



Mid-Ohio Regional
Planning Commission

111 Liberty Street, Suite 100
Columbus, Ohio 43215

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TTY 1.800.750.0750

www.morpc.org

NOTICE OF A MEETING

EXECUTIVE COMMITTEE MEETING
MID-OHIO REGIONAL PLANNING COMMISSION
111 LIBERTY STREET, SUITE 100
COLUMBUS, OH 43215
SCIOTO CONFERENCE ROOM

Thursday, March 2, 2017
1:30 p.m.

AGENDA

1. **Welcome** – Rory McGuiness, Chair
2. **Consent Agenda**
 - Approval of [January 5, 2017 minutes](#)
3. **Executive Director's Report** – William Murdock
4. **[Nominating Committee Report](#)** – Karen Angelou, Chair
5. **Committee Updates**
 - **Regional Policy Roundtable** – Laura Koprowski
 - **Regional Data Advisory Committee** – Nancy Reger
 - **Transportation Policy Committee** – Thea Walsh
6. **[Proposed Resolution 02-17](#)**: "Acceptance of revision to fund account appropriations for the operation of the Mid-Ohio Regional Planning Commission for 2017" – Shawn Hufstedler
7. **[Quarterly Financial Statements](#)** – Shawn Hufstedler
8. **Draft Commission Agenda**
9. **Other Business**
10. **Executive Session - ORC Section 121.22 (G) (2)**
Purpose: to consider the purchase of property for public purposes, or for the sale of property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest.

William Murdock, AICP
Executive Director

Matt Greeson
Chair

Rory McGuiness
Vice Chair

Karen J. Angelou
Secretary

11. Building Committee Report – Derrick Clay, Building Committee Chair

- **Proposed Resolution 03-17:** “Authorizing the executive director to enter into contract to purchase a building and/or related lease agreement which may contain a bargain purchase option”
- **Proposed Resolution 04-17:** “Authorizing the executive director to enter into a building lease for up to 11 years”

PLEASE NOTIFY SHARI SAUNDERS AT 614-233-4169 OR
ssaunders@morpc.org IF YOU REQUIRE SPECIAL ASSISTANCE.

The next Executive Committee Meeting is

Thursday, April 6, 2017 at 1:30 p.m.

111 Liberty Street, Suite 100

Columbus, Ohio 43215

When you arrive in MORPC's lobby, a video screen will display the day's meetings. Each meeting will list a phone extension. Use the phone in the lobby to call the extension and someone will come escort you to the meeting.

When parking in MORPC's parking lot, please be sure to park in a MORPC visitor space or in a space marked with an “M”. Handicapped parking is available at the side of MORPC's building. MORPC is accessible by CBUS.

Mid-Ohio Regional Planning Commission

Executive Committee Meeting Minutes

Thursday, January 5, 2017
1:30 p.m.

Members Present

Karen Angelou	Matt Greeson	Eric Phillips
Tracie Davies	Rory McGuinness	
Michael Ebert	Gary Merrell	

MORPC Staff Present

Kerstin Carr	Eileen Leuby	Shari Saunders
Shawn Hufstedler	William Murdock	Thea Walsh
Ciel Klein	Christina O'Keeffe	
Laura Koprowski	Nancy Reger	

Welcome – Rory McGuinness

Chair Rory McGuinness called the meeting to order at 1:30 p.m.

Consent Agenda

Gary Merrell made a motion to approve the Consent Agenda, second by Tracie Davies; motion passed.

Executive Director's Report – William Murdock

William Murdock reported that he stepped down from the Ohio Lake Erie Commission and will be cycling out of the Chair of the OARC Policy Committee this year. He will likely become the Chair of the National Association of Regional Councils (NARC) Executive Directors Board this year.

There are a number of Commission members and MORPC Team Members going on the annual trip to Washington, DC for the NARC National Conference of Regions and Hill visits in February. Contact Mr. Murdock or Laura Koprowski if there is a particular legislative item you would like the team to advocate for while in Washington.

Membership has lapsed for the Villages of New Lexington and West Jefferson. Both have had recent leadership changes. Orange Township in Delaware County has expressed interest in joining MORPC.

Nominations are needed for the 2017 State of the Region Awards. The nomination deadline has been extended to January 13, 2017. The keynote speaker for the April 20, 2017 State of the Region Luncheon is Anne Schwieger, Broadband and Digital Equity Advocate for the City of Boston. This year the luncheon is at the Union Station Ballroom at the Greater Columbus Convention Center. Invitations will be sent soon.

