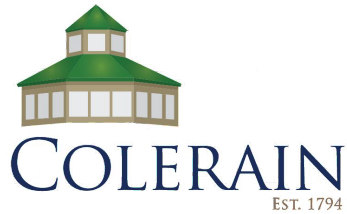


Regular Meeting of the Board of Trustees - November 10

November 10, 2020

- 1. Opening of Meeting**
- 2. Executive Session 6:00 PM**
- 3. Pledge of Allegiance 7:00 PM**
- 4. Meditation (Moment of Silence)**
- 5. Fiscal Office – Approval of Minutes from October 27, 2020**
- 6. Presentations**
 - a. Presentation by Township Administrator Geoff Milz about the Community Improvement Corporation's Vacant-Lot-To-Sideyard Program
 - b. Commendation to Investigative Division of the Police Department
- 7. Citizens Address**
- 8. Administrative Reports**
- 9. Trustees' Report**
- 10. New Business**
 - Public Safety**
 - Public Services**
 - a. Motion to Approve the Purchase of Chipper Body and Flatbed attachments for the Swap Loader Truck
 - b. Resolution Authorizing The Administrator To Prepare And Submit An Application To Participate In The Ohio Public Works Commissions State Capital Improvement And Local Transportation Improvement Programs
 - Planning & Zoning**
 - Administration**
 - a. Resolution Encumbering Funds for Eligible Public Sector Payroll Expenses - Coronavirus Aid, Relief and Economic Security (CARES) Act
 - b. Resolution Providing Colerain Township's Consent To The Ohio Department Of Transportation Regarding Project Pid #113851- Ham Us 27 11.09 Sidewalks, Concerning Reconstruction Of Sidewalk And Curbs Of Colerain Ave. From Jonrose Ave. To Shadycrest Dr.
 - c. Motion to Authorize Township Administrator to Apply for Community Development Block Grant for 2021 - 2023



d. First Reading - 2021 Strategic Plan & Budget

11. Old Business

12. Consent Items

- a. Detail Rate Change for Walmart
- b. Contract - City of Cincinnati - Fire Safety Trailer
- c. Contract - Intelligent Video Solutions -Scope of Services for VALT

13. Fiscal Office Report

14. Adjournment

COLERAIN

PRESENTATIONS

Department: Administration

Department Head: Geoff Milz, Administrator

Presentation by Township Administrator Geoff Milz about the Community Improvement Corporation's Vacant-Lot-To-Sideyard Program

Rationale:



VACANT LOT-TO-SIDEYARD PROGRAM PROGRAM GUIDELINES

Purpose

To reduce blight in residential neighborhoods by transitioning vacant property to adjacent homeowners who will maintain it and return the property to tax-generating status.

Program Description

This program is for owner-occupants interested in acquiring vacant land adjacent to their home and incorporating the vacant land into their existing yard. Vacant land in Colerain neighborhoods are often a nuisance to residents, may discourage further investment by adjacent property owners and are often maintained by the Township at a cost to Colerain Township taxpayers. The Residential Vacant Lot-to-Yard Program affords residents the opportunity to invest in these properties and improve their neighborhoods. Residents that seek to acquire land must have an improvement plan in place that considers improving the landscaping, increasing the tree coverage and commits to consolidating the vacant lot with their existing property.

Eligibility

In order to be eligible for the program an applicant must:

- Own and occupy as a primary residence an eligible home lot – see figure 1 for a graphic description of eligible home lots.
- Not own real property that is in a tax delinquent status
- Not own or have any interest in any property that is subject to any significant unremediated violation of Township Resolutions, County Building Code Violations or State Health or Safety Regulations.
- Not have a history of owning real property in a chronic nuisance state, except if such state may be attributed solely to a prior owner
- Not have been the subject of criminal/civil prosecution for zoning or property maintenance code infractions within the last five years
- Not have been the owner of real property on which any foreclosure filing has been commenced within the last five years

In order to be eligible for the program a lot must:

- Be owned by the Colerain Township Community Improvement Corporation and placed on the Vacant Lot-to-Yard Program List by the Executive Director.
- Be vacant and void of any structures or, if a structure does exist, said structure must be targeted for demolition

Terms of Purchase and Sale

- Purchase Price shall be set by the Board of the Colerain Township Community Improvement Corporation
- Purchaser must consolidate the lot with the existing lot.
- Purchaser must provide a written and graphic plan for improvements to the property considering improved landscaping, increased tree coverage, fencing, lawn seeding, etc.
- After the transaction, the lot may not be sold separately from the adjoining property
- Purchaser must agree to maintain the lot attractively
- Purchaser must agree to timely pay all property taxes that become due after the transfer.

Process

1. A property is placed on the Vacant Lot-to-Yard Program List by the Executive Director
2. An eligible applicant completes and submits a Vacant Lot-to-Yard Program Application to the Executive Director of the Colerain Township Community Improvement Corporation (gmlz@colerain.org)
3. Application is reviewed to confirm eligibility of applicant by staff
4. Application is reviewed by Colerain Township Community Improvement Corporation Board
5. Application is granted or denied by vote of the Colerain Township Community Improvement Corporation
6. Property is transferred to the new owner and the lot is simultaneously consolidated.

Eligible as Sideyard	Home Lot	Eligible as Sideyard
Not Eligible	Eligible as Sideyard	Not Eligible

figure 1: eligible lots



Community Improvement Corporation

4200 Springdale Rd. | Cincinnati, Ohio 45251 | 513.385.7500

VACANT LOT-TO-SIDEYARD PROGRAM APPLICATION

Applicant Name:

Applicant's Home Address:

**Address of Property on
Vacant Lot-to-Yard Program List:**

**Please list the address of prop-
erties you own or have a fi-
nancial interest in. Additional
properties can be added in the
additional space below.**

1.

2.

3.

**Do you own or have any financial
interest in real property that is in
a tax delinquent status?**

☐

YES

☐

NO

**Do you own or have any financial
interest in any property that is
subject to any significant unre-
mediated violation of Township
Resolutions, County Building
Code Violations or State Health
or Safety Regulations?**

☐

YES

☐

NO

**Have you ever owned or had a fi-
nancial interest in a property that
was kept in a chronic nuisance
state?**

☐

YES

☐

NO

**Have you ever been the subject
of criminal/civil prosecution for
zoning or property maintenance
code violations?**

☐

YES

☐

NO

**Have you ever owned or had a
financial interest in real property
on which a foreclosure filing has
been commenced?**

☐

YES

☐

NO

**Please use the space below for
additional information you would
like to provide.**

Applicant Signature:

Date:

Vacant Lot-to-Yard List

<u>Property No.</u>	<u>Address</u>	<u>Acres</u>

updated 10/19/20

PRESENTATIONS

Department: Administration

Department Head:

Commendation to Investigative Division of the Police Department

Rationale:

PUBLIC SERVICES

Department: Public Services

Department Head: Jackie O'Connell, Director - Public Services

Motion to Approve the Purchase of Chipper Body and Flatbed attachments for the Swap Loader Truck
Recommend ADOPTION of the Motion.

Rationale:

Staff recommends purchasing chipper body and flatbed attachments for the swap loader truck in the Public Services fleet.

The current homemade chipper box is in disrepair and will no longer be usable once the vehicle for which it is fitted is sold in 2021. Purchasing an attachment for the swap loader truck will allow us to quickly the chipper body at large refuse sites or storm damage and pick it up safely and efficiently. We are planning to add to another swap loader truck to the fleet next year, and this body will work on both.

The addition of these two pieces will help make the department more efficient.

Total cost for both pieces is \$18,350.

PUBLIC SERVICES

Department: Public Services

Department Head: Jackie O'Connell, Director - Public Services

Resolution Authorizing The Administrator To Prepare And Submit An Application To Participate In The Ohio Public Works Commissions State Capital Improvement And Local Transportation Improvement Programs
Recommend ADOPTION of the Resolution.

Rationale:

The State Capital Improvement Program and Local Transportation Improvement Program provides financial assistance to political subdivisions for capital improvements to public infrastructure.

Hamilton County is submitting an application with Colerain Township to make capital improvements to roadways within the Township, including Adams Road, Baytowne Drive, Coogan Drive, Fieldglen Court, Hanley Road, Hermes Drive, Jasper Court, King James Court, Sheed Road and Shiets Road. These infrastructure improvements are considered to be a priority need for the Township and constitute a qualified project under the Ohio Public Works Commission (OPWC) programs.

We are requesting a 50% match (\$636,685) to our portion of the project budget. Awards are expected to be announced July 2021 and available for the State's FY 2022.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at 7:00 p.m., on the ____ day of November, 2020, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Dan Unger, Raj Rajagopal, Matthew Wahlert

Mr. _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____-20

**RESOLUTION AUTHORIZING THE ADMINISTRATOR TO PREPARE AND
SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS
COMMISSIONS STATE CAPITAL IMPROVEMENT AND LOCAL
TRANSPORTATION IMPROVEMENT PROGRAMS**

WHEREAS, the State Capital Improvement Program and Local Transportation Improvement Program provide financial assistance to political subdivisions for capital improvements to public infrastructure; and

WHEREAS, Colerain Township is planning to make capital improvements to certain roadways within the Township, including but not necessarily limited to Adams Road, Baytowne Drive, Coogan Drive, Fieldglen Court, Hanley Road, Hermes Drive, Jasper Court, King James Court, Sheed Road and Shiets Road which will benefit the health, public safety, and general welfare of the Township; and

WHEREAS, said infrastructure improvements are considered to be a priority need for the Township and constitute a qualified project under the Ohio Public Works Commission (OPWC) programs; and

WHEREAS, the Township's participation in the OPWC programs includes an application for grant funds and other financial assistance including but not limited to loans; and

WHEREAS, the Administration of Public Services and Sewers Committee met to consider participation in the OPWC programs and application for grants and other financial assistance, and recommend approval to the Board.

NOW, THEREFORE, BE IT RESOLVED by a majority of the Board of Trustees of Colerain Township, Hamilton County, Ohio, as follows:

1. That the Board hereby authorizes and directs the Administrator to apply to the OPWC State Capital Improvement Program and Local Transportation Improvement Program for grant funds and other financial assistance, including but not limited to loans, to assist the Township in performing roadway improvements.
2. That the Administrator is hereby authorized to enter into any agreements as may be necessary and appropriate for obtaining financial assistance pertaining to the OPWC programs and other financial assistance such as loans to fund street improvements.

3. That it is hereby found and determined that all formal actions of this Board concerning and relating to passage of the Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including 121.22 of the Ohio Revised Code.
4. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.
5. The Board hereby dispenses with the requirement that this Resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this Resolution upon its first reading, and this Resolution shall be effective at the earliest date allowed by law.

Mr. _____ seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Mr. Rajagopal _____ Mr. Unger _____ and Mr. Wahlert _____

ADOPTED this _____ day of November, 2020.

BOARD OF TRUSTEES:

Raj Rajagopal, Trustee

Dan Unger, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeff Baker,
Fiscal Officer

Resolution prepared by and approved as to form:

Lawrence E. Barbieri (0027106)
Colerain Township Law Director
Scott Sollmann (0081467)
Colerain Township Assistant Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040
(513) 583-4200

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this _____ day of November, 2020.

Jeff Baker
Colerain Township Fiscal Officer

ADMINISTRATION

Department: Administration

Department Head: Jeff McElravy, Finance Director

Resolution Encumbering Funds for Eligible Public Sector Payroll Expenses - Coronavirus Aid, Relief and Economic Security (CARES) Act

Recommend ADOPTION of the Resolution.

Rationale:

This resolution encumbers money in two CARES Act Funds for the purpose of paying eligible payroll and related expenses.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at _____ p.m., on the _____ day of November, 2020, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Raj Rajagopal, Dan Unger, Matthew Wahlert

Mr. _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____-20

**RESOLUTION ENCUMBERING FUNDS FOR ELIGIBLE PUBLIC SECTOR
PAYROLL EXPENSES- CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY
(CARES) ACT**

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Colerain Township, Hamilton County, Ohio, hereby agree to:

1. Authorize the encumbrance of \$2,213,713.77 from Fund 2272 and \$442,958.28 from Fund 2273 for the purpose of paying eligible payroll and related withholding expenses through the CARES Act for the employees (in this context, vendors) listed in Exhibit A.
2. Authorize that the encumbrance be issued with the adoption of this Resolution and certified through December 30, 2020.
3. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code;
4. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.
5. That this Resolution shall be effective at the earliest date allowed by law.

Mr. _____ seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Mr. Rajagopal _____, Mr. Unger _____, Mr. Wahlert _____

ADOPTED this _____ day of November, 2020.

BOARD OF TRUSTEES:

Raj Rajagopal, Trustee

Dan Unger, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeff Baker,
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

Lawrence E. Barbieri (0027106)
Colerain Township Law Director
Scott A. Sollmann (0081467)
Colerain Township Asst. Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040
(513) 583-4200

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this _____ day of November, 2020.

Jeff Baker
Colerain Township Fiscal Officer

Exhibit A- CARES Eligible Employees

Employee Name	Department
ADKINS, PAULINE	Police
ASHCRAFT, CODY RYAN	Police
BERNECKER, KRISTEN	Police
BERNECKER, RICHARD C.	Police
BOYD, HENRY WENDEL	Police
BOYLE, KEVIN E	Police
CORDIE, EDWIN C, III	Police
CULLMAN, CHRISTOPHER M	Police
DENNEY, MARK C	Police
DENNIS, NICOLE LISA	Police
DOE, SAMANTHA MARIE	Police
DOERFLEIN, DEAN A	Police
ELLIS, BRANDON JOSEPH	Police
ELSTON, ZACHARY TODD	Police
ENNEKING, PATRICK JOHN	Police
FALES, DEBORAH	Police
FANTACI, ALEXANDER S	Police
FERNBAUGH, JEREMIAH	Police
FRANDONI, KYLE MATTHEW	Police
GIFFORD, BENJAMIN	Police
GOLDSCHMIDT, CHRISTOPHER JAMES	Police
HANE, WILLIAM E	Police
HATCHER, ANTHONY JUSTIN	Police
HAUBIEL, BRIAN E	Police
HAYS, RACHEL CHRISTINE	Police
HENDERSON, MORGAN MARIE	Police
HENDRICKS, JOSEPH S., JR.	Police
HOERST, DEBORAH	Police
HOPEWELL, KELLEY	Police
HUNTINGTON, BRIAN T	Police
HUSSEL, JUSTIN D.	Police
JOHNSON, ASHLEY N	Police
JONES, ANDRE CHRISTOPHER	Police
KARWISCH, STEVEN B.	Police
KEMPER, ANDREW JAMES	Police
MAGOTEAUX, KURT E	Police
MAHER, SEAN M	Police
MCELVOGUE, JACOB THOMAS	Police
MCGUFFEY, ANDY JACOB	Police
MELOY, ALEXANDER MARTIN	Police
MEYER, ZACHARY MICHAEL	Police
MIDDENDORF, JONATHAN CHARLES	Police
NASH, ROBERT LOUIS, III	Police

OWEN, SCOTT S.	Police
OWENS, MICHAEL S.	Police
PENLEY, JAMIE L.	Police
PHILLIPS, CHRISTOPHER A.	Police
QUINN, ADAM LEE	Police
QUINN, PATRICK R.	Police
RENNER, ERIC P.	Police
ROBERS, NICKOLAS G	Police
SHEA, SAMUEL JAMES	Police
SMITH, ED	Police
SPEARS, NANCY	Police
STENGER, KRISTEN	Police
STOCKMEIER, MICHAEL J.	Police
TAYLOR, BOBBY DWIGHT	Police
THOMAS, CHRISTOPHER ORLANDO	Police
WEEKLEY, DUSTIN R	Police
WERDMAN, ALISHA	Police
WETHINGTON, BRENT MICHAEL	Police
WOOD, ADAM JOSEPH	Police
ABBATIELLO, TYLER AUSTIN	Fire & EMS
ADAMS, AARON CARTER	Fire & EMS
ALLEN, KELSIE MARIE	Fire & EMS
ANGST, DON	Fire & EMS
BAIBAK, LAURENCE GEORGE	Fire & EMS
BEACH, TIMOTHY P	Fire & EMS
BECKER, SCOTT V.	Fire & EMS
BENDERMAN, WILLIAM T	Fire & EMS
BENZING, JEFFREY F	Fire & EMS
BOWMAN, JAMES J	Fire & EMS
BROWN, GREG A	Fire & EMS
BURNS, GRANT C	Fire & EMS
CABLE, DENNIS BRANDON	Fire & EMS
COLEY, ALLEN JAMES	Fire & EMS
CONN, STEVEN	Fire & EMS
CRAMERDING, JOSEPH THOMAS	Fire & EMS
CRAMERDING, MICHAEL T	Fire & EMS
DAUER, ERIC W	Fire & EMS
DAVIS, MICHAEL D	Fire & EMS
DERBYSHIRE, DAVID A.	Fire & EMS
DIMUZIO, JERRY A.	Fire & EMS
ESTES, TRENT ANTHONY	Fire & EMS
FLAVIN, MICHAEL EDWARD	Fire & EMS
FRANK, RYAN A	Fire & EMS
FRAZEE, CHRISTOPHER R	Fire & EMS
GEIGER, DUSTIN REX	Fire & EMS
GRAYSON, JOSEPH W	Fire & EMS
GRUBB, IAN MICHAEL	Fire & EMS

HAMMONS, STEPHEN M	Fire & EMS
HAUSER, NICHOLAS	Fire & EMS
HEILMAYER, VINCENT WERNER	Fire & EMS
HOPKINS, CHRISTOPHER L	Fire & EMS
KAAKE, MICHAEL E.	Fire & EMS
KLABER, LANDEN FRANZ	Fire & EMS
KLUG, PHILLIP L	Fire & EMS
LOVAAS, PETER G	Fire & EMS
MAGINN, BRIAN P	Fire & EMS
MAY, STEVEN E	Fire & EMS
McNALLY, JOHN, III	Fire & EMS
MERKEL, JACOB J	Fire & EMS
METZLER, BRUCE C, JR	Fire & EMS
MEYER, ANDREW R	Fire & EMS
NIEHAUS, CRAIG R	Fire & EMS
PACKER, SHANE D	Fire & EMS
PAULY, ALEXANDER N	Fire & EMS
PEACE, KEITH M	Fire & EMS
PROSSER, KRISTOPHER D	Fire & EMS
REIFENBERGER, ERIC E	Fire & EMS
REIMAN, BLAKE GREGORY	Fire & EMS
RIEDEL, PAUL	Fire & EMS
ROLF, DOUGLAS M	Fire & EMS
RUHE, RAYMOND D	Fire & EMS
RUWE, CHRISTOPHER	Fire & EMS
SCHNEBERGER, DAVID R	Fire & EMS
SCHNELL, SHAYNE KRISTOPHER	Fire & EMS
SCHWETSCHENAU, STEPHEN JOSEPH	Fire & EMS
SEIBEL, GEORGE TYLER	Fire & EMS
SHANNON, EDWARD JOSEPH	Fire & EMS
SHEPHERD, JORDON C	Fire & EMS
SIEMER, ALEX G	Fire & EMS
SIMONSON, DAVID S	Fire & EMS
SIMPSON, CHRISTOPHER S	Fire & EMS
STACY, SHAWN A	Fire & EMS
STALL, THOMAS G, III	Fire & EMS
STENGER, RONALD P	Fire & EMS
STRITTHOLT, DAVID M	Fire & EMS
TURNER, DANIEL A	Fire & EMS
VANGEN, MATTHEW F	Fire & EMS
VANOVER, SHAWN A, SR	Fire & EMS
WALLS, MICHAEL A	Fire & EMS
WALSH, MARK	Fire & EMS
WALTER, AUSTIN JAMES	Fire & EMS
WILLIAMS, RICHARD M	Fire & EMS
WIMMEL, MICHAEL A, II	Fire & EMS
WITHERBY, DAVID A	Fire & EMS

WITSKEN, RICHARD EUGENE	Fire & EMS
WULLENWEBER, CRAIG E	Fire & EMS
WURTZ, JEFFREY A	Fire & EMS
ZELLARS, TERRENCE M	Fire & EMS

ADMINISTRATION

Department: Administration

Department Head: Geoff Milz, Administrator

Resolution Providing Colerain Township's Consent To The Ohio Department Of Transportation Regarding Project Pid #113851- Ham Us 27 11.09 Sidewalks, Concerning Reconstruction Of Sidewalk And Curbs Of Colerain Ave. From Jonrose Ave. To Shadycrest Dr.

Recommend ADOPTION of the Resolution.

Rationale:

This resolution will allow us to move forward with the streetscape project on Colerain Ave. between Jonrose and Shady Crest.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at 7:00 p.m., on the ____ day of November, 2020, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Dan Unger, Raj Rajagopal, Matthew Wahlert

Mr. _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____-20

RESOLUTION PROVIDING COLERAIN TOWNSHIP’S CONSENT TO THE OHIO DEPARTMENT OF TRANSPORTATION REGARDING PROJECT PID #113851- HAM US 27 11.09 SIDEWALKS, CONCERNING RECONSTRUCTION OF SIDEWALK AND CURBS OF COLERAIN AVE. FROM JONROSE AVE. TO SHADYCREST DR.

WHEREAS, the Ohio Department of Transportation (“ODOT”) has requested consent legislation from Colerain Township, Hamilton County, Ohio, with respect to reconstruction of existing sidewalk and curbs on both sides of Colerain Avenue (U.S. Route 27) from Jonrose Avenue to Shadycrest Drive; and

WHEREAS, the State of Ohio and Colerain Township have determined the need for the Project referenced as PID No.: 113851- HAM US 27 11.09 Sidewalks (“Project”) as described below:

Reconstruction of existing sidewalk and curbs on both sides of Colerain Avenue (US 27) from Jonrose Avenue to Shadycrest Drive.

WHEREAS, completion of the above-referenced Project will be a benefit with respect to improving the public health, safety and welfare of Colerain Township, Hamilton County, Ohio.

NOW, THEREFORE, BE IT RESOLVED, by a majority of the Board of Trustees of Colerain Township, Hamilton County, Ohio, as follows:

SECTION 1. Being in the public interest, the Board of Trustees gives consent to the Director of Transportation to complete the above-described Project referenced as PID No.: 113851- HAM US 27 11.09 Sidewalks.

SECTION 2. Colerain Township, Hamilton County, Ohio, shall cooperate with the Director of Transportation in the above described Project referenced as PID No.: 113851- HAM US 27 11.09 Sidewalks as follows:

- Colerain Township agrees to participate in the cost of the project.

- Colerain Township further agrees to pay 100% of the cost of those features requested by the Colerain Township which are determined by the State and Federal Highway Administration to be unnecessary for the Project.
- Colerain Township further agrees that change orders and extra work contracts required to fulfill the construction contracts shall be processed as needed. The State shall not approve a change order or extra work contract until it first gives notice, in writing, to Colerain Township. Colerain Township shall contribute its share of the cost of these items in accordance with other sections herein.
- Colerain Township agrees that if Federal Funds are used to pay the cost of any consultant contract, Colerain Township shall comply with 23 CFR 172 in the selection of its consultant and administration of the consultant contract. Further Colerain Township agrees to incorporate ODOT's "Specifications for Consulting Services" as a contract document in all of its consultant contracts. Colerain Township agrees to require, as a scope of services clause, that all plans prepared by the consultant must conform to ODOT's current design standards and that the consultant shall be responsible for ongoing consultant involvement during the construction phase of the Project. Colerain Township agrees to include a completion schedule acceptable to ODOT and to assist ODOT in rating the consultant's performance through ODOT's Consultant Evaluation System.

SECTION 3. The Colerain Township Board of Trustees authorize the Administrator of Colerain Township to enter into and execute all contracts with the Director of Transportation which are necessary to develop plans for and to complete the above-described Project; and to execute all contracts with ODOT pre-qualified consultants for the preliminary engineering phase of the Project.

The Colerain Township Board of Trustees also empowers the Administrator of Colerain Township to execute, upon request of ODOT, any appropriate or necessary documents which affect the assignment of all rights, title, and interests of Colerain Township to ODOT arising from any agreement with its consultant(s) in order to allow ODOT to direct additional or corrective work, recover damages due to errors or omissions, and to exercise all other contractual rights and remedies afforded by law or equity.

SECTION 4. Colerain Township, Hamilton County, Ohio, agrees that all right-of-way required for the described Project will be acquired and/or made available in accordance with current State and Federal regulations. Colerain Township, Hamilton County, Ohio, also understands that right-of-way costs include eligible utility costs. Colerain Township, Hamilton County, Ohio, agrees that all utility accommodation, relocation and reimbursement will comply with the current provisions of 23 CFR 645 and the ODOT Utilities Manual.

SECTION 5. Upon completion of the Project, and unless otherwise agreed in writing, Colerain Township, Hamilton County, Ohio, shall:

- (1) provide adequate maintenance for the Project in accordance with all applicable State and Federal law, including, but not limited to, Title 23, U.S.C., Section 116;
- (2) provide ample financial provisions, as necessary, for the maintenance of the Project;
- (3) maintain the right-of-way, keeping it free of obstructions; and
- (4) hold said right-of-way inviolate for public highway purposes.

SECTION 6. The Board hereby dispenses with the requirement that this Resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this Resolution upon its first reading, as this Resolution is hereby declared to be an emergency measure to expedite the highway project and to promote highway safety.

SECTION 7. This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

SECTION 8. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 9. This resolution shall take effect at the earliest period allowed by law.

ADOPTED this ____ day of November, 2020.

BOARD OF TRUSTEES:

Dan Unger, Trustee

Raj Rajagopal, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeff Baker,
Fiscal Officer

Resolution prepared by and approved as to form:

Lawrence E. Barbieri (0027106)
Colerain Township Law Director
Scott A. Sollmann (0081467)
Colerain Township Assistant Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040
(513) 583-4200

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this ____ day of November, 2020.

Jeff Baker,
Colerain Township Fiscal Officer

CFDA 20.205

DUNS NUMBER

LPA FEDERAL ODOT-LET PROJECT AGREEMENT

THIS AGREEMENT is made by and between the State of Ohio, Department of Transportation, hereinafter referred to as ODOT, 1980 West Broad Street, Columbus, Ohio 43223 and the Colerain Township of Hamilton County, 4200 Springdale Road, Colerain Township Ohio 45251, hereinafter referred to as "LPA".

1. PURPOSE

- 1.1 The National Transportation Act has made available certain Federal funding for use by local public agencies. The Federal Highway Administration (hereinafter referred to as FHWA) designated ODOT as the agency in Ohio to administer FHWA's Federal funding programs.
- 1.2 Section 5501.03 (D) of the **Ohio Revised Code** (hereinafter referred to as ORC) provides that ODOT may coordinate its activities and enter into contracts with other appropriate public authorities to administer the design, qualification of bidders, competitive bid letting, construction, inspection, and acceptance of any projects administered by ODOT, provided the administration of such projects is performed in accordance with all applicable Federal and State laws and regulations with oversight by ODOT.
- 1.3 The **PID 113851 – HAM US 27 11.09 Sidewalks** (hereinafter referred to as the PROJECT) is a transportation activity eligible to receive Federal funding, and which is further defined in the PROJECT scope.
- 1.4 The purpose of this Agreement is to set forth requirements associated with the Federal funds available for the PROJECT and to establish the responsibilities of ODOT and the LPA for administration of the PROJECT.

2. LEGAL REFERENCES AND COMPLIANCE

- 2.1 This Agreement is authorized and/or governed by the following statutes and/or policies, which are incorporated, by reference, in their entirety:

A. FEDERAL

- 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- 23 CFR 172 "Administration of Engineering and Design Related Design Related Service Contracts"
- 23 CFR 630.106 – Authorization to Proceed
- 23 CFR 636.116 - Organizational Conflict of Interest Requirements for Design-Build Projects
- 23 CFR 645 - Utilities
- 48 CFR Part 31 – Federal Acquisition Regulations
- 49 CFR PART 26 - Participation by Disadvantaged Business Enterprises "DBE" in Department of Transportation Financial Assistance Programs
- 23 USC 112 "Letting of Contracts"
- 40 USC Subtitle I, Chapter 11, Sections 1101-1104, the "Brooks Act." – "Selection of Architects and Engineers"
- Federal Funding Accountability and Transparency Act (FFATA)

B. STATE

- ORC 153.65 through 153.71
- ORC 5501.03(D)
- OAC 4733-35-05

C. ODOT

- ODOT's Manual for Administration of Contracts for Professional Services
- ODOT's Specifications for Consulting Services – 2016 Edition
- ODOT's Consultant Prequalification Requirements and Procedures
- State of Ohio Department of Transportation Construction and Material Specifications Manual
- State of Ohio Department of Transportation Construction Administration Manual of Procedures

2.2 The LPA shall comply with all applicable Federal and State laws, regulations, executive orders, and applicable ODOT manuals and guidelines. This obligation is in addition to compliance with any law, regulation, or executive order specifically referenced in this Agreement.

