



MID-OHIO REGIONAL
MORPC
PLANNING COMMISSION

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NOTICE OF A MEETING

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

Thursday, December 1, 2022
1:30 p.m.

Remote Option

To join by video and see any screen sharing, click on “Join Microsoft Teams Meeting” below. You do not need to have Microsoft Teams for the link to work.

[Join Microsoft Teams Meeting](#)

Meeting ID: 265 180 968 450

Passcode: WT86XL

To participate by phone, use the conference call information below.

[+1 614-362-3056](#) United States, Columbus

[\(888\) 596-2819](#) United States (Toll-free)

Phone Conference ID: 919 830 69#

AGENDA

1. **Welcome** – Chris Amorose Groomes, Chair
2. **Consent Agenda**
 - Approval of **November 3, 2022 minutes**
3. **Executive Director’s Report** – William Murdock, Executive Director
4. **Benefits & Compensation Committee Update** – William Murdock, Executive Director and Shawn Hufstедler, Chief Operating Officer
 - **Proposed Resolution EC-06-22: “Authorizing the executive director to make relevant changes to the Mid-Ohio Regional Planning Commission’s Employee Guidebook”**
5. **Building Committee Update** – Joe Stefanov, Chair
6. **Reserve & Investment Advisory Committee Update** – Kim Maggard, Chair

William Murdock, AICP
Executive Director

Erik J. Janas
Chair

Chris Amorose Groomes
Vice Chair

Michelle Crandall
Secretary

7. **Proposed Resolution 17-22: “Acceptance of the fiscal budget and fund account appropriations for the operation of the Mid-Ohio Regional Planning Commission for 2023”**
– William Murdock, Executive Director and Shawn Hufstedler, Chief Operating Officer
8. **Proposed Resolution 16-22: “Accepting the City of London as a member of the Mid-Ohio Regional Planning Commission (MORPC)”** – William Murdock, Executive Director
9. **Regional Policy Roundtable Update** – Joseph Garrity, Senior Director of Government Affairs & Community Relations
 - **Proposed Resolution 18-22: “Adoption of MORPC’s 2023-2024 Public Policy Agenda”**
10. **Transportation Policy Committee Update** – Nick Gill, Transportation Director
11. **Proposed Resolution 20-22: “Authorizing the executive director to enter into an agreement for consulting services to provide planning support for Intel area communities”** – Nick Gill, Transportation Director
12. **Proposed Resolution EC-07-22: “Authorizing the executive director to enter into agreements with the Franklin County Board of Commissioners to administer the Joint Columbus and Franklin County Housing Advisory Board for the period of January 1, 2023, through December 31, 2023”** – Kerstin Carr, Chief Regional Strategy Officer & Senior Director of Planning
13. **Proposed Resolution 19-22: “Authorizing the executive director to enter into and administer a contract for up to \$500,000 with the United States Environmental Protection Agency (U.S. EPA) to implement particle pollution monitoring, modeling, and community engagement efforts in Franklin County”** – Kerstin Carr, Chief Regional Strategy Officer & Senior Director of Planning
14. **Draft Commission Agenda**
15. **Other Business**
16. **Executive Session – ORC Section 121.22 (G) (1)**
Purpose: to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, license, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing.

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

The next Executive Committee Meeting is
Thursday, February 2, 2023, 1:30 p.m.
111 Liberty Street, Suite 100
Columbus, Ohio 43215

PARKING AND TRANSIT: When parking in MORPC's parking lot, please be sure to park in a MORPC visitor space or in a space marked with a yellow "M". Handicapped parking is available at the side of MORPC's building. Electric vehicle charging stations are available for MORPC guests.

Indoor bike parking is available for MORPC guests.

MORPC is accessible by COTA BUS. The closest bus stop to MORPC is S. Front Street & W. Blenkner St. Buses that accommodate this stop are the Number 61 - Grove City, the Number 5 - West 5th Ave. /Refugee, and the Number 8 - Karl/S. High/Parsons. MORPC is accessible by COTA BUS. The closest bus stop to MORPC southbound is High Street & W. Blenkner Street. Buses that accommodate this stop are the 5 - West 5th Ave./Refugee, and the 8 - Karl/S. High/Parsons. The closest stop to MORPC northbound is High Street & E. Hoster Street. Buses that accommodate this stop are the 5 - West 5th Avenue/Refugee and the 8 - Karl/S. High/Parsons. Accessible from the Courthouse stop by a quick walk are COTA lines 1, 2, 4, and CMAX.



Mid-Ohio Regional Planning Commission Executive Committee Meeting Minutes

Date: November 3, 2022
Time: 1:30 p.m.
Location: MORPC Board Room

Members Attending in Person

Chris Amorose Groomes	Jennifer Gallagher	David Scheffler
Karen Angelou	Erik Janas	Joe Stefanov
Jeff Benton	Greg Lestini	Nancy White
Michelle Crandall	Kim Maggard	

Members Attending Remotely

Franklin Christman

MORPC Staff Attending in Person

Kerstin Carr	Níel Jurist	Chuck Ratliff
Andrea Doolittle	Eileen Leuby	Shari Saunders
Joe Garrity	William Murdock	Robert Williams
Shawn Hufstedler	Anthony Perry	

Guest Attending Remotely

Heidi Miller

Welcome – Chris Amorose Groomes

Chair Chris Amorose Groomes called the meeting to order at 1:34 p.m.

Consent Agenda

A motion was made to approve the Consent Agenda, second by Karen Angelou; motion passed.

Executive Director's Report – William Murdock

William Murdock reported October was a high impact and high-performance month for the agency. This week Team Members highlighted small business collaboration in Bellefontaine and were in Marion talking about the impact of Intel and suppliers. We had great meetings with ULI Columbus and the Franklin County Housing Trust. Thea Ewing and Mr. Murdock attended the NARC Conference in Kansas City. Joe Garrity attended the Defense Communities Conference in Arizona. Kerstin Carr and Níel Jurist participated in a major equity event with the YWCA. Robert Williams was in Cleveland looking at new grant opportunities with HUD. Core MPO work continues. We even celebrated our chili cook-off and Halloween costume contest for the first time in person since COVID. We hosted a record-breaking Summit on Sustainability to cap off the year of major events. Mr. Murdock thanked the Planning and Communication & Engagement Teams for their work on the Summit.

The Communications & Engagement Team is putting out save-the-dates for next year's Summit. They are already planning for the State of the Region and distributing sponsorship packets for next year's events. Ms. Jurist thanked those who helped with Summit sponsorships.

There has been significant work looking at our grants approach. We are working closely with the Columbus Region Coalition, One Columbus and other officials on how to get in front of opportunities. We brought in a consultant, CityFi, to help us move from a reactive to a proactive strategy.

Last week, Mr. Murdock was appointed to the Ohio University George Voinovich School Advisory Board.

Mr. Murdock announced the Regional Investment Officer position is posted on MORPC's website and the Grants Coordinator is hired.

MORPC posted an RFQ for 2023 Messaging to work on brand positioning and enhance our current efforts. The goal is to hire a consultant to work with us to make MORPC's story accessible to members.

MORPC now has 80 members and the City of Heath is petitioning to be added this month. As a regional council, one of our core tenants is to get the region to the table. A task force was organized shortly after Mr. Murdock began as Executive Director. The task force looked at the region and determined priorities. We are intentionally adding members based on the strategic plan created by the task force, which was adopted by the Commission. As we add services, we identify funding sources and add new staff making certain we can deliver the return on investment and develop relationships with our members. We have come a long way and there are still a few more communities we would like to add, including the City of London (Madison County) which we expect soon.

The [2023 MORPC Meeting Schedule](#) was provided to members.

Mr. Murdock reviewed the 2022 Executive Committee Meetings and shared the draft 2023 plan which included:

- Regularly scheduled meetings
- Winter Retreat for framework and messaging
- Focus topics
- Offsite meetings
- Commission strategy

He thanked the Executive Committee for their engagement in policy decision making and review. He asked the committee to let him know if there are specific topics they want to address in 2023.

Mr. Murdock highlighted the [Build Value for Our Members](#) pillar of MORPC's Strategic Framework. Joe Garrity shared that MORPC is working with the Central Ohio Defense Group to post an RFP for a consultant to develop an Intergovernmental Support Agreement (IGSA) for the region. An IGSA is a procurement partnership between defense installations and regional councils or local governments. It generates revenue for the local governments and saves money for the installation.

Robert Williams gave an update on vendor/contractor recruitment for the Residential Services programs. The efforts include:

- Create a universal general contractor application
- Create a fund reserve to improve the contractor invoice payment process
- Provide administrative assistance and referrals to contractors and providers

Kerstin Carr shared a concept MORPC is researching to provide resources to members. MORPC would host up to three planners in a Shared Planner Pool that communities could borrow to get work done in the short term. The Task Order Consultant Program provides a list of

pre-qualified consultants for specific services, streamlining the process of identifying and selecting consultants.

Regional Policy Roundtable – Joseph Garrity

Joe Garrity announced the 2023/2024 Public Policy Agenda Working Group, chaired by Lourdes Barroso de Padilla, is presenting the draft public policy agenda to the Regional Policy Roundtable on November 15 and to the Commission in December for adoption. There are no significant changes to the agenda this year.

The Government Affairs Team and Kegler Brown Hill + Ritter are brainstorming on strategy after the election. We will have a new Congress and new Ohio General Assembly. We may not have a person from the Columbus region on the federal Transportation and Infrastructure Committee.

The Central Ohio Defense Group will be at the Columbus Veterans Day parade on November 10.

Regional Data Advisory Committee – Kerstin Carr

Kerstin Carr reported Data Day is March 1 at the Ohio University Dublin Campus. It was postponed from earlier this year.

The Regional Data Advisory Committee is updating the Regional Data Agenda, led by Christina Drummond and Brad Ebersole. The update will be presented for adoption in Spring 2023.

Dr. Carr announced MORPC's New Director of Data Analytics & Strategy, Dave Dixon, begins November 28.

Sustainability Advisory Committee – Kerstin Carr

Dr. Carr shared that several first timers attended this year's Summit and were impressed. One was the Sustainability Officer from Fifth Third Bank.

RAPID 5 is organizing January meetings with the original people or communities engaged in RAPID 5 to get a better understanding of what is happening. They are looking to expand it beyond Franklin County. RAPID 5 is getting ready to set up their board of 19-20 people. The biggest focus now is on operational fundraising.

Transportation Policy Committee – William Murdock

William Murdock reported the Ohio letters of interest, including MORPC's and many of our communities, are on the FRA docket. That means we are officially in the corridor ID program. Applications for project funding will be released in December or January.

MORPC is working with ODOT and other regional members and stakeholders, known as the Silicon Heartland Transportation Planning Partners, to identify near-term and long-term transportation project needs for the Intel development in 20-, 40-, and 60-minute commute groups. ODOT is investing up to \$1 million for this work with MORPC.

Thea Ewing is Board President of Clean Fuels Ohio. Free tickets are available for our members and their teams to attend the November 15-16 Clean Fuels Ohio Energy Conference.

Chuck Ratliff demonstrated MORPC's [Funding Opportunities](#) web page. The site is updated weekly. We are working with the Columbus Partnership to create a dashboard.

Proposed Resolution 15-22: "Accepting the City of Heath as a member of the Mid-Ohio Regional Planning Commission (MORPC)" – William Murdock

Greg Lestini made a motion to approve Resolution 15-22, second by Nancy White; motion passed.

Quarterly Membership Update – Eileen Leuby

Eileen Leuby presented the [Membership Services Report](#) highlighting:

- Return on Investment
- Members Newsletter (new)
- Rural Forum Series
- Hometown Revitalizations
- Events
- Summer Internships

Quarterly Financial Statements – Shawn Hufstedler

Shawn Hufstedler reviewed the [September 2022 Financial Report](#) highlighting:

- Cash balance is lower than normal – it was up to \$2 million as of November 2
- Changed report format to see the accounting side and the operational side
- Operating loss over \$300,000 for the year mostly due to the Weatherization program – Robert's work on vendor/contractor recruitment will help
- Dues are underspent
- Fringe and indirect are both positive
- Accounts payable – changing system to improve processing time
- Expenses are within appropriations
- Will transfer \$225,000 back into the Operating Reserve in the fourth quarter

Draft Commission Agenda

The Executive Committee reviewed the draft October 13, 2022 Commission Meeting Agenda.

Executive Session

Chris Amorose Groomes made a motion for the Executive Committee to enter into Executive Session for the purpose of Section 121.22 (G) (1): To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing; second by Erik Janas. A roll call vote was conducted with all attending committee members in favor. Executive Session began at 2:55 p.m. and concluded at 3:42 p.m.

Nancy White made a motion to empower the Officers to execute the contract with the Executive Director, second by Karen Angelou; motion passed.

The meeting adjourned at 3:43 p.m.

Michelle Crandall, Secretary
Executive Committee



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Memorandum

TO: Mid-Ohio Regional Planning Commission
Executive Committee

FROM: Shawn Hufstedler
Chief Operating Officer

DATE: November 28, 2022

SUBJECT: Proposed Resolution EC-06-22: **“Authorizing the executive director to make relevant changes to the Mid-Ohio Regional Planning Commission’s Employee Guidebook”**

The Executive Committee’s last revision to the Employee Guidebook was December 2020. Systematic review of policies is scheduled to take place at least every four years by legal counsel. In other years, as is the case for this resolution, changes are recommended as needed. In rare cases additional isolated changes are deemed necessary.

MORPC Team Members, after consultation with the Benefits and Compensation Committee, recommends revising the Employee Guidebook primarily as changes are made as needed. The following is a highlight of the proposed updates to this guidebook, in addition to any minor clarifications and language clean-up. With the implementation of this Employee Guidebook update on January 1, 2023, all temporary benefit enhancements added during the pandemic will expire.