Mr. Murdock announced that MORPC Regional Data & Mapping Director Nancy Reger is retiring in March. The job position has been posted and will be sent to Executive Committee Members.

Applications are now being accepted for the Spring 2017 insight2050 Academy. The academy begins March 3, 2017 with a maximum class size of 30. The cost is \$100. [Application Forms](#) were distributed to Executive Committee members. Applications are due February 28, 2017.

At the end of December the U.S. DOT issued an MPO Coordination Rule. MORPC Team Members are not sure of the implications, but will keep the Executive Committee informed as they learn more.

The Ohio EPA approached MORPC for additional water resources planning (208 planning) in which MORPC would help resolve disputes between communities. MORPC is not pursuing the request. Ohio EPA may contract with MORPC for technical advice.

Building Committee Update – Derrick Clay

MORPC Team Members have been evaluating the building proposals received. The Building Committee will meet next week to review and evaluate the options. The committee will also tour the proposed spaces. In the meantime, MORPC has engaged an architecture firm to address space needs. The committee anticipates bringing a recommendation to the Executive Committee and Commission at the March meetings.

Central Ohio Rural Planning Organization – Thea Walsh

The first meeting of the Central Ohio Rural Planning Organization (CORPO) is Friday, January 6, 2017. Agenda items include adopting bylaws and selecting leadership. The elected chair will present reports at Commission meetings. Each county in CORPO will hold regularly scheduled county-level meetings.

Nominating Committee Update – Matt Greeson

Matt Greeson will appoint the 2017 Nominating Committee at the January Commission meeting. Karen Angelou will chair the committee. The committee's first meeting is February 9, 2017.

Regional Policy Roundtable Update – Laura Koprowski

The next meeting for the Regional Policy Roundtable is January 17, 2017. Steve Campbell will continue to serve as chair and Kim Maggard will continue to serve as vice-chair.

MORPC Team Members are meeting with new Ohio legislators in the next few months to establish and build relationships with them.

MORPC, the City of Columbus, COTA and the Columbus Regional Airport Authority sent a [joint letter](#) to the Ohio EPA commenting on the Volkswagen settlement.

Sustainability Advisory Committee Update – Kerstin Carr & Christina O’Keeffe

The next meeting of the Sustainability Advisory Committee is January 18, 2017. Steve Stolte has completed his term as chair. Jim Schimmer is the new chair and Mayor Mike Compton is the new vice-chair. Kerstin Carr and Christina O’Keeffe gave updates on the working groups:

- The Central Ohio Greenways Board has made great achievements over the past year. It is currently identifying cohesive trail design and signage, and is working with counties in the region on developing trail corridor plans.
- The Greenways & Water Quality Working Group has reorganized into the Central Ohio Water Resources Working Group. Its first meeting is January 26, 2017. The group will be co-chaired by Glenn Marzluf and Jennifer Fish.
- The Regional Food Council will be transitioning to a new entity by mid-year.
- The Materials Management Working Group will be transitioning to another entity by mid-year.

Ms. O’Keeffe provided copies of a memo summarizing [MORPC Involvement and Case Outcomes in the Columbia Gas of Ohio DSM Cases and the AEP Portfolio Case](#). The Columbia Gas of Ohio application has been approved and includes funding for a local government energy program. All parties in the AEP case are in agreement with no opposition. The AEP case also includes funding for a local government energy program.

Transportation Policy Committee Update – Thea Walsh

MORPC Team Members began meeting with county committees regarding the Competitive Advantage Program.

The subcommittees of the Rickenbacker Area Study have met. Subcommittees cover energy, housing, economic development, and transportation. The Columbus Regional Airport Authority (CRAA) and MORPC met at Rickenbacker Airport to share their plans; CRAA for inside the fence and MORPC for outside the fence. The study is anticipated to finish in 2018.

The Columbus to Chicago Rail project was in the news recently. Fort Wayne, Indiana has hired a consultant to conduct an environmental study for the Chicago to Lima portion. The environmental study will help with one part of the service development plan. MORPC and other Columbus to Chicago Rail partners are getting prices for the Lima to Columbus portion.