3. FUNDING AND PAYMENT

3.1 The total cost for the PROJECT is estimated to be **\$1,496,288** as set forth in Attachment 1. ODOT shall provide to the LPA **60** percent of the eligible costs, in State funds. This maximum amount reflects the funding limit for the PROJECT set by the applicable Program Manager. Unless otherwise provided, funds through ODOT shall be applied only to the eligible costs associated with development of the PROJECT.

3.2 The LPA shall provide all other financial resources necessary to fully complete the PROJECT, including all 100 percent Locally-funded work, and all cost overruns and contractor claims in excess of the maximum(s) indicated in 3.1 above.

3.3 All funding from ODOT under this Agreement operates on a reimbursement basis. The LPA shall review and/or approve all contractor invoices for materials, equipment and labor prior to payment and prior to requesting reimbursement from ODOT for work performed on the PROJECT.

3.4 The LPA shall ensure the accuracy of any invoice in both amount and in relation to the progress made on the PROJECT. The **LPA** must submit to ODOT a written request for reimbursement of the state share of the expenses involved, attaching copies of all source documentation associated with pending invoices or paid costs. To assure prompt payment, the measurement of quantities and the recording for payment should be performed on a daily basis as the items of work are completed and accepted.

3.5 ODOT shall pay, or reimburse, the LPA or, at the request of the LPA and with concurrence of ODOT, pay directly to the LPA's construction contractor ("Contractor"), the eligible items of expense in accordance with the cost-sharing provisions of this Agreement. If the LPA requests to have the Contractor paid directly, Attachment 2 to this Agreement shall be completed and submitted with the project bid tabulations, and the Contractor shall be required to establish Electronic Funds Transfer with the State of Ohio. ODOT shall pay the Contractor or reimburse the LPA within thirty (30) days of receipt of the approved Contractor's invoice from the LPA.

3.6 The LPA shall certify in writing that the PROJECT was developed and delivered in compliance with the terms, conditions and requirements of the PROJECT Agreement with his/her Professional Engineer's seal and signature. The LPA shall then provide the final report to the ODOT District within 6 months of the physical completion date of the PROJECT so that the report may be audited and approved for payment. If the deadline cannot be met, a written explanation must be provided

to the District prior to the end of the 6 months documenting the reason and the new anticipated date of completion. If the extended deadline is not met, then this process must be repeated until the PROJECT is completed. Failure to follow this process may result in the immediate close-out of the PROJECT and loss of further funding.

- 3.7 Payment or reimbursement to the LPA shall be submitted to:

Colerain Township
4200 Springdale Road
Colerain Township, Ohio 45251

4. PROJECT DEVELOPMENT

- 4.1 The LPA and ODOT agree that the LPA has received funding approval for the PROJECT from the applicable ODOT Program Manager having responsibility for monitoring such projects using the Federal funds involved.
- 4.2 Project Development shall follow ODOT's Project Development Process and all ODOT standards for environmental evaluations, design, plan preparation, right of way acquisition, utility relocation and other processes as set out in the Department's Design Reference Resource Center, available on ODOT's website (www.dot.state.oh.us/drrc/Pages/default.aspx). Responsibilities for development of the PROJECT shall be as follows and further described herein:

LPA ODOT Let Project Responsibility Assignments

PDP Phase	Activity	Responsibility		Commentary
		LPA	ODOT	
Planning	All	X		ODOT to provide coordination as needed
Preliminary Engineering	All	X		ODOT to: 1) Provide coordination as needed
Environmental Engineering	Stage 1 Plans	x		
	Stage 2 Plans	x		
	Value Engineering	N/A		ODOT will coordinate Value Engineering if required. Refer to Section 4.7.
	Cost Estimates	X		LPA/Consultant shall prepare in Estimator format.
	NEPA	X		ODOT will coordinate NEPA approval. Refer to Section 4.7 for Environmental Responsibilities.
	Permits		x	ODOT will obtain permits needed to construct the PROJECT.
	R/W Plans	x		ODOT to review all plans and documents and provide

				comments.
	Public/Stakeholder Involvement	x		ODOT to review all PI plans and materials and provide comments.
Final Engineering & R/W	R/W Acquisition & Relocation	x		
	Utility Relocation	x		
	Railroad Coordination and Agreements	N/A		
	Stage 3 Plans	X		ODOT to review all plans and documents and provide comments.
	Cost Estimates	X		LPA shall prepare in Estimator format.
	Final Plan Package	X		ODOT to review all plans and documents and provide comments.
	Mitigation		X	ODOT will coordinate any required mitigation efforts.
	Public/Stakeholder Involvement	x		ODOT to review all PI plans and materials and provide comments.
Construction	Advertise		X	LPA and consultants to assist in responding to bidder questions and preparation of any addenda.
	Award		X	ODOT Awards Committee
	Administer Construction Contract		X	ODOT will administer the construction contract. The LPA and LPA's consultants shall respond promptly to requests for information or other construction issues.
	Public/Stakeholder Involvement	N/A		ODOT to coordinate in cooperation with the LPA.
All Phases	Federal Authorizations		X	ODOT will coordinate and obtain all needed FHWA Authorizations and notify the LPA upon approval.

All Phases	Encumbrance of Funds		X	ODOT will encumber funds in accordance with this Agreement.
------------	----------------------	--	---	---

4.3 The LPA shall designate an LPA employee to act as the LPA Project Manager and act as the point of contact for all communications with ODOT.

4.4 If Federal funds are used for a phase of project development and the LPA executes an agreement with a consultant prior to the receipt of the "Authorization" notification from ODOT, ODOT may terminate this Agreement and cease all Federal funding commitments.

4.5 ODOT reserves the right to move this PROJECT into a future sale year if the LPA does not adhere to the established PROJECT schedule, regardless of any funding commitments.

4.6 Environmental Responsibilities

A. In the administration of this PROJECT, the Permittee shall be responsible for conducting any required public involvement activities, for preparing all required documents, reports and other supporting materials needed for addressing applicable environmental assessment, for clearance responsibilities for the PROJECT pursuant to the National Environmental Policy Act and related regulations, including the requirements of the National Historic Preservation Act.

B. If the LPA does not have the qualified staff to perform any or all of the respective environmental responsibilities, the LPA shall hire a consultant in accordance with Section 5.

C. ODOT shall be responsible for the review of all environmental documents and reports, and shall complete all needed coordination activities with State and Federal regulatory agencies toward securing environmental clearance.

D. Whichever party obtains the Project's environmental clearance or permits shall be responsible for assuring compliance with all commitments made as part of such clearance or permit requirements during the construction of the PROJECT.

E. The LPA shall require its consultant to prepare a final environmental document pursuant to the requirements of the National Environmental Policy Act.

F. The LPA shall require its consultant to execute a copy of a disclosure statement specifying that the consultant has no financial or other interest in the outcome of the PROJECT.

G. The LPA shall provide a letter indicating the proposed Best Management Practices (BMPs) to be utilized for post construction storm water management in accordance with the Ohio EPA National Pollutant Discharge Elimination System (NPDES) Construction General Permit. If no BMPs are proposed, a letter stating concurrence is required from the Ohio EPA.

4.7 Use of ODOT Consultant Agreements

A. ODOT may provide services through ODOT held consultant agreements at its discretion subject to funding participation by the LPA. Agreements that may be available for use include the following:

1. If the LPA chooses to utilize the CEO task order contract for environmental services, the parties agree that the total cost shall be shared based on the following

percentages: 80 percent federal/state funds and 20 percent local funds. The LPA agrees to pay its share of the estimated cost upon receipt of an invoice from ODOT prior to the issuance of any acquisition authorization. Once the Project is completed and the final costs determined, the LPA shall be refunded any excess amount paid if the total cost is below the estimated cost, or it shall be invoiced for its share of any increased cost above the estimated cost. The LPA agrees that it shall participate at the same funding percentage if the final costs exceed the estimated cost.

2. If the LPA chooses to utilize the CEAO task order contract for right-of-way acquisition services, the parties agree that the total cost shall be shared based on the following percentages: 80 percent federal/state funds and 20 percent local funds. The LPA agrees to pay its share of the estimated cost upon receipt of an invoice from ODOT prior to the issuance of any acquisition authorization. Once the Project is completed and the final costs determined, the LPA shall be refunded any excess amount paid if the total cost is below the estimated cost, or it shall be invoiced for its share of any increased cost above the estimated cost. The LPA agrees that it shall participate at the same funding percentage if the final costs exceed the estimated cost.
3. Value Engineering. If Value Engineering is required, the Department may elect to use an ODOT held agreement to assist in administering the Value Engineering process. If Value Engineering is required, the LPA shall require its consultants to participate as needed.

5. CONSULTANT SELECTION AND ADMINISTRATION

5.1 General Requirements

- A. The LPA must select a consultant/ consultant team that is prequalified by ODOT for all services to be performed by the consultant and subconsultants.
- B. The LPA must incorporate ODOT's "Specifications for Consulting Services – 2016 Edition" as a contract document in all of its consultant contracts.
- C. The LPA must require, as a scope of services clause, that project development follow ODOT's Project Development Process, and that all documents and plans prepared by the consultant must conform to ODOT's current standards, including the electronic deliverable requirements of ODOT's CADD Engineering Standards Manual, and Location and Design Manual Volume 3, Section 1500.
- D. The LPA consultant agreement must provide for ongoing consultant involvement during the construction phase of the Project.
- E. The LPA consultant agreement must include a completion schedule acceptable to ODOT.
- F. The LPA must assist ODOT in rating the consultant's performance through ODOT's Consultant Evaluation System.
- G. The LPA must cooperate with ODOT in directing additional or corrective work, and to recover damages due to errors or omissions.
- H. If Federal Funds are used to pay the cost of any contract for professional services, the LPA must comply with 23 CFR 172, Sections 153.65 through 153.71 of the Ohio Revised Code and Section 5.2 below in the selection of consultants, and administer consultant

agreements in accordance with ODOT's Manual for Administration of Contracts for Professional Services. Professional services, as defined in Sections 5526.01 and 153.65(C) of the Ohio Revised Code, include the practice of engineering (including inspection of construction), the practice of surveying, the practice of architecture including landscape architecture, evaluation of environmental impacts, right-of-way acquisition services and administration of construction contract claims.

5.2 Procedures for LPA Selection of Consultants for Agreements that Include Federal Funds in Preliminary Engineering

A. Policies in Selection of Consultants

1. Restrictions Concerning LPA Preferences

The LPA **shall not** offer direction to consultants concerning preferences (or informal sanctions) for certain subconsultants or team arrangements. These arrangements are business decisions that must be made by consultants without direction from the LPA. The LPA must make selection decisions on the basis of proposed teams without advance "steering" of teams.

2. Communications Restrictions

Please note the following policy concerning communication between Consultants and the LPA during the announcement and selection process:

During the time period between advertisement and the announcement of final consultant selections for the Programmatic Selection Process, communication with consultants (or their agents) shall be limited as follows:

a. Communications which are strictly prohibited:

- (1) Communication with the LPA: Any marketing or similar discussions of the specific project if the consultant has submitted or plans to submit a letter of interest, or is included as a subconsultant on a submittal by another firm.

b. Allowable communications include:

- (1) Project administration activities for authorized agreements, scope and negotiation activities for projects selected but not under contract.
- (2) Technical or scope of services questions specific to projects posted with a programmatic group.

c. When completed selections must be publicly announced.

3. Advertisement

For selection procedures that require public notification, Requests for Letters of Interest "RFLol" must be advertised on the Consultant Services page of ODOT's website.

4. Disclosure of Selection Information

All selection information including consultant letters of interest shall be available for public disclosure upon completion of the selection.

Information that is not subject to public disclosure at any time includes financial statements and other confidential financial information submitted by a consultant.

5. Supporting Documentation

Documentation supporting the solicitation, proposal, evaluation, and selection of the consultant shall be retained.

6. Prohibited Selection Factors

a. Price shall not be used as a factor in the evaluation, ranking, and selection phase. All price or cost related items which include, but are not limited to, cost proposals, direct salaries/wage rates, indirect cost rates, and other direct costs are prohibited from being used as evaluation criteria.

b. In-State or local **preference** shall not be used as a factor in the evaluation, ranking, and selection phase. State licensing laws are not preempted by this provision and professional licensure within a jurisdiction may be established as a requirement for the minimum qualifications and competence of a consultant to perform the solicited services.

Refer to Section 5.2.C.1.n. below for additional guidance concerning the use of local **presence** as a nominal evaluation factor where appropriate.

B. Consultant Selection Processes

The LPA may use any one of five consultant selection processes permitted by 23 CFR 172 and ORC 153.65 – 153.71, the use of which depends on the complexity of the project, estimated total fee, the number of available qualified consultants and whether an emergency exists. The Programmatic and Technical Proposal selection processes are competitive qualifications based selection processes governed by 23 CFR 172.7(a)(1) and ORC 153.65 – 153.71. These selection processes require solicitation, evaluation, ranking, selection, and negotiation in accordance with the qualifications-based selection procurement procedures for architectural and engineering services codified under 40 U.S.C. 1101-1104, commonly referred to as the Brooks Act or Selection of Architects and Engineers.

The Small Purchase selection process is a non-competitive selection process governed by 23 CFR 172.7(a)(2) and ORC 153.71(A). Agreements with total fees less than \$50,000 are eligible for this selection process.

The Emergency and Special Expertise selection processes are non-competitive selection processes governed by 23 CFR 172.7(a)(3) and ORC 153.71.

1. Programmatic Selection Process

The Programmatic Selection Process is a one-step selection process intended to shorten the selection/authorization process for non-complex projects while reducing paperwork and administrative costs for both consultants and the State. In this process consultants are selected based on standard letter of interest

content, and a standard Selection Rating Form.. The “Programmatic” selection process should be used for most projects that do not meet the criteria for the more elaborate Technical Proposal Selection Process.

2. Technical Proposal Selection Process

The technical proposal selection process is a two-step process intended for use on larger, more complex projects for which a more informed selection decision can be made based on additional information received through the submittal of a (more elaborate) Technical Proposal, and/or presentations/interviews. The Technical Proposal Selection Process is appropriate to use under the following circumstances:

- a. Complex projects involving multiple PDP steps and multiple disciplines including planning, environmental and design services.
- b. Projects that include complex project management challenges in which the role of the consultant project manager will be crucial to project success, and may require extensive public involvement activities.
- c. Specialized services for which the LPA has limited experience and performance records for past projects.
- d. Generally any project for which a single submittal does not provide sufficient information to make a well informed selection decision.

The technical proposal selection process includes the initial submittal of a letter of interest similar to the Programmatic Selection Process, and then “shortlisting” to at least three of the most highly qualified firms. The standard letter of interest content may be revised to include increased page limits and project specific content. The shortlisted firms are then required to submit additional written information (technical proposal) and/or participate in additional discussions or presentation/interview. The content of the technical proposal and the format of interviews can be tailored to fit the requirements of specific projects.

Discussions, if required by the RFLol, may be written, by telephone, video conference, or by oral presentation/interview and shall be with at least three of the most highly qualified consultants to clarify the technical approach, qualifications, and capabilities provided in response to the RFLol.

The process for shortlisting at least three consultants is identical to that of the Programmatic Selection Process. The final selection of a single consultant also follows the same process but considers the written technical proposal and/or presentation/interview along with the initial letter of interest.

3. Emergency Selection Process

The LPA may directly select a consultant for a project determined by the Director of Transportation to be an emergency which will not permit the time necessary to conduct a competitive selection process. Contract costs shall be negotiated in accordance with Chapter 3, Section 3.9 of ODOT’s Consultant Contract Administration.

4. Small Purchase Selection Process

The LPA may directly select consultants without solicitation for projects with an estimated total fee of less than \$50,000. The scope of work, project phases, and contract requirements shall not be broken down into smaller components merely to permit the use of fee exempt procedures. The following requirements apply:

- a. The qualifications of a minimum of three consultants must be reviewed prior to selection. The consultants considered for selection and the reasons for selecting the most qualified consultant shall be documented.

In instances where two or fewer consultants are considered qualified, the LPA may proceed with evaluation and selection if it is determined that the project requirements did not contain conditions or requirements that arbitrarily limited competition. The reasons for proceeding with the selection shall be documented.

- b. The full amount of any contract modification that would cause the total contract amount to exceed \$50,000 is ineligible for Federal-aid funding. The FHWA may withdraw all Federal-aid from a contract if Federal funds are used in modifying an agreement above the \$50,000 simplified acquisition threshold.
- c. Contract costs shall be negotiated in accordance with Chapter 3, Section 3.9 of ODOT's Consultant Contract Administration.

5. Special Expertise Selection Process

The LPA may directly select consultants for projects for which the service is available only from a single source. Contract costs shall be negotiated in accordance with Chapter 3, Section 3.9 of ODOT's Consultant Contract Administration.

C. Selection Procedures – Programmatic Selection Process

1. Letter of Interest Content

Requests for Letters of Interest (RFLol) shall include the following:

- a. Project name from Ellis (County-Route-Section);
- b. A description of the project including the location.
- c. A description of the selection process to be used, including the number of steps (direct selection based on the information provided, or a two-step process with a short list and technical proposal and/or interviews, etc.), and the selection rating criteria to be used. The standard selection rating form included herein should be used for most projects.
- d. Any restrictions on communicating with government officials during the selection process.
- e. Any restrictions concerning suspended or debarred firms.

- f. Date that the letter of interest is due. The minimum response time shall be two weeks from the initial posting date.
- g. The approximate construction cost if available.
- h. Any special provisions or contract requirements associated with the services.
- i. The following notification:

The [LPA] in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex (including pregnancy, gender identity and sexual orientation), age, disability, low-income status, or limited English proficiency in consideration for an award.

- j. The DBE Goal requirements and related selection procedures.
- k. Major work elements involved.
- l. A detailed scope of services for the agreement.
- m. The ODOT prequalification(s) required to provide the services;
- n. Subfactors - Any important aspects of a project, if any, that will play a large role in the consultant selection process.

In-State or local preference shall not be used as a selection factor or subfactor, however a local presence may be used as a nominal evaluation factor where appropriate. This criteria shall not be based on political or jurisdictional boundaries and may be applied on a project-by-project basis for contracts where a need has been established for a consultant to provide a local presence, a local presence will add value to the quality and efficiency of the project, and application of this criteria leaves an appropriate number of qualified consultants, given the nature and size of the project. If a consultant from outside of the locality area indicates as part of a proposal that it will satisfy the criteria in some manner, such as establishing a local project office, that commitment shall be considered to have satisfied the local presence criteria.

- o. The contract type and payment method(s) anticipated to contract for the solicited services. Refer to Chapter 4 of ODOT's Consultant Contract Administration for detailed explanations of contract types and payment methods.
- p. Estimated date of authorization.
- q. Time period in which the work must be completed.

- r. Instructions for submitting a letter of interest including content and required format. The information requested should be consistent with the rating criteria.
- s. Required content of the letter of interest (RFLol) including;
 - (1) The firm's general qualifications.
 - (2) Proposed key staff including key subconsultant staff and project approach.
 - (3) A listing of subconsultants including project responsibility.
 - (4) Whether resumes of key staff members must be submitted.
 - (5) Other information needed to make an informed selection decision.

2. Evaluation Process

- a. Initially evaluate all firms for compliance with the following requirements, advise Districts of the firms that must be eliminated from further consideration and the reason for elimination:
 - (1) Compliance with general Lol requirements, current negligence issues, and ongoing performance issues identified through CES, overall low CES rating, insufficient staff, excessive workload, or any other significant issues relative to a firm's performance.
 - (2) Inclusion on the list of firms suspended or debarred by the Federal Government.
 - (3) For projects noted as having DBE Goals, ODOT will determine whether the consultant made a good faith effort to meet the goal in accordance with 49 CFR 26.53 and Appendix A to Part 26. The letter of interest must show that the consultant has made good faith efforts to meet the goal. Good faith efforts may include: (1) Documentation that the consultant has obtained enough DBE or EDGE (Encouraging Diversity, Growth and Equity) participation to meet the goal; or (2) Documentation that it made adequate good faith efforts, as defined in 49 CFR 26.53, to meet the goal, even though it did not succeed in obtaining enough DBE/EDGE participation to do so. Consultants that do not show good faith efforts to meet the Goal will not be eligible for selection.
- b. Compliance with prequalification requirements.
- c. Reduce the number of firms to 3-6 for each project through a process of elimination, based on the selection rating factors included in the Consultant Selection Rating Form. Firms may be eliminated due to fatal flaws, overall weakness of team relative to other firms, weak project approach, etc. Provide written documentation concerning the reasons for eliminating a firm from consideration.

In instances where two or fewer consultants respond to the RFLol, or two or fewer consultants are considered qualified to be shortlisted, the LPA may proceed with evaluation and selection if it is determined that the

solicitation did not contain conditions or requirements that arbitrarily limited competition. The reasons for proceeding with the selection shall be documented.

- d. For each project, rate each shortlisted firm using the selection rating form.

Supplement the numerical ratings with written comments that explain the differential scoring. The highest rated firm shall be selected.

3. Selection Rating Procedures

- a. ODOT's standard consultant selection rating form is shown below. The LPA may use a modified selection rating form that meets the requirements of 23 CFR 172 and ORC 153.65 – 153.71.
- b. Selection evaluations should be based on collaborative discussions of the selection committee members concerning the overall strengths and weaknesses of the teams, including the relative importance of the various selection rating factors relative to the specific requirements of the project. Numerical weights are a guide as to what is important but the selection should not be a mathematical exercise consisting of the addition of scores determined by individual team members. The selection team members should work to reach consensus in determining a single selection rating including written comments that document the reasons for the numerical scores.
- c. For each selection rating factor, each short listed firm shall be ranked, with the highest ranked firm receiving the maximum number of points, and lower ranked firms receiving commensurately lower scores. If firms are considered to be equally qualified, the firms may receive the same score for that selection rating factor. The rankings and scores should be based on each firm's specific proposal and project approach, including the named project manager, staff and subconsultants. Experience on similar projects, past performance for the LPA and other agencies should be considered. The selection committee may contact other ODOT Districts and outside agencies if necessary. Any subfactors identified in the RFLol should be weighed heavily in the differential scoring.

Differential scoring should consider the relative importance of a selection factor in the success of a given project. The project manager's role in a simple project may be less important than for a complex project, and differential scoring should reflect this, with higher differential scores assigned to projects that require a larger role for the project manager. Similar consideration should be given to all selection factors

4. ODOT's Consultant Selection Rating Form and Selection Rating Notes

Category	Total Value	Scoring Criteria	Score
Management & Team			
Project Manager	10	See Note a. below	

Strength/Experience of Assigned Staff including Subconsultants	25	See Note b. below	
Firm's Current Workload/ Availability of Personnel	10	See Note c. below	
Consultant's Past Performance	30	See Note d. below	
Project Approach	25	See Note e. below	
Total	100		

The following discussion addresses each selection rating factor including scoring methodology, appropriate sources of information and factors that may not be considered.

a. Project Manager

The proposed project manager for each consultant shall be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for the LPA. The selection committee may contact ODOT and outside agencies if necessary. Any subfactors identified should be weighed heavily in the differential scoring.

Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than for a complex project, and differential scoring should reflect this, with higher differentials assigned to projects that require a larger role for the project manager.

b. Strength/Experience of Assigned Staff including Subconsultants

The experience and strength of the assigned staff, including subconsultant staff, should be ranked and scored as noted for Number 1 above, with higher differential scores assigned on more difficult projects. Any subfactors identified in the project notification should be weighed heavily in the differential scoring.

As above, ODOT and other agencies may be contacted.

c. Firm's Current Workload/ Availability of Personnel (Considered at statewide meeting)

In instances when consultant's current workload may impact their ability to complete the work as proposed, the firm's current workload and availability of qualified personnel shall be considered.

d. Consultant's Past Performance

The consultants' past performance on similar projects, including subconsultant performance, shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points. The selection team should consider ODOT CES performance ratings if available, and consult other ODOT Districts, ODOT Central Offices, and other agencies as appropriate. The use of CES ratings shall place emphasis on the specific type of services requested.

The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.

e. Project Approach

Evaluation of the firm's project approach shall consider:

- (1) The firm's technical approach and understanding of the project.
- (2) The firm's qualifications for the project including knowledge and experience concerning relevant ODOT standards, procedures and guidance documents.
- (3) Any innovative ideas.

When considering this factor in rating firms, the type of project and the relevance of this factor to the project must be considered. For task order and construction inspection projects, and small uncomplicated design projects, the possibility for innovation may be very limited. Larger more complex projects will generally offer more opportunities for innovation. Consultants that identify truly innovative ideas should receive credit in the selection rating, but this factor can be disregarded when projects offer little opportunity for innovation.

- (4) The firm's project specific plan for ensuring increased quality, reduced project delivery time and reduced project costs.

These factors will be relatively more important and relevant to a complex PDP project, and much less important for a construction inspection or task order contract. Please remember that Federal rules prohibit consideration of overhead rates, wage rates or any other cost data submitted voluntarily by the consultant.

D. Negotiation of Consultant Agreements

Agreements shall be negotiated in accordance with ODOT's Manual for Administration of Contracts for Professional Services, Volume 1 Consultant Contract Administration, Section 3.9.

E. Agreements

ODOT will prepare the LPA/Consultant Agreement between the Consultant and LPA. The agreement will be transmitted to the LPA by the ODOT District Office. A copy of the executed LPA/Consultant Agreement shall be returned to the District Office.

F. Documentation of Consultant Selections

The LPA shall maintain a consultant selection file that includes the following information, and provide copies of all documents to the District for their files.

1. A copy of the Request for Proposal and the date posted on ODOT's website;
2. A listing of firms that submitted Letters of Interest;
3. Letters of Interest from all firms that submitted;
4. Selection rating forms and any supporting notes and documentation, including membership of the selection committee;
5. A listing of firms selected to submit technical proposals (if applicable), copies of the technical proposals, and related correspondence;
6. Selected consultant's Price Proposal;
7. Negotiation records; and
8. A copy of the Agreement, Scope of Services, authorization letter, Invoice and Project Schedule, and any other documents relevant to the agreement.

6. RIGHT OF WAY/ UTILITIES/ RAILROAD COORDINATION

- 6.1 All right-of-way acquisition activities shall be performed by the LPA in accordance with the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (Public Law 91-646) as amended by 49 CFR Part 24 (hereinafter referred to as Uniform Act), any related Federal regulations issued by the FHWA, and State rules, policies and guidelines issued by ODOT. Refer to Sections 4.2 and 4.4 concerning Federal authorization.
- 6.2 If existing and newly-acquired right of way is required for this PROJECT, the LPA shall certify that the all right of way has been acquired in conformity with Federal and State laws, regulations, policies, and guidelines. Per ODOT's Office of Real Estate, any LPA staff who perform real estate functions shall be prequalified. If the LPA does not have the qualified staff to perform any or all of the respective right of way functions, the LPA shall hire an ODOT Pre-qualified Consultant through a QBS process. The LPA shall not hire the same consultant to perform both the appraisal and appraisal review functions. Appraisal review shall be performed by an independent staff or fee reviewer and shall be hired directly by the LPA. Likewise, a consultant hired to perform right of way acquisition work is not permitted to perform both the relocation and relocation review functions. Relocation review shall be performed by an independent staff or fee reviewer.
- 6.3 If the LPA hires a pre-qualified consultant, the LPA shall be responsible for monitoring the consultant's activities and ensuring that the consultant is following all Federal and State laws, regulations, policies, and guidelines.
- 6.4 All relocation assistance activities shall be performed by the LPA in conformity with Federal and State laws, including the Uniform Act, and any related Federal regulations issued by the FHWA, and State rules, policies and guidelines issued by ODOT. The LPA shall not hire a consultant to perform both the relocation and relocation review functions nor shall the LPA hire a sub-consultant for relocation and another sub-consultant for relocation review. Relocation review shall be performed by an independent staff person or independent fee reviewer and shall be hired directly by the LPA.
- 6.5 The LPA shall provide the ODOT District Office with its certification that all right of way property rights necessary for the PROJECT are under the LPA's control, that all right of way has been cleared of encroachments, and that utility facilities have been appropriately relocated or accounted for so as not to interfere with PROJECT construction activities. ODOT shall make use of the LPA's Right of Way Certification, as well as evaluate the LPA's and/or consultant's performance of the PROJECT real estate activities under Titles II and III of the Uniform Act, and, as appropriate, certify compliance to the FHWA. The LPA shall be liable to repay to ODOT all of the Federal funds

disbursed to it under this Agreement if the certification of the LPA is found to be in error or otherwise invalid.