Section 2 – Hiring Process

- General Employment Application – updated language to acknowledge electronic application

Section 3 – Benefits

- Health Care Coverage Effective Date change: Effective January 1, 2023 – Health Insurance coverage will begin on the first day of the month following employment instead of the current process of coverage beginning the first day of the month following 30 days of employment.
- Ohio Public Employees Retirement System – acknowledged the employer and employee percentage rates
- PTO usage – clarified the language to note the exception allowing an employee to use unpaid leave instead of PTO when the employee is out on short-term or long-term disability
- PTO accrual – increasing the first year PTO accrual rate from 3.69 hours per pay to 4.62 hours per pay to equal that of the current second year PTO accrual rate. This increases the annual accrual from 96 to 120 hours for the first year accrual rate.
- Prior Public Service PTO Credit – expanding prior service credit to consider a candidate’s prior public service from federal, state, or other public employers

- Parental or Adoption Leave –
 - Provide additional maternity leave for a minimum of 12 weeks combined leave, inclusive of short-term disability time awarded (previously 2 weeks plus the short-term disability time)
 - Provide up to four (4) weeks (up from 2 weeks) of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care.
 - Acknowledge that these benefits are effective once the employee has completed their six (6) month probationary period
- Tuition reimbursement:
 - Separated Tuition Reimbursement from Professional Development for clarity
 - Changed the payback of tuition or Leadership Columbus or similar programs if an employee leaves within a year of completion to be a prorated payback
 - Increased reimbursement maximum to the IRS tax-free maximum of \$5,250 (from \$5,000)
- Updated Summary of Major Benefits pages for changes noted above and to articulate the scope of commuter benefits offered (free or subsidized parking, COGO membership, free EV charging, and indoor bike parking)

Section 4 – Wage & Salary Administration

- Flexible Working Hours – identified potential additional flexible working hours such as Flex Fridays
- Hybrid/Remote Working Hours – acknowledged the option for hybrid work for some or all employees while maintaining a strong in-person presence
- Telecommuting Policy – removed the sentence indicating that an employee may work outside the office for up to three days a week to avoid conflicting policy language and confusion
- Severe Weather and Emergency Conditions – removed 'time off with pay' for Level 3 emergencies as employees are able to work remotely

Section 6 – Employee Conduct

- Violence in the Workplace – updated to current conceal-carry laws
- Drug-Free Workplace – updated to include medical marijuana
- Conflict Resolution Procedures – streamlined based on legal review

Section 8 – Reimbursement and Purchasing

- Employee Relocation Expenses - increased limit to \$5,000 (from \$1,000)

Section 9 – Operating Policies and Procedures

- Communications & Engagement Procedures - clarified media inquiry process
- Newsletter – removed production of a print newsletter

Other Employee Guidebook Changes

- Updated titles and incorporated the role of the Human Resources Director
- Updated language to better address diversity, equity, and inclusion, including removing limiting pronouns and adding gender orientation protection

Note that the changes were reviewed by legal to ensure adequate compliance and consistency with MORPC and other reasonable practices.

Attachment: Resolution EC-06-22

RESOLUTION EC-06-22

“Authorizing the executive director to make relevant changes to the Mid-Ohio Regional Planning Commission’s Employee Guidebook”

WHEREAS, MORPC periodically updates the Employee Guidebook as changes become needed; and

WHEREAS, MORPC Team Members, after consultation with the Benefits and Compensation Committee, recommends revising the Employee Guidebook primarily as a result of changes desired due to changes are made as needed; and

WHEREAS, the Commission authorized the Executive Committee to act on behalf of the full Commission in the review and adoption of policies maintained in the Employee Guidebook periodically as needed; now therefore

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

- Section 1. That the updated Employee Guidebook becomes effective January 1, 2023 , and will supersede all previous updates, and is hereby adopted by the Executive Committee.
- 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 this committee finds and determines that all formal deliberations and actions of this committee concerning and relating to the adoption of this resolution were taken in open meetings of this committee.

Chris Amorose Groomes, Chair
EXECUTIVE COMMITTEE

Effective date: January 1, 2023
Submitted by: Shawn Hufstedler, Chief Operating Officer
Prepared by: Andrea Doolittle, Human Resources Director
Authority: Ohio Revised Code Section 713.21
For action date: December 1, 2022
Attachment: Proposed Employee Guidebook Changes

Employee Guidebook – Track Changes

SECTION 2 – HIRING PROCESS

General Employment Application:

The MORPC ~~General Employment~~ Application form must be filled out completely ~~and signed electronically as indicated in each posting~~ by each applicant prior to the interview. ~~The interviewer(s) (Supervisor, Manager or Department Head) shall return the application to the candidate if spaces are left blank prior to the interview.~~ Upon completion of the interviewing process, ~~the original General Employment Application, along with~~ all interview ~~packet~~ documents, ~~such as interview question and answer documentation,~~ shall be forwarded to ~~Operations~~ Human Resources for filing.

SECTION 3 – BENEFITS

Health insurance coverage generally begins on the first day of the month ~~after 30 days of following~~ employment (e.g., a start date of January 15 would result in coverage beginning on ~~March~~ February -1). The benefits packet from Franklin County should be consulted for specific details of current coverage. Employees with questions or claim information should utilize the toll-free telephone numbers listed in the benefits packet and on insurance cards. If an employee needs further assistance with matters related to insurance coverage or claims processing, contact Human Resources.

OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM

Participation in the Ohio Public Employees Retirement System (OPERS) is mandatory for all employees except those exempted by OPERS regulations. MORPC employees' wages are not subject to Social Security taxes. ~~Currently, the employer portion is 14% and the employee portion is 10%.~~ OPERS may be contacted directly at 614-462-3357.

Paid Time Off (PTO):

Except ~~when on short-term or long-term disability, or~~ as may be required by law or authorized by the ~~Executive Director or Director of Operations~~ Chief Operating Officer ~~or Executive Director,~~ employees may not elect to take unpaid time off in lieu of using available PTO.

Years of Service:

PTO Leave Schedule	-	<u>1 – 2</u> nd <u>Years</u>	3-7 Years	8-14 Years	15-20 Years	21+ Years
	<u>1st Year</u>					
Annual	<u>96</u>	120	160	184	224	264
Accrual Per Pay (26 pays)	<u>3.69</u>	4.62	6.15	7.08	8.62	10.15

If an employee fails to return to work at the end of the approved PTO, MORPC may terminate the employee's employment.

Prior Public Service PTO Credit:

An employee who has worked for the State of Ohio or any qualifying political subdivision of the State of Ohio, (absent a collective bargaining agreement which specifically excludes the right) may apply for prior public service credit for PTO earnings calculations. MORPC does not honor any unused annual leave that an employee may have had with any previous employer. As part of an initial offer of employment, the Executive Director is authorized to may consider a candidate's prior public service from federal, state, or other public employersment or employment with public entities outside of Ohio. When properly certified, MORPC will include an employee's time of service with a previous public employer when determining the employee's MORPC PTO earnings rate. Any employee may obtain the Prior Service Credit form from the Human Resources intranet web site under Forms. It will be the responsibility of the employee to ensure that the form is completed and certified by the previous employer. Only prior service that is properly certified will be counted toward the employee's years of service.

Parental Or Adoption Leave

For maternity leave, This paid leave is a benefit that will pay 100% of employee'sthe employee's pay for two (2) weeks (this will cover the 10-daytwo week elimination period for the STD-any applicable short-term disability claim) for maternity, paternity, or adoption leave and in place of serious illness leave, where applicable. -When short term disability is awarded, this serves as the Serious Illness Leave as identified in the next section, allowing two weeks of paid time through MORPC directly plus any awarded short term disability payments. This leave_ This leave runs concurrently with FMLA leave, where applicable. The employee must still request leave and have it approved by their Supervisor and Department Head. MORPC will provide additional parental leave for maternity approved for less than ten weeks of short-term disability to ensure a minimum of 12 weeks of combined leave. This benefit is effective once the employee has completed their six (6) month probationary period.

For all other parental or adoption leave, MORPC will provide up to four (4) weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. This benefit is effective once the employee has completed their six (6) month probationary period.

Tuition Reimbursement /Professional Development Program:

Note: this was split into two sections resulting in extensive and possibly hard to follow track changes. A clean version is below. The basic changes are:

- Separated Tuition Reimbursement from Professional Development for clarity
- Changed the payback of tuition or Leadership Columbus or similar programs if an employee leaves within a year of completion to be a prorated payback
- Increased reimbursement maximum to the IRS tax-free maximum of \$5,250 (from \$5,000)

Tuition Reimbursement Program:

MORPC wants to encourage and assist full-time employees who are pursuing a course of continuing formal education by paying a portion of the job-related course costs associated with such education. This policy is directed toward acquiring skills and knowledge that will enhance your professional development and increase your value to the organization.

Eligibility for participation in MORPC's Tuition Reimbursement Program will be automatically granted to all full-time permanent employees who have successfully completed six months of employment. Eligibility may also be extended as part of an offer of full-time employment to a currently employed intern or part-time employee who has successfully completed six months of employment.

Course work must be taken for credit/semester hours that **will be/could be** applied towards a degree **and** must have a grade or pass/fail assessment attached to the completion of the program. Seminars, workshops, continuing education and/or other professional development classes do not qualify unless they meet these criteria.

Employees will be reimbursed 100% up to \$5,250 per calendar year, for the cost of tuition, lab fees and required books for approved courses taken on the employee's own time. The course must directly apply to the employee's current position or prepare the employee for advancement opportunities within the organization, as determined by the employee's manager in consultation with the Executive Director. Audited classes will not be reimbursed. Your reimbursement may be subject to IRS taxable guidelines.

Courses must be taken at a college, university, or joint vocational school accredited through the U.S. Department of Education (www.ed.gov) , The Higher Learning Commission of the North Central Association of Colleges and Schools (www.hlcommission.org) or AdvancED (www.advanc-ed.org).

The employee must receive a passing grade as follows:

"C" or above for undergraduate work

"B" or above for graduate work

"P" (pass) for pass/fail courses

Prior to enrolling in a course, the employee completes the Tuition Reimbursement/Professional Development Form and submits it to their immediate supervisor. The employee's supervisor reviews and approves the Tuition Reimbursement/Professional Development. After the supervisor has signed approval, the Department Head, Human Resources Director and Chief Operating Officer will sign and date the form. The employee will keep the form until the class is completed.

Upon course completion, the employee must complete the second step of Tuition Reimbursement/Professional Development form, attach grades, copy of fee bill/receipt of payment and receipts for any required books for which reimbursement is requested. All information must be original documents from the educational institution. The employee sends the Tuition Reimbursement/Professional Development form, proof of final grades, copy of fee bill, receipt of payment to Human Resources. Human Resources verifies and approves the

information by signing the Tuition Reimbursement/Professional Development form. Human Resources forwards the Tuition Reimbursement/Professional Development form to the Chief Operating Officer for signature. Human Resources will obtain approval from the Chief Operating Officer and will return a copy of the approved form to the employee who will submit to Finance for payroll processing.

An employee who does not remain employed at MORPC for at least one year after completion of such college course work will be required to repay all or a portion of the funds paid on behalf of the employee, prorated by month for the year following completion. (Example: If the employee leaves MORPC after 7 full months after the completion of the course, the employee must repay 5/12 of the MORPC-paid costs.)

Professional Development Program:

When MORPC determines, in its sole discretion, that it would be a benefit to the agency and the employee, MORPC may pay the necessary expenses incurred by an employee to officially represent the agency by attending:

- Professional seminar
- Leadership Columbus or similar community leadership programs, which will be subject to the tuition reimbursement repayment terms mentioned above)
- Conferences
- Coursework and testing to achieve or maintain certification in their field of work (e.g. PE, SHRM, CPA, AICP, Housing Professional Certification, etc.)
- Employee Coaching and Mentoring
- Other training sessions, generally department-specific training, not covered by the Tuition Reimbursement Program section
- Other official meetings or gatherings

Department Heads are responsible for monitoring and recommending participation in seminars, conferences and training within departmental budgetary constraints.

The following are guidelines to determine the appropriateness of participation in seminars, conferences, training or continuing education: obtaining information necessary to the agency for completion of its goals or objectives; receiving training in new procedures, techniques, or concepts in planning directly applicable to MORPC's work; improving management or supervisory skills; improving capabilities for work with the public; assisting a staff member in acquiring skills necessary to their job function; and/or to take professional exams. Human Resources will assist in the determination and assessment of various programs.

Upon completion of a seminar, conference or training, a copy of the certificate of completion shall be returned to Human Resources within five business days of receipt of the certification.

Additional professional development, such as professional coaching or other MORPC-provided development opportunities, may be paid via direct payment to the vendor or reimbursed via MORPC's reimbursement policies upon submission of adequate documentation.

Human Resources is responsible for approving all professional development training greater than \$1,000 whether paid from a department budget or the Human Resources budget. The Executive Director has final approval authority for all recommended actions. Approval must be requested on the "Travel Request/Authorization" form if out-of-town travel is required; otherwise, a purchase order is required (see Section 8).

**FULL-TIME EMPLOYEES
SUMMARY OF MAJOR BENEFITS***

PAID TIME OFF (PTO)	Time off hours depending on the length of continuous service
HOLIDAYS	11 Holidays
MAJOR MEDICAL & HOSPITALIZATION DENTAL CARE VISION PRESCRIPTION DRUG EAP	Employee cost share for individual and family plans. Benefits generally become effective on the first day of the month after 30 days of <u>following</u> employment.
SHORT TERM DISABILITY	Short term disability benefits after 2 week waiting period
LONG TERM DISABILITY	Long term disability benefits kick in after Short Term is exhausted
-PARENTAL OR ADOPTION LEAVE	<u>Maternity - 2 weeks paid leave, plus short term disability where applicable; Other Parental Leave - four (4) weeks paid leave</u>
SERIOUS ILLNESS LEAVE	2 weeks paid leave <u>in conjunction with short term disability</u>
LIFE INSURANCE	\$50,000 of term coverage with election of health insurance plan coverage
SUPPLEMENTAL LIFE	Additional life insurance for employee, spouse/domestic partner, children. The premium for this additional coverage is 100% employee funded.
OPERS	Ohio Public Employees Retirement System – Participation is mandatory. <u>Employer share – 14%, Employee share – 10%</u>
MEDICARE	Employee contribution 1.45% matched by MORPC for employees hired on or after April 1, 1986
DEFERRED COMPENSATION	Deferred Compensation plan available through the State of Ohio and the County Commissioners Association of Ohio
CREDIT UNION	Columbus Municipal Employees Federal Credit Union for checking, savings and loans or other services
ALTERNATE WORK SCHEDULE	Flexible and staggered working hours may be available to benefit employee's individual requirements, when work flow permits Requests for alternative work hours must be approved by immediate Supervisor, Department Head, <u>Director of Operations</u> <u>Chief Operating Officer</u> and Executive Director.
EMPLOYEE DEVELOPMENT	Tuition reimbursement program, seminars, conferences and training offered to develop employees
COMMUTER BENEFITS	<u>Free or subsidized parking, free EV charging, COTA bus passes, COGO membership, and indoor bike parking available at reduced prices for employees who choose to commute by bus</u>

SECTION 4 – WAGE AND SALARY ADMINISTRATION

Flexible Working Hours:

Flexible working hours, generally between 7 a.m. and 6 p.m., may be selected if approved in advance by the Supervisor and the Department Head.

Additionally, the Executive Director may offer additional flexible working hours. This may include working more hours earlier in the week to allow for Friday afternoons off ("Flex Fridays"), subject to commitments that may require working Friday afternoons from time to time.