The MORPC-Attributable Funds comment period ended Monday, January 2, 2017. A few comments were received in favor of certain projects. A request for attributable funds was received for a project that just received TRAC funding. The committee decided that the project should be submitted as an out-of-cycle request. The Transportation Improvement Program (TIP) can now move forward.

Proposed Resolution 01-17: “Authorizing MORPC to enter into a contract for visual communication and graphic design services” – Laura Koprowski

Copies of [Proposed Resolution 01-17](#) were provided to members.

Matt Greeson made a motion to approve Resolution 01-17, second by Michael Ebert; motion passed.

Quarterly Membership Update – Eileen Leuby

The [January 2017 Membership Report](#) highlighted:

- Commission attendance
- Summer internship program
- Upcoming events

Draft Commission Agenda

The Executive Committee reviewed the draft January 12, 2017 Commission Meeting Agenda.

The meeting adjourned at 2:30 p.m.



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Memorandum

TO: Mid-Ohio Regional Planning Commission
Executive Committee
Officers and Board Members

FROM: Karen Angelou, Committee Chair

DATE: February 24, 2017

SUBJECT: Nomination of Executive Committee Members

BACKGROUND

In accordance with the Mid-Ohio Regional Planning Commission Articles of Agreement, the Commission will be notified at least five (5) days prior to the Annual Meeting as to the nominees for MORPC's Officers and Executive Committee Team members. The Nominating Committee excerpt from the Articles is as follows:

"At least twenty (20) days prior to the annual meeting, the chair shall appoint the Nominating Committee. Said Nominating Committee having been duly appointed and confirmed shall, at least ten (10) days prior to the annual meeting of the COMMISSION, report the names of the candidates so nominated to the secretary. The secretary shall advise each member of the COMMISSION, in writing, at least five (5) days prior to the annual meeting as to the nominees so selected. At the annual meeting, the chair of the Nominating Committee shall report the names so nominated. After this report is presented, nominations from the floor shall be invited. Such nominations must be seconded. The secretary then shall prepare ballots properly identifying the nominees, said ballots shall be distributed and tallied during the annual meeting by a temporary committee appointed for that purpose."

The Five Nominating Committee Members are:

Karen Angelou, Committee Chair, City of Gahanna
Ferzan Ahmed, Delaware County
Rory McGuiness, City of Columbus
Marilyn Brown, Franklin County
John Eisel, Violet Township

Nominating Committee Recommendations:

The Nominating Committee convened on February 22, 2017 and made the following recommendations:

The nominees for Officers for renewed one-year Officer Terms (expires 2018):

Matt Greeson, Chair, City Manager, City of Worthington
Rory McGuiness, Vice Chair, Deputy Director of Administration, City of Columbus
Karen Angelou, Secretary, Council Member, City of Gahanna

William Murdock, AICP
Executive Director

Matt Greeson
Chair

Rory McGuiness
Vice Chair

Karen J. Angelou
Secretary

The nominees for Executive Committee are:

For renewal of one year Executive Committee Terms (expires 2018):

Joe Stefanov (2008), Chair of Reserve & Investment Advisory Committee

City Manager, City of New Albany

Derrick Clay (2007), Chair of Building Committee

President/CEO-New Visions Group, Franklin County representative

Eric Phillips (2007), Past Chair, Executive Director/Chamber CEO, Union

County/Marysville Economic Development Partnership

Matt Greeson (2009), Chair, City Manager, City of Worthington

For the remainder of a vacant two-year Executive Committee term (expires 2018):

Nancy White (2017), Fiscal Officer, Mifflin Township

For renewal of two-year Executive Committee Term (expires 2019)

Gary Merrell (2015), County Commissioner, Delaware County

Kim Maggard (2015), Mayor, City of Whitehall

For a new two-year Executive Committee Term (expires 2019):

Jennifer Gallagher (2017), Director, Department of Public Service, City of Columbus

Erik Janas (2017), Deputy County Administrator, Franklin County

Note: The Executive Committee positions below do not have expiring terms this year and therefore require no action by the Nominating Committee:

For second year of two-year Executive Committee Terms (expires 2018):

Karen Angelou (2014), Council Member, City of Gahanna

Michael Ebert (2014), Mayor, City of Canal Winchester

Rory McGuinness (2014), Deputy Director of Administration, City of Columbus

Additional Note: The year in parentheses after each name refers to the first year of the member's current service on the Executive Committee.