- 6.6 ODOT will coordinate with utilities, complete RE-75 forms, establish encumbrances towards each utility if needed, prepare an invoice to the LPA for the local share, and pay the State share as needed. In the administration of this PROJECT, the LPA agrees to follow all procedures described in the ODOT Utilities Manual and 23 CFR Part 645. When applicable, the LPA shall enter into a utility relocation agreement with each utility prior to the letting of construction. In the event that a utility is delaying the relocation of its facilities, the LPA shall take any action necessary to order and cause the removal and relocation of such utility. No reimbursable costs shall be incurred prior to the receipt of Federal Authorization for Right of Way from ODOT. If such costs are incurred, ODOT may terminate this Agreement and cease all Federal funding commitments.
- 6.7 The LPA shall submit all subsequent modifications to the design of the PROJECT and/or any disposal of property rights acquired as part of the PROJECT to ODOT and FHWA for approval.
- 6.8 ODOT shall be responsible for any necessary railroad coordination and agreements in accordance with the provisions of Title 23 of the Code of Federal Regulations and applicable chapters of the ORC regarding all activities relating to Railroad-Highway projects.
- 6.9 Consistent with sections 10.1 and 10.4 of this Agreement, the LPA shall assure that, if any property acquired for this PROJECT is subsequently sold for less than fair market value, all Title VI requirements are included in the instrument which transfers the property. Consistent with sections 10.1 and 10.4 of this Agreement, the LPA shall assure that if the LPA grants a permit or license for the property acquired for this PROJECT that the license or permit require the licensee or permit holder to adhere to all Title VI requirements.

7. ADVERTISING, SALE AND AWARD

- 7.1 ODOT will prepare the State's estimate and manage the advertising, sale and award process. The LPA and its consultant shall assist in responding to bidder questions, preparation of any addenda and other coordination as needed. ODOT's Awards Committee shall determine award of the contract.

8. CONSTRUCTION CONTRACT ADMINISTRATION

- 8.1 ODOT will administer the construction contract in accordance with ODOT's Construction Administration Manual of Procedures. The LPA and LPA's consultants shall respond promptly to requests for information or other construction issues. The LPA shall review and approve all change orders. The LPA and LPA's consultant shall assist in defending ODOT against any contractor claims.

9. CERTIFICATION AND RECAPTURE OF FUNDS

- 9.1 This Agreement is subject to the determination by ODOT that sufficient funds have been appropriated by the Ohio General Assembly to the State for the purpose of this Agreement and to the certification of funds by the Office of Budget and Management, as required by ORC section 126.07. If ODOT determines that sufficient funds have not been appropriated for the purpose of this Agreement or if the Office of Budget and Management fails to certify the availability of funds, this Agreement or any renewal thereof will terminate on the date funding expires.
- 9.2 Unless otherwise directed by ODOT, if for any reason the PROJECT is not completed in its entirety or to a degree acceptable to ODOT and FHWA, the LPA shall repay to ODOT an amount equal to the total funds ODOT disbursed on behalf of the PROJECT. In turn, ODOT shall reimburse FHWA an amount equal to the total sum of Federal dollars it has received for the PROJECT. If the LPA

has not repaid ODOT in full an amount equal to the total funds ODOT disbursed on behalf of the PROJECT, any funds recovered from contractor performance and payment bond(s) and consultant insurance shall be used to offset the Federal dollars reimbursed to FHWA.

10. NONDISCRIMINATION

- 10.1 In carrying out this Agreement, the LPA shall not discriminate against any employee or applicant for employment because of race, religion, color, sex (including pregnancy, gender identification and sexual orientation), national origin, ancestry, age, disability as that term is defined in the American with Disabilities Act, military status (past, present, or future), or genetic information. The LPA shall ensure that applicants are hired and that employees are treated during employment without regard to their race, religion, color, sex (including pregnancy, gender identification and sexual orientation), national origin, ancestry, age, disability, military status, or genetic information. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- 10.2 The LPA agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause, and in all solicitations or advertisements for employees placed by it, state that all qualified applicants shall receive consideration for employment without regard to race, religion, color, sex (including pregnancy, gender identification and sexual orientation), national origin, ancestry, age, disability, military status, or genetic information. The LPA shall incorporate this nondiscrimination requirement within all of its contracts for any of the work on the PROJECT (other than subcontracts for standard commercial supplies or raw materials) and shall require all of its contractors to incorporate such requirements in all subcontracts for any part of such PROJECT work.
- 10.3 The LPA shall ensure that Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR Part 26, will have an equal opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided in conjunction with this Agreement. For a PROJECT upon which a DBE goal is assigned, the LPA shall require that all contracts and other agreements it enters into for the performance of the PROJECT contain the following specific language:

Disadvantaged Business Enterprise (DBE) Requirement. DBE participation goals (subcontracts, materials, supplies) have been set on this PROJECT for those certified as DBEs pursuant to Title 23, U.S.C. section 140(c) and 49 CFR, Part 26, and where applicable qualified to bid with ODOT under Chapter 5525 of the ORC.

Pursuant to 49 CFR 26.13(b), the LPA agrees not to discriminate on the basis of race, color, national origin, or sex (including pregnancy, gender identification and sexual orientation), age, disability, low-income status, or limited English proficiency in the performance of this Agreement. The LPA agrees to carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. The LPA understands that failure to carry out these requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy as ODOT deems appropriate.

- 10.4 During the performance of this contract, the LPA, for itself, its assignees and successors in interest") agrees as follows:
- (a) Compliance with Regulations: The LPA will comply with the regulations relative to nondiscrimination in Federally-assisted programs of the United States Department of Transportation (hereinafter "U.S. DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the "Regulations"), which are herein incorporated by reference and made a part of this contract.

In addition, the LPA will comply with the provisions of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, FHWA Guidance, and any other Federal, State, and/or local laws, rules and/or regulations (hereinafter referred to as "ADA/504").

- (b) **Nondiscrimination:** The LPA, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, sex (including pregnancy, gender identification and sexual orientation), age, disability, low-income status, or limited English proficiency, in the selection and retention of contractors or subcontractors, including procurements of materials and leases of equipment. The LPA will not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations, as well as the ADA/504 regulations.
- (c) **Solicitations for Professional Services:** In all solicitations for professional services made by the LPA for work to be performed under a contract or subcontract, each potential consultant will be notified by the LPA of the LPA's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, sex (including pregnancy, gender identification and sexual orientation), age, disability, low-income status, or limited English proficiency.
- (d) **Information and Reports:** The LPA will provide all information and reports required by the Regulations or directives issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the STATE or FHWA to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of the LPA is in the exclusive possession of another who fails or refuses to furnish this information, the LPA will so certify to the STATE or FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.
- (e) **Sanctions for Noncompliance:** In the event of the LPA's noncompliance with the nondiscrimination provisions of this contract, the STATE will impose such contract sanctions as it or FHWA may determine to be appropriate, including, but not limited to:
 - (1) withholding of payments to the LPA under the contract until the LPA complies, and/or
 - (2) cancellation, termination or suspension of the contract, in whole or in part.
- (f) **Incorporation of Provisions:** The LPA will include the provisions of paragraphs 10.4 (a) through (e) Above in every contract or subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The LPA will take such action with respect to any contractor or subcontractor procurement as the STATE or FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that, in the event the LPA becomes involved in, or is threatened with, litigation with a contractor, subcontractor, or supplier as a result of such direction, the LPA may request the STATE to enter into such litigation to protect the interests of the STATE, and, in addition, the LPA may request the United States to enter into such litigation to protect the interests of the United States.

11. DATA, PATENTS AND COPYRIGHTS - PUBLIC USE

- 11.1 The LPA shall ensure that any designs, specifications, processes, devices or other intellectual properties specifically devised for the PROJECT by its consultants or contractors performing work become the property of the LPA, and that when requested, such designs, specifications, processes, devices or other intellectual properties shall become available to ODOT and FHWA with an unrestricted right to reproduce, distribute, modify, maintain, and use. The LPA's consultants and

contractors shall not seek or obtain copyrights, patents, or other forms of proprietary protection for such designs, specifications, processes, devices or other intellectual properties, and in providing them to the PROJECT, shall relinquish any such protections should they exist.

- 11.2 The LPA shall not allow its consultants or contractors to utilize within the development of the PROJECT any copyrighted, patented or similarly protected design, specification, process, device or other intellectual property unless the consultant or contractor has provided for such use by suitable legal agreement with the owner of such copyright, patent or similar protection. A consultant or contractor making use of such protected items for the PROJECT shall indemnify and save harmless the LPA and any affected third party from any and all claims of infringement on such protections, including any costs, expenses, and damages which it may be obliged to pay by reason of infringement, at any time during the prosecution or after the completion of work on the PROJECT.
- 11.3 In the case of patented pavements or wearing courses where royalties, licensing and proprietary service charges, exacted or to be exacted by the patentees, are published and certified agreements are filed with the LPA, guaranteeing to prospective bidders free unrestricted use of all such proprietary rights and trademarked goods upon payment of such published charges, such patented pavements or wearing courses may be specifically designated in the proposal and competition secured upon the item exclusive of the patent or proprietary charges.

12. TERMINATION; DEFAULT AND BREACH OF CONTRACT

- 12.1 Neglect or failure of the LPA to comply with any of the terms, conditions, or provisions of this Agreement, including misrepresentation of fact, may be an event of default, unless such failure or neglect are the result of natural disasters, strikes, lockouts, acts of public enemies, insurrections, riots, epidemics, civil disturbances, explosions, orders of any kind of governments of the United States or State of Ohio or any of their departments or political subdivisions, or any other cause not reasonably within the LPA's control. If a default has occurred, ODOT may terminate this Agreement with thirty (30) days written notice, except that if ODOT determines that the default can be remedied, then ODOT and the LPA shall proceed in accordance with sections 12.2 through 12.4 of this Agreement.
- 12.2 If notified by ODOT in writing that it is in violation of any of the terms, conditions, or provisions of this Agreement, and a default has occurred, the LPA shall have thirty (30) days from the date of such notification to remedy the default or, if the remedy will take in excess of thirty (30) days to complete, the LPA shall have thirty (30) days to satisfactorily commence a remedy of the causes preventing its compliance and curing the default situation. Expiration of the thirty (30) days and failure by the LPA to remedy, or to satisfactorily commence the remedy of, the default whether payment of funds has been fully or partially made, shall result in ODOT, at its discretion, declining to make any further payments to the LPA, or in the termination of this Agreement by ODOT. If this Agreement is terminated, the LPA may be liable to repay to ODOT all of the Federal funds disbursed to it under this Agreement.
- 12.3 The LPA, upon receiving a notice of termination from ODOT for default, shall cease work on the terminated activities covered under this Agreement. If so requested by ODOT, the LPA shall assign to ODOT all its rights, title, and interest to any contracts it has with any consultants or contractors. Otherwise, the LPA shall terminate all contracts and other agreements it has entered into relating to such covered activities, take all necessary and appropriate steps to limit disbursements and minimize any remaining costs. At the request of ODOT, the LPA may be required to furnish a report describing the status of PROJECT activities as of the date of its receipt of notice of termination, including results accomplished and other matters as ODOT may require.
- 12.4 No remedy herein conferred upon or reserved by ODOT is intended to be exclusive of any other available remedy, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity. No delay or omission to exercise any right or option accruing to ODOT upon any default by the LPA

shall impair any such right or option or shall be construed to be a waiver thereof, but any such right or option may be exercised from time to time and as often as may be deemed expedient by ODOT.

- 12.5 This Agreement and obligation of the parties herein may be terminated by either party with thirty days written notice to the other party. In the event of termination, the LPA shall cease work, terminate all subcontracts relating to such terminated activities, take all necessary or appropriate steps to limit disbursements and minimize costs, and furnish all data results, reports, and other materials describing all work under this contract, including without limitation, results accomplished, conclusions resulting therefrom, and such other matters as ODOT may require.
- 12.6 In the event of termination for convenience, the LPA shall be entitled to compensation, upon submission of a proper invoice, for the work performed prior to receipt of notice of termination, less any funds previously paid by or on behalf of ODOT. ODOT shall not be liable for any further claims, and the claims submitted by the LPA shall not exceed the total amount of consideration stated in this agreement. In the event of termination, any payments made by ODOT in which services have not been rendered by the LPA shall be returned to ODOT.

13. THIRD PARTIES AND RESPONSIBILITIES FOR CLAIMS

- 13.1 Nothing in this Agreement shall be construed as conferring any legal rights, privileges, or immunities, or imposing any legal duties or obligations, on any person or persons other than the parties named in this Agreement, whether such rights, privileges, immunities, duties, or obligations be regarded as contractual, equitable, or beneficial in nature as to such other person or persons. Nothing in this Agreement shall be construed as creating any legal relations between the Director and any person performing services or supplying any equipment, materials, goods, or supplies for the PROJECT sufficient to impose upon the Director any of the obligations specified in section 126.30 of the ORC.
- 13.2 The LPA hereby agrees to accept responsibility for any and all damages or claims for which it is legally liable arising from the actionable negligence of its officers, employees or agents in the performance of the LPA's obligations made or agreed to herein.

14. NOTICE

- 14.1 Notice under this Agreement shall be directed as follows:

If to the LPA:

If to ODOT:

Township Administrator	Tammy Campbell, P.E., District Deputy Director
Colerain Township	Ohio Department of Transportation
4200 Springdale Road	505 S. SR 741
Colerain Township, Oh 45251	Lebanon, OH 45036

15. GENERAL PROVISIONS

15.1 *Recovery of LPA's allocable project Direct Labor, Fringe Benefits, and/or Indirect Costs:*

To be eligible to recover any costs associated with the LPA's internal labor forces allocable to this PROJECT, the LPA shall make an appropriate selection below: *[LPA official must initial the option selected.]*

☐

1. No cost recovery of LPA's project direct labor, fringe benefits, or overhead costs.

- (A) The LPA **does not** currently maintain an ODOT approved federally compliant time-tracking system¹, **and**
- (B) The LPA **does not** intend to have a federally compliant time-tracking system developed, implemented, and approved by ODOT prior to the period of performance of this PROJECT, **and/or**
- (C) The LPA **does not** intend to pursue recovery of these project direct labor, fringe benefits, or overhead costs during the period of performance of this PROJECT Agreement.

☐

2. Direct labor plus indirect costs calculated using the Federal 10% De Minimis Indirect Cost Rate.²

- (A) The LPA currently maintains, or intends to develop and implement prior to the period of performance of this PROJECT, an ODOT approved federally compliant time-tracking system, **and**
- (B) The LPA **does not** currently have, and **does not** intend to negotiate, an ODOT approved fringe benefits rate prior to the period of performance of this PROJECT.

☐

3. Direct labor, plus fringe benefits costs calculated using the LPA's ODOT approved Fringe Benefits Rate, plus indirect costs calculated using the Federal 10% De Minimis Indirect Cost Rate.³

- (A) The LPA currently maintains, or intends to develop and implement prior to the period of performance of this PROJECT, an ODOT approved federally compliant time-tracking system, **and**
- (B) The LPA currently has, or intends to negotiate, an ODOT approved fringe benefits rate prior to the period of performance of this PROJECT.

¹ A "federally compliant time-tracking system" is supported by a system of internal controls and record-keeping that accurately reflects the work performed; which provides reasonable assurance that the time being charged is accurate, allowable, and properly allocated; is incorporated in official records such as payroll records; reasonably reflects the employee's total activity; provides a time or percentage breakdown on all activities, both Federally funded and non-Federally funded for the employee and complies with the LPA's pre-established accounting practices and procedures.

² [Also be sure to read footnote # 1] The De Minimis Indirect Cost Rate is 10 percent of modified total direct costs (MTDC) per 2 CFR §200.414. The definition of MTDC is provided in the regulation at 2 CFR §200.68. Any questions regarding the calculation of MTDC for a specific project should be directed to the Office of Local Programs. Further, regardless of whether the LPA subrecipient negotiates overhead rates with ODOT or uses the 10-percent de minimis rate, LPAs are required to maintain Federally-compliant time-tracking systems. Accordingly, LPAs are permitted to bill for labor costs, and then potentially associated fringe/indirect costs, only if the labor costs are accumulated, tracked, and allocated in accordance with compliant systems. Before an LPA is eligible to invoice ODOT for and recover the 10% de minimis indirect cost rate on any project, the LPA's time-tracking system and methods for tracking other project costs must be reviewed and approved by the ODOT Office of External Audits. A non-Federal entity that elects to charge the de minimis rate must meet the requirements in 2 CFR 200 Appendix VII Section D, Part 1, paragraph b.

³ [Also be sure to read footnotes # 1 and 2] The fringe benefits rate billed to this project must be determined in accordance with the Rate Agreement periodically negotiated with and approved by the ODOT Office of External Audits. The fiscal period when the LPA's direct labor costs are paid will be matched with the ODOT approved rate for that fiscal year to determine which rate is applicable. Accordingly, the fringe benefits rate applicable to different fiscal years throughout the period of performance of the project may fluctuate to match changes to the ODOT approved rate.



4. Direct labor, plus fringe benefits costs calculated using the LPA's ODOT approved Fringe Benefits Rate, plus indirect costs calculated using the LPA's ODOT approved Indirect Cost Rate.⁴

- (A) The LPA currently maintains, or intends to develop and implement prior to the period of performance of this PROJECT, an ODOT approved federally compliant time-tracking system, **and**
- (B) The LPA currently has, or intends to negotiate, an ODOT approved fringe benefits rate prior to the period of performance of this PROJECT, **and**
- (C) Instead of using the Federal 10% De Minimis Indirect Cost Rate, the LPA currently has, or intends to negotiate, an ODOT approved indirect cost rate prior to the period of performance of this PROJECT.

For any allocable project labor costs to be eligible for reimbursement with Federal and/or State funds, the LPA must maintain compliance with all timekeeping requirements specified in 2 CFR Part 200 and the ODOT LPA Cost Recovery Guidance, including ODOT Questions and Answers and related supplementary guidance, as applicable. Additionally, if the LPA elects to recover fringe and/or indirect costs, the LPA shall maintain compliance with Appendix VII of 2 CFR Part 200 and the LATP Manual of Procedures.

- 15.2 If the LPA decides to change its indirect cost recovery option, the change shall not become effective until this Agreement is amended pursuant to section 15.12 below to reflect the indirect cost recovery option utilized by the LPA on the PROJECT.
- 15.3 *Financial Reporting and Audit Requirements:* If one or more phases of this AGREEMENT include a sub-award of federal funds to the LPA, the LPA shall comply with the financial reporting and audit requirements of 2 CFR Part 200. If not, the financial reporting and audit requirements remain with ODOT.

All non-federal entities, including ODOT's LPA subrecipients, that have aggregate federal awards expenditures from all sources of \$750,000 or more in the non-federal entity's fiscal year must have a Single Audit, or program-specific audit, conducted for that year in accordance with the provisions of 2 CFR Part 200.

LPAs that expend Federal and State funds in the Preliminary Engineering and/or Right of Way phases of the Project must track these payments throughout the life of the in order to ensure an accurate Schedule of Expenditures of Federal Award (hereinafter referred to as SEFA) is prepared annually for all *Applicable Federal Funds*. *Applicable Federal Funds* are those that are identified with the various project phases of this Agreement as a subaward. *Applicable Federal Funds* include not only those LPA project expenditures that ODOT subsequently reimburses with Federal funds, but also those Federal funds project expenditures that are disbursed directly by ODOT upon the request of the LPA.

The LPA must separately identify each ODOT PID and/or Project and the corresponding expenditures on its SEFA. LPAs are responsible for ensuring funds related to this PROJECT are reported when the activity related to the Federal award occurs.⁵ Further, the LPA may make this determination consistent with 2 CFR §200.502 and its established accounting method to determine expenditures including accrual, modified accrual or cash basis.

⁴ [Also be sure to read footnote # 1] The fringe benefits and indirect cost rates billed to this project must be determined in accordance with the Rate Agreement periodically negotiated with and approved by the Office of External Audits. The fiscal period when the LPA's direct labor costs are paid will be matched with the ODOT approved rates for that fiscal year to determine which rates are applicable. Accordingly, the rates applicable to different fiscal years throughout the period of performance of the project may fluctuate to match changes to the ODOT approved rates.

⁵ Per 2 CFR §200.502

When project expenditures are not accurately reported on the SEFA, the LPA may be required to make corrections to and republish the SEFA to ensure Federal funds are accurately reported in the correct fiscal year. An ODOT request for the restatement of a previously published SEFA will be coordinated with the Ohio Auditor of State.

- 15.4 **Record Retention:** The LPA, when requested at reasonable times and in a reasonable manner, shall make available to the agents, officers, and auditors of ODOT and the United States government, its records and financial statements as necessary relating to the LPA's obligations under this Agreement. All such books, documents, and records shall be kept for a period of at least three years after FHWA approves the LPA's final Federal voucher for reimbursement of PROJECT expenses. In the event that an audit-related dispute should arise during this retention period, any such books, documents, and records that are related to the disputed matter shall be preserved for the term of that dispute. The LPA shall require that all contracts and other agreements it enters into for the performance of the PROJECT contain the following specific language:

As the LPA, ODOT or the United States government may legitimately request from time to time, the contractor agrees to make available for inspection and/or reproduction by the LPA, ODOT or United States government, all records, books, and documents of every kind and description that relate to this contract.

Nothing contained in this Agreement shall in any way modify the LPA's legal duties and obligations to maintain and/or retain its records under Ohio public records laws.

- 15.5 **Ohio Ethics Laws:** LPA agrees they are currently in compliance and will continue to adhere to the requirements of Ohio Ethics law as provided by Section 102.03 and 102.04 of the ORC.
- 15.6 **State Property Drug-Free Workplace Compliance:** In accordance with applicable State and Federal laws, rules, and policy, the LPA shall make a good faith effort to ensure that its employees and its contractors will not purchase, transfer, use, or possess alcohol or a controlled substance while working on State property.
- 15.7 **Trade:** Pursuant to the federal Export Administration Act and Ohio Revised Code 9.76(B), the LPA and any contractor or sub-contractor shall warrant that they are not boycotting any jurisdiction with whom the United States and the State of Ohio can enjoy open trade, including Israel, and will not do so during the term of this Agreement.

The State of Ohio does not acquire supplies or services that cannot be imported lawfully into the United States. The LPA certifies that it, its Contractors, subcontractors, and any agent of the Contractor or its subcontractors, acquire any supplies or services in accordance with all trade control laws, regulations or orders of the United States, including the prohibited source regulations set forth in subpart 25.7, Prohibited Sources, of the Federal Acquisition Regulation and any sanctions administered or enforced by the U.S. Department of Treasury's Office of Foreign Assets Control. A list of those sanctions by country can be found at <https://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx>. These sanctions generally preclude acquiring any supplies or services that originate from sources within, or that were located in or transported from or through Cuba, Iran, Libya, North Korea, Syria, or the Crimea region of Ukraine.

- 15.8 **Lobbying:** Byrd Anti-Lobbying Amendment, 31 U.S.C. 1352, as amended by the Lobbying Disclosure Act of 1995, PL 104-65 (2 U.S.C. §1601, et seq.). LPA agrees that it will not use any funds for Lobbying, 49 CFR part 20, "New Restrictions on Lobbying." Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S. C. 1352. Each tier shall comply with Federal statutory provisions or the extent applicable prohibiting the use of

Federal assistance funds for activities designed to influence congress to a State legislature on legislation or appropriations, except through proper official channels. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 U.S.C. 1352. Such disclosures are forwarded from tier to tier up to the recipient.

- 15.9 *Debarment.* LPA represents and warrants that it is not debarred from consideration for contract awards by the Director of the Department of Administrative Services, pursuant to either R.C. 153.02 or R.C. 125.25 or by the Federal Government pursuant to 2 CFR Part 1200 and 2 CFR Part 180.
- 15.10 *Governing Law:* This Agreement and any claims arising out of this Agreement shall be governed by the laws of the State of Ohio. Any provision of this Agreement prohibited by the laws of Ohio shall be deemed void and of no effect. Any litigation arising out of or relating in any way to this Agreement or the performance thereunder shall be brought only in the courts of Ohio, and the LPA hereby irrevocably consents to such jurisdiction. To the extent that ODOT is a party to any litigation arising out of or relating in any way to this Agreement or the performance thereunder, such an action shall be brought only in a court of competent jurisdiction in Franklin County, Ohio.
- 15.11 *Assignment:* Neither this Agreement nor any rights, duties, or obligations described herein shall be assigned by either party hereto without the prior express written consent of the other party.
- 15.12 *Merger and Modification:* This Agreement and its attachments constitute the entire Agreement between the parties. All prior discussions and understandings between the parties are superseded by this Agreement. Unless otherwise noted herein, this Agreement shall not be altered, modified, or amended except by a written agreement signed by both parties hereto.
- 15.13 *Severability:* If any provision of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, such holding shall not affect the validity or the ability to enforce the remainder of this Agreement. All provisions of this Agreement shall be deemed severable.
- 15.14 *Signatures:* Any person executing this Agreement in a representative capacity hereby represents that he/she has been duly authorized by his/her principal to execute this Agreement on such principal's behalf.
- 15.15 *Facsimile Signatures:* Any party hereto may deliver a copy of its counterpart signature page to this Agreement via fax or e-mail. Each party hereto shall be entitled to rely upon a facsimile or electronic signature on any other party delivered in such a manner as if such signature were an original.

The parties hereto have caused this Agreement to be duly executed as of the day and year last written below.

LPA: Colerain Township	STATE OF OHIO OHIO DEPARTMENT OF TRANSPORTATION
By:	By:
	Jack Marchbanks Director
Date:	Date:

Attachment 1

PROJECT BUDGET – SOURCES AND USES OF FUNDS

SOURCES	LPA FUNDS			FHWA FUNDS			STATE FUNDS			TOTAL
USES	Amount	%	SAC	Amount	%	SAC	Amount	%	SAC	
PRELIMINARY DEVELOPMENT		100								
FINAL DESIGN, CONSTRUCTION PLANS & SPECIFICATIONS		100								
ACQUISITION OF RIGHT OF WAY & UTILITY RELOCATION		100								
PROJECT CONSTRUCTION COSTS	\$464,977	40					\$697,465	60		1,162,442\$
INSPECTION	\$32,548	40					\$48,823	60		81,371\$
TOTALS	\$497,525						\$746,288			\$1,243,813

Attachment 2

HAM WINTON WOODS PARK
COUNTY-ROUTE-SECTION

113238
PID NUMBER

34997
AGREEMENT NUMBER

064432474
DUNS NUMBER

DIRECT PAYMENT OF CONSULTANT

At the direction of the LPA and upon approval of ODOT, payments for work performed under the terms of the Agreement by the LPA's consultant shall be paid directly to the consultant in the pro-rata share of Federal/State participation. The invoice package shall be prepared by the LPA as previously defined in this Agreement, and shall indicate that the payment is to be made to the consultant. In addition, the invoice must state the consultant's name, mailing address and OAKS Vendor ID. Separate invoices shall be submitted for payments that are to be made to the consultant and those that are to be made to the LPA.

When ODOT uses Federal funds to make payment to the consultant, all such payments are considered to be expenditures of Federal funds received and also expended by the LPA (subrecipient). Accordingly, the LPA is responsible for tracking the receipts and payments and reporting the payments Federal (Receipts) Expenditures on the Schedule of Expenditures of Federal Awards (SEFA). An LPA that fails to report these funds accurately and timely may be required to restate the SEFA to comply with Federal reporting requirements.

We (INSERT NAME OF LPA) request that all payments for the Federal/State share of the consultant costs of this Agreement performed by (CONSULTANT'S NAME) be paid directly to (CONSULTANT'S NAME).

VENDOR Name:	Error! Reference source not found.
Oaks Vendor ID:	0000000000
Mailing Address:	Error! Reference source not found.
	Error! Reference source not found.
LPA signature:	

LPA Name:	Error! Reference source not found.
Oaks Vendor ID:	0000000000
Mailing Address:	Error! Reference source not found.
	Error! Reference source not found.
ODOT Approval signature:	

ADMINISTRATION

Department: Administration

Department Head: Geoff Milz, Administrator

Motion to Authorize Township Administrator to Apply for Community Development Block Grant for 2021 - 2023

Recommend ADOPTION of the Motion.

Rationale:

The Township plans to apply for \$326,000 for the following projects:

- \$150,000 for a sidewalk repair and maintenance program in low-moderate income areas;
- \$30,000 for a Strategic Reinvestment Plan for the Groesbeck neighborhood;
- \$30,000 for home repairs throughout Colerain Township;
- \$116,000 for acquisition and demolition or rehabilitation of blighted property throughout Colerain Township.

ADMINISTRATION

Department: Administration

Department Head: Geoff Milz, Administrator

First Reading - 2021 Strategic Plan & Budget

Recommend review of the 2021 Strategic Plan & Budget Book

Rationale:



COLERAIN TOWNSHIP

PROSPEROUS, GREEN & CLEAN

2021 Strategic Plan & Budget

2021 Strategic Plan & Budget

Table of Contents	1
Budget Message	2
Organizational Overview.....	6
Financial Structure	13
Budget and Planning Process	27
2021 Township Strategic Goals & Initiatives	31
Administration	
Strategic Plan & Budget	39
Fire Department	
Strategic Plan & Budget	48
Police Department	
Strategic Plan & Budget	57
Public Services Department	
Strategic Plan & Budget	78
Planning Department	
Strategic Plan & Budget	95
Capital Budget.....	113
All Funds Budget Summary	139
Long Range Financial Forecast	141
Budget Summaries	147
Township Statistics	155
Glossary.....	170
Attachments.....	174

A photograph of the Colerain Township entrance sign. The sign is a large, modern structure with two tall pillars supporting a horizontal beam. The word "COLERAIN" is on the left pillar and "TOWNSHIP" is on the right pillar. In the foreground, there are red flowers and a paved walkway. The sky is blue with some clouds.