Hybrid/Remote Working Hours:

The Executive Director may implement a hybrid work option for some or all employees. The hybrid work policy will be posted on the intranet and will consider the need to keep a strong in-person presence while providing some flexibility to work remotely. In-person attendance is expected for employees with a role or responsibility at hybrid and in-person meetings of committees, working groups, or similar.

Telecommuting Defined:

Telecommuting is defined as an employment arrangement in which work delegated from the employee's Manager or Supervisor is regularly scheduled and conducted during the employee's normal work hours from a remote location, such as their home. For some job titles, work may be done at odd hours and not necessarily at any specific time of the day or night. ~~This telecommuting policy will allow an employee to telework outside the office up to three days a week.~~ The Department Head and Manager will select the number and which days an employee may telecommute.

SEVERE WEATHER AND EMERGENCY CONDITIONS

If an employee lives in or passes through another county that has similar emergency levels, the employee should not come to work in the case of a Level 3 Snow Emergency. ~~Time off with pay will be granted to the employee in a manner consistent with an office closing.~~

During a Level 2 or Level 3 Snow Emergency, in-person requirements are waived, and employees will be expected to work remotely.

SECTION 6 – EMPLOYEE CONDUCT

CONFLICT RESOLUTION PROCEDURE

It is MORPC's intention to resolve known conflicts promptly. Workplace cConflicts ~~will should~~ be handled within established timeframes to facilitate proper resolutions. ~~Time frames established are reasonable, but may be changed in special circumstances with the approval of the Executive Director.~~ A workplace conflict is defined as any unresolved question or dispute regarding conditions of employment, or a disagreement between co-workers ~~concerning~~

~~employee relations or working conditions between MORPC and the employee.~~ Certain ~~problems or concerns~~issues, however, that are not subject to the discrimination offenses, such as failure to be promoted, substance abuse issues, transfers, displacement, rates of pay, employee benefits, work assignments, and changes in policies and procedures.

Employees shall try to resolve disputes regarding working conditions informally through discussion through their levels of reports, starting with their immediate Supervisor or other appropriate member of management. A formal conflict resolution shall only be initiated if informal efforts fail to resolve the matter. Employees with concerns should also refer to the specific Equal Employment Opportunity Policy, Discrimination Complaint Procedure and the Workplace Harassment policies and procedures in this section. MORPC intends to resolve conflicts appropriately in a timely manner; therefore, a conflict may be resolved at any step in the procedure.

A formal conflict resolution must follow the steps below:

- Step 1** Absent extenuating circumstances, an ~~The employee bringing forth the wishing to utilize this~~ conflict resolution procedure, ~~(the complainant),~~ must present a written conflict resolution summary to their immediate Supervisor within 10 working days of the occurrence of the event, decision or act(s) giving rise to the conflict statement. ~~The only exception to this time limit would be if either party, by circumstances beyond their control, were unable to initiate the proper procedures. If a written conflict statement is not presented within the 10-day period, it may not be considered further.~~ If the conflict is with the immediate Supervisor, the conflict statement shall be filed with the next highest level of supervision; otherwise, -Tthe Supervisor shall investigate the matter and reply in writing to the complainant within 10 ten working days after the written conflict resolutions statement is presented to them.
- Step 2** If the conflict has not been settled satisfactorily by the immediate supervisor in ~~Step 1,~~ the complainant must forward the written conflict resolution statement and the Supervisor's reply to their Department Head within three working days following receipt of the Supervisor's reply. The Department Head shall investigate and make inquiries into the matter and provide a written reply to the complainant within ten working days.
- Step 3** If conflict has not been settled satisfactorily in Step 2 at the Department Head level, the complainant must submit the conflict resolution statement and replies to Human Resources, who will review the matter (which may include holding a meeting with the complainant) and respond to the employee in writing within ten working days following the receipt of the conflict resolution statement.
- Step 4** If no satisfactory solution is reached in Step 3 and the complainant wishes to pursue the matter, Human Resources will submit the conflict resolution statement and all the replies to the Executive Director within three actual working days of receiving notification from the complainant that they wish to pursue the conflict resolution. The Executive Director will investigate the matter, which may include

meeting with the employee, the Department Head and Human Resources. After investigation, the Executive Director will render a decision and communicate the decision in writing to the employee, Department Head and Human Resources within 20 working days of the Executive Director's receipt of the conflict resolution statement. The decision of the Executive Director shall be final.

In the event that the complaint relates to conduct by the Executive Director, Human Resources shall direct an unresolved complaint to the Chair of the Executive Committee for further handling. The employee may be provided with an opportunity to address the Executive Committee. The Executive Committee will tender a decision and communicate the decision appropriately to the complainant and all levels of supervision within 45 days following the hearing. The Executive Committee's decision will be final and binding and will be recorded in Executive Committee minutes.

Step 5 — ~~If no satisfactory solution is reached in Step 4 and the complainant wishes to pursue the matter; the complainant must notify Human Resources that he/she the complainant wishes to pursue the matter within three working days of receipt of the Executive Director's decision. Human Resources will take steps to ensure that the Executive Committee will hear all relevant facts regarding the conflict at the next scheduled Executive Committee meeting. The complainant may address the Committee if they wish. The Executive Committee will tender a decision and communicate the decision appropriately to the complainant and all levels of supervision within 45 days following the hearing. The Executive Committee's decision will be final and binding and will be recorded in Executive Committee minutes.~~

VIOLENCE IN THE WORKPLACE

Weapons of any kind may not be brought into MORPC's buildings, work locations, or MORPC-owned, -leased, or -controlled vehicles. The use or possession of weapons or any other items intended to be used to cause harm, including knives, pipes, screwdrivers, or the like, is also prohibited. Persons with concealed carry permits are required to keep any weapons in the locked vehicle trunks, locked vehicle glove boxes, or locked vehicle storage containers of personal vehicles only. This rule applies to employees, visitors, volunteers, vendors, and any other person entering or using MORPC premises with the exception of law enforcement officers or persons with other express written authorization from MORPC. No such objects, regardless or whether permitted to be carried by law, may be stored in a MORPC vehicle's storage container.

DRUG-FREE WORKPLACE POLICY

As used in this policy, "substance abuse" shall include the use of any illegal drug or controlled substance (including medical marijuana), the misuse of any legally prescribed drug, or the abuse of alcohol. As used in this policy, "abuse of alcohol" shall include the use of alcohol on the job, while on MORPC business, in MORPC-supplied vehicles, or during working business hours, as well as reporting to work under the influence of alcohol. As used in this policy,

“controlled substance” shall include all substances listed in Schedule I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. 812, including marijuana used for medicinal purposes.

Prohibited Conduct:

To ensure a safe, healthful and productive work environment for all employees, MORPC has determined that the following employee conduct is prohibited:

- A. Unlawful manufacture, distribution, dispensation, possession, or use of controlled substances~~drugs~~, including medical marijuana, prescription or over-the-counter drugs, ~~or other controlled substance~~ while on MORPC property, (including MORPC owned or controlled vehicles), ~~or while conducting MORPC business~~.
- B. Consumption, possession, manufacture, distribution, dispensation, sale or storage (including in desks, lockers, vehicles or other property) of alcohol on MORPC property, while conducting MORPC's business, in MORPC supplied vehicles, in vehicles being used for business purposes or during employee's work hours.
- C. Being under the influence of or impaired by a controlled substance (including medical marijuana or an illegally used a prescription drug used other than as prescribed) on MORPC property, while conducting MORPC business, in MORPC supplied vehicles, or in vehicles being used for business purposes or during employee's working hours. Prescription or over-the-counter drug use must be within the limits of a valid prescription and/or manufacturer's guidelines. Such use must not adversely impair the individual's ability to function safely and effectively or adversely affect judgment or perception.
 - 1. Being under the influence of alcohol is defined as blood alcohol of 0.02% or higher.
 - 2. Being under the influence of medical marijuana or an illegally improperly used drug is defined as a verified positive drug test result.

Note: Should a situation occur which involves an employee who is on call and is contacted to report for duty, and the employee believes that they may be under the influence; the employee is required to notify their designated Supervisor or Manager who shall determine if the employee in question shall report to work.

SECTION 8 – REIMBURSEMENT AND PURCHASING

EMPLOYEE RELOCATION EXPENSES

The agency is authorized to pay for employee relocation expenses as may be negotiated between the employee and MORPC. Payment may be in the form of payment or reimbursement of actual costs or a lump sum allowance, or both. The expenses shall not exceed \$~~15~~¹⁵,000 for any one employee without approval of the Executive Committee.

SECTION 9 –OPERATING POLICIES AND PROCEDURES

Media Relations:

All communications from news reporters to staff must be referred to the Communications & Engagement Department, other than those to the Executive Director. Communications & Engagement staff will determine the nature of the call, who is best to handle the call or interview and arrange for staff to be interviewed by media. It will also be determined if Communications & Engagement staff will be present during the interview.

If staff has not notified the Communications & Engagement staff of an interview with the media, then a summary must be provided to Communications & Engagement containing the following information immediately after the interview:

- Description of the conversation or interview
- Summary of any information, facts or publications provided to the media
- Name of the interviewer
- Name of the newspaper, magazine or television/radio station
- Date/time the piece is expected to run or air

However, staff should make a concerted effort to coordinate all media inquiries through Communications & Engagement prior to all interviews. The Communications & Engagement Department ~~will generally~~ issues agency press releases except in certain pre-arranged circumstances on behalf of MORPC using the appropriate channels for requests. Staff are encouraged to submit timely suggestions content for press releases to Communications & Engagement.

Newsletter:

The electronic newsletter, Regional eSource, is published ~~weekly~~monthly and emailed to our subscription list. Articles in Regional eSource describe projects in progress by MORPC staff, their recent accomplishments or awards and regional issues of interest. Members and staff may be asked to submit story suggestions for publication. The electronic newsletter is produced in-house and is the responsibility of Communications & Engagement. The Communications & Engagement department ~~affairs staff~~ also maintains the newsletter subscription list.

~~MORPC also produces a print newsletter once a year generally distributed each fall. The target audience for the print newsletter is the general public and residents who do not have access to the agency's electronic newsletter. The newsletter is written and designed in-house by Communications & Engagement. Printing and mailing of the newsletter is handled by a selected vendor. Communications & Engagement will work with MORPC departments and programs to select the newsletter content. The Communications & Engagement staff also maintains the newsletter subscription list. The print newsletter will also be translated and printed in Spanish.~~

Employee Guidebook – Clean Version

SECTION 2 – HIRING PROCESS

General Employment Application:

The MORPC general employment application form must be filled out completely electronically as indicated in each posting by each applicant prior to the interview. Upon completion of the interviewing process, all interview documents, such as interview question and answer documentation, shall be forwarded to Human Resources for filing.

SECTION 3 – BENEFITS

Health insurance coverage generally begins on the first day of the month following employment (e.g., a start date of January 15 would result in coverage beginning on February 1). The benefits packet from Franklin County should be consulted for specific details of current coverage. Employees with questions or claim information should utilize the toll-free telephone numbers listed in the benefits packet and on insurance cards. If an employee needs further assistance with matters related to insurance coverage or claims processing, contact Human Resources.

OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM

Participation in the Ohio Public Employees Retirement System (OPERS) is mandatory for all employees except those exempted by OPERS regulations. MORPC employees' wages are not subject to Social Security taxes. Currently, the employer portion is 14% and the employee portion is 10%. OPERS may be contacted directly at 614-462-3357.

Paid Time Off (PTO):

Except when on short-term or long-term disability, or as may be required by law or authorized by the Executive Director or Chief Operating Officer, employees may not elect to take unpaid time off in lieu of using available PTO.

Years of Service:

PTO Leave Schedule	Years of Service:					
		1 – 2 Years	3-7 Years	8-14 Years	15-20 Years	21+ Years
Annual		120	160	184	224	264
Accrual Per Pay (26 pays)		4.62	6.15	7.08	8.62	10.15

If an employee fails to return to work at the end of the approved PTO, MORPC may terminate the employee's employment.

Prior Public Service PTO Credit:

An employee who has worked for the State of Ohio or any qualifying political subdivision of the State of Ohio (absent a collective bargaining agreement which specifically excludes the right) may apply for prior public service credit for PTO earnings calculations. MORPC does not honor any unused annual leave that an employee may have had with any previous employer. As part

of an initial offer of employment, the Executive Director may consider a candidate's prior public service from federal employment or employment with public entities outside of Ohio. When properly certified, MORPC will include an employee's time of service with a previous public employer when determining the employee's MORPC PTO earnings rate. Any employee may obtain the Prior Service Credit form from the Human Resources intranet web site under Forms. It will be the responsibility of the employee to ensure that the form is completed and certified by the previous employer. Only prior service that is properly certified will be counted toward the employee's years of service.

Parental Or Adoption Leave

For maternity leave, this paid leave is a benefit that will pay 100% of the employee's pay for two (2) weeks (this will cover the two week elimination period for any applicable short-term disability claim) and in place of serious illness leave, where applicable. When short term disability is awarded, this serves as the Serious Illness Leave as identified in the next section, allowing two weeks of paid time through MORPC directly plus any awarded short term disability payments. This leave runs concurrently with FMLA leave, where applicable. The employee must still request leave and have it approved by their Supervisor and Department Head. MORPC will provide additional parental leave for maternity approved for less than ten weeks of short-term disability to ensure a minimum of 12 weeks of combined leave. This benefit is effective once the employee has completed their six (6) month probationary period.

For all other parental or adoption leave, MORPC will provide up to four (4) weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. This benefit is effective once the employee has completed their six (6) month probationary period.

Tuition Reimbursement Program:

MORPC wants to encourage and assist full-time employees who are pursuing a course of continuing formal education by paying a portion of the job-related course costs associated with such education. This policy is directed toward acquiring skills and knowledge that will enhance your professional development and increase your value to the organization.

Eligibility for participation in MORPC's Tuition Reimbursement Program will be automatically granted to all full-time permanent employees who have successfully completed six months of employment. Eligibility may also be extended as part of an offer of full-time employment to a currently employed intern or part-time employee who has successfully completed six months of employment.

Course work must be taken for credit/semester hours that **will be/could be** applied towards a degree **and** must have a grade or pass/fail assessment attached to the completion of the program. Seminars, workshops, continuing education and/or other professional development classes do not quality unless they meet these criteria.

Employees will be reimbursed 100% up to \$5,250 per calendar year, for the cost of tuition, lab fees and required books for approved courses taken on the employee's own time. The course must directly apply to the employee's current position or prepare the employee for advancement opportunities within the organization, as determined by the employee's manager in consultation with the Executive Director. Audited classes will not be reimbursed. Your reimbursement may be subject to IRS taxable guidelines.

Courses must be taken at a college, university, or joint vocational school accredited through the U.S. Department of Education (www.ed.gov) , The Higher Learning Commission of the North Central Association of Colleges and Schools (www.hlcommission.org) or AdvancED (www.advanc-ed.org).