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Memorandum

TO: Mid-Ohio Regional Planning Commission
Executive Committee
Officers and Board Members

FROM: Shawn Hufstedler
Chief of Staff & Director of Operations

DATE: February 24, 2017

SUBJECT: Proposed Resolution 02-17: "**Acceptance of Revision to Fund Account Appropriations for the Operation of the Mid-Ohio Regional Planning Commission for 2017**"

This resolution establishes revised appropriation levels for the agency expense budget lines. Specifically, it authorizes moving \$768,457 of appropriations from one fund to another, with no net change in agency appropriations.

The purpose of this authorization is to increase appropriations in a new object code to better report subrecipient payments for the FTA 5310 Mobility Grants.

Attachment: Resolution 02-17

William Murdock, AICP
Executive Director

Matt Greeson
Chair

Rory McGuiness
Vice Chair

Karen J. Angelou
Secretary

RESOLUTION 02-17

“Acceptance of Revision to Fund Account Appropriations for the Operation of the Mid-Ohio Regional Planning Commission for 2017”

WHEREAS, the Commission annually adopts the agency budget and fund account appropriations; and

WHEREAS, periodic appropriation and/or budget changes may be necessary during the year to carry out the intended work of the organization; and

WHEREAS, a move of appropriations from one fund to another, with no net change in agency appropriations is needed; and

WHEREAS, the Executive Committee concurs with the appropriation revision; and

WHEREAS, the Executive Committee has reviewed the 2017 Budget and fund account appropriations and recommends adoption; now therefore,

BE IT RESOLVED BY THE MID-OHIO REGIONAL PLANNING COMMISSION:

- Section 1. That the finance director is hereby authorized and directed to adopt the 2017 fund appropriations as shown on the attached 2017 Revised Fund Appropriations and transfer funds up to the amounts listed in the transfer appropriation attached.
- Section 2. That the executive director is authorized to take such other action and execute and deliver such other documents as, acting with the advice of legal counsel, he shall deem necessary and appropriate to carry out the intent of this resolution.
- Section 3. That the finance director is authorized and directed to make any necessary allocation changes within a single fund of the appropriations up to five percent of the total appropriations to accommodate operating and accounting requirements of the Commission.
- Section 4. That this Commission finds and determines that all formal deliberations and actions of this Commission concerning and relating to the adoption of this resolution were taken in open meetings of this Commission.

Matt Greeson, Chair
MID-OHIO REGIONAL PLANNING COMMISSION

Effective date: March 9, 2017
Submitted by: Shawn P. Hufstedler, Chief of Staff & Director of Operations
Prepared by: Shawn P. Hufstedler, Chief of Staff & Director of Operations
Authority: Ohio Revised Code Section 713.21
For action date: March 9, 2017

Attachment: 2017 Revised Fund Appropriations

2017 Revised Fund Appropriations

Fund No.	Org. No.	Franklin County Object Code	Account Title	Original 2017 Appropriations Budget	2017 Appropriation Changes within 5% Finance Director Authorization	Additional Change	2017 Revised Appropriations effective 3/9/2017
9013	13570	510000	Salaries	\$5,170,813			\$5,170,813
9013	13570	515000	Fringe Benefits	1,999,413			1,999,413
9013	13570	520000	Services & Charges and Materials	7,233,968	-458,000	-768,457	6,007,511
9013	13570	539500	Reimbursements for Non-Employees		8,000		8,000
9013	13570	540000	Capital outlay - Equipment, Property Acquisition & Rehab	200,000			200,000
9013	13570	553100	Grants to County Agencies		69,196		69,196
9013	13570	554000	Grants to Other Organizations		380,804	768,457	1,149,261
9043	43570	540000	Capital outlay - Building	10,000			10,000
9043	43570	520000	Services & Charges and Materials	200,000			200,000
			TOTAL	\$14,814,194	\$0	\$0	\$14,814,194
			Initial Transfer(s):				
9043	43570	575100	Transfer Appropriation - Out	\$50,000			\$50,000
9013	13570	475100	Transfer Appropriation - In	\$50,000			\$50,000

Transfer for Operating Reserve

9042	42570	575200	Transfer Appropriation - Out	\$500,000			\$500,000
9013	13570	475100	Transfer Appropriation - In	\$500,000			\$500,000
9013	13570	475100	Transfer Appropriation - In	\$500,000			\$500,000
9042	42570	475100	Transfer Appropriation - Out	\$500,000			\$500,000