Budget Message

I think we can all agree that 2020 has been a year like no other. COVID has spread across the world affecting all of us in ways we never could have imagined at this time last year. The pandemic has affected Colerain Township just as it has communities across the country and around the world. Through it all, we are reminded how important connections with our families, friends, and our community really are. In 2019, the Colerain Township Board of Trustees established “Creating Connections” as the Big Theme of our 2020 work plan. Little did we know how important this theme would become.

Despite having to struggle - as everyone has had to struggle - to develop new ways of providing essential Township services during a pandemic, our Township Departments from Police and Fire to Public Services, Planning and Administration have overcome these

challenges and worked hard to achieve the vision put forward by our Trustees. As we worked to create connections this year, we made significant progress on establishing new sidewalks that will connect some of our community’s most important assets like schools and neighborhoods. We received a \$724,086 grant to install new sidewalks on Pippin Road connecting Northwest High School with the surrounding neighborhoods. In the Planning Department we have worked diligently to develop innovative new ways to reach out to stakeholders in our community to develop a new vision for the Township in the form of a new Comprehensive Plan. This document will guide development into the future. It lays out a vision for what we want our neighborhoods and business centers to be, and it sets the stage for next year’s work on a major overhaul to our Zoning Resolution.

We spent a great deal of time this year communicating with our residents and businesses about the work of our Township Departments. Relying heavily on our partnership with Waycross Community Media, we were able to develop a series of videos with the goal of assuring our Colerain community that even during a global pandemic, the Township and its employees are here for you 24 hours a day, seven days a week, each and every day of the year. The Township saw an increase in our use of CERKL to bring news stories to our website and newsletter. And, who didn't love the updates from our Department of Fire and EMS Battalion Chief Steve Conn on Facebook?

We all have new appreciation for those in our community that keep us safe. After 35 years of dedicated service, we saw the transition of

leadership in our Department of Fire and EMS from Chief Frank Cook to Chief Allen Walls. For me, this transition served as a reminder of how appreciative we are for the service of Chief Cook and how blessed we are to have the next generation of leaders within our organization. The men and women in the Department of Fire and EMS have faced the global pandemic challenge with the same values they bring

to any other challenge: bravery, integrity, honor and a large measure of hard work. Let us not forget about our Police Department. Through this pandemic and recent societal challenges in the world of policing, our Police Department has remained ready, willing and



able to respond to any emergency that comes their way. I am forever grateful that we have such an amazing group of men and women officers and civilian support staff serving this community.

Budgetarily, we expect to end this dramatic year in a stable financial position. Our General Fund remains strong and the Departments

that rely on levy funds are expected to end the year with higher fund balances than forecast. The balances in the funds which support our Parks, Roads and Community Center, remain stable. Looking ahead, we believe that we will be able to push out the need for a Police Levy potentially until November of 2022. Levies are the way in which township residents are able to democratically select the level of service that they want. The last Police Department levy was approved in 2014 and it was anticipated to provide the revenue necessary to support the Police Department for five years. Due in large part to the organizational culture of conservative spending and innovative management, we believe that we will be able to extend that five-year levy to eight years.





The township form of government is an extraordinarily democratic form of government in which residents - and only residents - are able to determine whether they are willing to pay for public safety services. Trustees do not have the ability to levy taxes, they can only authorize the placement of a levy on the ballot. This year the Board of Trustees chose to put a 3.0 mil Levy for Fire and EMS services in front of the voters which would continue the operations of the Fire Department at their existing level for the next five years. As I write this in the middle of October, I don't know what the outcome of the Fire and EMS levy will be, but I know how much our community values its Public Safety Services and I'm optimistic that the Levy will enjoy the support of a majority of our residents.

The Township's response to COVID has been an expensive endeavor. Thankfully, our Federal, State and County partners have recognized the increased cost faced by the Township and have worked in cooperation to provide additional financial resources to the Township through a federal stimulus bill called the CARES Act. The Township is expected to receive approximately three million dollars in funding which will be used to offset the costs of providing Public Safety services during this remarkable year.

Looking ahead to 2021, the Board of Township Trustees has directed the Organization to focus on making Colerain prosperous, green and clean. As you will see in this document, 2021 will bring a number of initiatives aimed at attacking the scourge of litter and illegal dumping. We will be hiring two part-time maintenance workers into our Public Services Department whose only job will be to pick up litter along the roadways of the Township. We will also be adding an environmental crimes investigator to our Police Department to investigate illegal dumping. We will be focused on a number of green initiatives such as street tree planting and seeking

grants for electric vehicle charging stations, as well as continued work on the design and construction of a modern new streetscape on Colerain Avenue between Jonrose and Shady Crest. With the changes that we have seen locally and throughout the country in retail, we recognize that Colerain Avenue is particularly vulnerable to macroeconomic trends that have been shaped by the way we all purchase the goods and services we need. We recognize that there is a need for sustained focus on economic development in our community. To that end we are reorganizing our organizational chart to devote more resources to economic development with the creation of a new department called the Development Department. The Development Department will be responsible for business attraction, business retention, real estate development and community development. This will be accomplished with no additional staff, but rather by refocusing existing staff.

I believe that these exciting new initiatives will make a dramatic difference in the quality of life for residents and we are excited as staff to execute the vision of the Board of Trustees.

2020 has certainly been a year like no other - for reasons that have largely been out of our control. It is our hope that 2021 becomes a year like no other because of the progress we will make on issues facing our community. We look forward to working together with our residents and businesses to ensure that Colerain remains a place that we can all be proud of.

Organizational Overview

Organizational Chart.....	7
Summary of Personnel	8
Description of Activities of Each Department	12

ORGANIZATION CHART

Jeff Baker
FISCAL OFFICER

TRUSTEES



Raj Rajagopal



Daniel Unger



Matt Wahler



Geoff Milz

ADMINISTRATOR/
DEVELOPMENT DIRECTOR



Jeff Weckbach
ASSISTANT
ADMINISTRATOR

SENIOR
DEVELOPMENT
OFFICER

DEVELOPMENT
OFFICER



**Jacqueline
O'Connell**
PUBLIC SERVICES
DIRECTOR



Jeff McElravy
FINANCE
DIRECTOR



Mike Ionna
PLANNING &
ZONING
DIRECTOR



Allen Walls
FIRE CHIEF



Mark Denney
POLICE CHIEF

OFFICE
MANAGER
RECEPTIONIST
HUMAN RESOURCES
SPECIALIST

FACILITY MANAGER
ROADS SUPERVISOR
PARKS SUPERVISOR
EVENTS COORDINATOR

MAINTENANCE
WORKERS (9)
LITTER PICK UP
LABORER (2)

MAINTENANCE
WORKERS (6)
SEASONAL PARKS
WORKERS (8)
PART-TIME
EVENT SET UP
WORKER (2)
BUS DRIVER

SUMMER CAMP
DIRECTOR
SUMMER CAMP
ASST. DIRECTOR
SUMMER CAMP
COUNSELORS (6)

FINANCE
SPECIALIST
ACCOUNTING
SPECIALISTS (2)
IT DIRECTOR

CODE ENFORCEMENT
OFFICER
PART-TIME CODE ENFORCEMENT
SPECIALISTS (2)

FLEET
MECHANIC I
FLEET
MECHANIC II
PART-TIME
MECHANIC TECH
CO-OP MECHANIC
DIVISION CHIEF
PART-TIME (2)
ASSISTANT FIRE
CHIEF
ASSISTANT FIRE
CHIEF
ADMINISTRATIVE
ASSISTANT

BATTALION
CHIEF SHIFT 1
CAPTAINS (2)
FULL-TIME
LIEUTENANTS
(4) FULL-TIME
EMT
FIREFIGHTERS
(18) FULL-TIME
EMT/
PARAMEDIC
FIREFIGHTERS (8)
PART-TIME
BATTALION
CHIEF SHIFT 2
CAPTAINS (2)
FULL-TIME
LIEUTENANTS
(4) FULL-TIME
EMT
FIREFIGHTERS
(18) FULL-TIME
EMT/
PARAMEDIC
FIREFIGHTERS (8)
PART-TIME
BATTALION
CHIEF SHIFT 3
CAPTAINS (2)
FULL-TIME
LIEUTENANTS
(4) FULL-TIME
EMT
FIREFIGHTERS
(18) FULL-TIME
EMT
PARAMEDIC
FIREFIGHTERS (8)
PART-TIME

VEHICLE FLEET
MANAGER
RESERVIST
PUBLIC SAFETY
ADMIN ASSISTANT
PATROL
COMMANDER
PATROL
SERGEANT
PATROL
SERGEANT
PATROL
SERGEANT
PATROL
SERGEANT
PATROL
SERGEANT
OIC (1)
POLICE
OFFICERS (6)
OIC (1)
POLICE
OFFICERS (6)
OIC (1)
POLICE
OFFICERS (7)
OIC (1)
POLICE
OFFICERS (7)
K-9 (2)
TRAFFIC
SAFETY
OFFICER (2)
CAPTAIN EMS
OPERATIONS
MEDICAL
DIRECTOR
CAPTAIN
COMMUNITY RISK
REDUCTION
FIRE
INSPECTORS
(1) PART-TIME
(1) FULL-TIME
RESERVIST
PUBLIC
EDUCATORS
(2) PART-TIME
CAPTAIN
TRAINING &
EDUCATION
FIRE HYDRANT
INSPECTORS
(3) SEASONAL

PIO
SUPPORT
SERVICES
COMMANDER
INVESTIGATIVE
SERVICES
COMMANDER
INVESTIGATIVE
SERGEANT
OIC (1)
DETECTIVES
(9)
NWISD
SERGEANT
SRO (2)
SCHOOL
SAFETY
OFFICER (2)
CIVILIAN
SUPERVISOR (1)
CLERKS (4)
PART-TIME
CLERKS (2)
PROPERTY
ROOM
MANAGER
ENVIRONMENTAL
CRIMES
INVESTIGATOR (1)
ACCREDITATION
MANAGER (1)

Summary of Personnel

Summary of Personnel

The business of providing public services is a people-driven endeavor. Our product is our people and the services they provide with their time and their talent. Colerain Township is lucky to have an authorized strength of 286 positions that allow the Township to hire some of the most dedicated and talented public servants in the region. While the total authorized strength of the Township is 286 positions, due to employee turnover and seasonal roles, the Township typically employees closer to 250-260 employees at any given time. 64% of all employees are full time (183 full time roles).

In 2019, the Board of Trustees adopted the first organizational chart, roster, and all job descriptions for every authorized position within the Township. Prior to 2019, staffing levels were not measured by authorized strength, and were measured by the number of hired individuals at any given time. This year's budget book and following tables account for the full authorized strength of employees that might be employed at any given time. Please see the below chart and narrative for total Township and Departmental detail. The roster is found in appendix D and all job descriptions are posted on the Township's website.

TOTAL AUTHORIZED POSITIONS IN COLERAIN TOWNSHIP			
Department	FY 2020	FY 2021	Positions added in 2019 & New Positions for 2020
Administration	9	13	Accounting Specialist, Development Roles (2), Intern
Fire	161	161	N/A
Planning & Zoning	6	4	N/A (Two roles moved to Admin.)
Police	68	69	Environmental Crimes Investigator
Public Services	36	39	Litter Pick Up Laborer (2), Maintenance Worker
Total	280	286	

Fire Department

FIRE DEPARTMENT STAFFING DETAIL		
FTE Status	FY 2020	FY 2021
Full Time	86	86
Part Time	75	75
TOTAL	161	161

Description of staffing changes - No additional fire fighters are budgeted for 2020, however the Department has now fully transitioned several Captain roles into Lieutenant roles. This provides the Township with six station Captains and twelve station Lieutenants. The Department is also moving toward a shift in fleet personnel to create a Mechanic I and Mechanic II role, as opposed to a generic Fleet Mechanic role. Overall, the Township has transitioned from a heavy reliance on part-time personnel in the Fire Department to a full-time model since 2014.

Bargaining Unit – The Fire Department has one bargaining unit (IAFF Local 3915). Of the 161 employees, 79 employees (49%) are members of this union which is comprised of all full-time firefighters, lieutenants, captains, and battalion chiefs. This union contract was renegotiated in Fall of 2019 and will extend through December 31, 2022.

Summary of Personnel *continued*

Police Department

POLICE DEPARTMENT STAFFING DETAIL		
FTE Status	FY 2020	FY 2021
Full Time	64	65
Part Time	4	4
TOTAL	68	69

Description of staffing changes – During 2020, the Police Department added an additional position to specifically investigate and address environmental crimes throughout the Township, including dumping, littering, and other issues. The Department also shifted a School Resource Officer position into a newly formed Sergeant role. This shift was paid for by the Northwest Local School District.

Bargaining Unit – The Police Department has two bargaining units (FOP-GOLD & FOP-BLUE). Of the 69 total employees, 53 employees (77%) are members of these two unions. Both of these bargaining unit contracts expire on December 31, 2020. The Township is currently renegotiating these contracts with an anticipated adoption by the Trustees in November or December of 2020. The FOP-GOLD bargaining unit is comprised of all Sergeant positions within the Police Department. The FOP-BLUE bargaining unit covers all sworn police officers in the Department.

Public Services Department

PUBLIC SERVICES DEPARTMENT STAFFING DETAIL		
FTE Status	FY 2020	FY 2021
Full Time	17	18
Part Time	19	21
TOTAL	36	39

Description of staffing changes – During 2020, the Township added two Litter Pick Up Laborer positions to collect trash and debris in the right of way throughout the Township. For 2020, it has been proposed that the Township add an additional maintenance worker. This maintenance worker will be housed in the Parks Division of the Department and will allow the Department to have a dedicated Maintenance Worker for each of the major parks throughout Colerain Township (Heritage, Clippard, Colerain).

Bargaining Unit Detail – The Public Services Department has one bargaining unit (AFSCME Local 3553). Of the 39 employees, 16 employees (41%) are members of this union. This union represents this Department's Supervisor Foreman, Maintenance Workers, and Bus Driver. This union contract was renegotiated in Fall of 2019 and will extend through December 31, 2022.

Summary of Personnel *continued*

Planning and Zoning Department

PLANNING & ZONING DEPARTMENT STAFFING DETAIL		
FTE Status	FY 2020	FY 2021
Full Time	4	2
Part Time	2	2
TOTAL	6	4

Description of staffing changes – For 2021, it has been proposed that a new Division in the Administration Department be developed that is focused on Development activities, including business attraction and retention. In order to meet this goal without increase the total headcount of the Township, two members of the Planning Department (the Senior Planner and Planner) were repositioned into the Development Division of Administration.

Bargaining Unit Detail - No employees of this department are represented by a bargaining unit.

Administration Department

ADMINISTRATION DEPARTMENT STAFFING DETAIL		
FTE Status	FY 2020	FY 2021
Full Time	9	12
Part Time	0	1
TOTAL	9	13

Description of staffing changes – For 2021, the Administration Department is proposing the addition of two new roles and the repositioning of two existing roles. One newly requested role is that of an additional Accounting Specialist. The Finance Department sees a need for a better delineation and separation of duties. Often times, work is being completed and checked by the same individuals. From a continuity of operations standpoint, this new person will also allow for better cross training and backups in key functional areas such a payroll and accounts payable. The requested position is a part time intern to assist with various Township projects, including records requests, data enhancements, and other items. Two positions are also recommended for reclassification into a newly formed Development Division, per the above note.

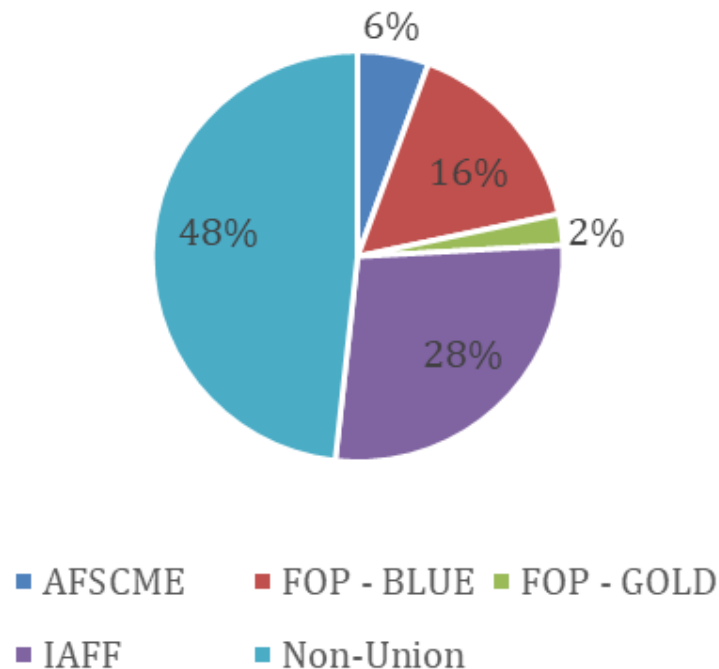
Bargaining Unit Detail - No employees of this department are represented by a bargaining unit.

Summary of Personnel *continued*

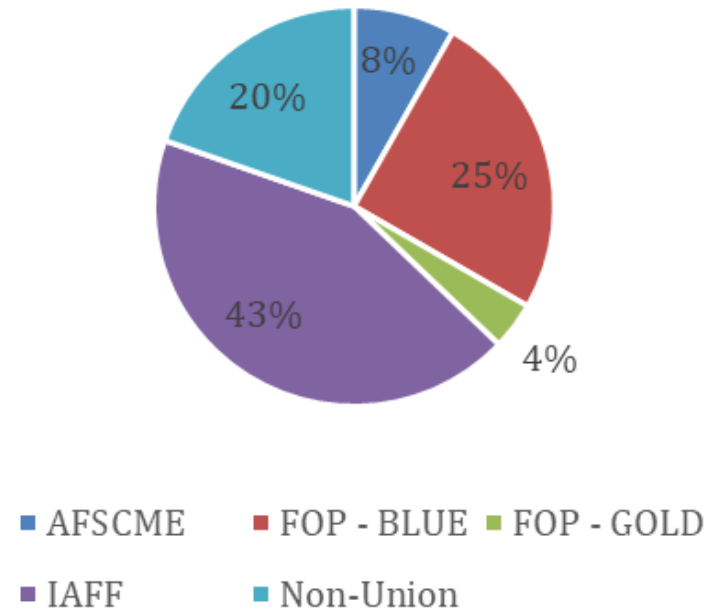
Collective Bargaining Snapshot

Colerain Township currently has four different bargaining units: AFSCME Local 3553, FOP-BLUE, FOP-GOLD, and IAFF Local 3915. These employees negotiate their annual wage increases and they are found in each of the collective bargaining agreements, therefore these employees are not eligible for the annual merit pool. It is also worth noting that anything found in a union contract supersedes Township adopted policy. 80% of full time employees are in a union.

Percent of All Employees in a Union



Percent of Full Time Employees in a Union



Description of Activities of Each Department

Colerain Township is a full-service Township, in that we provide the same basic services to our residents as most cities and villages in Ohio. Our organization features six different departments, each with their own distinct tasks and duties. A general description of the activities performed by each department is below. This list is not exhaustive of everything the Township does, but rather a snapshot of the most important activities of each department.

Fire Department

The Fire Department is responsible for emergency service response for both fires and medical emergencies. In addition to the basic lifesaving functions of the department, this department provides community education on fire prevention and common personal injuries, performs fire inspections, and serves as the tactical response for rescue operations.

Police Department

The Police Department is responsible for crime prevention and response. This is performed through an active patrol of the Township, investigative services, traffic control, and school resource officers.

Public Services Department

The Public Services Department is responsible for four particular operations: Road and Stormwater Infrastructure maintenance, Parks and Recreation, and Community Center operations, and facility maintenance.

Planning and Zoning Department

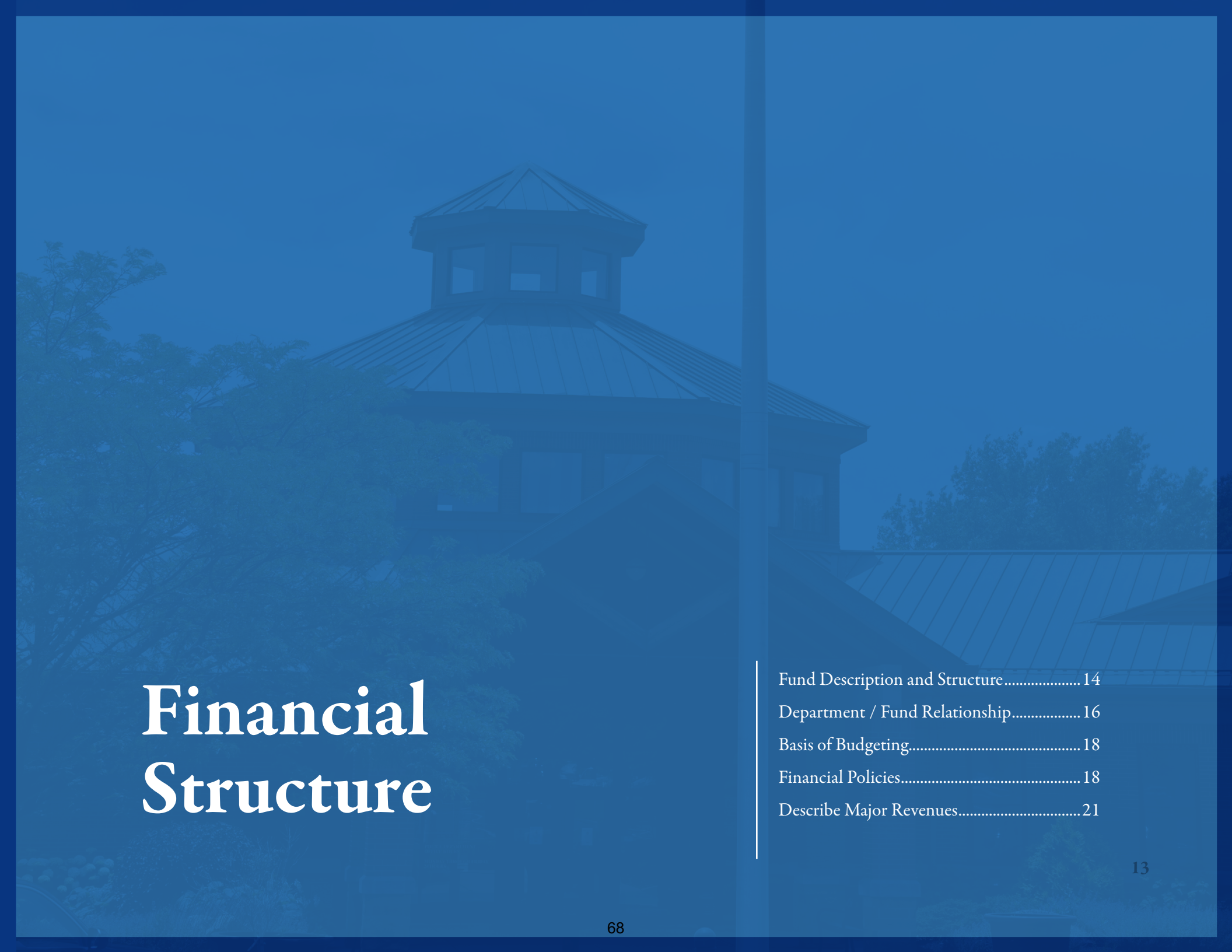
The Planning and Zoning Department is responsible for Current Planning and Code Enforcement. They review and issue zoning certificates and handle all text and map amendments to our zoning resolution and maintain our comprehensive plan. They administer and enforce the Township's zoning resolution, property maintenance laws, and nuisance laws. Further, the Department serves as staff to the Board of Zoning Appeals and the Zoning Commission.

Development Department

The Development Department is responsible for business attraction, business retention, real estate development and community development. They staff the Community Improvement Corporation, the Joint Economic Development District Board and the Tax Incentive Review Commission.

Administration Department

The Administration Department is responsible for the overall oversight and management of all departments, including all fiscal operations, information technology, and key human resources practices. This department also serves as the direct link to the elected Trustees.



Financial Structure

Fund Description and Structure.....	14
Department / Fund Relationship.....	16
Basis of Budgeting.....	18
Financial Policies.....	18
Describe Major Revenues.....	21

Fund Description and Structure

The below is a listing of all funds accompanied by a description of the purpose of the fund. These funds are categorized into one of four categories and all funds are appropriated.

1. General Funds

1000 – General Fund - The General Fund accounts for and reports all financial resources not accounted for and reported in another fund.

2. Special Revenue Funds

These funds account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The Township had the following significant Special Revenue Funds:

2031 - Road and Bridge Fund - This fund receives property tax money for constructing, maintaining, and repairing Township roads and bridges.

2021 - Gasoline Tax Fund - This fund receives gasoline tax money to pay for constructing, maintaining, and repairing Township roads.

2011 & 2231 - Motor Vehicle License Tax – These two funds receive vehicle license fee money to pay for constructing, maintaining, and repairing Township roads.

2081 - Police District - This fund receives levy tax money to pay staff and equipment in the Police Department.

2261 – Law Enforcement Trust – The primary revenue source for this fund is asset forfeitures related to drug seizures. These revenues are restricted and limited to be spent on items as defined by the federal government.

2271 – Enforcement & Education – The Township will typically collect a small amount of revenue from the state that can then be used for specific Police Department training.

2111 - Fire District - This fund receives levy tax money to pay staff and equipment in the Fire and EMS Department.

2181 - Zoning – This fund receives funds from the General Fund and permit fees to pay for zoning code enforcement.

2908 – CDBG – This fund receives revenue from the federal Community Development Block Grant program. The funds may be used to provide affordable housing, programs to promote economic opportunity and infrastructure development.

2281 - Emergency Medical Services (EMS) – This fund receives monies from billed EMS services performed by our Fire & EMS Department, and used to fund such activities.

Fund Description and Structure *continued*

2911 - Parks & Services – This fund receives funds from the General Fund, shelter rentals and permit fees to pay for the maintenance of parks.

2912 - Community Center – This fund receives funds from the General Fund and room rental fees to pay for the operations of the Community Center.

2902 - Recycling – The Hamilton County Solid Waste District provides revenue to communities based on the total level of community recycling. These dollars are restricted to be spent on recycling events and recycled material.

2401 - Lighting Districts – This fund receives self-imposed property tax assessments and pays for artificially lighting residential streets in the Township.

2901 - TIF – Kroger – This fund receives payments in lieu of tax from the properties in the Kroger tax increment financing area on Springdale Road. The funds are used to pay debt service on the bonds for the project.

2903 - TIF – Colerain Towne Center – This fund receives payments in lieu of tax from the properties in the Struble Road tax increment financing area. The funds are used to pay debt service on the bonds for the project.

3. Debt Service Funds

These funds account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest. The Township had the following significant Debt Service Funds:

3102 – Bond Retirement Parks – Debt transactions related to the construction of Township Parks.

3103 – Bond Retirement Public Works Building – Debt transactions related to the construction of this building.

3105 – Bond Retirement Streetscape – Debt transactions related to the construction and improvements of the Colerain Avenue corridor.

3301 – Bond Retirement Special Fire Assessment – Debt transactions related to the construction of a fire station.

Department / Fund Relationship

As detailed in previous pages, the Township has a variety of funds that are used for daily operations. Each fund is directly assigned to one department and all expenses related to that fund are tied to the operations of the assigned department. The only exception to this is the General Fund, which in most years will provide operating support and/or fund the purchase of capital equipment for the operating departments.

General Administration

The Township has a number of funds that fall into the category of General Administration including:

- Fund 1000 – General
- Fund 2401 – Special Assessment – Lighting District
- Fund 2901 – TIF – Kroger
- Fund 2902 – Recycling Incentive
- Fund 2903 – TIF – Colerain Towne Center
- Fund 3101 – Bond Retirement
- Fund 3102 – Bond Retirement – Parks
- Fund 3103 – Bond Retirement Public Works Building
- Fund 3105 – Bond Retirement Streetscape
- Fund 3301 – Bond Retirement Special Assessment Fire

Fire Department

The Fire Department operates primarily from two funds:

- Fund 2111 – Fire District
- Fund 2281 – Ambulance & Emergency Medical Services

Police Department

The Police Department operates primarily from three funds:

- Fund 2081 – Police District
- Fund 2261 – Law Enforcement Trust
- Fund 2271 – Enforcement and Education

Public Services

The Public Services Department operates primarily from six funds:

- Fund 2011 – Motor Vehicle License Tax
- Fund 2021 – Gasoline Tax
- Fund 2031 – Road and Bridge
- Fund 2231 – Permissive Motor Vehicle License Tax
- Fund 2911 – Parks and Services
- Fund 2912 – Community Center

Planning and Zoning

The Planning and Zoning Department operates primarily from one fund:

- Fund 2181 – Zoning

Development

The Development Department operates primarily from one fund:

- Fund 1000 – General
- Fund 2908 – Community Development Block Grant

Department / Fund Relationship Matrix

<u>Administration</u>	<u>Fire</u>	<u>Police</u>	<u>Public Services</u>	<u>Planning & Zoning</u>	<u>Development</u>
Fund 1000	Fund 2111	Fund 2081	Fund 2011	Fund 2181	Fund 1000
Fund 2401	Fund 2281	Fund 2261	Fund 2021		Fund 2908
Fund 2901		Fund 2271	Fund 2031		
Fund 2902			Fund 2231		
Fund 2903			Fund 2911		
Fund 2907			Fund 2912		
Fund 2910					
Fund 3102					
Fund 3103					
Fund 3105					
Fund 3301					
Fund 4401					
Fund 4406					
Fund 4409					

Basis of Budgeting

The Township's financial statements follow the accounting basis the Auditor of State prescribes or permits based on the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D). This basis is a modified cash basis of accounting similar to the cash receipts and disbursements accounting basis. The Township recognizes receipts when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred. Colerain Township also uses a modified cash basis as the basis for budgeting and mirrors the basis of accounting.