The employee must receive a passing grade as follows:

"C" or above for undergraduate work

"B" or above for graduate work

"P" (pass) for pass/fail courses

Prior to enrolling in a course, the employee completes the Tuition Reimbursement/Professional Development Form and submits it to their immediate supervisor. The employee's supervisor reviews and approves the Tuition Reimbursement/Professional Development. After the supervisor has signed approval, the Department Head, Human Resources Director and Chief Operating Officer will sign and date the form. The employee will keep the form until the class is completed.

Upon course completion, the employee must complete the second step of Tuition Reimbursement/Professional Development form, attach grades, copy of fee bill/receipt of payment and receipts for any required books for which reimbursement is requested. All information must be original documents from the educational institution. The employee sends the Tuition Reimbursement/Professional Development form, proof of final grades, copy of fee bill, receipt of payment to Human Resources. Human Resources verifies and approves the information by signing the Tuition Reimbursement/Professional Development form. Human Resources forwards the Tuition Reimbursement/Professional Development form to the Chief Operating Officer for signature. Human Resources will obtain approval from the Chief Operating Officer and will return a copy of the approved form to the employee who will submit to Finance for payroll processing.

An employee who does not remain employed at MORPC for at least one year after completion of such college course work will be required to repay all or a portion of the funds paid on behalf of the employee, prorated by month for the year following completion. (Example: If the employee leaves MORPC after 7 full months after the completion of the course, the employee must repay 5/12 of the MORPC-paid costs.)

Professional Development Program:

When MORPC determines, in its sole discretion, that it would be a benefit to the agency and the employee, MORPC may pay the necessary expenses incurred by an employee to officially represent the agency by attending:

- Professional seminar

- Leadership Columbus or similar community leadership programs, which will be subject to the tuition reimbursement repayment terms mentioned above)
- Conferences
- Coursework and testing to achieve or maintain certification in their field of work (e.g. PE, SHRM, CPA, AICP, Housing Professional Certification, etc.)
- Employee Coaching and Mentoring
- Other training sessions, generally department-specific training, not covered by the Tuition Reimbursement Program section
- Other official meetings or gatherings

Department Heads are responsible for monitoring and recommending participation in seminars, conferences and training within departmental budgetary constraints.

The following are guidelines to determine the appropriateness of participation in seminars, conferences, training or continuing education: obtaining information necessary to the agency for completion of its goals or objectives; receiving training in new procedures, techniques, or concepts in planning directly applicable to MORPC's work; improving management or supervisory skills; improving capabilities for work with the public; assisting a staff member in acquiring skills necessary to their job function; and/or to take professional exams. Human Resources will assist in the determination and assessment of various programs.

Upon completion of a seminar, conference or training, a copy of the certificate of completion shall be returned to Human Resources within five business days of receipt of the certification.

Additional professional development, such as professional coaching or other MORPC-provided development opportunities, may be paid via direct payment to the vendor or reimbursed via MORPC's reimbursement policies upon submission of adequate documentation.

Human Resources is responsible for approving all professional development training greater than \$1,000 whether paid from a department budget or the Human Resources budget. The Executive Director has final approval authority for all recommended actions. Approval must be requested on the "Travel Request/Authorization" form if out-of-town travel is required; otherwise, a purchase order is required (see Section 8).

**FULL-TIME EMPLOYEES
SUMMARY OF MAJOR BENEFITS***

PAID TIME OFF (PTO)	Time off hours depending on the length of continuous service
HOLIDAYS	11 Holidays
MAJOR MEDICAL & HOSPITALIZATION DENTAL CARE VISION PRESCRIPTION DRUG EAP	Employee cost share for individual and family plans. Benefits generally become effective on the first day of the month following employment.
SHORT TERM DISABILITY	Short term disability benefits after 2 week waiting period
LONG TERM DISABILITY	Long term disability benefits kick in after Short Term is exhausted
PARENTAL OR ADOPTION LEAVE	Maternity - 2 weeks paid leave, plus short term disability where applicable; Other Parental Leave - four (4) weeks paid leave
SERIOUS ILLNESS LEAVE	2 weeks paid leave in conjunction with short term disability
LIFE INSURANCE	\$50,000 of term coverage with election of health insurance plan coverage
SUPPLEMENTAL LIFE	Additional life insurance for employee, spouse/domestic partner, children. The premium for this additional coverage is 100% employee funded.
OPERS	Ohio Public Employees Retirement System – Participation is mandatory. Employer share – 14%, Employee share – 10%
MEDICARE	Employee contribution 1.45% matched by MORPC for employees hired on or after April 1, 1986
DEFERRED COMPENSATION	Deferred Compensation plan available through the State of Ohio and the County Commissioners Association of Ohio
CREDIT UNION	Columbus Municipal Employees Federal Credit Union for checking, savings and loans or other services
ALTERNATE WORK SCHEDULE	Flexible and staggered working hours may be available to benefit employee's individual requirements, when work flow permits Requests for alternative work hours must be approved by immediate Supervisor, Department Head, Chief Operating Officer and Executive Director.
EMPLOYEE DEVELOPMENT	Tuition reimbursement program, seminars, conferences and training offered to develop employees
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It is MORPC’s intention to resolve known conflicts promptly. Workplace conflicts should be handled within established timeframes to facilitate proper resolutions. A workplace conflict is defined as any unresolved question or dispute regarding conditions of employment, or a disagreement between co-workers. Certain issues, however, that are not subject to the discrimination offenses, such as failure to be promoted, substance abuse issues, transfers, displacement, rates of pay, employee benefits, work assignments, and changes in policies and procedures.

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A formal conflict resolution must follow the steps below:

- Step 1** Absent extenuating circumstances, an employee wishing to utilize this conflict resolution procedure must present a written summary to their immediate Supervisor within 10 working days of the occurrence of the event, decision or act(s) giving rise to the conflict statement. If the conflict is with the immediate Supervisor, the conflict statement shall be filed with the next highest level of supervision; otherwise, the Supervisor shall investigate the matter and reply in writing to the complainant within 10 working days after the written conflict resolutions statement is presented.
- Step 2** If the conflict has not been settled satisfactorily by the immediate supervisor, the complainant must forward the written conflict resolution statement and the Supervisor's reply to their Department Head within three working days following receipt of the Supervisor's reply. The Department Head shall investigate and make inquiries into the matter and provide a written reply to the complainant within ten working days.
- Step 3** If conflict has not been settled satisfactorily at the Department Head level, the complainant must submit the conflict resolution statement and replies to Human Resources, who will review the matter (which may include holding a meeting with the complainant) and respond to the employee in writing within ten working days following the receipt of the conflict resolution statement.
- Step 4** If no satisfactory solution is reached in Step 3 and the complainant wishes to pursue the matter, Human Resources will submit the conflict resolution statement and all the replies to the Executive Director within three working days of receiving notification from the complainant that they wish to pursue the conflict resolution. The Executive Director will investigate the matter, which may include meeting with the employee, the Department Head and Human Resources. After investigation, the Executive Director will render a decision and communicate the decision in writing to the employee, Department Head and Human Resources within 20 working days of the Executive Director's receipt of the conflict resolution statement. The decision of the Executive Director shall be final.
- In the event that the complaint relates to conduct by the Executive Director, Human Resources shall direct an unresolved complaint to the Chair of the Executive Committee for further handling. The employee may be provided with an opportunity to address the Executive Committee. The Executive Committee

will tender a decision and communicate the decision appropriately to the complainant and all levels of supervision within 45 days following the hearing. The Executive Committee's decision will be final and binding and will be recorded in Executive Committee minutes.

VIOLENCE IN THE WORKPLACE

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Prohibited Conduct:

To ensure a safe, healthful and productive work environment for all employees, MORPC has determined that the following employee conduct is prohibited:

- A. Unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, including medical marijuana, prescription or over-the-counter drugs while on MORPC property (including MORPC owned or controlled vehicles) or while conducting MORPC business.
- B. Consumption, possession, manufacture, distribution, dispensation, sale or storage (including in desks, lockers, vehicles or other property) of alcohol on MORPC property, while conducting MORPC's business, in MORPC supplied vehicles, in vehicles being used for business purposes or during employee's work hours.
- C. Being under the influence of or impaired by a controlled substance (including medical marijuana or a prescription drug used other than as prescribed) on MORPC property, while conducting MORPC business, in MORPC supplied vehicles, or in vehicles being used for business purposes or during employee's working hours. Prescription or over-

the-counter drug use must be within the limits of a valid prescription and/or manufacturer's guidelines. Such use must not adversely impair the individual's ability to function safely and effectively or adversely affect judgment or perception.

1. Being under the influence of alcohol is defined as blood alcohol of 0.02% or higher.
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Note: Should a situation occur which involves an employee who is on call and is contacted to report for duty, and the employee believes that they may be under the influence; the employee is required to notify their designated Supervisor or Manager who shall determine if the employee in question shall report to work.

SECTION 8 – REIMBURSEMENT AND PURCHASING

EMPLOYEE RELOCATION EXPENSES

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SECTION 9 –OPERATING POLICIES AND PROCEDURES

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- Description of the conversation or interview
- Summary of any information, facts or publications provided to the media
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- Name of the newspaper, magazine or television/radio station
- Date/time the piece is expected to run or air

However, staff should make a concerted effort to coordinate all media inquiries through Communications & Engagement prior to all interviews. The Communications & Engagement Department issues agency press releases except in certain pre-arranged circumstances on

behalf of MORPC using the appropriate channels for requests. Staff are encouraged to submit timely content for press releases to Communications & Engagement.

Newsletter:

The electronic newsletter, Regional eSource, is published monthly and emailed to our subscription list. Articles in Regional eSource describe projects in progress by MORPC staff, their recent accomplishments or awards and regional issues of interest. Members and staff may be asked to submit story suggestions for publication. The electronic newsletter is produced in-house and is the responsibility of Communications & Engagement. The Communications & Engagement department also maintains the newsletter subscription list.



MID-OHIO REGIONAL
MORPC
PLANNING COMMISSION

111 Liberty Street, Suite 100
Columbus, Ohio 43215
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T. 614. 228.2663
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info@morpc.org

Memorandum

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

FROM: Shawn Hufstedler
Chief Operating Officer

DATE: November 28, 2022

SUBJECT: Proposed Resolution 17-22: **“Acceptance of the fiscal budget and fund account appropriations for the operation of the Mid-Ohio Regional Planning Commission for 2023”**

This resolution establishes an agency operating budget of \$23,231,714 for calendar year 2023 and sets authorized appropriation levels for the agency operating and capital expenditures budget line items.

The full 2023 operating budget document with comparisons to the 2022 budget and an executive summary highlighting key elements of the 2023 budget is attached.

The proposed transfers are as follows:

- Transfer \$500,000 out of the Operating Reserve to the main operating account.
 - This transfer will only occur, if needed, in accordance with the operating reserve policy.
- Transfer \$715,000 into the Operating Reserve to transfer (if needed) member dues funding to increase the Operating Reserve (\$215,000) and return the funds transferred as noted above (\$500,000), if applicable.
- Transfer \$100,000 out of the Operating Reserve to the main operating account.
 - This transfer authorization is for the management reserve, if needed, to fund new intended revenue-generating activity and/or relatively minor shortages in funding for certain programs.
- Transfer \$100,000 out of the main operating account to the Operating Reserve.
 - This authorization is for the purpose of transferring positive net income from certain program groups to be invested in the Operating and Management Reserves in accordance with the Operating Reserve Policy.

MORPC has completed its plan to renovate and update its existing space. The proposed additional transfer is to cover expenses that occurred out of the main operating account:

- Transfer authorizations of \$4,500 from building maintenance and improvement fund to the main operating account.

Attachment: Resolution 17-22

RESOLUTION 17-22

“Acceptance of the fiscal budget and fund account appropriations for the operation of the Mid-Ohio Regional Planning Commission for 2023”

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

WHEREAS, the finance team, working with the executive director and all MORPC departments, has formulated the 2023 Budget and fund account appropriations; and

WHEREAS, the Executive Committee has reviewed the 2023 Budget and fund account appropriations and recommends adoption; now therefore,

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

Section 1. That the operating budget attached as page 6 of the 2023 Budget is adopted.

Section 2. That the finance director is hereby authorized and directed to adopt the 2023 fund appropriations as shown below and transfer funds up to the amounts listed in the transfer appropriation lines below.

Fund No.	Org. No.	Franklin County Object Code	Account Title	2023 Appropriations Budget
9013	13570	510000	Salaries	\$7,294,682
9013	13570	515000	Fringe Benefits	\$2,624,900
9013	13570	520000	Services & Charges and Materials	\$10,880,226
9013	13570	539500	Board Member Reimbursements	\$30,000
9013	13570	554000	Grants to Non-Profit Organizations	\$2,213,675
9013	13570	540000	Capital outlay – Furniture, Equipment & Leasehold Improvements	\$115,000
			TOTAL	\$23,158,483
			Transfer for Building Maintenance and Improvement	
9043	43570	573300	Transfer Appropriation - Out	\$4,500
9013	13570	473300	Transfer Appropriation - In	\$4,500
			Transfer for Operating Reserve	
9042	42570	573300	Transfer Appropriation – Out	\$500,000
9013	13570	473300	Transfer Appropriation – In	\$500,000
9013	13570	573300	Transfer Appropriation - Out	\$715,000

9042	42570	473300	Transfer Appropriation - In	\$715,000
			Transfer for Management Reserve	
9042	42570	573300	Transfer Appropriation – Out	\$100,000
9013	13570	473300	Transfer Appropriation – In	\$100,000
9013	13570	573300	Transfer Appropriation – Out	\$100,000
9042	42570	473300	Transfer Appropriation – In	\$100,000

- Section 3. 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 4. That the finance director is authorized and directed to make any necessary allocation changes within a single fund of the appropriations up to 5 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.

Erik J. Janas, Chair
MID-OHIO REGIONAL PLANNING COMMISSION

Effective date: January 1, 2023
Submitted by: Shawn Hufstedler, Chief Operating Officer
Prepared by: Anthony Perry, Finance Director
Authority: Ohio Revised Code Section 713.21
For action date: December 8, 2022
Attachment: 2023 Budget



2023

BUDGET



MID-OHIO REGIONAL
MORPC
PLANNING COMMISSION

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Columbus, Ohio 43215
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TABLE OF CONTENTS

EXECUTIVE SUMMARY	1
OPERATING BUDGET & SCHEDULE OF CAPITAL EXPENDITURES...	6
DETAIL OF MEMBER DUES.....	7
SCHEDULE OF APPROPRIATIONS	8
APPENDIX	
DETAIL SOURCES BY DEPARTMENT	9-10
SCHEDULE OF FUNDING SOURCES	11
SCHEDULE OF SUBCONTRACTORS	12
INDIRECT COST ALLOCATION BUDGET	13

EXECUTIVE SUMMARY

The MORPC 2023 operating budget is \$23,231,714, an increase of \$1,234,825 (5.3%) from 2022's budget of \$21,996,884.