Transfer for Management Reserve

9042	42570	575200	Transfer Appropriation - Out	\$100,000			\$100,000
9013	13570	475100	Transfer Appropriation - In	\$100,000			\$100,000

Transfer for Operating and Management Reserve

9013	43570	575100	Transfer Appropriation - Out	\$100,000			\$100,000
9042	13570	475200	Transfer Appropriation - In	\$100,000			\$100,000



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Memorandum

TO: William Murdock, Executive Director
Executive Committee

FROM: Shawn Hufstedler
Chief of Staff & Director of Operations

DATE: March 2, 2017

SUBJECT: Financial Report –December 2016

Summary

At the end of the fourth quarter of 2016, our cash position was at \$1,249,215 in the operating account. This is \$361,087 higher in the operating account than December 2015. The fringe and overhead rate were better than projected for the year. Note that financial statements are subject to change with potential additional year-end audit-related entries, and the final calculation of the current year pension liability. The pension liability is the result of the GASB pronouncement implemented in 2015 requiring a liability for future pension costs to be shown on local government financial statements. Information from Franklin County calculations are expected to be available in March to finalize this liability amount.

Operating Income (Change in Net Position)

There has been a decrease in net assets (operating loss) from operations on a year-to-date basis of \$373,858. This is primarily the result of costs-to-date that were not recovered for the weatherization programs this year. Restructuring and process changes are being evaluated to improve profitability for these programs in future years.

Member Dues

Member dues revenue was 9.1% of the annual operating revenue. Uses of member dues were under budget by \$119,503 year-to-date. Use of all current year and prior year (including building due diligence and office improvement activities, which is under budget by \$113,643) member dues were as follows:

William Murdock, AICP
Executive Director

Matt Groesen
Chair

Rory McGuinness
Vice Chair

Karen J. Angelou
Secretary

	Year-to-Date 2016	
	<u>Budget</u>	<u>Actual</u>
Services to Members	\$ 346,855	\$ 366,171
Local Matching Funds	\$ 268,684	\$ 261,093
Development Fund	\$ 96,165	\$ 104,737
Building Lease	\$ 64,121	\$ 64,461
Member Services Coordination	\$ 88,710	\$ 84,438
Leasehold Improvements & Building Due Diligence	\$ 125,000	\$ 11,357
Other	\$ 71,200	\$ 48,975
Total	\$ 1,060,735	\$ 941,232

Fringe Benefit and Indirect (Overhead) Variances

Fringe Benefits

The actual fringe benefit cost rate for the year-to-date was 64.18% which is lower than the budgeted rate of 68.5%, creating a favorable variance for the year-to-date of \$122,788. The favorable variance amount will be applied to the 2018 fringe rate calculation.

Indirect (Overhead)

The actual indirect cost variance for the year-to-date was 54.88% which is lower than the budgeted rate of 55.5%, creating a favorable variance \$97,224. The favorable variance amount will be applied to the 2018 overhead rate calculation.

Statement of Net Assets

- Cash on hand was \$1,249,215 which was equal to 4.7 weeks' worth of cash flow. The Hope 3 Trust account holds cash of \$42,050 restricted for NSP usage. The building reserve account is maintained at \$1,014,592. Operating reserve account is maintained at \$1,301,592. Management reserve is maintained at \$100,089. The building improvement/maintenance fund is held at \$722,584.
- Accounts Receivable totaled \$1,328,425 compared to \$1,555,699 at the end of December 2015.
- Accounts Payable plus Other Accrued Liabilities were \$429,182, a decrease versus the \$448,683 combined balance at the end of December 2015.

Expenses and Appropriations

Year-to-date expenses for the year totaled \$10,633,834 or 74.9% of the total year's operating appropriations of \$14,192,977 as MORPC has spent well within appropriations for the year.

Operating Reserve

The \$1,249,215 of operating cash at December 31 is equivalent to 33 days of expenditures, which exceeds the 30-day target threshold established in the Operating Reserve Policy.

The \$1,301,592 balance of the operating reserve at December 31 is held in STAROhio, and has not been utilized in the fourth quarter. Combining both the operating reserve balance with the operating cash balance equates to 67 days of expenditures, which exceeds the 60-day target threshold as per the Operating Reserve Policy. Interest earned and allocated to the operating reserve in the fourth quarter 2016 was \$1,207.

