<br>PHONE (A/C, No, Ext): 317-575-9999 FAX (A/C, No):<br>E-MAIL ADDRESS:  |  |
| <b>INSURED</b><br>POLICY ANALYTICS LLC<br>115 W WASHINGTON ST<br>SUITE 425<br>INDIANAPOLIS IN 46204-3420 |  | <b>INSURER(S) AFFORDING COVERAGE</b><br>INSURER A: SELECTIVE INS CO OF AMERICA NAIC # 12572<br>INSURER B: SELECTIVE INS CO OF SOUTH CAROLINA 19259<br>INSURER C:<br>INSURER D:<br>INSURER E:<br>INSURER F: |  |

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE   | ADDL INSD                           | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |
|----------|---|-------------------------------------|----------|---------------|-------------------------|-------------------------|---|
| A        | COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> Business Owners<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC<br>OTHER: | X                                   |          | S 2352298     | 2/5/2023                | 2/5/2024                | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000<br>MED EXP (Any one person) \$ 10,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 3,000,000<br>PRODUCTS - COMP/OP AGG \$ 3,000,000<br>\$ |
|          | AUTOMOBILE LIABILITY<br><input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/>  |                                     |          | S 2352298     | 2/5/2023                | 2/5/2024                | COMBINED SINGLE LIMIT (Ea accident) \$ Included<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$  |
|          | UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ ZERO<br><input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE  |                                     |          | S 2352298     | 2/5/2023                | 2/5/2024                | EACH OCCURRENCE \$ 1,000,000<br>AGGREGATE \$ 1,000,000<br>\$  |
|          | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  | Y/N<br><input type="checkbox"/> N/A |          | WC 9085519    | 2/5/2023                | 2/5/2024                | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 500,000<br>E.L. DISEASE - EA EMPLOYEE \$ 500,000<br>E.L. DISEASE - POLICY LIMIT \$ 500,000   |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

This Certificate of Liability Insurance was created by Selective on behalf of the agent.

CITY OF NOBLESVILLE is included as additional insured with respect to General Liability as required by written contract or agreement.

**CERTIFICATE HOLDER****CANCELLATION**

|   |   |
|---|---|
| CITY OF NOBLESVILLE<br>16 S 10TH ST<br><br>Noblesville IN 46060 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br> |
|---|---|

© 1988-2015 ACORD CORPORATION. All rights reserved.

AGENCY CUSTOMER ID: \_\_\_\_\_

LOC #: \_\_\_\_\_



## ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

|  |                    |                                       |   |
|--|--------------------|---------------------------------------|---|
| AGENCY<br>EPIC INSURANCE MIDWEST       |                    | NAMED INSURED<br>POLICY ANALYTICS LLC |   |
| POLICY NUMBER<br>S 2352298             |                    | 115 W WASHINGTON ST<br>SUITE 425      |   |
| CARRIER<br>SELECTIVE INS CO OF AMERICA | NAIC CODE<br>12572 | INDIANAPOLIS                          | IN 46204-3420<br>EFFECTIVE DATE: 2/5/2023 |

### ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: ACORD 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

#### FINANCIAL RESPONSIBILITY LAW

The Indiana Bureau of Motor Vehicles ("BMV") requires that insurance carriers inform insureds of the requirement to continuously maintain financial responsibility when owning and operating a motor vehicle in Indiana. The BMV requires that you be made aware of the following:

- You must continuously maintain financial responsibility as long as the vehicle is operated on a public highway in Indiana.
- The BMV may, at any time, verify that you have financial responsibility in effect.
- If you fail to maintain financial responsibility as required, the Bureau shall suspend your driving privileges or your motor vehicle registration or both.
- The Bureau may use a third party to request proof of financial responsibility from you.

JOB #

JOB LOCATION