As we look toward 2023, there is much uncertainty about the state of the economy with rising interest rates and persistent inflation, but also historically large federal funding and economic development projects starting in the region. In this environment, MORPC's finances continue to be strong. This budget seeks to continue a balanced approach of using resources responsibly, but still targeting investments that will improve services for members and the region.

MORPC will continue to aggressively pursue grants and contracts that will benefit its members. The Bipartisan Infrastructure Law (BIL), other federal appropriations, the Intel Project, and state funding for the Appalachian region will all potentially provide new or expanded sources of funding to MORPC and its members. While some increases have been budgeted, a mid-year budget amendment will be completed if needed to adjust for new funding and programs as we move through 2023.

This budget focuses on MORPC's Strategic Framework Goals, which include:

- Drive Investment;
- Pay It Forward;
- Create an Environment for Prosperity; and
- Build Value for Our Members.

MORPC is pursuing a number of initiatives to continue to advance these goals, which include the following:

Drive Investment

- To attract investment to the region and create opportunities for members and all of Central Ohio, MORPC will fund a Regional Investment Officer position. Additionally, MORPC will continue to fund Grants Coordinator and Grants Intern positions to support the work of bringing investment to the region.
- MORPC will continue to support planning efforts around major projects, such as the Intel Project in Licking County. MORPC has budgeted potential funding to support this planning work.
- MORPC will continue working on creating an innovative Intergovernmental Support Agreement (IGSA) to strengthen the defense presence in the region and support Central Ohio communities.

Pay It Forward

- MORPC will continue to enhance public service leadership and build capacity in Central Ohio communities by training local elected officials and appointed leaders; provide extensive member-focused forums, briefings, and special events; and connect young leaders to public service through MORPC's Internship Program. MORPC will provide subsidy to several local governments to host interns.

Create an Environment for Prosperity

- MORPC will continue to deliver essential tools for the region to get better as it grows bigger, including expanded research, visual tools, and proactive briefings; continued expertise to tackle the housing challenge; expanded Diversity, Equity, and Inclusion (DEI) programs; and programs and tools to inform and drive sustainability and mobility efforts.

Build Value for Our Members

- MORPC will continue to be a strong resource and collaborative forum for Central Ohio communities. MORPC members will continue to have access to newly renovated space and will benefit from virtual meeting tools.
- MORPC will be an excellent steward of regional resources. In this budget, MORPC is using \$215,000 in funding to further bolster its operating reserve, which will further strengthen MORPC's finances, improve financial resiliency, and support MORPC's 60-day or more balance target.
- This budget builds capacity for Communications & Engagement by increasing funding by over \$100,000 compared to the 2022 budget.
- MORPC continues to invest in Human Resources and Information Technology to remain a great place to work. To recruit and retain a high-quality workforce, and working with human resources professionals across the region, MORPC in 2023 is simplifying the employee portion of its health care rate schedule (i.e., eliminating the largest premium category), boosting PTO accruals for first-year employees, and offering free parking, EV charging, COTA passes via C-pass, and COGO membership to all staff.
- In response to the challenges of growth and staffing in many of the region's local governments, MORPC will be developing two new resources for planning assistance. This includes a staffing pool of planners available for short-term assignments with MORPC members to assist with planning and development staffing needs. We will also develop a task order consultant program to streamline the process for local governments to engage pre-negotiated services from a network of planning and development firms and consultants.
- MORPC will continue to provide a strong return on investment (ROI) for all local government members.

The details below show some changing initiatives and new programs. Here are some notable highlights for 2023:

Programming and Planning

- An increase in Programming funding is expected due to the potential distribution of additional subgrant funds through the FTA 5310 Enhanced Mobility Program and due to various locally funded transportation related work. FTA 5310 Enhanced Mobility Program subgrant spending is related to vehicle purchases for subrecipients, as well as other support. Various Transportation Projects – Local is supported by local COTA funds in lieu of COVID relief funding (Coronavirus Aid, Relief, and Economic Security Act (CARES) and Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA)).

- Planning is budgeted for an increase due to the potential acquisition of various grants and contracts (not under contract) and the funding of the new Central Ohio Greenways Wayfinding Strategy Program.
- Planning – Data & Mapping is budgeted for a decrease due to the planned elimination of the Paving the Way Program.

Residential Services

- A decrease in funding for Residential Services (RS) is budgeted due to decreases to the Columbia Gas Warm Choice, HWAP Enhancement, and Ohio Department of Health Lead-Safe Home Fund contract (provided through Franklin County Public Health (FCPH)). The decrease in Columbia Gas Warm Choice is due to the projection that the program will weatherize 500 homes in 2023. In 2022, MORPC assumed that it would exceed its Columbia Gas Warm Choice target. The reduction in HWAP Enhancement is due to a return to more typical funds levels after a one-time increase in funding during 2021-2022. The reduction to the Ohio Department of Health Lead-Safe Home Fund contract will result in a funding level still above that requested in the original proposal submitted by FCPH and MORPC in 2021.
- MORPC will be further evaluating options to enhance funding for the department so as to better manage its programs' short- and long-term budget impacts to the agency while ensuring the continuance of critical services to families in need and improve energy efficiency.

The Detailed Revenue by Department schedule, which is in the Appendix, shows additional detail on program fluctuations from year to year.

This budget also makes investments in staffing that will improve services for members, the region, and internal MORPC operations, and shows a relatively high level of turnover/soft funding associated with staffing based on recent turnover trends, which is consistent with the expectations of other organizations due to the current employment climate.

The fringe rate will be 57.5% of wages in 2022, which is a slight increase of one half of a percentage point compared to 2022. Conversely, the indirect cost allocation rate will be decreased slightly to 62.5% of direct labor (i.e., wages and fringe) in 2023, which is a decrease of one half of a percentage. The increase in the fringe rate is largely a result of increased retirement costs (commensurate with salary increases), PTO usage trends, and the need to cover for the under-collection of fringe costs from 2021 (as required by MORPC's indirect cost allocation plan (ICAP)). At the same time, MORPC is seeking to control indirect costs as it continues its focus on efficiency.

SOURCES (Funding Sources – Page 11)

Total 2023 sources of \$23,231,714 are greater than the 2022 sources budget of \$21,996,884 with fluctuations in some funding sources and programs as is typical for MORPC as well as increases elsewhere.

Revenue from federal sources is budgeted to increase to \$13,504,800 (or by 22.4%) from \$11,034,881. Federal sources account for 58.1% of the operating budget. The largest increase is due to potential new funding from the Bipartisan Infrastructure Law (BIL) and other federal sources, but also expected increases in transportation funding through the U.S. Department of Transportation, and Housing and Urban Development (HUD) funding for the Home Repair Program due to the acquisition of the Healthy Homes Production Program (HHPP) Grant and continued Community Development Block Grant (CDBG) funding through Franklin County.

Local and other budgeted revenue is projected to decrease by 13.4% to \$4,051,156 in 2023 from \$4,679,922 in 2022. Transportation and Infrastructure Local Funds consist of funding received from COTA in lieu of COVID relief funding and potential local funding related to federal initiatives supported by the Bipartisan Infrastructure Law (BIL) and other federal legislation. In 2023, MORPC's projections of the receipt of potential local funding is more modest than in 2022. Local/other funding is approximately 17.4% of total revenue.

Utilities funding of \$2,257,971 in 2023 is budgeted to decrease by 32.9% from the 2022 budget of \$3,366,677. This is primarily because MORPC is assuming it will reach its Columbia Gas Warm Choice target of weatherizing 500 homes in 2023. In 2022, MORPC assumed that it would exceed its Columbia Gas Warm Choice target. Utilities funding is approximately 9.7% of total sources.

State funding is expected to decrease to \$1,646,546 (or 1.7%) from \$1,675,368, primarily due to reductions in the Ohio Department of Health Lead-Safe Home Fund contract. State funding is approximately 7.1% of total revenue.

USES (Page 6)

Salaries and fringe benefits are budgeted to increase from \$9,098,288 to \$9,919,582 (or 9.0%) as a result of new positions, cost of living and merit wage increases, and some promotions/wage adjustments. Staff was budgeted at 85.7 FTEs in the 2022 budget and is budgeted at 91.2 FTEs in 2023. Planned new positions are expected to expand services to members by attracting new funding for members and the region, improve internal and external engagement, and improve internal operations.

Other uses (Materials and Supplies, Services – Subcontractors, Services & Charges, and Depreciation) are expected to remain relatively flat in 2023.

CAPITAL EXPENDITURES (Page 6)

The capital expenditures budget for 2023 is \$115,000, down from \$315,500 in 2022 and \$1,278,000 in 2021. The reduction is a result of the completion of the MORPC space renovation project, which means that furniture, equipment, and leasehold improvements expenses will be greatly reduced.

USE OF MEMBER DUES (Page 7)

The total 2023 member dues budget is \$1,457,992. Dues funding is provided by 82 members. The budget is less than 2022's budget as, despite the addition of new members and a Commission-approved increase to member dues, prior years' dues set aside for building renovations/maintenance is zero in 2023 due to the completion of the building renovation project. Of the 2023 budgeted amount: \$215,000 of the dues are set aside to bolster MORPC's operating reserve in support of the Commission-approved 60-day cash target, \$21,508 is being used to cover CORPO transportation matching requirements (MPO transportation matching requirements are being met using other local funds), and \$174,101 is for building lease expenses.

Services to Members makes up the majority of the remaining use of dues with \$876,661 budgeted for work for members such as executive director services, proactive legislation, public policy work, and member services coordination. This includes the hiring of a Regional Investment Officer to attract investment to the region and a Regional Engagement Manager to better serve MORPC's members. Notably, MORPC is also increasing its DEI budget by 10%. Member Dues represents approximately 6.3% of the operating sources budget.

Finally, associate members, which includes eight units of local government, are currently participating as members of MORPC at an annual rate of \$1,000 each.

APPROPRIATIONS (Page 8)

The appropriations are similar to the agency operating expenses, coming in at \$23,158,482 for 2023.

OPERATING BUDGET

SOURCES	2022 BUDGET	2023 BUDGET	INCREASE/ DECREASE
PROGRAMMING AND PLANNING			
Jointly Funded Projects (MPO & CORPO)	\$3,326,707	\$4,101,177	\$774,470
Programming - Transportation & Infrastructure Development	\$6,260,424	\$7,991,305	\$1,730,881
Planning - Data and Mapping	\$261,221	\$196,019	(\$65,202)
Planning	\$2,296,775	\$2,203,951	(\$92,824)
SUBTOTAL PLANNING, DATA AND TRANSPORTATION	\$12,145,127	\$14,492,452	\$2,347,325
RESIDENTIAL SERVICES			
Residential Energy Efficiency	\$4,953,868	\$3,737,907	(\$1,215,961)
Housing & Rehab Services	\$2,958,201	\$2,829,973	(\$128,228)
SUBTOTAL RESIDENTIAL SERVICES	\$7,912,069	\$6,567,881	(\$1,344,188)
MEMBER SERVICES/DEVELOPMENT	\$1,028,089	\$1,221,486	\$193,397
OPERATING RESERVE	\$225,000	\$215,000	(\$10,000)
OTHER	\$686,603	\$734,895	\$48,292
TOTAL SOURCES	\$21,996,884	\$23,231,714	\$1,234,830

Detail Budgets provided on pages 9-10

USES	2022 BUDGET	2023 BUDGET	INCREASE/ DECREASE
Salaries and Fringe Benefits	\$9,098,288	\$9,919,582	\$821,294
Materials and Supplies	\$242,365	\$201,977	(\$40,388)
Services - Subcontractors	\$6,553,444	\$6,508,098	(\$45,346)
Services & Charges	\$5,692,591	\$6,198,826	\$506,235
Additions to Operating Reserve	\$225,000	\$215,000	(\$10,000)
Depreciation	\$185,199	\$188,231	\$3,032
TOTAL USES	\$21,996,884	\$23,231,714	\$1,234,825
NET CHANGE	\$0	\$0	\$0

SCHEDULE OF CAPITAL EXPENDITURES

SOURCES	2022 BUDGET	2023 BUDGET	INCREASE/ DECREASE
Cash *	\$315,500	\$115,000	(\$200,500)
TOTAL SOURCES	\$315,500	\$115,000	(\$200,500)

USES	2022 BUDGET	2023 BUDGET	INCREASE/ DECREASE
Equipment, Vehicles & Other Assets	\$275,500	\$90,000	(\$185,500)
Furniture & Leasehold Improvements	\$40,000	\$25,000	(\$15,000)
TOTAL CAPITAL EXPENDITURES	\$315,500	\$115,000	(\$200,500)

* - Represents cash available and recoverable via grants

DETAIL OF MEMBER DUES

SOURCES:	2022 BUDGET	2023 BUDGET	INCREASE/ DECREASE
RPC Member Dues (\$.33 - 2022, \$.34 - 2023)	\$775,201	\$855,577	\$80,376
MPO Member Dues (\$.20 - 2022, \$.205 - 2023)	\$389,114	\$399,346	\$10,232
Associate Members	\$8,000	\$8,000	\$0
Building/Reserve (\$.07 - 2022, \$.07 - 2023)	\$164,437	\$174,101	\$9,664
CORPO Local Match (\$.10 - 2022, \$.105 - 2023)	\$24,008	\$20,970	(\$3,038)
SUBTOTAL SOURCES	\$1,360,760	\$1,457,992	\$97,234
Withdrawals from Building Maintenance Funds	\$247,500	\$0	(\$247,500)
TOTAL SOURCES	\$1,608,260	\$1,457,992	(\$150,266)
USES:			
Transportation Match / Operating Reserve (MPO & CORPO)	\$332,671	\$236,508	(\$96,163)
SUBTOTAL LOCAL MATCH	\$332,671	\$236,508	(\$96,163)
Executive Director Services to Members	\$77,452	\$87,781	\$10,329
Proactive Legislative Activity	\$184,246	\$185,604	\$1,358
Public Policy & Multi-jurisdictional	\$186,481	\$284,975	\$98,494
Member Service Coordination	\$216,580	\$222,834	\$6,254
Annual Salary Survey	\$7,000	\$6,547	(\$453)
Mid-Ohio Finance Administrators (MOFA)	\$1,800	\$1,894	\$94
Other Services to Members	\$31,128	\$87,026	\$55,898
SUBTOTAL FOR SERVICES TO MEMBERS	\$704,687	\$876,661	\$171,974
Executive Director Development	\$76,108	\$86,257	\$10,149
Executive Director & Staff Travel & Registration	\$7,170	\$7,400	\$230
Board Travel & Registration	\$12,070	\$16,795	\$4,725
Other Development/Business Development	\$2,083	\$2,149	\$66
SUBTOTAL DEVELOPMENT FUND	\$97,431	\$112,601	\$15,170
Diversity, Equity & Inclusion	\$45,300	\$49,830	\$4,530
Miscellaneous	\$5,800	\$5,800	\$0
Contingency & Cost Overruns	\$10,434	\$2,492	(\$7,942)
SUBTOTAL OTHER	\$61,534	\$58,122	(\$3,412)
Building Lease Expense	\$164,437	\$174,101	\$9,664
Building Due Diligence	\$5,000	\$0	(\$5,000)
Furniture & Leasehold Improvements (Capital Expenditures)	\$242,500	\$0	(\$242,500)
SUBTOTAL BUILDING	\$411,937	\$174,101	(\$237,836)
TOTAL USES OF MEMBER PER-CAPITA FEES	\$1,608,260	\$1,457,992	(\$150,268)