MID-OHIO REGIONAL PLANNING COMMISSION

SCHEDULE OF REVENUES AND EXPENSES-BUDGET AND ACTUAL FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2016

	<u>Actual</u>	<u>Budget</u>	<u>Variance over / (under)</u>
Revenue			
Environment, Mapping & Transportation	\$ 5,581,255	\$ 7,130,485	\$ (1,549,230)
Energy and Air Quality	3,422,980	4,339,149	(916,169)
Housing & Community Services	1,072,460	2,065,838	(993,378)
Services to Members & Development	671,682	667,055	4,627
Other	(510,260)	(206,510)	(303,750)
Total Operating Revenues	\$ 10,238,117	\$ 13,996,017	\$ (3,757,900)
Expenses			
Salaries and benefits	\$ 5,936,158	\$ 6,616,381	\$ (680,223)
Materials and Supplies	182,627	550,000	(367,373)
Consultants, services and other	4,424,372	6,771,596	(2,347,224)
Depreciation	82,627	45,540	37,087
Total Expenses	\$ 10,625,784	\$ 13,983,517	\$ (3,357,733)
Operations income (loss)	\$ (387,668)	\$ 12,500	(400,168)
Interest Income	13,810	5,000	8,810
Capital Contributions	-	73,000	(73,000)
Increase (decrease) in net position	\$ (373,858)	\$ 90,500	\$ (464,358)

MORPC
Statement of Net Assets
As of 12/31/2016

	<u>Balance at</u> <u>12/31/2016</u>	<u>Balance at</u> <u>11/30/2016</u>	<u>Monthly</u> <u>Difference</u>	<u>Balance at</u> <u>12/31/2015</u>	<u>Yearly</u> <u>Difference</u>
Assets					
Current Assets					
Cash	1,249,215	1,168,305	80,910	888,128	361,087
Cash-Designated for Building Improvement	722,584	722,394	189	747,363	(24,779)
Cash-Operating Reserve	1,301,207	1,300,495	712	0	1,301,207
Cash-Building Reserve	1,014,592	1,014,038	554	2,104,979	(1,090,387)
Cash-Management Reserve	100,089	100,037	53	0	100,089
Cash with Trustee NSP1 Franklin Co	42,050	42,050	0	42,050	0
Cash with Trustee HOPE 3	0	1,723	(1,723)	1,723	(1,723)
Accounts Receivable	1,328,425	1,467,340	(138,914)	1,555,699	(227,274)
Prepaid Expenses	<u>101,418</u>	<u>108,227</u>	<u>(6,809)</u>	<u>106,974</u>	<u>(5,556)</u>
Total Current Assets	5,859,581	5,924,609	(65,028)	5,446,916	412,665
Non-Current Assets					
Forgivable Mortgages	104,274	107,862	(3,588)	133,725	(29,451)
Fixed Assets	562,267	562,267	0	555,161	7,105
Contributed Assets	369,976	369,976	0	369,976	0
NSP 1 Properties	0	0	0	0	0
Accumulated Depreciation	<u>(804,703)</u>	<u>(797,782)</u>	<u>(6,921)</u>	<u>(722,076)</u>	<u>(82,627)</u>
Total Non-Current Assets	231,814	242,323	(10,509)	336,786	(104,973)
Deferred Outflows of Resources					
GASB 68 Pension	<u>694,040</u>	<u>694,040</u>	<u>0</u>	<u>694,040</u>	<u>0</u>
Total Deferred Outflows of Resources	<u>694,040</u>	<u>694,040</u>	<u>0</u>	<u>694,040</u>	<u>0</u>
Total Assets	<u>6,785,435</u>	<u>6,860,972</u>	<u>(75,537)</u>	<u>6,477,742</u>	<u>307,693</u>
Liabilities					
Current Liabilities					
Accounts Payable	369,107	226,471	142,636	275,107	94,000
Accrued Payroll	245,187	222,731	22,456	209,524	35,663
Accrued Fringe Benefits	74,107	71,355	2,752	65,472	8,634
Other Accrued Liabilities	60,075	73,254	(13,179)	173,576	(113,502)
Accrued PTO & Sick Leave	60,000	60,000	0	60,000	0
Deferred Income	602,223	679,691	(77,468)	490,760	111,463
Deferred Income-Member Dues	5,783	134,421	(128,638)	47,869	(42,085)
Deferred Income-Indirect Reserve	36,400	54,109	(17,709)	(202,821)	239,221
Deferred Fringe Benefit Reserve	<u>245,079</u>	<u>245,035</u>	<u>44</u>	<u>(153,222)</u>	<u>398,301</u>
Total Current Liabilities	1,697,960	1,767,066	(69,106)	966,265	731,696
Non-Current					
Accrued PTO & Sick Leave	368,111	394,424	(26,313)	338,629	29,482
HOPE 3 Deferred Income	15,166	16,254	(1,088)	28,222	(13,056)
Other Mortgages-Deferred Income	89,107	91,607	(2,500)	105,503	(16,395)
Accrued Building Lease Expense	5,405	8,915	(3,511)	47,531	(42,126)
GASB 68 Pension Liability	<u>4,245,280</u>	<u>4,245,280</u>	<u>0</u>	<u>4,245,280</u>	<u>0</u>
Total Non-Current	4,723,069	4,756,481	(33,412)	4,765,165	(42,095)
Deferred Inflows of Resources					
GASB 68 Pension	<u>74,581</u>	<u>74,581</u>	<u>0</u>	<u>74,581</u>	<u>0</u>
Total Deferred Inflows of Resources	<u>74,581</u>	<u>74,581</u>	<u>0</u>	<u>74,581</u>	<u>0</u>
Total Liabilities	6,495,611	6,598,128	(102,517)	5,806,010	689,601
Net Assets					
Beginning Net Assets	671,732	671,732	0	671,732	0
Current YTD Net Income	<u>(381,908)</u>	<u>(408,888)</u>	<u>26,980</u>	<u>(455,567)</u>	<u>73,659</u>
Total Net Assets	<u>289,824</u>	<u>262,844</u>	<u>26,980</u>	<u>671,732</u>	<u>(381,908)</u>
Total Liabilities and Net Assets	<u>6,785,435</u>	<u>6,860,972</u>	<u>(75,537)</u>	<u>6,477,742</u>	<u>307,693</u>