Financial Policies

The Township has adopted the following financial policies, which are attached to this document:

- **Purchasing Card Policy**
- **Purchasing Policy**
- **Capital Budgeting Policy**
- **Inventory & Capital Asset Policy**

The remaining policies are still under consideration by the Trustees are listed below. While the Township does not have a formally adopted policy for most of these items, a brief description of the high level goals and standards for each policy area is enumerated.

- **Cash Policy** – Colerain Township currently accepts cash transactions. All cash handling should be limited and cash drawers should be balanced, reconciled, and deposited on a daily basis.
- **Credit Card Acceptance Policy** – Colerain Township currently accepts credit cards for various online and in person transactions. A credit card fee may be passed along as part of the transaction. Credit card transactions should be reconciled prior to month end for accounting purposes.

Financial Policies *(continued)*

- **Fraud Policy** – Colerain Township employees will comply with all state and federal regulations regarding fraud reporting. All fraud will be reported to the State Auditor for investigation. If an employee suspects that an activity may be fraudulent, they should call the State Auditor's Office for clarification.
- **Revenue Policy** – All revenues must be processed and posted to the appropriate fund.
- **Budget Development Policy** – The budget should be developed according to the policy direction provided by the Board of Trustees. The Budget will be developed in three phases: Tax Budget, Temporary Appropriations, and Final Appropriations.
- **Expenditure Policy** – All expenditures must follow the Township's purchasing policy. Expenses should be made from the appropriation funds and comply with all restrictions for the fund.
- **Investment Policy** – Colerain Township will invest any available cash that is not needed to meet current obligations in order to earn as much as possible in interest earnings. Cash should be invested safely and in a relatively liquid state.
- **Operating Budget Policy** – An operating budget shall be adopted by the Trustees annually. Only the Board of Trustees may increase or decrease fund level appropriations. Individual line items can be adjusted by the Finance Department, as long as the total appropriations for the fund is not increased or decreased. The Township should strive to have a balanced long term general fund operating budget. For this to occur, general fund expenses must be at or below revenues for the five year forecast. Colerain Township will strategically use available fund balance for capital and other one-time projects as necessary.
- **Fund Balance Policy** – Colerain Township will seek to maintain a minimum of three months of general fund expenses as a general fund reserve.
- **Debt Service Policy** – Colerain Township will evaluate the issuance of debt on a case-by-case basis. The Township will adhere to all statutorily imposed debt limitations.

All policies, once drafted, will ideally be reviewed every five years.

This page intentionally left blank.

Description of Major Revenues

Property Taxes: \$17.79M (54.2% of all revenue) – This revenue source is based on the value of all properties in the Township. Of this total, the General Fund only receives 2.8% (\$498,000) per year. The majority of this revenue is tied to the Police and Fire Levies (totaling \$15.6M or 88% of all property tax revenue). This revenue source is also comprised of a road levy and two TIF Districts. These tax dollars are relatively level year over year, absent an increase in outside millage.

Licenses, Permits, and Fees: \$5.09M (15.5% of all revenue) – This revenue source is stable and primarily driven by the following categories of fees, licenses, and permits:

- \$676,000 – Cable Franchise Fees – these are collected from the cable companies in Colerain Township for the use of Township right of way.
- \$1,360,020 – Solid Waste Fees – these are collected and distributed to Township based on the total amount of solid waste that is deposited in the landfill each year.
- \$1,250,000 – Rumpke 2015 Consent Decree Payment.
- \$1,418,000 – EMS Billing fees and other fees associated with Fire trainings and classes.
- \$215,000 – Fees collected from Impounded vehicles by the Police Department.
- \$165,000 – Building Permit Fees and Vacant Building Registry Fees.

Intergovernmental: \$4.86M (14.8% of all revenue) – This revenue source is primarily tied to the state reimbursements for the Local Government Fund and Allocations from the Auditor's office for property taxes. In general, this revenue represents any direct transfer from another political subdivision. These can be state grants, gasoline tax revenues, and motor vehicle license taxes. This revenue source is seeing a significant decline from the 2019 actual related to OPWC grant payments for a particular road reconstruction project. Outside of that one project, intergovernmental revenue is increasing due to an increase in the gas tax and Local Government Fund distribution.

Description of Major Revenues *continued*

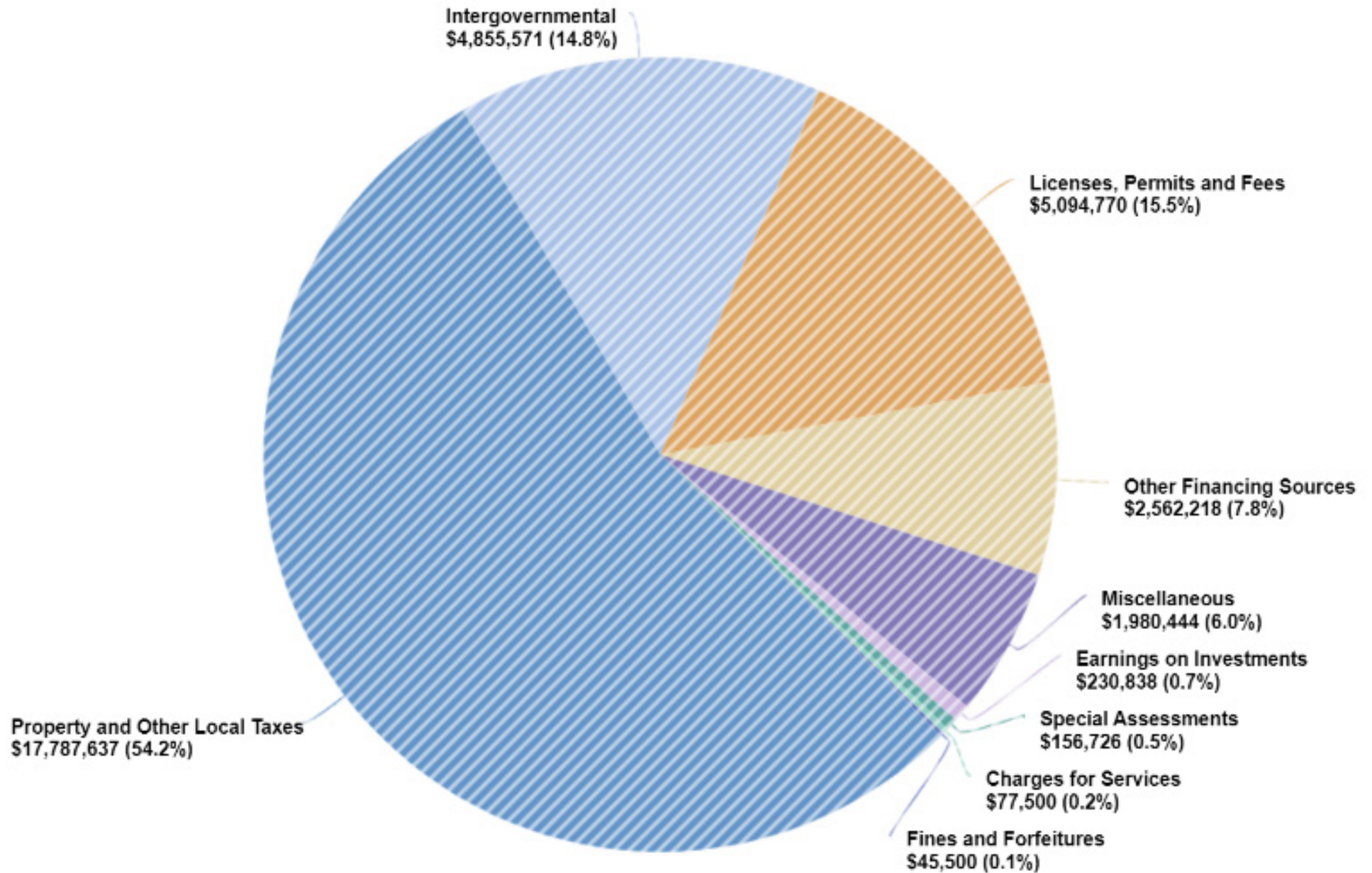
Other Financing Sources: \$2.56M (7.8% of all revenue) - These are inter-fund transfers between departments. There is a corresponding expense tied to each of these transfers.

Miscellaneous: \$1.98M (6.0% of all revenue) – 96% of this revenue is related to contracts for police services, drug seizures, the employees share of their health insurance, and other smaller revenue items such as recycling incentive dollars. The other 4% of the revenue collected in this category is for the rental of Township property such as the community center or shelters.

All other revenue: \$0.51M (1.5%) – This is comprised of several different revenue types, none of which individually amount to more than five percent of the Township's total revenue. Below is a breakdown of the various sources:

- Investment earnings – this revenue is the interest earned by investing the Township's idle cash.
- Special Assessments – these are property tax assessments for the installation of street lights in residential areas of the Township.
- Charges for Services – this charge is for ambulance and emergency medical services.
- Fines and Forfeitures – this is cash that is collected as a result of various police arrests, tickets, and other fines.

Description of Major Revenues *continued*



Description of Outstanding Debt & Debt Limits

There are circumstances in which the issuance of debt is appropriate and necessary; most notably to finance the acquisition of assets with a long useful life or the construction (or major maintenance) of facilities. The overall debt of the Township should be managed prudently to ensure that there are ample resources available to service the debt without compromising operations and to reserve sufficient debt capacity to address future needs under the most favorable interest rates and terms available.

Below is a snapshot of the next five years of debt service by fund:

Debt Service by Fiscal Year						
Fund	2021	2022	2023	2024	2025	Exempt from Debt Limits
2901- TIF Kroger	236,275	238,125	239,750	241,150	237,325	Yes
2903- TIF Colerain Towne Center	200,656	203,667	198,552	203,437	202,857	Yes
3102- Bond Retirement Parks	306,800	-	-	-	-	No
3103- Bond Retirement Public Works Building	213,200	-	-	-	-	No
3105- Bond Retirement Streetscape	176,800	-	-	-	-	No
3301- Bond Retirement Special Assessment	244,400	-	-	-	-	No

Description of Outstanding Debt & Debt Limits

Funding Sources

There are a few primarily funding sources for debt service in Colerain Township:

- General Fund Revenues: Applies to Fund 3102, 3103, and 3105
- Special Fire Department Property Tax Revenues: Applies to Fund 3301
- Tax Increment Financing Revenues: Applies to Fund 2901 and 2903

Legal Authority

Chapter 133 of the Ohio Revised Code (ORC) outlines the various rules and regulations for debt in various municipalities in Ohio. ORC 133.09 details the expressed debt limitations of Townships, including both home-rule and non-home-rule Townships. Colerain Township will comply with all legal requirements set forth in ORC 133.09.

As of September 2011, Townships home-rule Townships have the following direct debt limitations:

1. Net indebtedness of the Township cannot exceed 10.5% of total property tax valuation;
2. Un-voted debt cannot exceed 5.5% of total property tax valuation.

In calculating the net and un-voted debt for the Township, the following items are excluded from the calculation:

1. Self-supporting securities issued for any purpose;
2. Securities issued for the purpose of purchasing, constructing, improving, or extending water or sanitary or surface and storm

water sewerage systems or facilities, or a combination of those systems or facilities, to the extent that an agreement entered into with another subdivision requires the other subdivision to pay to the township amounts equivalent to debt charges on the securities;

3. Securities that are not general obligations of the Township;
4. Voted securities issued for the purposes of redevelopment to the extent that their principal amount does not exceed an amount equal to two percent of the tax valuation of the Township;
5. Securities issued for the purpose of acquiring or constructing roads, highways, bridges, or viaducts, or for the purpose of acquiring or making other highway permanent improvements, to the extent that the resolution of the Board of Township Trustees authorizing the issuance of the securities includes a covenant to appropriate from money distributed to the Township under ORC 4501, 4503, 4504, or 5735 a sufficient amount to cover debt charges on and financing costs relating to the securities as they become due;
6. Securities issued for energy conservation measures under section 505.264 of the ORC;
7. Bonds issued for lighting districts, joint fire districts, lease-purchase agreements, OP&F accrued liabilities, purchases of Township parks, or jointly operated hospitals.

Description of Outstanding Debt & Debt Limits

In addition to the direct debt limitations, ORC 5705.02 outlines indirect debt limitations for the Township. In essence, this limitation exists to prevent the overlapping debt of multiple jurisdictions from exceeding 10 mills on each dollar of tax valuation of property in the underlying jurisdiction.

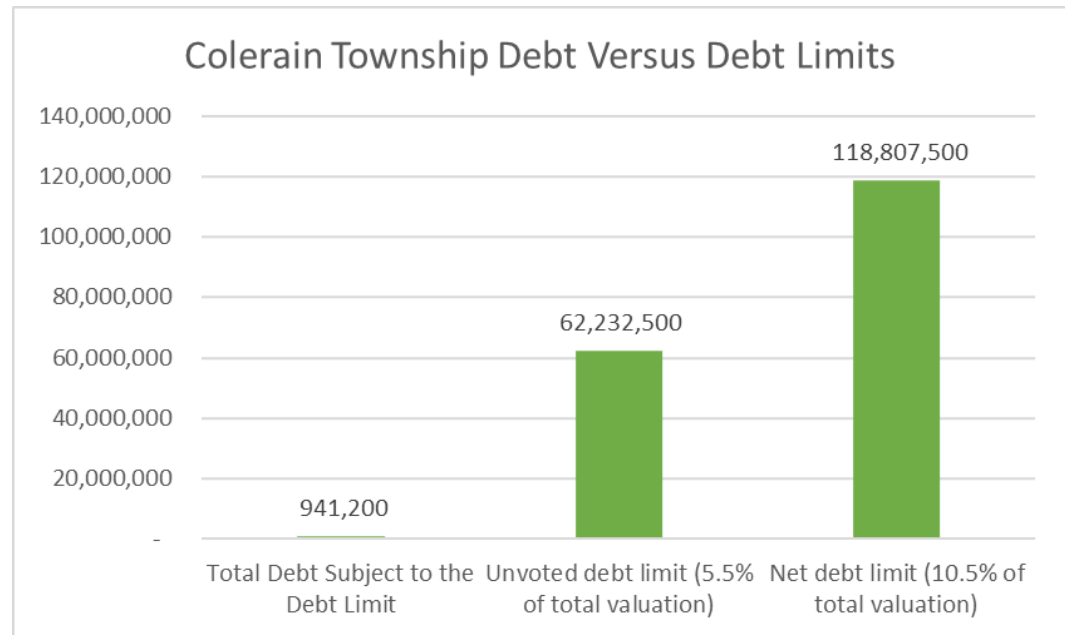
Debt Limits and Charts

Total Valuation: \$1,131,500,000

Net Debt Limit: \$118,807,500

Unvoted Debt Limit: \$62,232,500

Total Debt: \$941,200





Budget & Planning Process

Budget & Planning Process

Description

One goal of this administration is to align our financial resources with the work we want to accomplish. This means that we must understand the priorities of our trustees and residents, articulate those priorities clearly - in the form of a **strategic plan** - and then align the financial resources of the Township - in the form of a **budget** - to accomplish the priorities. The process for establishing our strategic plan is built around the three-step process for developing a Township budget which is dictated by Ohio Revised Code.

Step 1: The Tax Budget - July

Each year in July, the Township prepares a Tax budget for the next fiscal year. The purpose of the tax budget is to let the County Budget Commission know that we they will need to collect the voted tax levies for the following year for Colerain Township. The tax budget is a very general financial plan for the operations of the next calendar year. It identifies how much money is expected from local, state, and federal sources, the anticipated carryover fund balances, and how much is needed to carry out governmental functions in the next calendar year. After a public hearing on the Tax Budget, it is submitted to the county budget commission and used to fix property tax rates.

Step 2: Temporary Appropriations – August through December

Once the Tax Budget is submitted to the County Budget Commis-

sion, the administration begins to organize our strategic priorities for the next year.

The Township started by holding a leadership retreat where Department Directors spent several days together discussing each department's needs for the up-coming year. It was a time to reflect on the work of the current year and to course-correct if necessary. It allowed the leadership team to revisit the organization's mission, vision and values.

This year our traditional community engagement process was disrupted by COVID and we were not able to conduct the Town hall meetings that had become the hallmark of the process to prioritize and develop of initiatives. This year staff conducted two surveys to get feedback on the big theme for 2021 and to get input on specific initiative priorities. The responses are included below and were taken into consideration when establishing the big theme of Prosperous, Green and Clean.

The community feedback helped to determine the big picture theme of Prosperous, Green and Clean and to finalize strategic initiatives. Our highest priority is providing exceptional service within the limitations of our revenue sources. Budget meetings between our administration and department directors lasted through October as we honed in on the budget necessary to provide the level of service demanded by our residents.

Prior to finalizing the budget, the Township Trustees were invited to individually review the proposed budget with staff and to ask as many questions as possible. The Trustees then formally adopted a set of policy priorities at the end of October. The feedback received from individual Trustees and the policy priorities was then incorporated in the final budget. All the while staff was concurrently working to produce the Strategic Plan and Budget Book for 2021.

This effort culminated in the adoption of the Temporary Appropriations at the December Trustee's meeting. The Temporary Appropriations represents the official budget for 2021 and allows us to legally open purchase orders on January 1st.

Colerain Township leaders are committed to providing a safe, fiscally responsible and innovative place to live, work and grow businesses through proactive collaboration and communication.

Step 3: Final Appropriations – March

Three months into the new year, the Township has the opportunity to review how revenues and expenditures are trending and make final adjustments to the Temporary Appropriations. At the March Meeting of the Board of Trustees, they are presented with the Final Appropriations for adoption.

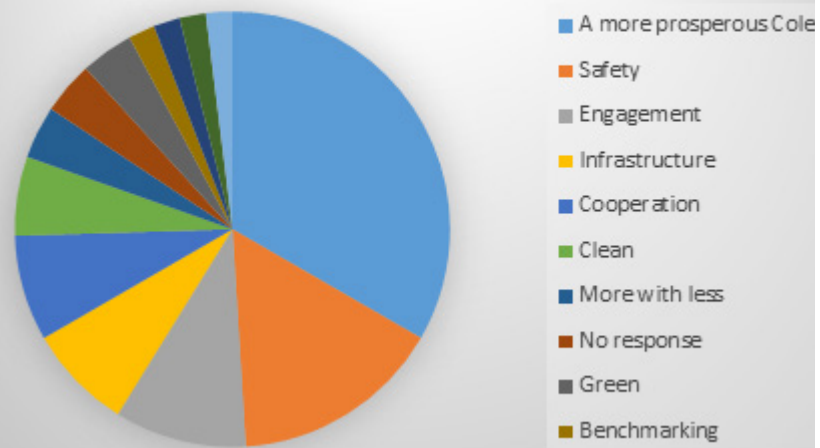
Step 4: Amended Appropriations – throughout the year

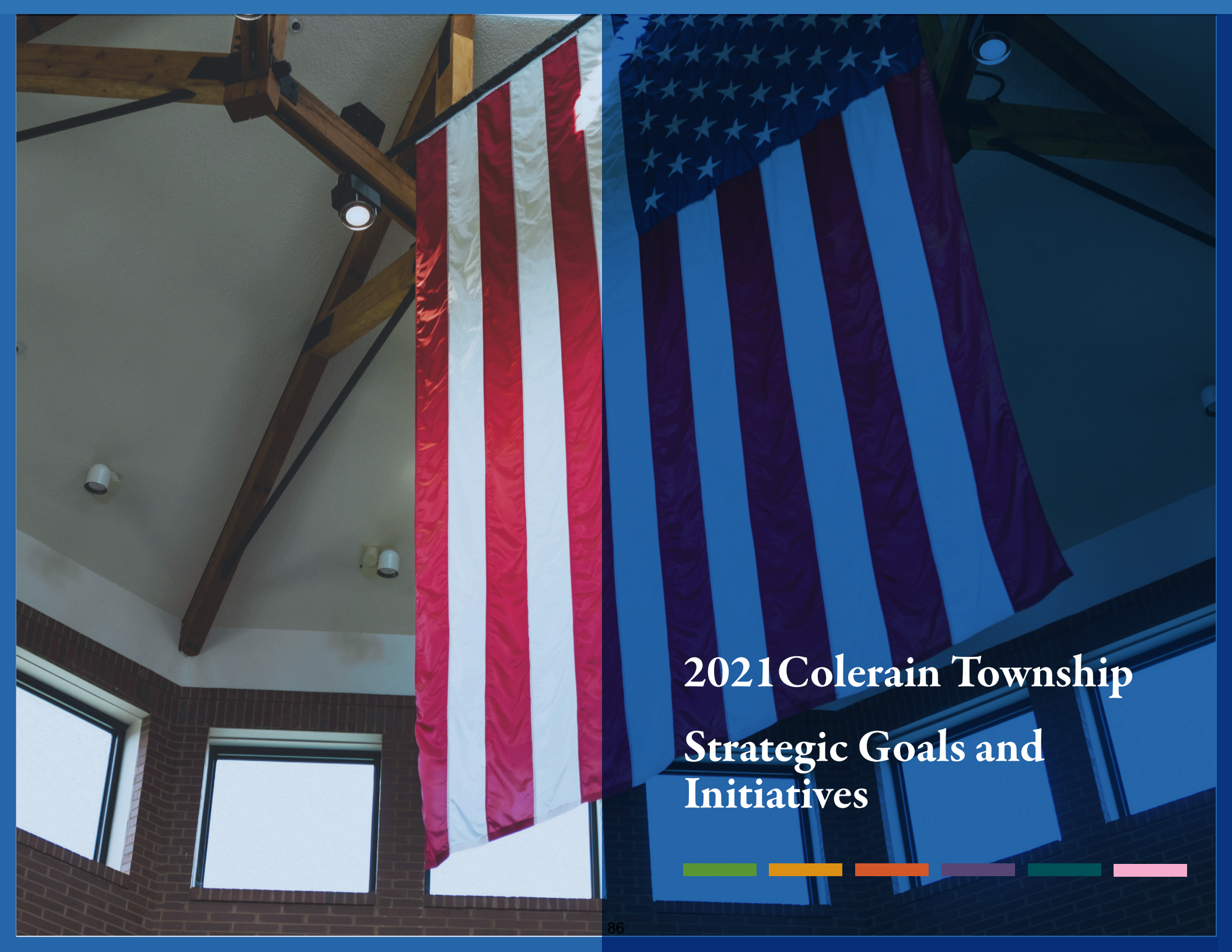
Try as we may, it is impossible to see too far into the future. Major projects come up, non-tax revenues like grants come in and it becomes necessary to amend the Final Appropriations.

Calendar

Date	Item
6/1/2020	Tax Budget Development by Staff
6/9/2020	Tax Budget Hearing Requested
6/12/2020	Tax Budget Public Notice
6/20/2020	Tax Budget Finalized by Staff
6/23/2020	Tax Budget Hearing
6/23/2020	Tax Budget Adopted
8/6-7/2020	Leadership Retreat - Strategic Plan
8/31/2020	Budget Entry Open to Departments
9/23/2020	Stakeholder Survey #1 Released
9/25/2020	Budget Entry Closed to Departments
10/1/2020	Budget Review with Departments Started
10/4/2020	Stakeholder Survey #1 Closed
10/7/2020	Stakeholder Survey #2 Released
10/9/2020	Budget Review with Departments Complete
10/14/2020	Budget Review with Trustees Started
10/18/2020	Stakeholder Survey #2 Closed
10/21/2020	Budget Review with Trustees Complete
10/21/2019	Development of Budget Book Started
10/27/2019	Trustees Adopt Policy Priorities
11/6/2019	Budget Book Finalized
11/10/2020	First Reading of Strategic Plan & Budget Book
12/8/2020	2021 Temporary Appropriations Adopted
12/8/2019	Strategic Plan & Budget Book Adopted

QUESTION 1 - THEME FOR 2021





2021 Colerain Township Strategic Goals and Initiatives



2021

Township Strategic Goals

1 Increase Focus
on Economic
Development and
Township Prosperity.

2 Engage the New
Economy with Green
Initiatives.

3 Improve the Look
of the Township
With A Focus on
Litter & Dumping

4 Manage the
Township's Finances
Responsibly While
Improving Financial Policies
and Processes.

5 Continue to provide
High Quality Safety
Services

6 Continuously
Improve the
Operations of the
Township.

Strategic Goal

1

Increase Focus on Economic Development and Township Prosperity.

2021 Initiatives

Key Performance Indicators:

1. Real Estate Investment - Building Permit Valuation
2. Announced Project Investment

ADMINISTRATION

DEVELOPMENT

PLANNING

POLICE

FIRE

PUBLIC SERVICES

- | | | | | | |
|---|--|--|--|--|--|
| <ul style="list-style-type: none"> • Strategic Economic Development Plan • Establish TIF Districts • Business List & CRM • Sites Inventory, Website and Story Map • Northgate Mall • Business Improvement Districts • Economic Development Map • Groesbeck Strategic Investment Plan • REACH | <ul style="list-style-type: none"> • Civic Organization Outreach • Tactical Urbanism Grant Outreach • Tiny Houses • Colerain Ave. Streetscape Improvement • Facade Improvement Program • ED Communications | <ul style="list-style-type: none"> • Zoning Resolution • VBML/VFPR • Neighborhood Enhancement Program • Code Process Improvements • Top Ten Properties • Rental Registration Research • Opengov | | | |
|---|--|--|--|--|--|

Strategic Goal 2

Engage the New Economy with Green Initiatives.

Key Performance Indicators:

1. Residential Recycling Rate
2. Net Number of Street Trees

2021 Initiatives

ADMINISTRATION	DEVELOPMENT	PLANNING	POLICE	FIRE	PUBLIC SERVICES
				Vehicles Going Greener	- Recycling In Parks - Street Tree Policy - Street Tree Plan - EV Charging - Park Goats - Solar/Wind Research - Pollinator Gardens

Strategic Goal 3

Improve the Look of the Township
With A Focus on Litter & Dumping

Key Performance Indicators:

1. Pounds of Trash Collected
2. # of CSR Complaints for Trash, Litter, Debris

2021 Initiatives

ADMINISTRATION

DEVELOPMENT

PLANNING

POLICE

- Environmental Crimes Investigator

FIRE

PUBLIC SERVICES

- Litter Pick Up
- Litter Education Campaign
- Park Maintenance Plan
- 275 Gateway Landscaping

Strategic Goal 4

Manage the Township's Finances Responsibly While Improving Financial Policies and Processes.

Key Performance Indicators:

1. Revenue - Actual vs. Budget
2. Expenditure - Actual vs. Budget

2021 Initiatives

ADMINISTRATION

- InfinityHR/Payroll Integration
- Streamline Payroll Process
- Physical Dashboard For Fiscal Indicators
- VPN 2.0
- Utility Process Improvement
- Financial Reporting
- Encryption Software & Policy

DEVELOPMENT

PLANNING

POLICE

FIRE

PUBLIC SERVICES

- 5 year Capital Equipment Budget
- Public Private Partnerships in Parks

Strategic Goal

5

Continue to provide High Quality Safety Services

Key Performance Indicators:

1. Average Response Time - Police
2. Average Response Time - Fire

2021 Initiatives

ADMINISTRATION	DEVELOPMENT	PLANNING	POLICE	FIRE	PUBLIC SERVICES
			- Physical Fitness Course - K9 Agility Course - Annual Medical Checkups - Wellness Incentive - Self-Defense Certification - Emergency Operation of Police Vehicle Training - Anti-Bias and De-Escalation Training - Command Staff Development - Enhance Communications with Additional MDCs and Radios - Equipment for Civil Unrest	- Community Paramedicine - Continuity of Operations Plan - Fall Free Zone - Enhance Community Risk Reduction Strategy - Mapping – Open Gov - Anti-bias Training - Community Outreach - External Communication - Health and Wellness	

Strategic Goal

6 Continuously Improve the Operations of the Township.

Key Performance Indicators:

1. Strategic Plan Completion Percentage

2021 Initiatives

ADMINISTRATION

- Facility Master Plan
- Capital Plan 2.0
- Performance Management Initiative (Metric, Goals, And Data For All Departments)
- Opengov Departmental Stories
- Interactive Budget Book
- Pay Bands
- Ideation Portal
- Government Academy
- Employee Satisfaction Survey
- Ancillary Benefit Plans
- Diversity Programming
- HR Policy Training
- InfinityHR Performance Module
- InfinityHR & Payroll Integrations
- 4160 Phone Communication
- One Stop Shop
- Philanthropy
- Children In Govt. Programming
- Public Records 2.0
- Professional Development As a Team
- Leadership Sessions At Meetings
- Multi-Year Strategic Plan
- Digital Strategic Plan

D.D.