SCHEDULE OF APPROPRIATIONS

ACCT #	ACCOUNT TITLES	2022 BUDGET	2023 BUDGET	INCREASE/ DECREASE
SALARIES				
	Salaries - Regular	\$6,515,779	\$7,243,570	\$727,791
	Salaries - PTO and Sick Leave Payout	\$99,152	\$51,112	(\$48,040)
510000	SUBTOTAL SALARIES	\$6,614,931	\$7,294,682	\$679,751
FRINGE BENEFITS				
	PERS - Regular	\$868,301	\$983,710	\$115,409
	PERS - PTO and Sick Leave Payout	\$13,111	\$7,156	(\$5,955)
	SUBTOTAL PERS	\$881,412	\$990,866	\$109,454
	Medicare Tax	\$82,174	\$102,106	\$19,932
	Unemployment Compensation	\$15,732	\$17,100	\$1,368
	Workers Compensation	\$76,005	\$88,376	\$12,371
	Fringe Benefits Other (includes group medical, dental, vision, life and disability)	\$1,428,034	\$1,426,452	(\$1,582)
515000	SUBTOTAL FRINGE BENEFITS	\$2,483,357	\$2,624,900	\$141,543
	TOTAL SALARIES & BENEFITS	\$9,098,287	\$9,919,581	\$821,293
MATERIALS, SERVICES & CHARGES				
	Materials & Supplies	\$242,367	\$201,977	(\$40,390)
	Services & Charges:			
	Subcontractors	\$6,553,444	\$6,508,098	(\$45,346)
	Services and Charges	\$4,993,574	\$5,507,989	\$514,415
	Additions to Operation Reserves	\$225,000	\$215,000	(\$10,000)
	Rent and Utilities	\$611,837	\$621,271	\$9,434
	Travel	\$87,176	\$69,567	(\$17,609)
	SUBTOTAL SERVICES & CHARGES & MATERIALS	\$12,713,398	\$13,123,901	\$410,503
520000	TOTAL OPERATING EXPENSES	\$21,811,685	\$23,043,482	\$1,231,796
Capital Expenditures				
	Equipment, Vehicles & Other Assets	\$275,500	\$90,000	(\$185,500)
	Leasehold Improvements	\$40,000	\$25,000	(\$15,000)
540000	TOTAL CAPITAL EXPENDITURES	\$315,500	\$115,000	(\$200,500)
	TOTAL	\$22,127,185	\$23,158,482	\$1,031,296



APPENDIX

DETAIL SOURCES BY DEPARTMENT

	2022 BUDGET	2023 BUDGET	INCREASE/ DECREASE
MPO & CORPO (Jointly Funded Projects)			
Federal Highway Administration (MPO & CORPO)	\$2,661,366	\$3,280,942	\$619,576
Ohio Department of Transportation (MPO & CORPO)	\$332,671	\$410,118	\$77,447
MORPC Transportation Match (MPO & CORPO)	\$332,671	\$410,119	\$77,448
SUBTOTAL OF JOINTLY FUNDED PROJECTS	\$3,326,708	\$4,101,178	\$774,470
Programming - Transportation & Infrastructure Development			
Infrastructure Program	\$180,000	\$180,000	\$0
Gohio	\$938,467	\$913,240	(\$25,227)
Regional Supplemental Planning	\$202,783	\$299,917	\$97,134
FTA 5310 Designated Recipient - Enhanced Mobility Programs	\$1,173,360	\$2,349,314	\$1,175,954
LinkUS	\$259,395	\$135,670	(\$123,725)
Technical Assistance	\$278,245	\$287,391	\$9,146
Competitive and Economic Development & Fr. Co TID	\$1,050,755	\$555,174	(\$495,581)
USEDA Grant	\$279,495	\$194,701	(\$84,794)
Local Forecasting/ Modeling (NUC)	\$125,000	\$15,000	(\$110,000)
Various Transportation Projects - Local	\$0	\$584,934	\$584,934
Various Transportation & Infrastructure Development Projects (NUC)	\$2,379,031	\$2,475,964	\$96,933
SUBTOTAL PROGRAMMING - TRANSPORTATION & INFRASTRUCTURE DEVELOPMENT	\$6,866,532	\$7,991,305	\$1,124,775
Planning			
Clean Ohio	\$29,000	\$29,000	(\$0)
Regional Supplemental Planning	\$111,034	\$99,825	(\$11,209)
Greenways Program	\$144,467	\$203,952	\$59,485
Air Quality Awareness	\$636,583	\$560,817	(\$75,766)
Insight 2050 Academy	\$4,000	\$4,000	\$0
Ohio EPA	\$117,174	\$118,642	\$1,468
Sustaining Scioto	\$90,243	\$79,516	(\$10,727)
Central Ohio Greenways Wayfinding Strategy	\$0	\$204,912	\$204,912
Franklin County HAB and Issuer fees	\$20,500	\$15,591	(\$4,909)
USEPA Air Quaility Grant	\$0	\$100,000	\$100,000
Various Planning Projects (NUC)	\$537,664	\$787,697	\$250,033
SUBTOTAL PLANNING	\$1,690,667	\$2,203,951	\$513,286
Planning - Data & Mapping			
Paving the Way	\$38,129	\$0	(\$38,129)
Regional Supplemental Planning	\$111,149	\$117,877	\$6,728
Various Data & Mapping Projects - Local	\$0	\$31,531	\$31,531
Various Data & Mapping Projects (NUC)	\$111,942	\$46,612	(\$65,330)
SUBTOTAL PLANNING - DATA & MAPPING	\$261,221	\$196,019	(\$65,201)
TOTAL PROGRAMMING AND PLANNING	\$12,145,127	\$14,492,452	\$2,347,329

NUC = Not Under Contract

DETAIL SOURCES BY DEPARTMENT

RESIDENTIAL SERVICES	2022 BUDGET	2023 BUDGET	INCREASE/ DECREASE
Energy Efficiency			
Columbia Gas WarmChoice	\$3,366,677	\$2,257,971	(\$1,108,706)
Home Weatherization Assistance Program	\$613,655	\$581,315	(\$32,340)
Home Weatherization Assistance Enhancement Program	\$769,932	\$250,601	(\$519,331)
WDBCO Workforce Wx Training	\$16,000	\$8,000	(\$8,000)
Franklin County Partnership (NUC)	\$150,000	\$0	(\$150,000)
Potential HWAP (NUC)	\$0	\$196,530	\$196,530
Potential Weatherization Funding (NUC)	\$37,603	\$443,490	\$405,887
SUBTOTAL ENERGY EFFICIENCY SERVICES	\$4,953,868	\$3,737,907	(\$1,215,961)
Residential Programs			
FC Home Repair Program	\$1,050,959	\$1,297,381	\$246,422
Mortgages Forgiven	\$5,425	\$2,255	(\$3,170)
Franklin County HAB Applications	\$5,250	\$5,250	\$0
COCIC Home Repair for Wx deferrals	\$93,476	\$0	(\$93,476)
COCIC Home Repair for Wx deferrals (NUC)	\$100,000	\$100,000	(\$0)
Ohio Dept. of Health Lead-Safe Home Fund Contract	\$1,131,663	\$787,787	(\$343,876)
Healthy Homes Production Program (HHPP) Grant	\$0	\$576,426	\$576,426
Various Rehab Projects (NUC)	\$571,428	\$60,875	(\$510,553)
SUBTOTAL RESIDENTIAL PROGRAMS	\$2,958,201	\$2,829,973	(\$128,228)
TOTAL FOR RESIDENTIAL & ENERGY EFFICIENCY SERVICES	\$7,912,069	\$6,567,881	(\$1,344,188)

NUC = Not Under Contract

MEMBER SERVICES/DEVELOPMENT	2022 BUDGET	2023 BUDGET	INCREASE/ DECREASE
Services to Members	\$704,687	\$876,662	\$171,975
Development Fund	\$97,431	\$112,601	\$15,170
Building Lease Payments	\$164,437	\$174,101	\$9,664
Other	\$61,534	\$58,122	(\$3,412)
TOTAL MEMBER SERVICES/DEVELOPMENT (See Dues Page for Details)	\$1,028,089	\$1,221,486	\$193,397

OTHER	2022 BUDGET	2023 BUDGET	INCREASE/ DECREASE
Local Government Internship Program - Administrative	\$29,600	\$38,000	\$8,400
State of the Region Luncheon	\$111,196	\$100,159	(\$11,037)
Summit On Sustainability	\$86,999	\$91,965	\$4,966
Freight Conference	\$103,120	\$0	(\$103,120)
Operating Reserve	\$225,000	\$215,000	(\$10,000)
Other	\$176,495	\$79,200	(\$97,295)
Interest	\$1,635	\$15,516	\$13,881
Building Depreciation	\$398,276	\$157,684	(\$240,592)
Indirect Costs Variance (carryforward from prior years)	(\$80,233)	\$140,936	\$221,169
Fringe Benefits Variance (carryforward from prior years)	(\$140,489)	\$111,435	\$251,924
TOTAL OTHER	\$911,598	\$949,894	\$38,296
GRAND TOTAL	\$21,996,883	\$23,231,714	\$1,234,834

SCHEDULE OF FUNDING SOURCES

FUNDING SOURCES	2022 BUDGET	2023 BUDGET	INCREASE/ DECREASE
MEMBER DUES	\$1,360,759	\$1,457,993	\$97,234
FEDERAL FUNDING			
Federal Highway Administration (MPO & CORPO)	\$2,661,366	\$3,285,942	\$624,576
FTA/Other FHWA	\$3,980,190	\$4,708,962	\$728,772
HUD - CDBG & Other	\$1,077,259	\$1,326,222	\$248,963
Neighborhood Stabilization Program	\$5,425	\$2,255	(\$3,170)
Home Weatherization Assistance Program	\$1,383,588	\$1,028,446	(\$355,142)
Brownfield / Targeted Grants NUC	\$583,949	\$166,846	(\$417,103)
USEDA Grant	\$221,679	\$194,700	(\$26,979)
Healthy Homes Production Program (HHPP) Grant	\$0	\$576,425	\$576,425
Other Federal Funding NUC	\$1,121,428	\$2,215,000	\$1,093,572
SUBTOTAL FEDERAL FUNDING	\$11,034,881	\$13,504,800	\$2,469,914
STATE FUNDING			
Ohio Department of Transportation (MPO & CORPO funding)	\$332,671	\$410,118	\$77,447
Ohio Public Works Commission (Infrastructure/Clean Ohio)	\$93,859	\$80,000	(\$13,859)
Ohio EPA Funding	\$0	\$118,642	\$118,642
Ohio Dept. of Health Lead-Safe Home Fund Contract	\$1,131,663	\$787,787	(\$343,876)
Other State Funding	\$117,174	\$250,000	\$132,826
SUBTOTAL STATE FUNDING	\$1,675,368	\$1,646,546	(\$28,821)
UTILITIES	\$3,366,677	\$2,257,971	(\$1,108,706)
FOUNDATION/CORPORATE FUNDING	\$100,000	\$60,875	(\$39,125)
LOCAL & OTHER FUNDING			
Infrastructure Program & Clean Ohio	\$115,142	\$129,000	\$13,858
Summit on Sustainability	\$86,999	\$91,965	\$4,966
Housing Local Contracts	\$198,726	\$100,000	(\$98,726)
Transportation & Infrastructure Local Funds	\$2,227,343	\$1,824,517	(\$402,826)
Planning - Data & Mapping Local Funds	\$176,376	\$178,369	\$1,993
Planning Local Funds	\$722,944	\$689,304	(\$33,640)
Greenways Local Program	\$144,467	\$203,952	\$59,485
State of the Region	\$111,196	\$100,159	(\$11,037)
Local Government Internship Program	\$29,600	\$38,000	\$8,400
Other	\$865,494	\$680,374	(\$185,120)
Interest	\$1,635	\$15,516	\$13,881
SUBTOTAL LOCAL & OTHER FUNDING	\$4,679,922	\$4,051,156	(\$628,766)
Interperiod Overhead Receivable/(Reserve)	(\$80,233)	\$140,936	\$221,169
Interperiod Fringe Benefits Receivable/(Reserve)	(\$140,489)	\$111,435	\$251,924
TOTAL FUNDING SOURCES	\$21,996,884	\$23,231,714	\$1,234,829

NUC = Not Under Contract

SCHEDULE OF SUBCONTRACTORS

	2022 BUDGET	2023 BUDGET	INCREASE/ DECREASE
SUBCONTRACTORS BY DEPARTMENT			
PROGRAMMING - TRANSPORTATION			
Other/Local Transportation Projects (NUC)	\$1,091,990	\$2,100,000	\$1,008,010
Technical Assistance	\$0	\$35,000	\$35,000
Regional Supplemental Planning	\$50,000	\$0	(\$50,000)
SUBTOTAL PROGRAMMING - TRANSPORTATION	\$1,141,990	\$2,135,000	\$993,010
PLANNING			
Rapid 5 Mobility Initiative (NUC)	\$96,445	\$0	(\$96,445)
Air Quality Awareness	\$77,036	\$77,490	\$454
Trail Town	\$0	\$35,000	\$35,000
Central Ohio Greenways Wayfinding Strategy	\$0	\$145,000	\$145,000
Sustaining Scioto (NUC)	\$37,500	\$0	(\$37,500)
USEPA Air Quality Grant (NUC)	\$0	\$67,000	\$67,000
Other Misc./Local Transportation Projects (NUC)	\$35,000	\$250,000	\$215,000
SUBTOTAL PLANNING	\$245,981	\$574,490	\$328,509
RESIDENTIAL & ENERGY EFFICIENCY SERVICES			
Columbia Gas Warmchoice	\$2,280,000	\$1,356,048	(\$923,952)
Home Weatherization Assistance Program	\$214,737	\$218,690	\$3,953
Home Weatherization Assistance Enhancement Program	\$587,426	\$190,416	(\$397,010)
Franklin County Urgent Repair Program	\$709,901	\$826,936	\$117,035
COCIC Home Repair for Wx Deferrals NUC	\$170,000	\$79,661	(\$90,339)
Ohio Dept. of Health Lead-Safe Home Fund Contract	\$766,247	\$564,319	(\$201,928)
Healthy Homes Production Program (HHPP) Grant	\$0	\$311,114	\$311,114
Affordable Housing Trust	\$0	\$54,894	\$54,894
Weatherization (NUC)	\$0	\$196,530	\$196,530
Home Repair (NUC)	\$437,162	\$0	(\$437,162)
SUBTOTAL RESIDENTIAL & ENERGY EFFICIENCY SERVICES	\$5,165,473	\$3,798,608	(\$1,366,865)
TOTAL SUBCONTRACTOR EXPENSES	\$6,553,444	\$6,508,098	(\$45,346)