Mid-Ohio Regional
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Memorandum

TO: Mid-Ohio Regional Planning Commission
Executive Committee
Officers and Board Members

FROM: Shawn Hufstedler
Chief of Staff & Director of Operations

DATE: February 24, 2017

SUBJECT: **Proposed Resolution 03-17 and 04-17: "Authorizing the executive director to enter into contract to purchase a building and/or related lease agreement which may contain a bargain purchase option" and "Authorizing the executive director to enter into a building lease for up to 11 years"**

MORPC's Building Committee has been evaluating and performing due diligence on lease and purchase options for MORPC office and meeting space. The current office lease for 21,449 rentable square feet expires October 31, 2017.

After extensive review of the market and partnership options, part of the due diligence was releasing an RFP for Office and Meeting Space in November 2016. As a result, MORPC staff members and the Building Committee reviewed proposals, toured prospective buildings, and is narrowing the options.

Options remain in the downtown or near downtown Columbus area.

Multiple options remain potentially viable, and quick action may be required on lease or buy options, including entering into contracts/agreements. This may need to be done between Commission meetings, and therefore these resolutions seek authorization to do so by providing the Building Committee, in consultation with the MORPC Officers, authority to instruct the Executive Director to enter into contract(s) for purchase and/or lease of office and meeting space.

Traditional lease options remain and could be as long as 11 years to obtain more reasonable lease rates with tenant improvement allowances.

In addition to traditional lease options, one scenario may be the purchase of a building by a third party with a lease option for MORPC, including a bargain purchase option after a period of time.

Attachment: Resolutions 03-17 and 04-17

William Murdock, AICP
Executive Director

Matt Greeson
Chair

Rory McGuiness
Vice Chair

Karen J. Angelou
Secretary

RESOLUTION 03-17

“Authorizing the executive director to enter into contract to purchase a building and/or related lease agreement which may contain a bargain purchase option”

WHEREAS, MORPC’s current office lease for 21,449 rentable square feet ends October 31, 2017; and

WHEREAS, in November 2016 MORPC released an RFP for Office and Meeting Space; and

WHEREAS, the MORPC staff and the Building Committee reviewed proposals, toured prospective buildings, and is narrowing the options; and

WHEREAS, the Building Committee continues its due diligence and staff is negotiating with multiple parties to find the best option; and