P&Z

POLICE

- Create and Post Annual Training Schedule
- Design and Issue Certificates for All Training
- Comprehensive Fleet Study
- Develop Storage Solutions for Shelving In Property Room
- Develop Internal Inventory System
- Officer Recognition Procedure
- Civilian and Command Pay Structure
- Staffing Study

FIRE

- Strategic Planning – External Stakeholders
- Advanced Data Analytics
- Blue Card Incident Command Training
- Records Management System(s) (RMS)
- Develop Outcome-based Data
- Diversity Pipeline
- Adopt Performance Measurements
- Professional Development Guide

PUBLIC SERVICES

- Programming
- Implement Software For Inspections
- One Stop Shop
- APWA Accreditation
- ID Future SCIP Projects
- Department Education
- PD/Park Physical Fitness
- Installation Of Loralinda Chicane
- Park District Research
- Veteran's Day Parade



Administration Strategic Plan & Budget

Message from the Leadership	40
Organizational Chart	42
Strategic Goals and Initiatives.....	43
Budget Charts	45
Summary of Revenues.....	46
Summary of Expenses	46

Message from the Leadership



Geoff Milz

Our organization strives to continuously improve its operations. We are not satisfied with the status quo. We do not delude ourselves with the idea that we cannot improve.

Our desire is to be an organization that others look to, the standard bearer. Slowly, its happening. Through hard work, a culture where its okay to test new ideas even if some fail, we believe that we can innovate the provision of local governmental services and deliver better service and greater value to our residents than our peers. We think, boldly, that we can make Colerain a better place and work hard to do so each and every day whether we are processing payroll or negotiating an economic development deal. From dogged persistence in our pursuit of high quality new development to optimizing our internal workflows and taking advantage of technological solutions to improve efficiency, the Township's administration does not stop working to make Colerain a better place to raise a family, start a business, buy a car or be employed. Our passion to make a difference is exceeded only by our firm belief that a difference can be made.

In 2021, you will see a reorganization of several of our staff and the standing up of a Development Division whose focus will be on attracting new businesses, retaining existing businesses and promoting real estate development in our community. We believe that this reassignment of staff will lead to the outcomes that the community is asking for and help us to achieve our Trustee's vision for a prosperous, green and clean Colerain Township.



Jeff Weckbach

Some of you may be wondering if it is possible for 2020 to have gone as planned? From my perspective, in Colerain Township, yes, 2020 did go to plan. Each year, Colerain outlines a list of initiatives that we hope to accomplish each year to improve our Township in a number of ways. These initiatives make progress on quality of life and safety improvements for all residents. While no one could have anticipated or envisioned the effects that COVID-19 would have on our community, Colerain was still able to engage in and achieve a number of strategic initiatives. Our departments were able to still complete a majority of their initiatives and engage with the community in new ways. Colerain is truly a community that cares and that bands together to find ways to stay engaged. Throughout 2020, the Administration Department was able

to conduct a true fiscal stress test, courtesy of COVID-19. The Township rolled out new processes for inventory management, capital budgeting, and communications. We managed to continue to find new ways to connect with our constituency through tools like Zoom, CERKL, and video. Overall, I am proud of all of the work that was accomplished in 2020, despite all of the unique challenges inherent with fighting a global pandemic. Our departments once again rose to the occasion.

As we transition to 2021, I cannot help but feel excited. The direction set forth by our Trustees will fuel projects that will leave a lasting impact on the Township for decades to come. The values felt throughout each member of our team will truly be on display as we embark through our 2021 initiatives. The newly formed Department of Development will inject more resources to business attraction and retention, while finding ways to continually strengthen our neighborhoods. The Township will start to also plan for the future by engaging in a facilities master planning process that will set the vision for the best version of this government. The comprehensive plan should also reach its conclusion in the early months of 2021. The Fire Department and other departments will engage in a multi-year planning effort to strategize an upstream approach to solving some of Colerain's most challenging problems. Each department is presented with a unique opportunity through

this Strategic Plan and Budget to shape the future of Colerain for the next several decades and I am ready and excited to be a part of that strategy.



Jeff McElravy

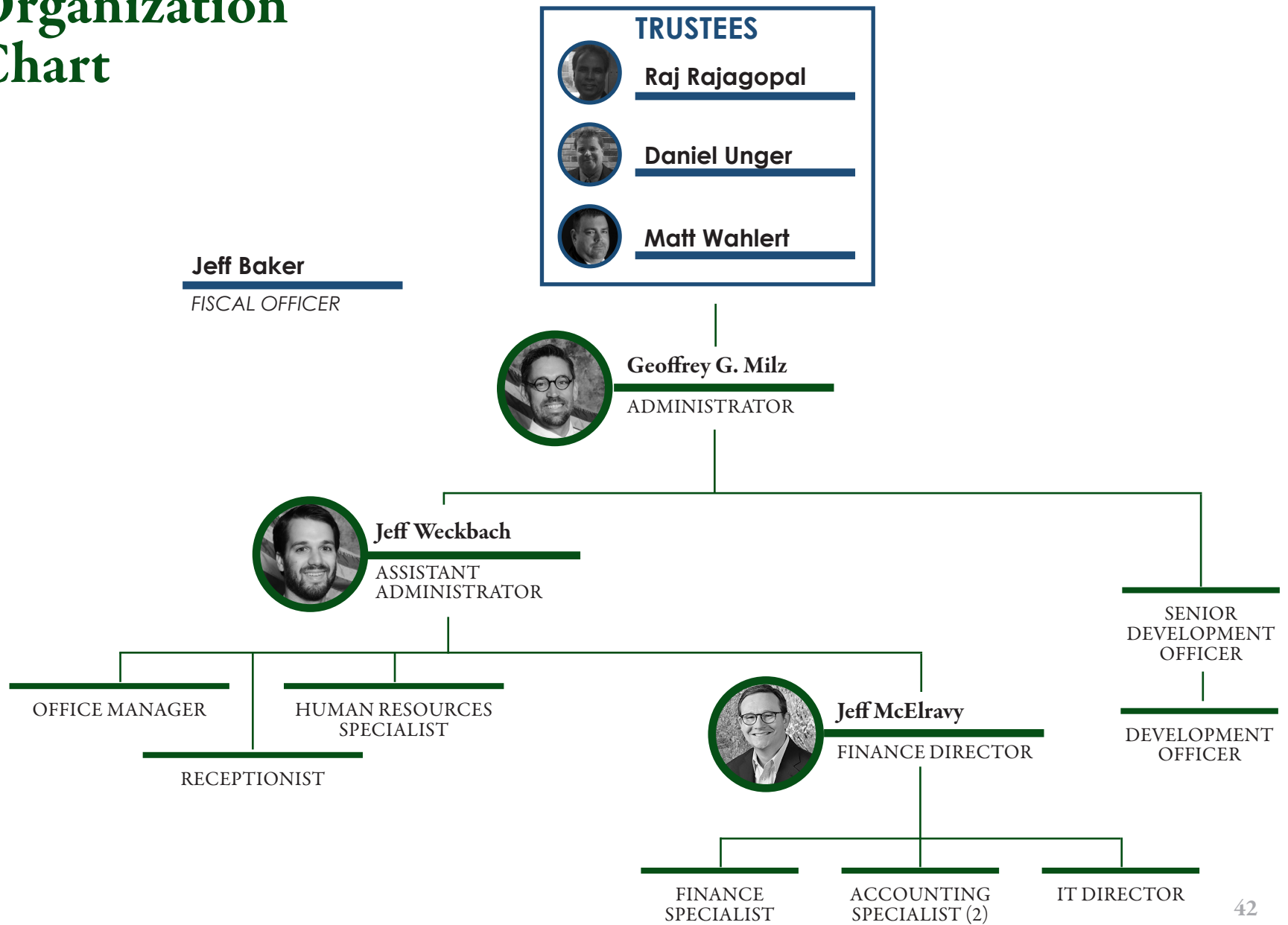
The Finance Department has two sets of customers: the citizens and the operating departments of the Township. As always, our mission is to be effective and transparent stewards

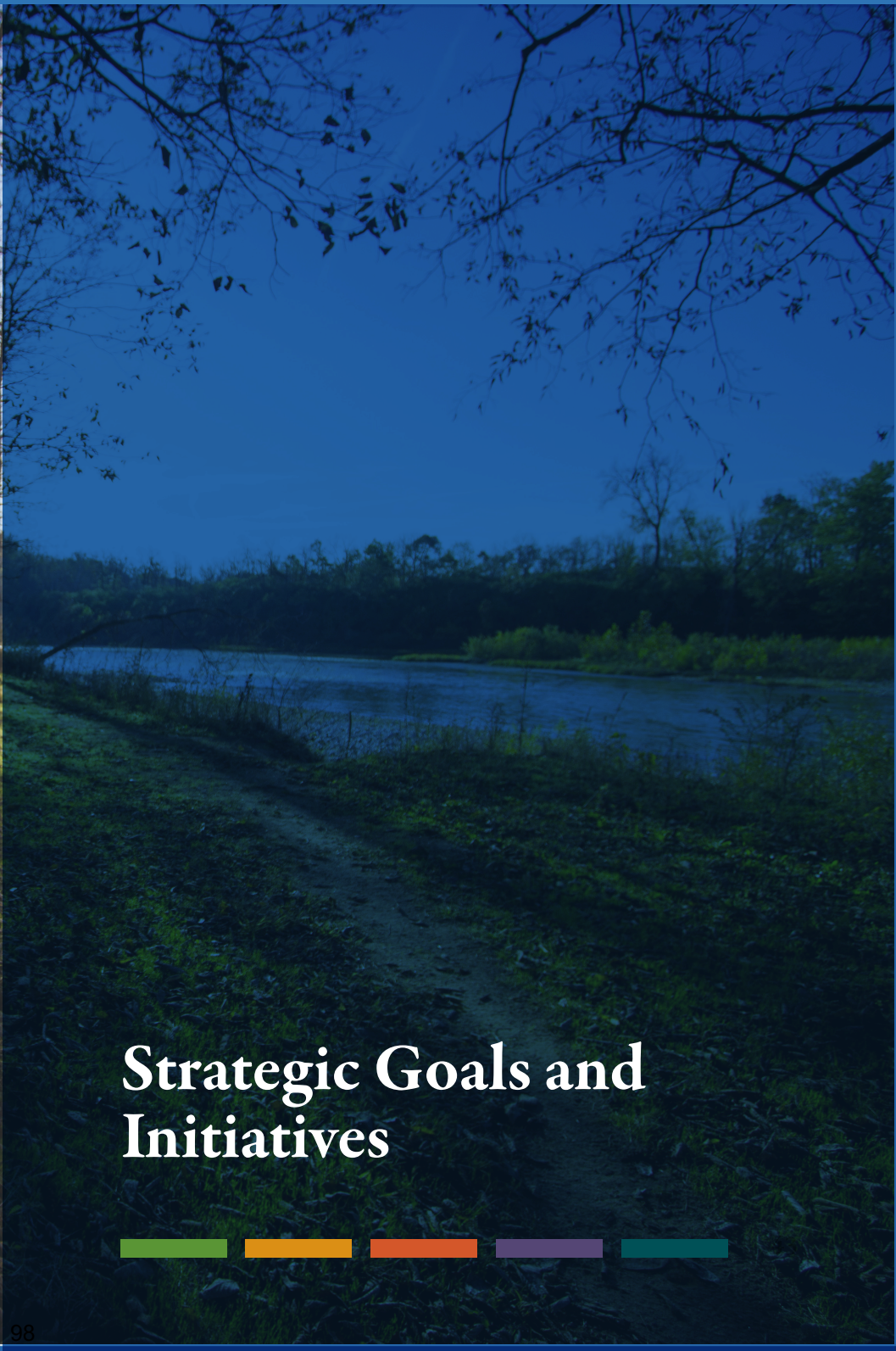
of the resources of the Township as we manage its revenue, expenses, payroll, investments, debt and financial reporting. In addition, the department manages the Township's information technology infrastructure, including its server systems, networking infrastructure and security and the VOIP telephony system; as well as providing user desktop and software support and leading the evaluation, acquisition, and implementation of new systems and software.

In 2021, our goal is to grow from a department focused on accurately processing thousands of financial transactions to one that also provides strategic financial leadership and analysis to position the Township for long-term fiscal health.

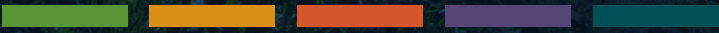
We look forward to better serving our citizens through the publication of a Citizens' Financial Report, which will describe the finances of the township without a lot of technical

Organization Chart





Strategic Goals and Initiatives



2021

Administration & Finance Strategic Initiatives

1 Increase Focus on Economic Development and Township Prosperity.

2 Engage the New Economy with Green Initiatives.

3 Improve the Look of the Township With A Focus on Litter & Dumping

4 Manage the Township's Finances Responsibly While Improving Financial Policies and Processes.

- InfinityHR/Payroll Integration
- Streamline Payroll Process
- Setting Up Physical Dashboard For Fiscal Indicators
- VPN 2.0
- Utility Process Improvement
- Financial Reporting
- Encryption Software & Policy

5 Continue to provide High Quality Safety Services

6 Continuously Improve the Operations of the Township.

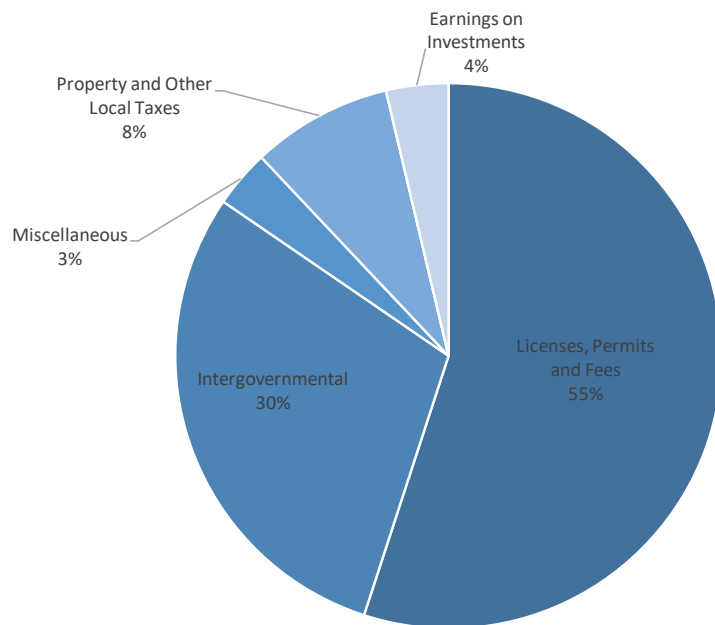
- Facility Master Plan
- Capital Plan 2.0
- Performance Management Initiative (Metric, Goals, And Data For All Departments)
- Opengov Departmental Stories
- Interactive Budget Book
- Pay Bands
- Ideation Portal
- Government Academy
- Employee Satisfaction Survey
- Ancillary Benefit Plans
- Diversity Programming
- HR Policy Training
- InfinityHR Performance Module
- InfinityHR & Payroll Integrations
- 4160 Phone Communication
- One Stop Shop
- Philanthropy
- Children In Govt. Programming
- Public Records 2.0
- Professional Development As a Team
- Leadership Sessions At Meetings
- Multi-Year Strategic Plan
- Digital Strategic Plan

Budget Charts

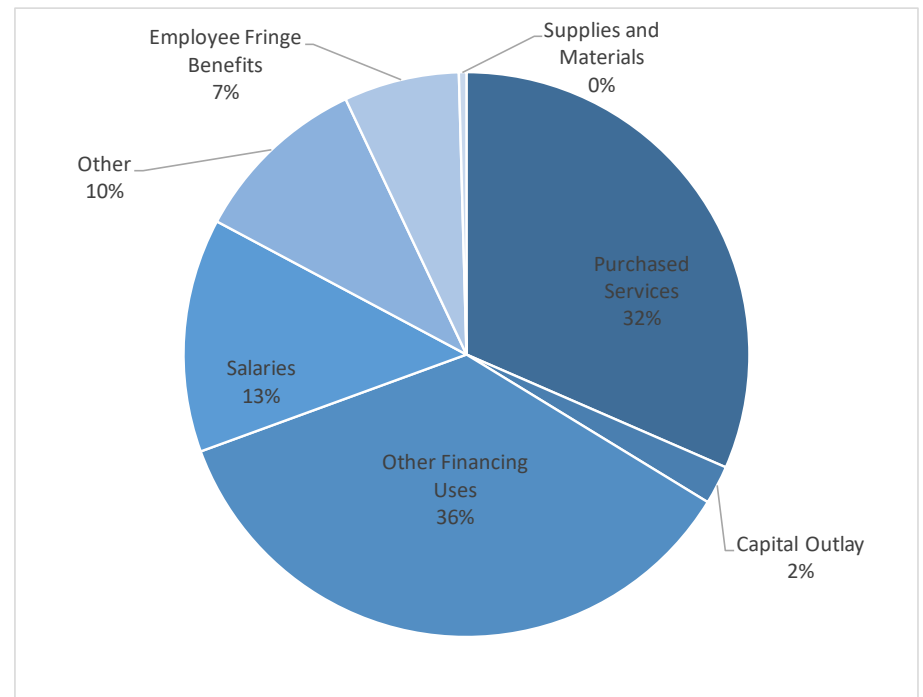
(19 Actual, 20 Budget, 21 Proposed)

General Fund	2019 Actual	2020 Appropriated	2021 Proposed
<i>Expenses</i>			
Personnel & Employee Benefits	\$944,510	\$1,316,580	\$1,353,621
Other Expenses	\$6,286,849	\$5,107,611	\$5,423,661
Expenses Total	\$7,231,359	\$6,424,191	\$6,777,282
Capital Improvements	\$1,979,453	\$129,958	\$150,000
Debt Service	\$0	\$0	\$0
<i>Revenues</i>			
Licenses, Permits and Fees	\$3,623,182	\$3,330,020	\$3,286,020
Intergovernmental	\$1,198,002	\$788,602	\$1,766,027
Other Financing Sources	\$467,272	\$0	\$0
Miscellaneous	\$666,827	\$223,221	\$203,795
Property and Other Local Taxes	\$512,328	\$496,743	\$497,979
Earnings on Investments	\$438,795	\$350,000	\$220,000
Total	\$6,906,406	\$5,188,586	\$5,973,820
Beginning Fund Balance	\$7,822,254	\$7,497,301	\$6,261,695
Ending Fund Balance	\$7,497,301	\$6,261,695	\$5,458,233

Summary of Revenues



Summary of Expenses



Fire Department Strategic Plan & Budget

Message from the Leadership	49
Organizational Chart	52
Strategic Goals and Initiatives.....	53
Budget Charts	55
Summary of Revenues.....	56
Summary of Expenses	56

Message from the Leadership



Geoff Milz

Our ISO 1 Rated Department of Fire and EMS is funded by property tax levies. That means that every 5 years or so, the Department must go to the voters of Colerain

Township to ask them if they want the Department to continue to provide the exceptional level of service that our residents and businesses have come to expect. In 2020, the voters of Colerain Township again cast their ballots in support of the work that the Department does and approved a 3.0 mil levy that will fund operations of the Department until 2025. The vote was a humbling reminder of the value that our residents place in work that our dedicated professionals provide. We are grateful for their support and vow to continue to provide the service that they have asked for and deserve.

In addition to the passage of the levy, 2020 also saw a changing of the leadership of the Department. After over 35 years of dedicated service, Chief Frank Cook retired from public service. Chief Cook lead the Department with a steady grace

and strategic foresight that endeared himself to our residents and his employees alike. His focus on providing outstanding customer service has ingrained itself in the organization. He gave so much to this community and I wish him nothing but the best in his well earned retirement.

Fortunately, Chief Cook's Assistant Chief Allen Walls was ready, willing and able to step into the role of Chief of the Department. Chief Walls is a man of unquestionable integrity. He possesses a sharp intellect and a mastery of his profession. We are all lucky to have men like Chiefs Cook and Walls and all those who are willing to sacrifice so much for our community. Their leadership can be seen in the integrity of all of the men and women who serve in the Fire Department. 2020 has been a difficult year for all of us, but, thanks to your support, the Colerain Township Department of Fire and EMS is here for our community, ready to serve 24 hours a day, seven days a week, 365 days a year - and for that I am grateful.



Chief Allen Walls

The Colerain Township Department of Fire and Emergency Medical Services (Colerain Fire and EMS) continues to evolve as an organization and 2021 will prove to be no different. Being mission focused and value driven will become

synonymous with the name Colerain Fire and EMS.

Our **mission** is to:

“Provide first class all-hazards response and socially responsible programs to the citizens, businesses and visitors of Colerain Township with an engaged team of professionals that values involvement in our community”

Our **values** are:

<u>Organizational</u>	<u>Humanistic</u>	<u>Action Oriented</u>
Customer Service	Compassion	Bravery
Teamwork	Commitment	Courage
Trust	Integrity	Honor
Mutual Respect		
Growth		
Nurturing		

Furthermore, continuous improvement and striving to find the “next practice” are indicators of an organization who is disinterested in contentment. Contentment, otherwise known as complacency, must never become the fabric that holds an organization together. Colerain Fire and EMS is always looking for the “next practice” and will never be one of contentment. The lives and property of those we serve and protect depend upon it.

In order to continue to be a successful organization then, Fiscal Year (FY) 2021 will see a community-driven strategic planning process. A community-driven emergency service organization is one that seeks to gather and utilize the needs and expectations of its community in the development and or improvement of the services provided. Therefore, the voice of the community must drive our operation and chart the course for everyone’s future.

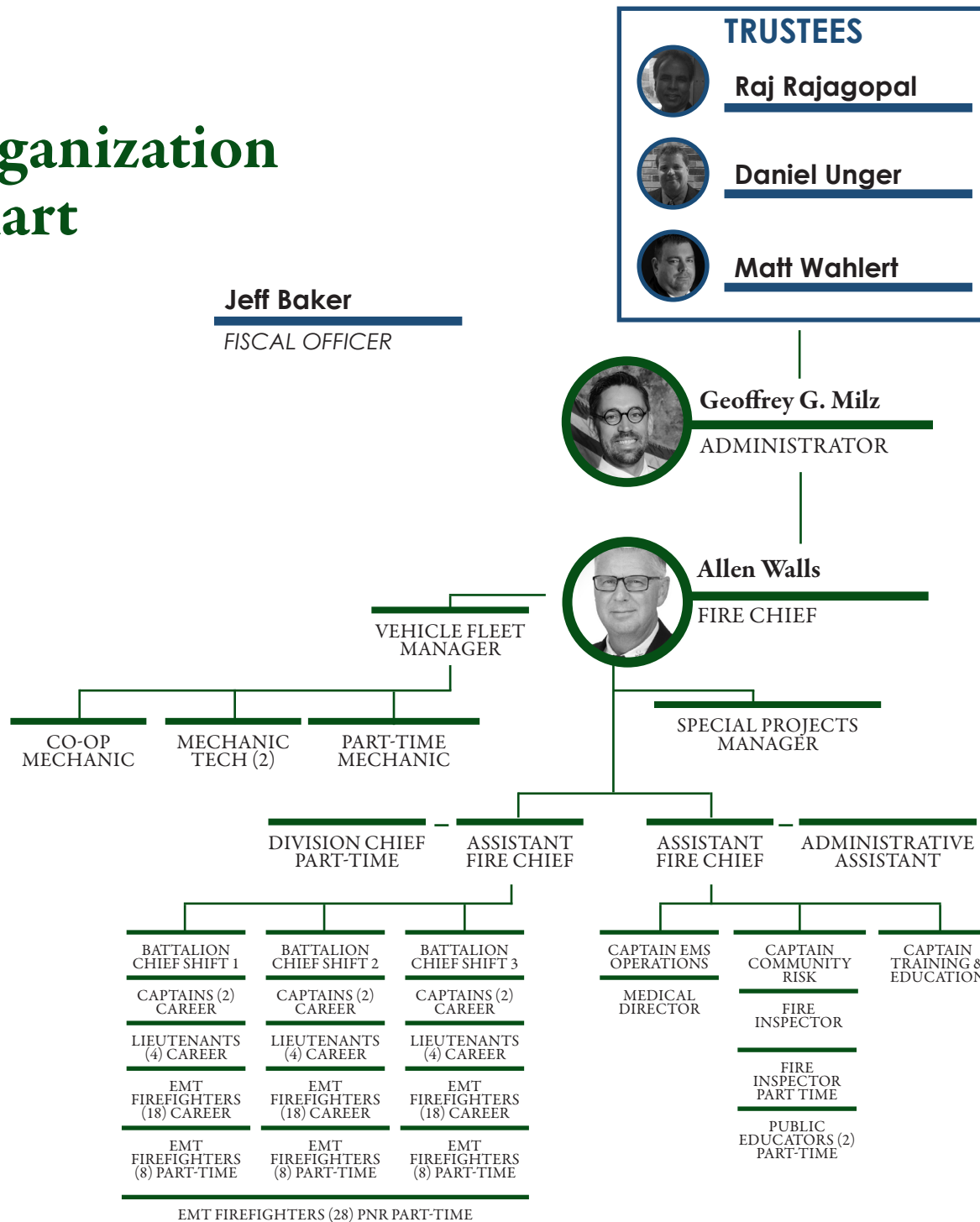
My vision for Colerain Fire and EMS, as your Fire Chief, revolves around the following eight vision statements:

- Conceptualize and implement what the future for Colerain Fire and EMS will look like, while embracing our heritage, and continuously evolve with the ever-changing landscape.
- Re-frame Colerain Fire and EMS and identify the future culture that will allow the organization to be agile and proactive.
- Advance the ability to thoroughly inspect, clean, transform, and model response time data with the goal of highlighting useful information, suggesting conclusions, and supporting enhanced data driven decision making to improve operations.

- Champion a comprehensive health and wellness program that preserves the physical, mental, and spiritual health of our employees.
- Build a network of partners that allows Colerain Fire and EMS to effectively, and efficiently, provide services to our residents, business owners, and visitors.
- Address organizational sustainability matters to maintain, or increase the level of service provided, while minimizing the impact to taxpayers.
- Advance the use of technology to improve service delivery.
- Embrace diversity, inclusiveness, and belonging to achieve far-reaching success, at Colerain Fire and EMS.

In closing, we are here to provide selfless service and make a difference in the lives of those we protect and serve. Together, we will chart the course of our future.