NUC - Not Under Contract

Indirect Cost Allocation Budget
January 1, 2023 to December 31, 2023

	DIRECT LABOR & FRINGES	TOTAL INDIRECT COST ALLOCATION
Transportation & Infrastructure	\$3,007,397	\$1,879,623
Planning & Sustainability	\$1,524,184	\$952,615
Data & Mapping	\$744,738	\$465,461
Residential Services	\$1,404,211	\$877,632
Member Dues	\$529,971	\$331,232
Other Grants & Programs	\$37,806	\$23,629
Less: Estimated Turnover & Soft Funding	(\$500,678)	(\$312,924)
TOTAL GRANTS & PROGRAMS	\$6,747,623	\$4,217,268
Indirect Labor		
Information & Technology Services		\$497,754
Finance		\$670,901
Communications & Engagement		\$605,173
Executive Management		\$519,194
Human Resources & Facility		\$405,434
Contract & Proposal Development, Other Indirect Labor		\$94,571
Agency Administrative		\$25,267
Less: Estimated Turnover & Soft Funding		(\$208,372)
TOTAL INDIRECT LABOR		\$2,609,922
General Overhead Expenses		
Materials & Supplies		\$140,460
Services & Charges		\$857,303
Rent & Utilities		\$435,850
Other General Overhead		\$27,803
TOTAL GENERAL OVERHEAD		\$1,461,416
Retention/Severance		\$5,000
TOTAL INDIRECT COSTS		\$4,076,338
ACTUAL INDIRECT RATES		60.41%
Carry Forward Balance as of 12/31/21		\$140,936
ALLOCATED INDIRECT COSTS		\$4,217,268
ALLOCATED INDIRECT COSTS RATES		62.50%

	INDIRECT LABOR	GENERAL OVERHEAD	TOTAL
Information & Technology Services	\$497,754	\$442,307	\$940,061
Human Resources	\$300,269	\$178,326	\$478,595
Facility	\$105,165	\$499,747	\$604,912
Retention/Severance	\$0	\$5,000	\$5,000
Finance	\$670,901	\$192,683	\$863,584
Communications & Engagement	\$605,173	\$107,702	\$712,875
Executive Management	\$519,194	\$28,961	\$548,155
Contract & Proposal Development, Other Indirect Labor	\$94,571	\$11,490	\$106,061
Agency Administrative	\$25,267	\$200	\$25,467
Less: Estimated Turnover & Soft Funding	(\$208,372)	\$0	(\$208,372)
TOTAL INDIRECT COSTS	\$2,609,922	\$1,466,416	\$4,076,338



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Memorandum

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

FROM: William Murdock
Executive Director

DATE: November 28, 2022

SUBJECT: Proposed Resolution 16-22: **“Accepting the City of London as a member of the Mid-Ohio Regional Planning Commission (MORPC)”**

On November 3, 2022, the City Council of the City of London passed a resolution to join the Mid-Ohio Regional Planning Commission (MORPC). This resolution accepts the City of London as a member of MORPC, which helps meet the desire of MORPC’s membership to continue to grow the organization for the benefit of a stronger Central Ohio region.

The net dues will be pro-rated as of the date of membership and assessed to the City of London in the amount of \$339.

Attachment: Resolution 16-22

RESOLUTION 16-22

“Accepting the City of London as a member of the Mid-Ohio Regional Planning Commission (MORPC)”

WHEREAS, the City of London recognizes the need for collaborative, cooperative planning in order to ensure continued growth and prosperity; and

WHEREAS, MORPC’s mission is to be the regional voice and a catalyst for sustainability and economic prosperity in order to secure a competitive advantage for Central Ohio; and

WHEREAS, the City of London has petitioned for membership in MORPC; and

WHEREAS, it is the desire of MORPC’s members to continue to grow for the benefit of strong collaboration on regional issues; and

WHEREAS, the City of London will be assessed dues based on the 2021 population projections; and

WHEREAS, on November 3, 2022, the City Council of the City of London passed a resolution accepting the conditions of membership contained in MORPC’s Articles of Agreement; now therefore

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

- Section 1. That the City of London is accepted as a member of MORPC effective December 8, 2022.
- Section 2. That the Bylaws provide that two (2) representatives appointed by the City of London are eligible to serve as voting members on their behalf at the MORPC Commission meetings.
- Section 3. That net dues will be pro-rated as of the date of membership (December 8, 2022) and assessed to the City of London for 2022 in the amount of \$339.
- Section 4. That the City of London shall be entitled to the same regular services of MORPC as are other members and that any special services will be purchased by the City based on standard MORPC rates.
- 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.

Erik J. Janas, Chair
MID-OHIO REGIONAL PLANNING COMMISSION

Effective date:	December 8, 2022
Submitted by:	William Murdock, Executive Director
Prepared by:	Eileen Leuby, Membership Services Officer
Authority:	Ohio Revised Code Section 713.21
For action date:	December 8, 2022



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Memorandum

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

FROM: Joseph Garrity
Senior Director of Government Affairs & Community Relations

DATE: November 25, 2022

SUBJECT: Proposed Resolution 18-22: **“Adoption of MORPC’s 2023-2024 Public Policy Agenda”**

This resolution formally adopts the Mid-Ohio Regional Planning Commission’s (MORPC) 2023-2024 Public Policy Agenda. The agenda was first presented and approved by the Regional Policy Roundtable at its fall meeting on November 15, 2022.

The 2023-2024 MORPC Public Policy Agenda Working Group, chaired by Columbus City Councilmember Lourdes Barroso de Padilla, was comprised of MORPC Board members, Regional Policy Roundtable members, and other Central Ohio community leaders. The Working Group convened three meetings to create a forward-thinking agenda that builds value for our diverse membership.

MORPC and its local government members seek to assertively impact state and federal legislation and policy. The agenda was developed to implement a successful advocacy program reflective of MORPC’s work, goals, and values. It details actions and policies that will create a prosperous environment for all our residents, drive investment to our growing region, pay it forward to future generations, and ensure that as Central Ohio grows bigger, we grow better.

Attachment: Resolution 18-22

RESOLUTION 18-22

“Adoption of MORPC’s 2023-2024 Public Policy Agenda”

WHEREAS, members of the Mid-Ohio Regional Planning Commission (MORPC) Board, the Regional Policy Roundtable, and the Public Policy Agenda Working Group collaborated to create a robust, inclusive, and forward thinking 2023-2024 Public Policy Agenda; and

WHEREAS, it describes MORPC’s leading and collaborative policy initiatives for the years 2023 and 2024, which directly relate to its mission, goals, and objectives; and

WHEREAS, the 2023-2024 Public Policy Agenda provides a framework to advocate for policies that promote regionalism, enhance Central Ohio’s transportation system, promote sustainability, encourage effective data policies and the equitable deployment of digital infrastructure, and raise awareness of racial and social justice issues in our growing region; and

WHEREAS, the 2023-2024 Public Policy Agenda provides direction to MORPC members and staff in order to act in concert with those initiatives; and

WHEREAS, the 2023-2024 Public Policy Agenda encourages a collaborative approach to public policy advocacy; and

WHEREAS, the 2023-2024 Public Policy Agenda was designed to reflect the Central Ohio region and address important public policy issues and legislation that occur throughout the legislative session; and

WHEREAS, the 2023-2024 Public Policy Agenda will help MORPC lead in local, state, and federal policy matters; now therefore,

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

- Section 1. That it supports and adopts the 2023-2024 Public Policy Agenda.
- 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 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

Erik J. Janas, Chair
MID-OHIO REGIONAL PLANNING COMMISSION

Effective date: December 8, 2022
Submitted by: David Scheffler, Regional Policy Roundtable Chair
Prepared by: Joseph Garrity, Senior Director of Government Affairs and Community Engagement
Authority: Ohio Revised Code Section 713.21
For action date: January 1, 2023
Attachment: 2023-2024 Public Policy Agenda

Public Policy Agenda 2023-2024: Regional Advocacy for Central Ohio at the State and Federal Levels

Lead—Opportunities for legislative and public policy leadership from MORPC

Goal 1: Regionalism: Promote regionalism at the local, state, and federal levels of government to create an environment for prosperity for all Central Ohio residents by fostering economic growth, equity, and efficient use of resources.

- Advocate for policies and legislation that enhance local government efficiency, innovation, and collaboration.
- Leverage insight2050 to advocate for policies that will provide Central Ohio with the needed tools to plan for growth.
- Promote and advance local government authority to improve the quality of life, environment, and economy.
- Support federal and state tax and budget policies that promote inclusive economic growth and equity while also ensuring the ability to provide vital local government services, including increases to Ohio's Local Government Fund.
- Advance our Drive Investment strategy by identifying and supporting significant projects and grant opportunities to benefit all Central Ohio residents.
- Promote policies, programs, and funding to ensure our region's transportation, broadband, water, housing, sewer, and material management infrastructure are well maintained, equitable, affordable, resilient, and accessible to all.
- Encourage legislation that allows all local governments to hold public meetings virtually at their discretion.
- Support legislation that encourages local governments to use new forms of technology for communications, official notices, contracts, and outreach to foster greater participation and reduce travel time.
- Continue to advocate for administrative flexibility and support related to ongoing rollout of COVID-19 pandemic recovery resources.
- Oppose legislation that withholds local government funds from any local government.
- Work through the U.S. Economic Development Administration to form an Economic Development District (EDD) in Central Ohio to better leverage the involvement of the public, private, and non-profit sectors.
- Advocate for policies, incentives, and funding that increase Central Ohio's supply of quality housing of all types and at all price levels.

Goal 2: Transportation: Achieve an advanced, inclusive, and exceptional transportation system that connects Central Ohio's people and products to the world.

- Seek additional revenue mechanisms for transportation at the local, state, and federal levels.
- Promote state and federal support and recognition of metropolitan and rural planning organizations and their regional approach to transportation planning and funding.
- Advance the logistics industry in Central Ohio and support investments and innovation in intermodal, rail, air, and other freight facilities.
- Support funding and policies that measurably improve transportation safety and equity, and advance Vision Zero efforts at the local, state, and federal levels, including enhanced penalties for distracted driving.
- Support increased funding for Transportation Improvement Districts (TIDs) in Central Ohio, promoting intergovernmental and public-private cooperation to advance transportation projects and leverage state and federal funding.
- Advocate for an advanced, more equitable multi-modal transportation system that improves interregional access to more public and private transportation choices, connecting to regional, national, and international markets, including LinkUS, the 3C&D and the Chicago-Columbus-Pittsburgh corridors.
- Pursue policies and funding to improve quality of life through expanded multimodal transportation options connecting marginalized communities in rural, suburban, and urban areas, including LinkUS and rural collaborations
- Pursue policies and funding to advance the goals of RAPID 5 and the Central Ohio Greenways strategy for developing a more interconnected active transportation network for all.
- Advocate for regional policies that prepare Central Ohio communities for additional smart-infrastructure and innovative technology investment.
- Advocate for policies and funding that support the study and deployment of ultra-rapid transportation, passenger rail, and hyperloop technology in Ohio.
- Support policies, funding, and incentives to expand use of electric vehicles and charging infrastructure, allowing for more rapid region-wide adoption of zero-emission vehicles at scale.

Goal 3: Sustainability: Pursue sustainability solutions that protect and conserve our natural resources and promote a diverse supply of clean, affordable, and reliable sources of energy for our growing region.

- Advance and expand the integration of energy efficiency, conservation, and renewable energy for a healthier, more resilient, and cost-effective energy portfolio.
- Advocate for innovative strategies and funding for public and private partners to achieve and maintain attainment of the National Ambient Air Quality Standards, while decreasing air pollution exposure and associated health impacts for Central Ohio residents.

- Advocate for policies, innovative strategies, and funding to manage, protect, and enhance the quality and quantity of our water resources, balancing public- and private-sector interests, and supporting sustainable development in our growing region.
- Advance locally sourced energy aggregation policies, funding, and innovative financing that foster economic growth, equity, resiliency, and higher quality of life.
- Support and advocate for policies and funding for a timely cleanup and redevelopment of brownfields, historic buildings, and/or vacant, blighted, or abandoned land to revitalize communities.
- Assist in the rapid development of an advanced transportation network, inclusive of electric and alternative fuel vehicles and their infrastructure, to provide connectivity throughout the region's rural and urban communities.
- Pursue funding and policies to help protect existing and secure new parkland, wetlands, trails, prime agricultural land, and green space.

Goal 4: Data and Digital Infrastructure: Promote effective data policies and the equitable deployment of digital infrastructure that benefit Central Ohio communities.

- Pursue funding and support initiatives, such as the Franklin County Digital Equity Coalition, that keep Central Ohio at the forefront of data, digital equity, and technology innovation.
- Encourage the adoption of data governance policies at the federal, state, and local levels that promote open data and standardization, while protecting the security of private, personal, and otherwise sensitive information.
- Support the ability of local governments to fund, manage, and maintain digital assets and infrastructure.
- Support planning and development for secure, reliable, and affordable broadband in every home, business, school, and service provider within the region.
- Encourage implementation of data sharing and analytics that result in data-driven decisions and collaboration with local governments, regional partners, and federal and state agencies.

Goal 5: Racial & Social Justice: Raise awareness of racial and social justice issues and work to continually improve communities within our growing region.

- Advocate for policies that declare racism as a public health crisis.
- Support public health and safety systems that protect residents of all backgrounds.
- Support equitable development and affordable, quality housing access for all.
- Improve access to job opportunities, broadband, resources, homeownership, health systems, and connected green space for marginalized communities.
- Support policies that work to eliminate racial and social disparities and physical divisions in our growing region.
- Encourage the development of universal design policies and walkable communities that support lifelong and inclusive age-friendly communities.