WHEREAS, a possible viable option is the purchase of a building; and

WHEREAS, the purchase of a building may involve a third party purchasing the building and leasing the building back to MORPC; and

WHEREAS, the Building Committee will continue its due diligence determining the best available option for MORPC; and

WHEREAS, MORPC may need to enter into contract(s) between Commission meetings; now therefore

BE IT RESOLVED BY THE MID-OHIO REGIONAL PLANNING COMMISSION:

- Section 1. That the Building Committee, in consultation with the MORPC officers, is authorized to move forward in selecting the desired location.
- Section 2. That the executive director, with approval from the Building Committee in consultation with the MORPC officers, is authorized to enter into a purchase agreement for a building for no more than \$3.1 million and/or enter into a related lease agreement, which may include a bargain purchase option, for office space in 2017.
- Section 3. That the executive director will report any building transactions taken as a result of this resolution to the Commission.
- Section 4. That the executive director, with approval from the Building Committee in consultation with the MORPC officers, is hereby authorized to approve one or more extensions of time not to exceed 180 days in the aggregate for performance of services under the foregoing agreements and contract changes not to exceed 15 percent of the total agreement price without further authorization from this Commission.
- Section 5. That the executive director is authorized to take such other action and execute and deliver such other documents as, acting with the advice of legal counsel, he shall deem necessary and appropriate to carry out the intent of this resolution.
- Section 6. That this Commission finds and determines that all formal deliberations and actions of this Commission concerning and relating to the adoption of this resolution were taken in open meetings of this Commission.

Matt Greeson, Chair
MID-OHIO REGIONAL PLANNING COMMISSION

Effective date: March 9, 2017
Submitted by: William Murdock, Executive Director
Prepared by: Shawn Hufstedler, Chief of Staff & Director of Operations
Authority: Ohio Revised Code Section 713.21
For action date: March 9, 2017

RESOLUTION 04-17

“Authorizing the executive director to enter into a building lease for up to 11 years”

WHEREAS, MORPC’s current office lease for 21,449 rentable square feet ends October 31, 2017; and

WHEREAS, in November 2016 MORPC released an RFP for Office and Meeting Space; and

WHEREAS, the MORPC staff and the Building Committee reviewed proposals, toured prospective buildings, and is narrowing the options; and

WHEREAS, the Building Committee continues its due diligence and staff is negotiating with multiple parties to find the best option; and

WHEREAS, a possible viable option is the lease of a building in the downtown or near downtown Columbus area; and

WHEREAS, the lease may be as long as 11 years to obtain more reasonable lease rates with tenant improvement allowances; and

WHEREAS, the Building Committee will continue its due diligence determining the best available option for MORPC; and

WHEREAS, MORPC may need to enter into contract(s) between Commission meetings; now therefore

BE IT RESOLVED BY THE MID-OHIO REGIONAL PLANNING COMMISSION:

- Section 1. That the Building Committee, in consultation with the MORPC officers, is authorized to move forward in selecting the desired location.
- Section 2. That the executive director, with approval from the Building Committee in consultation with the MORPC officers, is authorized to enter into a lease agreement in 2017, which may include a bargain purchase option, for up to 11 years and for no more than \$23 per square foot in year one and no more than 2 percent increase annually, leasing space as large as 21,500 rentable square feet.
- Section 3. That the executive director will report any building transactions taken as a result of this resolution to the Commission.
- Section 4. That the executive director, with approval from the Building Committee in consultation with the MORPC Officers, is hereby authorized to approve one or more extensions of time not to exceed 180 days in the aggregate for performance of services under the foregoing agreements and contract changes not to exceed 15 percent of the total agreement price without further authorization from this Commission.
- Section 5. That the executive director is authorized to take such other action and execute and deliver such other documents as, acting with the advice of legal counsel, he shall deem necessary and appropriate to carry out the intent of this resolution.
- Section 6. That this Commission finds and determines that all formal deliberations and actions of this Commission concerning and relating to the adoption of this resolution were taken in open meetings of this Commission.

Matt Greeson, Chair
MID-OHIO REGIONAL PLANNING COMMISSION

Effective date: March 9, 2017
Submitted by: William Murdock, Executive Director
Prepared by: Shawn Hufstedler, Chief of Staff & Director of Operations
Authority: Ohio Revised Code Section 713.21
For action date: March 9, 2017