Organization Chart





Strategic Goals and Initiatives



2021

Fire & EMS

Strategic Initiatives

1 Increase Focus on Economic Development and Township Prosperity.

2 Engage the New Economy with Green Initiatives.

- Vehicles Going Greener

3 Improve the Look of the Township With A Focus on Litter & Dumping.

4 Manage the Township's Finances Responsibly While Improving Financial Policies and Processes.

5 Continue to provide High Quality Safety Services.

- Community Paramedicine
- Continuity of Operations Plan
- Fall Free Zone
- Enhance Community Risk Reduction Strategy
- Mapping – Open Gov
- Anti-bias Training
- Community Outreach
- External Communication
- Health and Wellness

6 Continuously Improve the Operations of the Township.

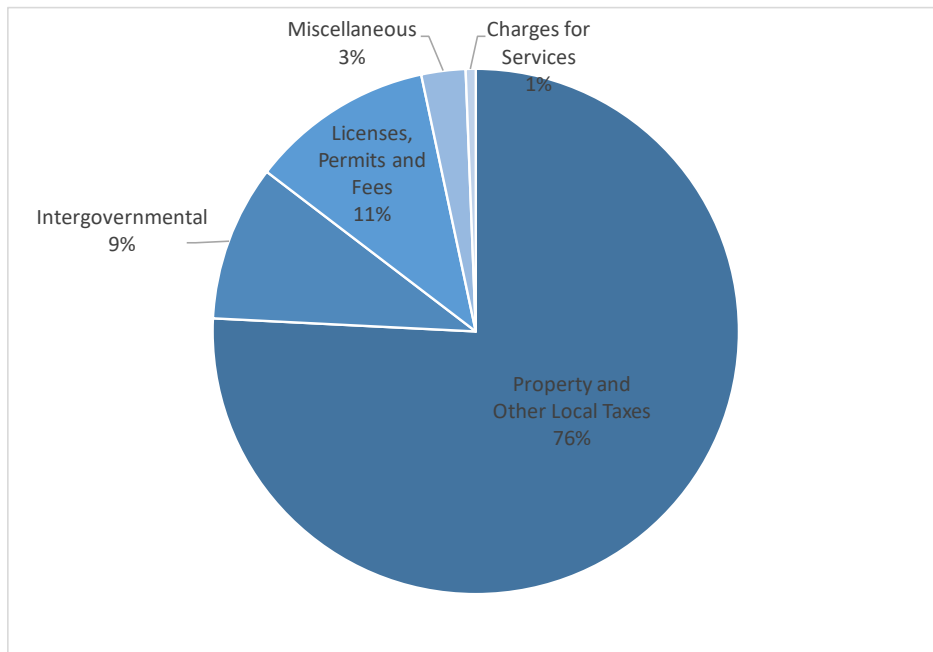
- Strategic Planning – External Stakeholders
- Advanced Data Analytics
- Blue Card Incident Command Training
- Records Management System(s) (RMS)
- Develop Outcome-based Data
- Diversity Pipeline
- Adopt Performance Measurements
- Professional Development Guide

Budget Charts

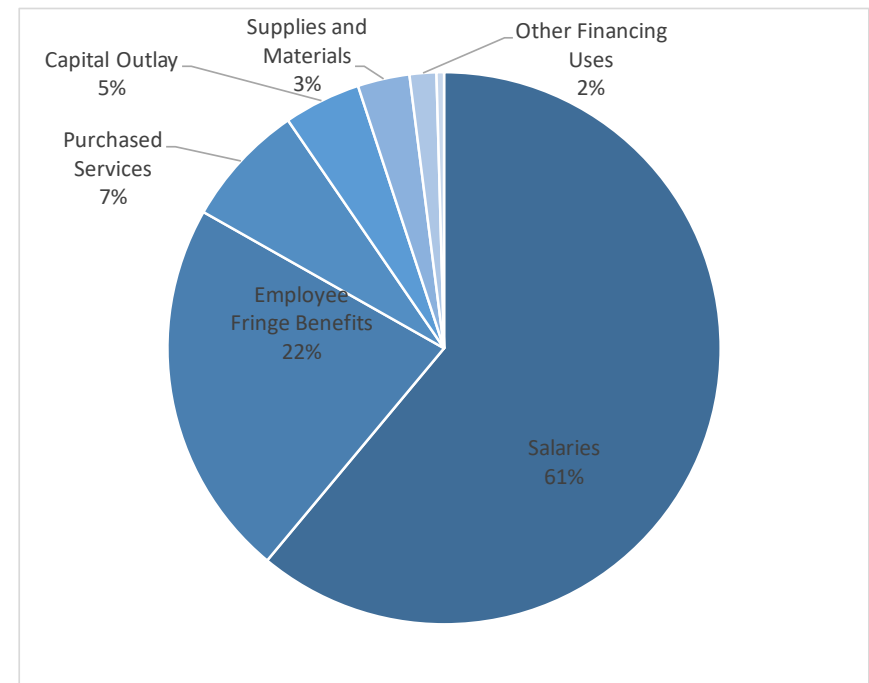
(19 Actual, 20 Budget, 21 Proposed)

Fire & EMS Funds	2019 Actual	2020 Appropriated	2021 Proposed
<i>Expenses</i>			
Personnel & Employee Benefits	\$11,586,801	\$12,970,695	\$13,017,202
Other Expenses	\$2,044,344	\$3,184,716	\$2,626,113
Expenses Total	\$13,631,145	\$16,155,411	\$15,643,315
Capital Improvements	\$407,780	\$1,340,799	\$704,738
Debt Service	\$239,919	\$238,200	\$244,400
<i>Revenues</i>			
Property and Other Local Taxes	\$9,496,984	\$9,361,595	\$9,533,105
Intergovernmental	1,295,839	1,357,220	1,207,393
Licenses, Permits and Fees	1,423,264	1,418,000	1,418,000
Miscellaneous	505,697	346,730	341,159
Charges for Services	72,500	72,500	77,500
Total	\$12,794,284	\$12,556,045	\$12,577,157
Beginning Fund Balance	\$8,679,893	\$7,843,033	\$4,243,668
<i>Fire District</i>	\$8,015,943	\$6,898,980	\$3,733,393
<i>Ambulance & EMS</i>	\$663,950	\$944,053	\$510,275
Ending Fund Balance	\$7,843,033	\$4,243,668	\$1,177,509
<i>Fire District</i>	\$6,898,980	\$3,733,393	\$1,123,429
<i>Ambulance & EMS</i>	\$944,053	\$510,275	\$54,080

Summary of Revenues



Summary of Expenses





Police Department Strategic Plan & Budget

Message from the Leadership	58
Organizational Chart	61
Strategic Goals and Initiatives.....	62
Budget Charts	64
Summary of Revenues.....	65
Summary of Expenses	65

Message from the Leadership



Geoff Milz

The men and women of Colerain Township's Police Department provide our residents and businesses with service that is second to none.

While our crime rate remains at a record low in 2020, each year our officers respond to tens of thousands of calls for service. While the overwhelming majority of these calls for service do not involve violent crimes, as our Chief likes to say, every single one of those calls is a Police call. Its a call from a resident to help find a grandparent who has become lost. Its a call about a cat stuck in a tree or a person locked out of their vehicle. It is my hope that every resident of Colerain never has to call for Police help but it is important for our community to know that we will be here when you need us.



Chief Mark Denney

Colerain Township is blessed with the finest Police Department in the region. The Department is Accredited by the Commission on Accreditation for Law Enforcement

Agencies, as they have been for 15 years. They were also the very first department in the State of Ohio to meet the Ohio Police and Community Collaborative standards. Our policing philosophy is one of engagement and community-oriented policing and programing.

Our leadership is sought after to provide guidance to law enforcement professionals across the region, the State of Ohio and the United States. This is accomplished by serving on boards, providing assessments, speaking and presenting to law enforcement professionals and serving as a model agency on topics facing policing.

In 2020, there has been a demand for police reform. The Colerain Police Department has reviewed those proposed reforms and is proud to announce we have been operating under those proposed conditions for many years. Our accreditation ensures we operate under a "best practices" model.

We continue to tackle the opiate epidemic with the Quick Response Teams (QRT). We have formed new partnerships with the YWCA to address domestic violence and are working to implement a new diversion programs with Hamilton County. The Colerain Township Police Department continues to be an example of community policing. We have been pioneers

on several fronts and are looked upon as innovative leaders in policing.

2021 Strategic Plan

The Colerain Police Department works hard to prioritize the needs of the community by responsibly using the resources available to us. In order to do this, a detailed plan is required. The Strategic Plan is updated annually by each Township department. The leadership of the Township and our residents set the direction, and the command staff of the Police Department meets to implement that vision with specific, measurable, attainable, relevant and time-based (SMART) goals.

Training, public outreach and officer wellness were the major focus areas for 2020. Mental health and active shooter training was a priority as well as de-escalation training through the use of our firearms simulator. Officers were provided with annual mental health check-ups and individual meetings were held between the Chief and each employee to discuss needs and issues.

Most of our public outreach goals were impacted by the COVID-19 pandemic. There will be a renewed focus on public outreach and engagement in 2021.

In 2021, the focus areas for the Police Department will be

training and wellness, developing systems for purchasing and inventory and staffing levels and retention.

The goals for 2021 are going to be difficult to achieve and will require focus from all of the employees. The idea is to challenge ourselves to be innovative while making the goals attainable.

2021 Budget

The Colerain Police Department continues to focus on delivering quality service while being mindful of the taxpayers' dollar. We enter year seven of a levy intended to last five years. We are able to do this through responsible spending and through efforts to generate new income streams. The Police Department ended 2019 spending \$359,000 less than our appropriation. Revenue again outpaced spending by over \$330,000. This was in a year where we were projected to be in deficit spending.

In 2020, The Colerain Police Department presented a budget that placed a high value on officer safety and employee retention. Officer wellness programs were implemented, and civilian salaries were right-sized. Our officers were outfitted with external patrol vests to decrease damage to their backs over years of work.

In October 2020, the Police Department renewed the agreement with Northgate Mall and increased rates charged to Walmart for police service. The Police Department suffered significant losses to revenue due to COVID 19. The contract with the Northwest Local School District was cut drastically and many revenue sources saw decreases due to the pandemic. Spending was immediately cut to mirror those losses.

2021's budget will be positively impacted by a 50% decrease in fees paid to Hamilton County for dispatching services. The cost per call is being decreased from \$10 to \$5 per dispatch. The Police Department is on track to have approximately 30,000 dispatches from the Communications Center in 2020. That would save the Department \$150,000 in 2021.

The Police Department saw a need to tackle illegal dumping and other environmental crimes in our Township. The Board of Trustees approved a plan to hire an additional police officer who will focus on these crimes and making Colerain a cleaner and safer community.

Outside revenue represents nearly 20% of the Department's total revenue. This reduced the burden on the taxpayer and extends the Police Department's 2014 levy. Levy funds remain

at a constant level every year while costs increase annually.

The life-cycle of our existing levy was set for five years (2014-2019). We have fought hard to keep expenses down and extend the life of our levy as long as possible. The goal is to make these funds last for through eight years (2022).

The Police Department enters 2021 with a lean, responsible and sound operating budget. The Department leadership continually look for opportunities to reduce spending and increase revenue.

Organization Chart

Jeff Baker

FISCAL OFFICER

TRUSTEES



Raj Rajagopal



Daniel Unger



Matt Wahlert



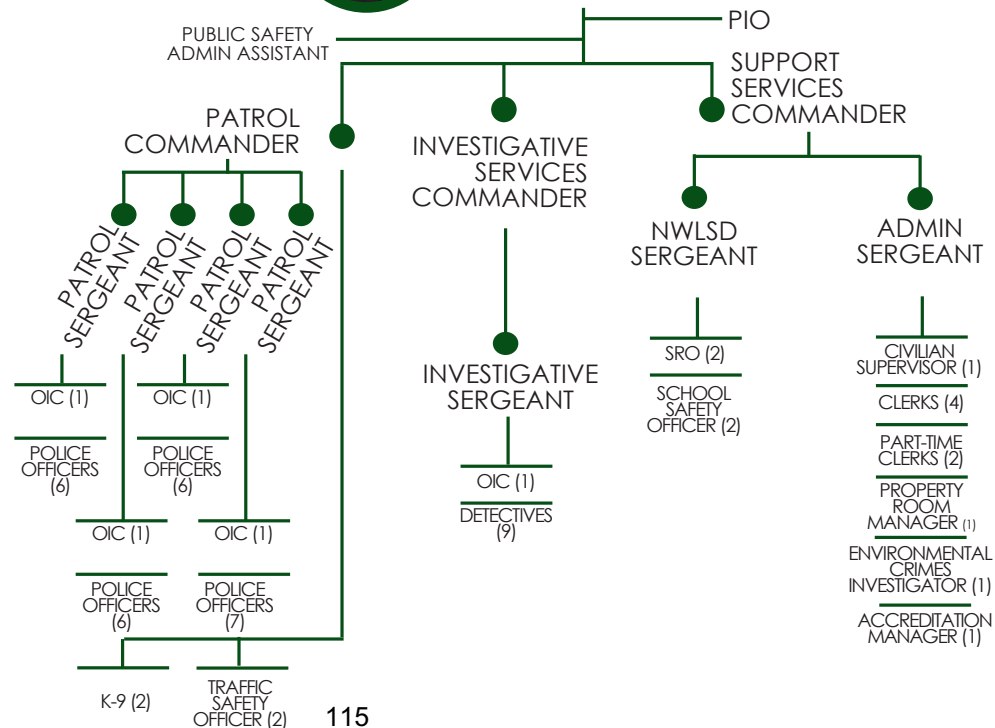
Geoffrey G. Milz

ADMINISTRATOR



Mark Denny

POLICE CHIEF





Strategic Goals and Initiatives

2021

Police

Strategic Initiatives

1 Increase Focus on Economic Development and Township Prosperity.

2 Engage the New Economy with Green Initiatives.

3 Improve the Look of the Township With A Focus on Litter & Dumping.

- Environmental Crimes Investigator

4 Manage the Township's Finances Responsibly While Improving Financial Policies and Processes.

5 Continue to provide High Quality Safety Services.

- Physical Fitness Course
- K9 Agility Course
- Annual Medical Checkups
- Wellness Incentive
- Self-Defense Certification
- Emergency Operation of Police Vehicle Training
- Anti-Bias and De-Escalation Training
- Command Staff Development
- Enhance Communications with Additional MDCs and Radios
- Equipment for Civil Unrest

6 Continuously Improve the Operations of the Township.

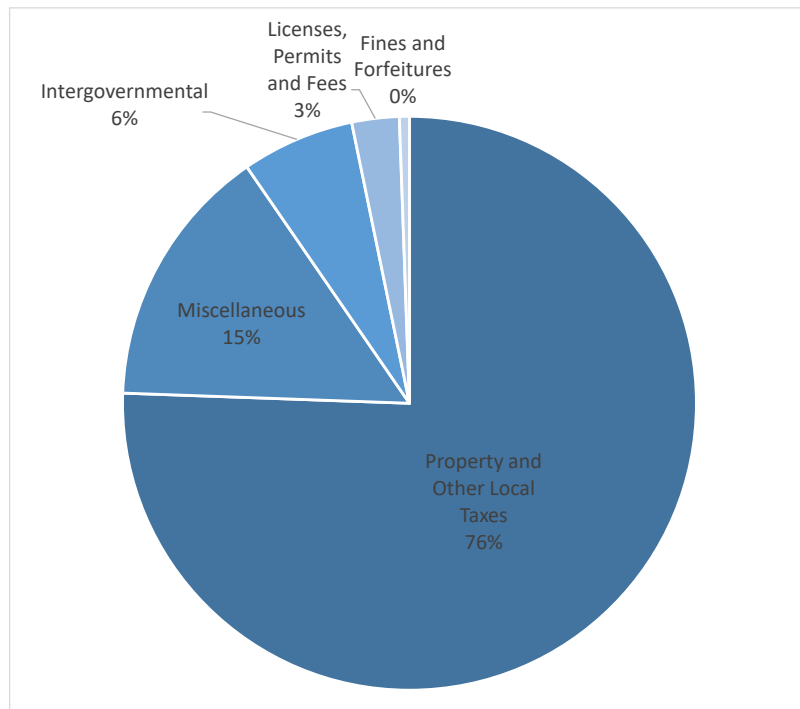
- Create and Post Annual Training Schedule
- Design and Issue Certificates for All Training
- Comprehensive Fleet Study
- Develop Storage Solutions for Shelving In Property Room
- Develop Internal Inventory System
- Officer Recognition Procedure
- Civilian and Command Pay Structure
- Staffing Study

Budget Charts

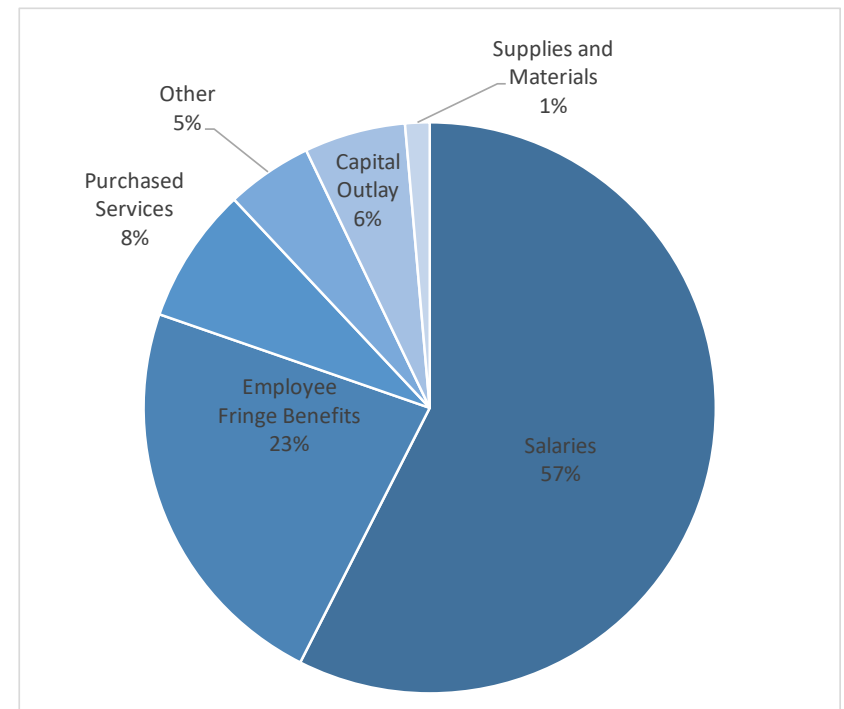
(19 Actual, 20 Budget, 21 Proposed)

Police	2019 Actual	2020 Appropriated	2021 Proposed
<i>Expenses</i>			
Personnel & Employee Benefits	\$6,818,757	\$7,121,147	\$7,266,275
Other Expenses	\$1,409,615	\$1,971,811	\$1,781,192
Expense Total	\$8,228,372	\$9,092,958	\$9,047,467
Capital Improvements	\$141,343	\$586,421	\$518,000
Debt Service	\$0	\$0	\$0
<i>Revenues</i>			
Property and Other Local Taxes	\$6,098,362	\$6,073,407	\$6,106,449
Miscellaneous	\$1,561,604	\$1,025,917	\$1,199,315
Intergovernmental	\$618,276	\$481,609	\$513,972
Licenses, Permits and Fees	\$243,302	\$250,000	\$215,750
Fines and Forfeitures	\$52,111	\$53,500	\$45,500
Total Revenues	\$8,573,655	\$7,884,433	\$8,080,986
Beginning Fund Balance	\$3,699,402	\$4,044,685	\$2,836,160
<i>Police District</i>	\$3,518,429	\$3,685,923	\$2,555,434
<i>Law Enforcement Trust</i>	\$177,972	\$353,798	\$275,762
<i>Enforcement & Ed</i>	\$3,001	\$4,963	\$4,963
Ending Fund Balance	\$4,044,685	\$2,836,160	\$1,869,679
<i>Police District</i>	\$3,685,923	\$2,555,434	\$1,721,945
<i>Law Enforcement Trust</i>	\$353,798	\$275,762	\$142,270
<i>Enforcement & Ed</i>	\$4,963	\$4,963	\$5,463

Summary of Revenues



Summary of Expenses



Public Services Department Strategic Plan & Budget

Message from the Leadership	79
Organizational Chart	81
Strategic Goals and Initiatives.....	83
Budget Charts	85
Summary of Revenues.....	86
Summary of Expenses	86

Message from the Leadership



Jeff Weckbach

Losing someone is never easy. Unfortunately, the Public Services Department lost one of their own in 2020, with the passing of Jason Haines this past summer. Jason's passing was unexpected and left a hole in this Township that will not be easily filled. Jason had been a member of the Colerain team for nearly two decades, showing up everyday to work hard to make our parks and community a better place. Jason was always good for a laugh or two and will be dearly missed. His passing reminded us of the special bond that this community has for its employees and it was truly impactful to see us all come together to wish him one last goodbye from our Public Services garage.

However, despite the passing of Jason this Township and this Department would not let 2020 get the best of them. The Public Services team continues to adapt on the fly and quickly respond to public health orders, the need for additional facility sanitation, requests for building modifications to prevent the spread of COVID-19, and countless other last-minute

items. The members of this team have been on the front lines throughout this pandemic, working hard to create a space that we can all be proud of and to create small but impactful recreation opportunities for this community to enjoy.

2021 should be another incredible year for this Department as we build on the successes of 2020. The Township is going to continue to roll out a multi-year road and facility maintenance plan. We will continue to evaluate the future of the Community Center, with an eye toward innovative uses of the space to ensure that it is operating at maximum efficiency. The Department will continue to engage in unique recreation experiences and make progress on all of our parks through public private partnerships and connections with community groups. If this pandemic taught us anything, it is that parks are a valuable asset and a key part of economic development



Jackie O'Connell

2020 has been quite a year for the Public Services Department – each division faced unprecedented challenges, work conditions and number of changes in their work to deliver facilities, activities and services to residents.

With more time at home, the Roads crew found people had

more time for projects around their property. Right-of-way permits were at an all-time high with people repairing sidewalks and driveway aprons. Additionally, requests for filling potholes, trimming right-of-way trees and cleaning dumpsites kept the Roads crew hoppin'. We also spent a lot of time working on infrastructure: repaired a large storm drain and headwall on Common Circle Drive; caught up with dead tree removals in the right-of-way; repaired nearly four dozen catch basins; swept and inspected every Township-maintained street.

The Parks and Recreation division was extremely busy in 2020; albeit for different reasons. Your township parks had record-level visitor-ship this year, in spite of not renting shelters for a large portion of the year. Park visitors locally were on trend with the national average of an increase of 250 percent. With limiting large group interaction, schools closed in the spring and many people working from home, the parks were humming with visitors trying to beat the quarantine blues by getting outside. Parks provided the perfect solution for both physical and mental health. By just seeing other people enjoying the trails and open space, parks even helped ease social isolation. Due to COVID, youth sports and shelter rentals were delayed and looked much different from usual, but Township facilities provided much needed normalcy and outlets for families and teams. Dogs benefited during the quarantine, too;

we created a Doggie Bullpen at the Heritage Park Diamond Dogs dog park for our small dog friends and their humans to enjoy.

The Parks and Recreation team also excitedly saw the groundbreaking of the new Colerain Park Playground. With the help of the community, we were able to design an amazing playspace that has historical nods to Colerain's beginnings and play elements for all abilities. We are hopeful to finish Phase Two in 2021 with funds from the Ohio Capital Improvement Budget.

Although most events and recreation activities were canceled, Recreation found a way to provide summer programming to the community. The Parks and Rec Squad was a departure from the traditional summer camp, but they provided games, activities and education both virtually and in-person to kids (and businesses)! We brought the fun to you on Fridays when the Squad stopped by to challenge to neighbors to games or provide a fun tie-dye activity.

Unfortunately, the Colerain Township Senior and Community Center was quiet this year due to the closure of senior centers and the cancellation of events. However, through our partnership with the Clippard YMCA we were still able to deliver a record number of meals to the elderly throughout the Township. The cancellation of the congregate meals program

due to COVID allowed us the opportunity to take our show on the road and deliver dozens of two-day and five-day meal packages to residents. We were also busy trying to help brides reschedule weddings that were impacted by the quarantine. With the help of the Willow Event Center and Pebble Creek we were able to reschedule or move nearly every family impacted.

Serving the residents also extended beyond the day-to-day. Public Services was pleased to play a major role in the internal Township COVID Committee and external communications, as well as the July COVID test. The team also coordinated the annual Colerain Recycle Day, the USDA Farmers to Families program, the Colerain Veterans Banners displayed through the Township and led the creation of the new podcast – “Hey, Colerain!”.

Finally, along with all of the constant change and new benchmarks we achieved, Public Services also experienced a devastating loss. On August 25, 2020, long-time Public Services employee Jason Haines fell ill while at work and passed away later that day. Jason leaves behind two kids, Korrine and Kory, and many, many friends who will dearly miss him. Jason’s big heart and contagious smile will leave a void in the department, but we’ll keep him with us with years’ worth of stories to share around the shop. Rest in peace, Buddha.

Your Public Services Team is very much looking forward to 2021! We’ve created plans to analyze, inventory and plan long-term repairs of our infrastructure. We’re looking forward to partnering with community organizations and hosting both new and loved events. Moreover, we’re excited to see you back at the parks and at the new Colerain Park Playground. Take care and be well – we can’t wait to see what this year brings!

Organization Chart

Jeff Baker

FISCAL OFFICER

TRUSTEES



Raj Rajagopal



Daniel Unger



Matt Wahlert



Geoffrey G. Milz

ADMINISTRATOR



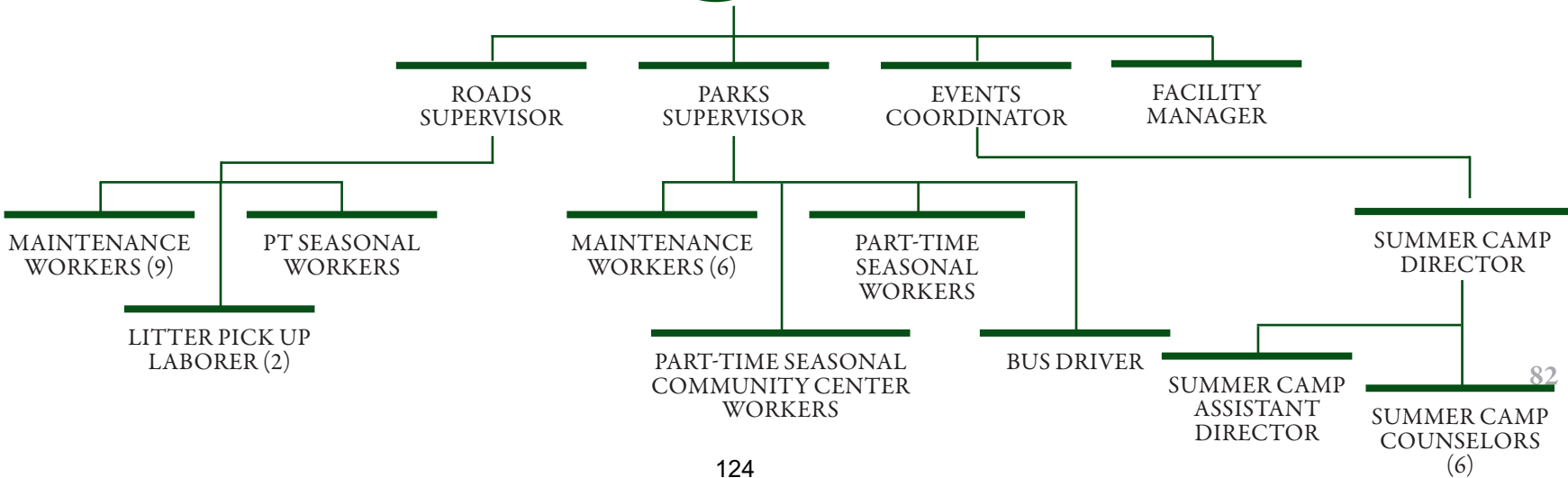
Jeff Weckbach

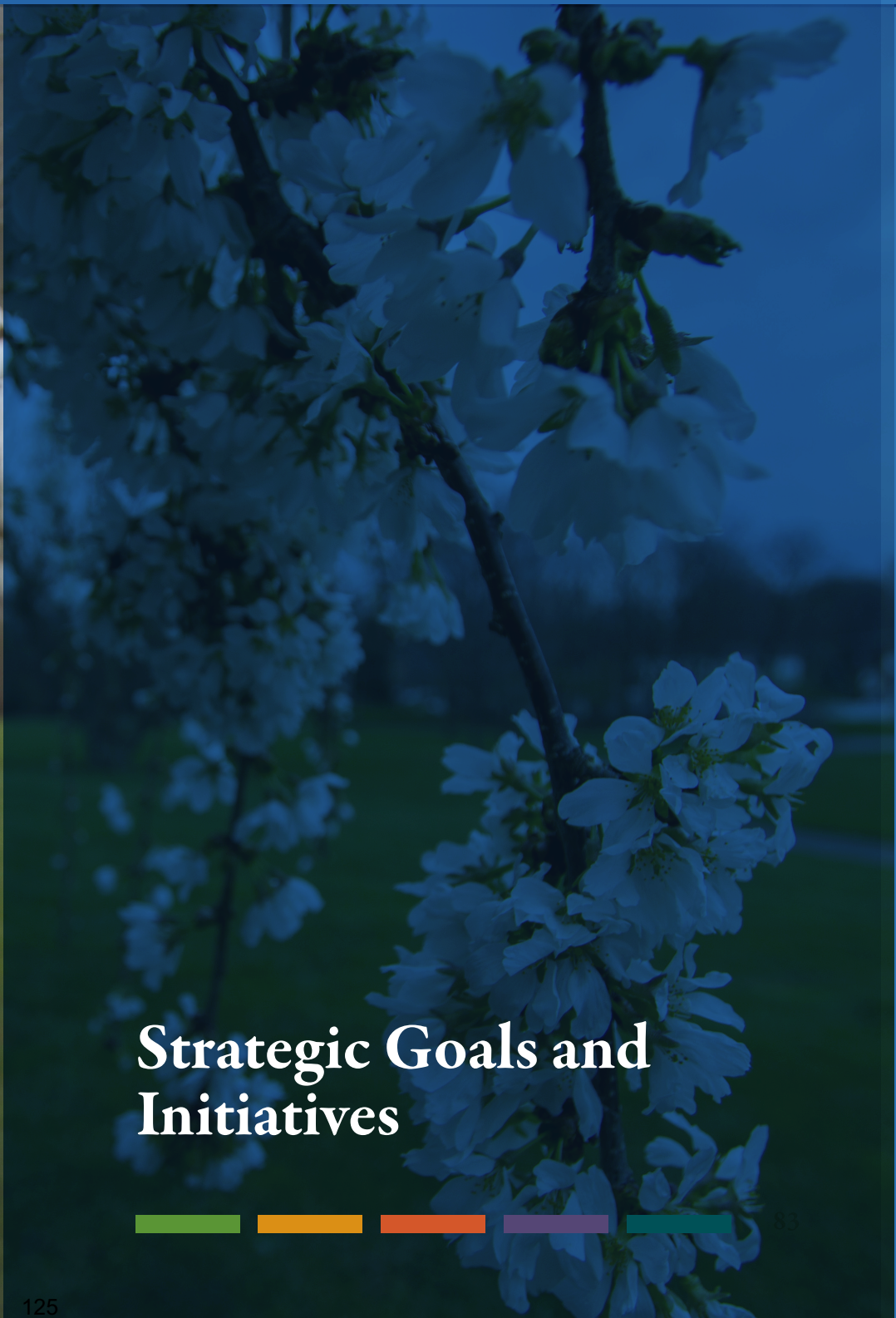
ASSISTANT
ADMINISTRATOR



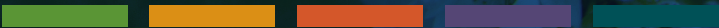
Jackie O'Connell

PUBLIC SERVICES
DIRECTOR





Strategic Goals and Initiatives



2021

Public Services

Strategic Initiatives

1 Increase Focus on Economic Development and Township Prosperity.

2 Engage the New Economy with Green Initiatives.

- Recycling In Parks
- Street Tree Policy
- Street Tree Plan
- EV Charging
- Park Goats
- Solar/Wind Research
- Pollinator Gardens