Collaborate - Opportunities for MORPC to form coalitions with like-minded organizations

Economic Development

- Promote a robust and inclusive regional economy and actively collaborate with economic development and business organizations, non-profits, universities, and local governments to pursue an economic development district, improved national and state policies, and new funding to advance economic development.
- Support One Columbus' vision in making Central Ohio the most prosperous region in the country.
- Advance job-attraction and retention incentives, new tools, and strategies to encourage new jobs and investment that benefit the region.
- Collaborate with partners in education, labor, and the private sector to develop a more skilled and diverse workforce to readily meet the needs of Central Ohio businesses, reduce workforce shortages, and expand upward mobility into quality careers.

Sustainable Growth

- Promote efficient and effective use and management of waste streams through diversion, reuse, and recycling programs.
- Advocate for innovative land-use regulations and planning tools as a way to: promote sustainable development; maintain and reuse existing housing and commercial buildings; conserve environmentally sensitive areas; encourage farmland preservation; reduce energy consumption; provide transportation alternatives; and promote effective material management.
- Advocate for policies and funding that support a broad spectrum of housing options – in alignment with the Regional Housing Strategy and LinkUS– to meet the region's growing residential and workforce needs.
- Support policies and incentives that leverage existing infrastructure and encourage redevelopment and reinvestment in Central Ohio's neighborhoods and commercial districts.
- Promote projects and policies that advance local food systems, supply chains, and farmland preservation to achieve food security.

Drive Investment

- Assist MORPC local governments in seeking and attracting historic federal investment opportunities that will help advance regional infrastructure, plan for growth, and cultivate job creating projects in our region.
- Participate in coalitions and partnerships to better position Central Ohio for federal and state funding through appropriations, authorizations, bills, grants, and other opportunities.
- Support federal funding for defense installations, missions, research, and other initiatives that benefit Central Ohio.
- Advocate for the protection of existing federal funding streams.



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Memorandum

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

FROM: Nick Gill, Transportation Director

DATE: November 28, 2022

SUBJECT: Proposed Resolution 20-22: " **Authorizing the executive director to enter into an agreement for consulting services to provide planning support for Intel area communities "**

Resolution 20-22 will authorize the executive director to enter into agreement for consulting services to support long term transportation planning needs as a result of the Intel announcement choosing a site in New Albany in Licking County as the future home for its most advanced semiconductor manufacturing facilities in the world.

On January 21, 2022 Ohio Governor Mike DeWine and Lt. Governor Jon Husted joined JobsOhio, One Columbus, and several local, state, and federal leaders to announce that leading global semiconductor manufacturer Intel Corporation has chosen the site in New Albany. Mid-Ohio Regional Planning Commission, Licking County Planning & Development, the governor's Office, ODOT and others have been meeting regarding the short- and long-term impacts and transportation needs of the area. Based on conversations with ODOT, the SFY 2023 Transportation Planning Work Program (PWP) is being amended through Resolution T-17-22, to add a new work element, Growth and Major Economic Development Planning, with a budget of \$1,000,000 from ODOT. This work element will continue the regional readiness planning dialogue with additional study detail.

Attachment: Resolution 20-22

RESOLUTION 20-22

“Authorizing the executive director to enter into an agreement for consulting services to provide planning support for Intel area communities”

WHEREAS, on January 21, 2022, Ohio Governor Mike DeWine and Lt. Governor Jon Husted joined JobsOhio, One Columbus, and several local, state, and federal leaders to announce that leading global semiconductor manufacturer Intel Corporation has chosen the site in New Albany in Licking County as the future home for its most advanced semiconductor manufacturing facilities in the world; and

WHEREAS, Mid-Ohio Regional Planning Commission, Licking County Planning & Development, the governor’s Office, ODOT and others have been meeting regarding the short- and long-term impacts and transportation needs of the area; and

WHEREAS, ODOT is providing \$1,000,000 to support regional and local transportation planning efforts to best prepare for the long term impacts of the Intel and related developments; and

WHEREAS, a new work element as shown in the attachment has been developed to be added to transportation’s the SFY 2023 Planning Work Program; and

WHEREAS, MORPC will serve as the project administrator and contract with the consultant(s) to provide the planning support; now therefore

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

- Section 1. That the executive director is hereby authorized to accept funding for and enter into an agreement with a qualified consultant or consultants for up to \$1,000,000 to conduct planning support for communities in the area of the Intel site in New Albany.
- Section 2. That the executive director is authorized to approve one or more extensions for performance of services under the foregoing agreements and change orders for amounts up to the financial authorization levels in the MORPC bylaws without further authorization from this Commission.
- Section 3. 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 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.

Erik J. Janas, Chair
MID-OHIO REGIONAL PLANNING COMMISSION

Effective date: December 8, 2022
Submitted by: Nick Gill, Transportation Director
Prepared by: Nick Gill, Transportation Director

Authority:	Ohio Revised Code Section 713.21
For action date:	December 8, 2022
Attachment:	State Fiscal Year 2023 Planning Work Program new Work Element 66514-3000

Attachment: State Fiscal Year 2023 Planning Work Program new Work Element 66514-3000

No. 66514-3000

Growth and Major Economic Development Planning

This work element focuses on conducting regional coordination of long-range transportation planning which includes consideration of access, infrastructure, land use, and housing. The outcomes are intended to address very near-term needs, long-term investment planning and comprehensively align various local and regional efforts the Central Ohio Region for the Intel investment and subsequent growth.

MORPC will coordinate with the State of Ohio, LCATS, and other regional stakeholders (including but not limited to Foundations, TIDs, Counties, Municipalities and Townships) to address the needs of the region and prepare for growth demands associated with the Intel investment. The coordination approach will be transect- based with a focal point being the Silicon Heartland Site in New Albany. The primary focus will start with geographies that are within the 20-minutes travel of the site. Broader review and planning also will focus on the 40-minutes travel time concentric circle of the site, 60-minutes and beyond.

On January 21, 2022 Ohio Governor Mike DeWine and Lt. Governor Jon Husted joined JobsOhio, One Columbus, and several local, state, and federal leaders to announce that leading global semiconductor manufacturer Intel Corporation has chosen a site in New Albany, Licking County as the future home for its most advanced semiconductor manufacturing facilities in the world. Intel plans to invest more than \$20 billion to build two state-of-the-art factories by 2025. The facilities will support Intel's most advanced process technologies, resulting in an increased American share of the global semiconductor supply chain.

On February 24th, 2022, the Mid-Ohio Regional Planning Commission, Licking County Planning & Development and One Columbus held a listening session for the Central Ohio Region focused on planning for the impending growth related to Intel's Silicon Heartland announcement. Over 150 local officials and community leaders came together to initiate the planning dialogue to address the related growth. Regular sessions have been held monthly since to continue the dialogue in the region. Regional readiness planning from this dialogue now continues under this work element.

Product: Method	Agency/ies	Schedule
Agency Coordination Plan: with MORPC and LCATS staff engage with local jurisdictions to further enhance understanding of planning needs with regard to Intel impacts.	MORPC, LCATS, local jurisdictions	March 2023

Enhanced data and travel demand model coverage: through engagement with local agencies, enhance comprehensive regional data sets and through interaction with ODOT, expand regional travel demand model coverage area.	MORPC, LCATS, ODOT	December 2023
Updated local planning documents: through inventorying of local transportation planning documents and engagement with local jurisdictions assist in updating planning documents such as zoning codes, thoroughfare plans and/or comprehensive plans.	MORPC, LCATS, local jurisdictions	April 2023
Funding Opportunities: compile funding options for projects including eligibility, application process and matching of most appropriate options for each project.	MORPC, LCATS, local jurisdictions	October 2023
List of Improvement Concepts: through analysis of safety, physical condition, travel and congestion including development of cost estimate an implementation strategy.	MORPC, LCATS, local jurisdictions	August 2024

Related Activities:

Long Range Multimodal Planning (see 61013-3000)

Manage, Map, Collect and Share Data (see 60513-2000)

Transportation Systems Analysis Techniques and Applications (see 60553-3000)

Transportation Improvement Program (TIP) & Implementation (see 60203-3000)

Budget:

Total Work Element Budget: \$1,000,000 ODOT/FHWA

Spent Previous Year(s): \$0

Remaining Work Element Budget: \$1,000,000

Budget Notes:

Budget breakdown is approximately \$875,000 for consultant services and \$125,000 of staff services with a portion for LCATS staff. Work to be spread out over state fiscal years 2023, 2024 and 2025.



MID-OHIO REGIONAL
MORPC
PLANNING COMMISSION

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Memorandum

TO: Mid-Ohio Regional Planning Commission
Executive Committee

FROM: Kerstin Carr, Chief Regional Strategy Officer & Sr. Director of Planning

DATE: November 25, 2022

SUBJECT: Proposed Resolution EC-07-22: **“Authorizing the executive director to enter into agreements with the Franklin County Board of Commissioners to administer the Joint Columbus and Franklin County Housing Advisory Board for the period of January 1, 2023 through December 31, 2023”**

Franklin County accepted applications for continued funding of CDBG HUD-funded programs for 2022-2024. The Mid-Ohio Regional Planning Commission (MORPC) agreed to continue to serve as the administrator of the Joint Columbus and Franklin County Housing Advisory Board (HAB) as designated by the City and County since 1993. MORPC staff serves as the HAB secretary with responsibility to receive and review all applications and provide project information to the full board. MORPC also prepares an annual report, monitors projects annually for affordability requirements, and maintains an active role in the affordable housing community. Funding for the HAB will include \$10,000 from the County and \$10,500 in issuer fees.

Attachment: Resolution EC-07-22

William Murdock, AICP
Executive Director

Erik J. Janas
Chair

Chris Amorose Groomes
Vice Chair

Michelle Crandall
Secretary

RESOLUTION EC-07-22

“Authorizing the executive director to enter into agreements with the Franklin County Board of Commissioners to administer the Joint Columbus and Franklin County Housing Advisory Board for the period of January 1, 2023, through December 31, 2023”

WHEREAS, the Franklin County Board of Commissioners administers the Federal Community Development Block Grant (CDBG) funding awarded by the U.S. Department of Housing and Urban Development (HUD) as an entitlement community authorized under Title I of the Housing and Community Development Act of 1974, Public Law 93-383, as amended; and

WHEREAS, MORPC was asked to administer the Joint Columbus and Franklin County Housing Advisory Board and has been awarded a contract to do so; and

WHEREAS, the services performed pursuant to the contract for the Joint Columbus and Franklin County Housing Advisory Board will be to administer all board activities including meetings, board appointments, project application review, monitoring of completed projects and other related activities; now therefore,

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

- Section 1. That the executive director is hereby authorized to enter into agreements with the Franklin County Board of Commissioners for the work described in the contract awarded for the Joint Columbus and Franklin County Housing Advisory Board in the amount up to \$20,500.
- Section 2. That the executive director is authorized to approve one or more extensions for performance of services under the foregoing agreements and change orders for amounts up to the financial authorization levels in the MORPC bylaws without further authorization from this committee.
- Section 3. 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 4. That this committee finds and determines that all formal deliberations and actions of this committee concerning and relating to the adoption of this resolution were taken in open meetings of this committee.

Chris Amorose Groomes, Chair
EXECUTIVE COMMITTEE

Effective date: December 9, 2022
Submitted by: Kerstin Carr, Chief Regional Strategy Officer & Sr. Director of Planning
Prepared by: Kerstin Carr, Chief Regional Strategy Officer & Sr. Director of Planning
Authority: Ohio Revised Code Section 713.21
For action date: December 9, 2022



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Memorandum

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

FROM: Brandi Whetstone, Sustainability Officer
Planning Department

DATE: November 25, 2022

SUBJECT: Proposed Resolution 19-22: **“Authorizing the executive director to enter into and administer a contract for up to \$500,000 with the United States Environmental Protection Agency (U.S. EPA) to implement particle pollution monitoring, modeling, and community engagement efforts in Franklin County”**

This resolution authorizes the executive director to enter into and administer a contract with the U.S. EPA for a three-year project period. MORPC will serve as the project manager, working with local partner Franklin County Public Health, to implement a hyperlocal air quality monitoring network with a focus on increasing particle pollution (PM_{2.5}) data collection, identifying source drivers, strengthening community engagement, and elevating environmental justice concerns. The data collected from this network will be shared with a consultant to analyze the PM_{2.5} concentrations and source contributions.

The project will take place within the limits of Franklin County, Ohio in zip codes identified through data aggregation that focus on vulnerable populations most impacted by poor air quality and COVID-19. The results of this data collection and analysis will be shared with the public and will help inform local strategies for reducing pollution and protecting public health.

This project will leverage the existing neighborhood air monitoring network and expand the team’s ability to conduct community and partner engagement along with advanced technical work necessary to analyze air pollution patterns and sources at the hyperlocal level.

Attachment: Resolution 19-22

RESOLUTION 19-22

“Authorizing the executive director to enter into and administer a contract for up to \$500,000 with the United States Environmental Protection Agency (U.S. EPA) to implement particle pollution monitoring, modeling, and community engagement efforts in Franklin County”

WHEREAS, MORPC’s Air Quality Program strives to make Central Ohio’s air safer to breathe and increases awareness of health impacts and clean air solutions through education, engagement, and partnerships; and

WHEREAS, MORPC is committed to advancing initiatives that support equity and high quality of life for Central Ohio residents; and

WHEREAS, MORPC and Franklin County Public Health are leveraging ongoing data collection efforts and experience through a local air monitoring network, focused on creating a better understanding of particle pollution distribution across vulnerable populations in Franklin County; and

WHEREAS, MORPC and Franklin County Public Health partnered on a grant proposal through the United States Environmental Protection Agency’s Enhanced Air Quality Monitoring for Communities solicitation to strengthen and expand air monitoring efforts, with a focus on populations most impacted by poor air quality and COVID-19; and

WHEREAS, U.S. EPA is awarding up to \$500,000 to MORPC for a three-year project to cover staff time, equipment, and a technical consultant; now therefore

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

- Section 1. That the executive director is authorized to enter into and administer a three-year contract for up to \$500,000 with the United States Environmental Protection Agency (U.S. EPA) to implement a local air monitoring project in partnership with Franklin County Public Health.
- Section 2. That the executive director is authorized to approve one or more extensions for performance of services under the foregoing agreements and change orders for amounts up to the financial authorization levels in the MORPC bylaws without further authorization from this Commission.
- Section 3. 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 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.

Erik J. Janas, Chair
MID-OHIO REGIONAL PLANNING COMMISSION

Effective date:	December 8, 2022
Submitted by:	Kerstin Carr, Chief Regional Strategy Officer & Senior Director of Planning
Prepared by:	Brandi Whetstone, Sustainability Officer, Planning Department
Authority:	Ohio Revised Code Section 713.21
For action date:	December 8, 2022