3 Improve the Look of the Township With A Focus on Litter & Dumping.

- Litter Pick Up
- Litter Education Campaign
- Park Maintenance Plan
- 275 Gateway Landscaping

4 Manage the Township's Finances Responsibly While Improving Financial Policies and Processes.

- 5 year Capital Equipment Budget
- Public Private Partnerships in Parks

5 Continue to provide High Quality Safety Services.

6 Continuously Improve the Operations of the Township.

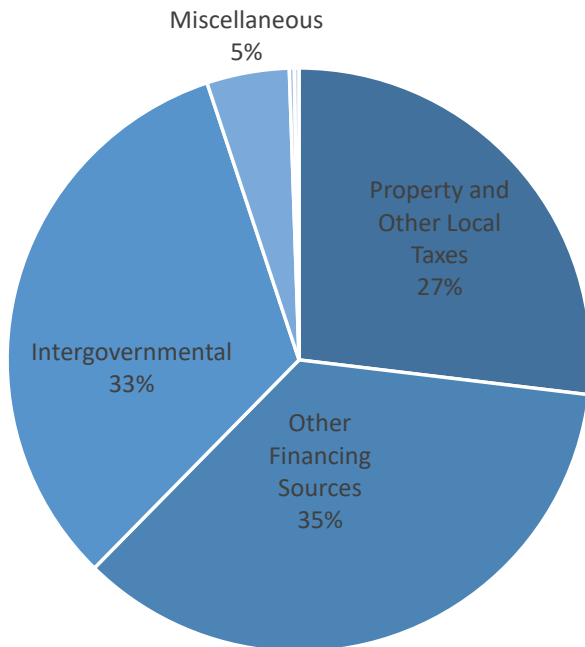
- Programming
- Implement Software For Inspections
- One Stop Shop
- APWA Accreditation
- ID Future SCIP Projects
- Department Education
- PD/Park Physical Fitness
- Traffic Calming
- Installation Of Loralinda Chicane
- Park District Research
- Veteran's Day Parade

Budget Charts

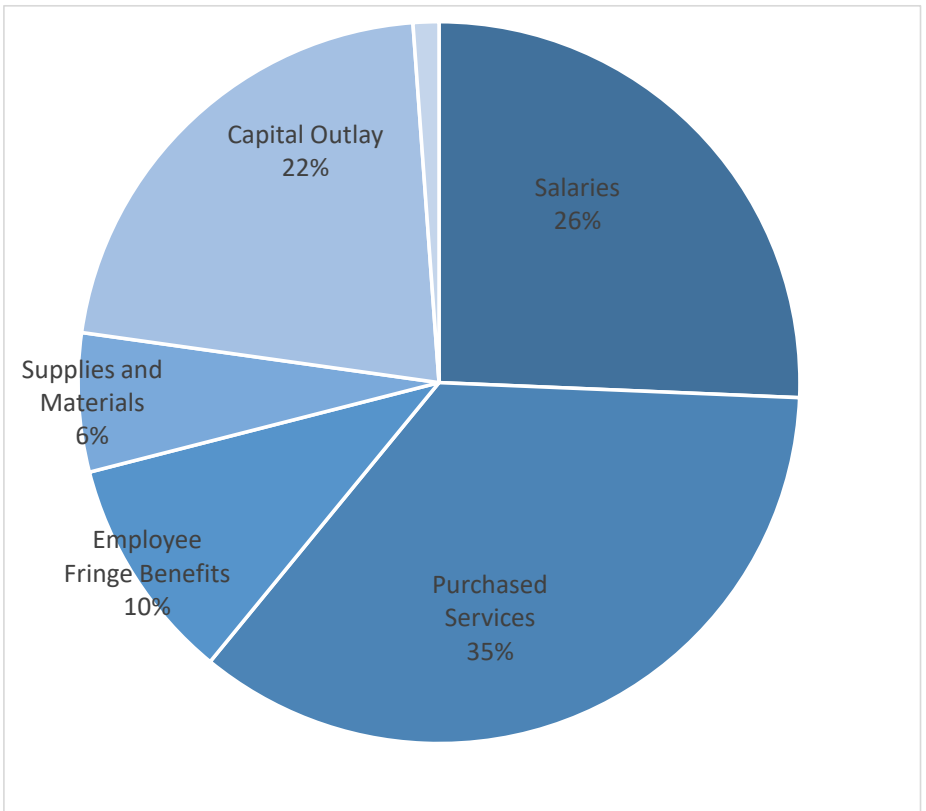
(19 Actual, 20 Budget, 21 Proposed)

Public Services	2019 Actual	2020 Appropriated	2021 Proposed
Expenses			
Personnel & Employee Benefits	\$1,731,890	\$1,901,167	\$2,047,229
Other Expenses	\$655,314	\$2,852,368	\$3,680,456
Expenses Total	\$2,387,204	\$4,753,535	\$5,727,685
Capital Improvements	\$17,493	\$1,218,071	\$1,238,796
Debt Service	\$697,330	\$702,800	\$796,800
Revenues			
Property and Other Local Tax	\$897,371	\$884,084	\$1,048,829
Intergovernmental	\$1,113,099	\$1,236,308	\$1,268,180
Other Financing Sources	\$862,272	\$2,516,764	\$1,382,383
Miscellaneous	\$469,400	\$122,596	\$178,089
Licenses, Permits and Fees	\$12,500	\$6,500	\$10,000
Earnings on Investments	\$32,384	\$10,838	\$10,838
Total Revenues	\$3,387,026	\$4,777,090	\$3,898,319
Beginning Fund Balances	\$1,967,421	\$2,967,243	\$2,990,798
<i>Motor Vehicle License Tax</i>	\$112,842	\$98,492	\$82,355
<i>Gasoline Tax</i>	\$918,727	\$1,145,887	\$793,559
<i>Road and Bridge</i>	\$269,885	\$667,776	\$585,923
<i>Permissive Motor Vehicle License</i>	\$544,830	\$766,347	\$690,235
<i>Parks & Services</i>	\$91,924	\$95,627	\$804,734
<i>Community Center</i>	\$29,213	\$193,114	\$33,992
Ending Fund Balances	\$2,967,243	\$2,990,798	\$1,161,433
<i>Motor Vehicle License Tax</i>	\$98,492	\$82,355	\$86,828
<i>Gasoline Tax</i>	\$1,145,887	\$793,559	\$210,490
<i>Road and Bridge</i>	\$667,776	\$585,923	\$524,828
<i>Permissive Motor Vehicle License</i>	\$766,347	\$690,235	\$339,287
<i>Parks & Services</i>	\$95,627	\$804,734	\$0
<i>Community Center</i>	\$193,114	\$33,992	\$0

Summary of Revenues



Summary of Expenses





Planning Department Strategic Plan & Budget

Message from the Leadership	96
Organizational Chart	98
Strategic Goals and Initiatives.....	99
Budget Charts	101
Summary of Revenues.....	102
Summary of Expenses	102

Message from the Leadership



Geoff Milz

The Department of Planning and Zoning has had a banner year. In the midst of a pandemic which prevented us all from being around those we love, the Department has worked tirelessly to create connections within the community to guide the development of our most important long term vision for our future: the comprehensive plan. Using innovative strategies for community engagement, they have sought to understand where this community wants to be in terms of development and to synthesize the diverse perspectives into one unifying document that charts our course for years to come. They have been steadfast in their enforcement of zoning, property maintenance and nuisance laws - even as the courts have intermittently closed. Their dedication and scrappy resolve to make Colerain Township a better place is appreciated and respected in our community.

In 2021, they intend to build on the momentum they built this year. With a focus on operational efficiencies and honing the development tools available to them, they will drive the change we all want to see in our built environment. With

the new comprehensive plan as their guide, they will work to align our development regulations with our community's new vision for the future and conduct a major overhaul of our zoning resolution to ensure that the rules will provide the outcomes the community is asking for.



Mike Ionna

The upcoming year will be pivotal for the Department of Planning and Zoning. Our team looks forward to a work plan that adds value to Colerain Township and continues to create positive, lasting change for residents, businesses and visitors. The 2021 initiatives can be grouped into three important areas of focus: Zoning Resolution Update, Roll out of OpenGOV and Code Enforcement 2.0.

Zoning Resolution Update

In many ways this year marks the end one legacy project and the beginning of another with the adoption of the Comprehensive Plan and kickoff the Zoning Update. Together these projects lie at the core of what will drive lasting and transformative change in Colerain Township. Purposely done in tandem, the Comprehensive Plan identifies the vision and goals of where the Township wants to be in the future which are reinforced by the development regulations contained in the updated Zoning Resolution. Together, both documents provide the basis for improving quality of life in Colerain

Township over the next 15-20 years.

Roll out of OpenGOV

A “customer first” approach to conducting business is central to the Department’s Mission and Core Values. A shortcoming of many government entities is too often they lag behind the private sector in effectiveness and efficiency of delivering services. OpenGOV is a digital based software platform that keeps Colerain Township on the cutting edge of technology and convenience by meeting customers where they are. The new tool will make applications and service requests not only easier but more accessible via smart phone, tablet, or computer. Internally the new software automates many of the required process that today we do by hand which saves time and money. As the country navigates through the impacts of COVID-19, OpenGOV is vital asset in preventing transmission of the virus among residents and staff.

Code Enforcement 2.0

Perhaps the most visible benchmark of the viability of any community is what it looks like. Over the past year, staff has made critical changes to our operations to make them more impactful in achieving compliance in Code Enforcement and the administration of programs that fight against blight. This year’s work plan includes a number of initiatives geared toward building off of our success in 2020 and adding new tools to make 2021 our most impactful year to date.

In closing, to say that this is an exciting time in the Planning

and Zoning Department is an understatement. Regardless of the service line – long range planning, zoning administration and development review or code enforcement - our team members look forward to another year of achieving winning outcomes for Colerain Township.

Organization Chart

Jeff Baker

FISCAL OFFICER

TRUSTEES



Raj Rajagopal



Daniel Unger



Matt Wahlert



Geoffrey G. Milz

ADMINISTRATOR



Mike Ionna

PLANNING AND
ZONING DIRECTOR

PART-TIME
CODE
ENFORCEMENT
SPECIALIST (2)

CODE
ENFORCEMENT
OFFICER



Strategic Goals and Initiatives



2021

Planning Strategic Initiatives

1 Increase Focus
on Economic
Development and
Township Prosperity.

- Zoning Resolution
- VBML/VFPR
- Neighborhood
Enhancement
Program
- Code Process
Improvements
- Top Ten Properties
- Rental Registration
Research
- Opengov

2 Engage
the New
Economy
with Green
Initiatives.

3 Improve
the Look
of the
Township With
A Focus on Litter
& Dumping.

4 Manage the
Township's Finances
Responsibly While
Improving Financial
Policies and Processes.

5 Continue
to provide
High
Quality Safety
Services.

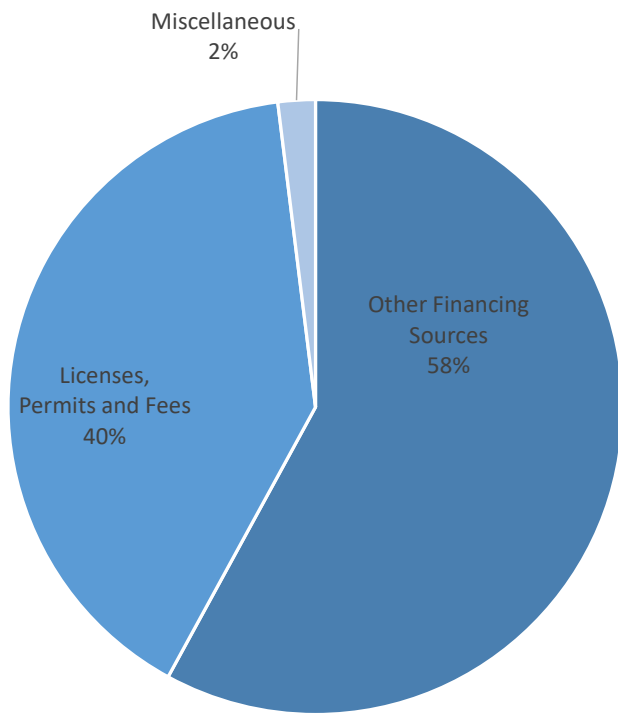
6 Continuously
Improve the
Operations of the
Township.

Budget Charts

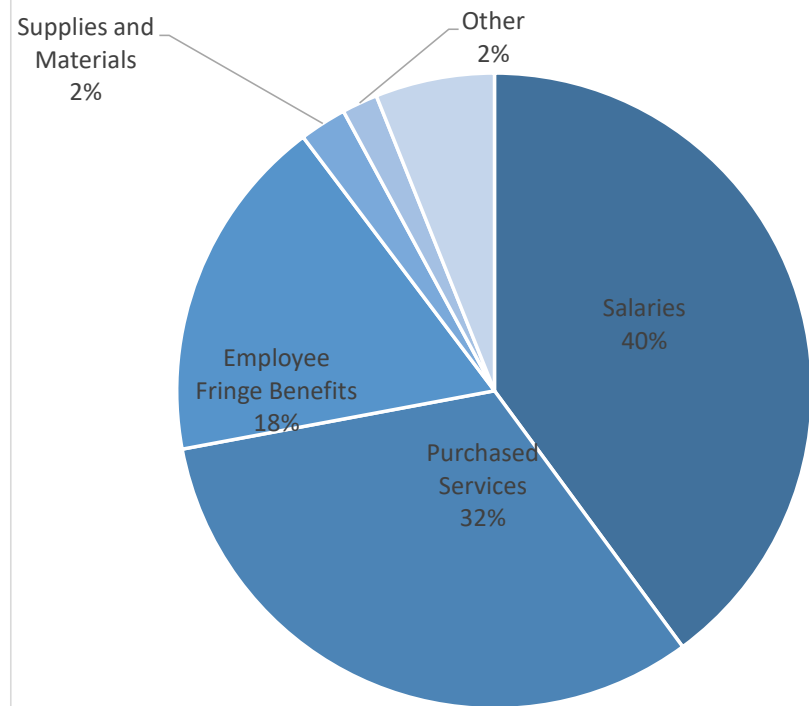
(19 Actual, 20 Budget, 21 Proposed)

Planning & Zoning	2019 Actual	2020 Appropriated	2021 Proposed
<i>Expenses</i>			
Personnel & Employee Benefits	\$355,741	\$397,788	\$237,293
Other Expenses	\$128,152	\$78,738	\$174,932
Total Expenses	\$483,893	\$476,526	\$412,225
Capital Improvements	\$35	\$500	\$25,000
Debt Service	\$0	\$0	\$0
<i>Revenues</i>			
Licenses, Permits and Fees	\$153,904	\$122,500	\$165,000
Other Financing Sources	\$281,933	\$318,625	\$238,635
Miscellaneous	\$11,505	\$11,576	\$8,087
Total Revenues	\$447,342	\$452,701	\$411,722
Beginning Fund Balance	\$60,880	\$24,329	\$504
Ending Fund Balance	\$24,329	\$504	\$1

Summary of Revenues



Summary of Expenses



An aerial photograph of a city street, likely in a suburban or urban area, with a blue overlay. The street has multiple lanes and several cars are visible. On the left side of the street, there is a large, curved concrete structure, possibly a median or a part of a roundabout. The background shows residential or commercial buildings and trees.

Capital Budget

Building, Vehicle and Equipment Capital Plan

2021 - 2025

Department	Division	# of Items	Total Estimated Cost	Average Age	2021	2022	2023	2024	2025
Administration	IT	1	\$11,000	4	\$150,000	\$87,000	\$0	\$0	\$0
Fire	All Divisions	44	\$8,836,798	12	\$615,288	\$255,500	\$298,500	\$255,500	\$255,500
Planning	Code Enforcement	2	\$65,000	8	\$25,000	\$0	\$0	\$0	\$0
Police	Admin & Investigation	20	\$458,500	7	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Police	Patrol	29	\$1,226,093	3	\$315,000	\$295,000	\$295,000	\$295,000	\$295,000
Public Services	Community Center	1	\$150,000	1	\$50,000	\$140,000	\$0	\$0	\$0
Public Services	Parks	29	\$896,500	7	\$800,500	\$11,000	\$15,000	\$15,000	\$15,000
Public Services	Roads	34	\$4,002,450	14	\$309,196	\$99,196	\$99,196	\$99,196	\$99,196
					\$2,314,984	\$937,696	\$757,696	\$714,696	\$714,696

Vehicle and Equipment Capital Plan

2021 - 2025

DEPARTMENT:	Police
DIVISION:	Patrol
# OF ITEMS:	29
TOTAL FLEET ESTIMATED COST:	\$1,226,093
AVERAGE AGE (YEARS):	3

<i>Item ID #</i>	<i>Year</i>	<i>Make</i>	<i>Model</i>	<i>Mileage</i>	<i>Replacement Price</i>	<i>Replacement Year</i>	<i>Notes</i>
100	2017	Ford	Interceptor Utility	43,490	\$42,247	2022	Cruiser
101	2017	Ford	Interceptor Utility	43,505	\$42,247	2022	Cruiser
102	2020	Ford	Interceptor Utility	8,409	\$46,096	2025	Cruiser
103	2016	Ford	Interceptor Sedan	58,808	\$40,000	2021	K9
104	2016	Ford	Interceptor Utility	84,834	\$39,000	2021	Cruiser
105	2015	Ford	Interceptor Utility	95,773	\$38,000	2020	Cruiser
106	2017	Ford	Interceptor Utility	60,113	\$42,247	2022	Cruiser
107	2016	Ford	Interceptor Utility	85,409	\$39,000	2021	Cruiser
108	2018	Ford	Interceptor Utility	66,303	\$46,440	2023	Cruiser
111	2018	Ford	Interceptor Utility	52,966	\$46,440	2023	Cruiser
112	2018	Ford	Interceptor Utility	71,409	\$46,440	2023	Cruiser
113	2018	Ford	Interceptor Utility	59,866	\$46,440	2023	Cruiser
114	2018	Ford	Interceptor Utility	55,196	\$46,440	2023	Cruiser
115	2017	Ford	Interceptor Utility	69,480	\$42,247	2022	Cruiser
116	2016	Ford	Interceptor Utility	79,636	\$39,000	2021	Cruiser
117	2017	Ford	Interceptor Utility	63,597	\$42,247	2022	Cruiser
118	2018	Ford	Interceptor Utility	53,613	\$46,440	2023	Cruiser
119	2015	Ford	Interceptor Utility	97,970	\$35,000	2020	Cruiser
129	2016	Ford	Interceptor Utility	65,576	\$39,000	2021	Cruiser
131	2015	Ford	Interceptor Utility	95,142	\$35,000	2020	Cruiser
134	2015	Ford	Interceptor Utility	103,830	\$35,000	2020	Cruiser
135	2016	Ford	Interceptor Utility		\$40,000	unknown	QRT
139	2017	Ford	Interceptor Utility	67,090	\$42,247	2022	Cruiser
140	2017	Ford	Interceptor Utility	62,250	\$42,247	2022	Cruiser
141	2017	Ford	Interceptor Utility	59,391	\$42,247	2022	K9
144	2020	Ford	Interceptor Utility	5,042	\$46,096	2025	Cruiser
145	2020	Ford	Interceptor Utility	5,469	\$46,096	2025	Cruiser
146	2020	Ford	Interceptor Utility	5,437	\$46,096	2025	Cruiser
147	2020	Ford	Interceptor Utility	6,401	\$46,096	2025	Cruiser

Vehicle and Equipment Capital Plan

2021 - 2025

DEPARTMENT:	Police
DIVISION:	Administration & Investigations
# OF ITEMS:	20
TOTAL FLEET ESTIMATED COST:	\$458,500
AVERAGE AGE (YEARS):	7

Item ID #	Year	Make	Model	Mileage	Replacement Price	Replacement Year	Notes
109	2015	Ford	Interceptor Utility	74,760	\$38,000	TBD	Chief
110	2015	Ford	Interceptor Utility	69,198	\$38,000	TBD	
120	2012	Toyota	Camry	87,000	\$12,000	TBD	
121	2011	Toyota	Camry	121,000	\$12,000	TBD	
122	2016	Nissan	Altima	70,000	\$12,500	2023	Lt. Owen
123	2007	Nissan	Altima	131,000	\$12,500	TBD	Impound
124	2013	GMC	Terrain	85,400	\$50,000	2021	
125	2017	Toyota	Camry	14,900	\$15,000	2025	
126	2017	Toyota	Camry	27,474	\$15,000	2025	
127	2011	Toyota	Camry	92,700	\$12,000	TBD	
128	2012	Toyota	Camry	126,000	\$12,000	TBD	
130	2016	Toyota	Camry	58,611	\$12,500	2024	
133	2016	Nissan	Altima	103,400	\$12,500	2022	
136	2016	Nissan	Altima	59,605	\$12,500	2023	Lt. Cordie
137	2017	Toyota	Camry	62,000	\$15,000	2024	
200	1994				\$60,000	TBD	Van
Decoy	2009		Impala		\$28,000	TBD	
142	2014	Mazda	6	104,811	\$15,000	2022	
143	2017	Ford	Fusion	59,600	\$15,000	2025	
150	2019	Ford	F150/trailer	3,000	\$59,000	TBD	Traffic

Vehicle and Equipment Capital Plan

2021 - 2025

DEPARTMENT:	Zoning
DIVISION:	Code Enforcement
# OF ITEMS:	2
TOTAL FLEET ESTIMATED COST:	\$65,000
AVERAGE AGE (YEARS):	8

Item ID #	Year	Make	Model	Mileage	Replacement Price	Replacement Year	Notes
6-601	2015	Ford	Taurus	88,684	\$35,000	2025	
6-602	2010	Ford	Fusion	187,693	\$25,000	2021	Mileage

Vehicle and Equipment Capital Plan

2021 - 2025

DEPARTMENT:	Police
DIVISION:	Administra- tion & Inves- tigations
# OF ITEMS:	20
TOTAL FLEET ESTIMATED COST:	\$458,500
AVERAGE AGE (YEARS):	7

Item ID #	Year	Make	Model	Mileage	Replacement Price	Replacement Year	Notes
7-100	2019	Ford	E-450 Bus	3,465	\$150,000	2029	Grant Funded

Vehicle and Equipment Capital Plan

2021 - 2025

DEPARTMENT:	Public Services
DIVISION:	Parks
# OF ITEMS:	29
TOTAL FLEET ESTIMATED COST:	\$896,500
AVERAGE AGE (YEARS):	7

Item ID #	Year	Make	Model	Mileage	Replacement Price	Replacement Year	Notes
4-411	2007	Ford	F150	105,633	\$65,000	2022	
4-412	2003	Ford	F350	66,099	\$65,000	TBD	
4-413	2018	Ford	F350	111,258	\$65,000	TBD	
4-415	1990	Case	IH385	298,546	\$75,000	TBD	
4-416	2009	Ford	F350	315,486	\$70,000	2024	
4-417	2019	Ford	F250	9,899	\$45,000	2029	
4-418	2011	Ford	Ranger	494,172	\$40,000	2021	
4-419	2008	John Deere	4720 Tractor	4,035	\$30,000	TBD	
4-421	2015	Ford	F350	78,248	\$65,000	2029	
4-422	2017	Redexin	Blecavator 145	N/A	\$15,000	TBD	
4-454	2008	Vermeer	Chipper 1000 XL	386	\$40,000	TBD	
4-457	2008	Woods	Batwing Mower	3,027	\$16,000	TBD	
4-458	2017	Woods	Ditch Mower	N/A	\$10,000	TBD	
4-773	2020	Bobcat	T76	N/A	\$55,000	TBD	
4-G1	2019	John Deere	Gator XUV825E	340	\$14,000	TBD	
4-G2	2005	John Deere	Gator	1,015	\$14,000	TBD	
4-G3	2010	John Deere	Gator	1,696	\$14,000	TBD	
4-G4	2014	John Deere	Gator TX 4X2	1,047	\$14,000	TBD	
4-G5	2011	John Deere	Gator	1,168	\$14,000	TBD	
4-M1	2010	Exmark	Super Z	1,818	\$10,500	2021	
4-M2	2011	Exmark	LZX38KC655	1,793	\$11,500	TBD	
4-M3	2019	Exmark		182	\$11,500	2024	
4-M4	2018	Exmark		317	\$12,000	2023	
4-M5	2020	Exmark		N/A	\$12,000	2025	
4-M6	2020	Exmark		N/A	\$12,000	2025	
4-M7	2011	Scag	Wildcat	1,290	\$11,500	TBD	
4-M8	2014	Hustler	Super 104	707	\$34,000	2021	
4-M9	2017	Exmark		547	\$11,500	2022	
4-M10	2020	Ventrac	4500Z	N/A	\$55,000	2030	

Vehicle and Equipment Capital Plan

2021 - 2025

DEPARTMENT:	Public Services
DIVISION:	Roads
# OF ITEMS:	34
TOTAL FLEET ESTIMATED COST:	\$4,002,450
AVERAGE AGE (YEARS):	14

Item ID #	Year	Make	Model	Mileage	Replacement Price	Replacement Year	Notes
3-1	2014	Ford	Explorer	56,981	\$35,000	2024	
3-105	2017	Caterpillar	30800 Mini Excavator	95	\$115,000	2037	
3-105-H	2020	Caterpillar	B6HYDRO	N/A	\$11,000	2040	
3-106	1992	Case	Backhoe Super K 580	5,252	\$75,000	TBD	
3-107	2010	Sweepster	Sweeper	623	\$300,000	2030	
3-107SS	2011	Case	SR220 Skid Steer	654	\$40,000	2031	
3-108	1998	Case	721B Loader	42,158	\$185,000	TBD	
3-118	1979	Dynapac	CC-10 Roller	1,925	\$85,000	TBD	
3-12	2019	Ford	Transit 150	1,207	\$35,000	2034	
3-124	2006	Stihl	MS361	N/A	\$450	TBD	
3-134	2011	Ingersoll	Rand Air Pressure P185	N/A	\$25,000	2022	
3-140	2018	Winston	24K Trailer	N/A	\$18,000	TBD	
3-147	2006	Marathon	HMT4000 Asphalt	N/A	\$20,000	TBD	
3-15	2019	Ford	F150	113,024	\$35,000	2029	
3-16	2018	Ford	F250	10,793	\$38,000	2028	
3-17	2018	Ford	F250	15,346	\$40,000	2028	
3-24	1992		4600	101,875	\$140,000	TBD	
3-32	2004	Ford	F450	105,425	\$90,000	2021	
3-33	2007	Ford	F450	170,665	\$65,000	2022	
3-34	2015	Ford	F350	36,323	\$70,000	2029	
3-50	1995		4700	49,569	\$190,000	TBD	
3-51	2000		4700	29,688	\$190,000	TBD	
3-52	2001		4900	35,610	\$190,000	2022	
3-53	1990		4700	97,301	\$190,000	2021	
3-54	1995		4700	72,070	\$190,000	TBD	
3-55	1993		4700	59,588	\$195,000	2024	
3-56	2004		7400	30,956	\$190,000	2024	
3-57	2002		4900	26,945	\$190,000	2024	
3-58	2010		7400	142,695	\$190,000	TBD	
3-59	2004		7400	35,378	\$190,000	2024	
3-60	2015		7400	5,874	\$195,000	2034	
3-61	2020		HV Series	285	\$195,000	2040	
3-80	2018		4300	4,796	\$275,000	2033	
3-97	1995	Vermeer	BC 123044	997	\$40,000	TBD	

Vehicle and Equipment Capital Plan

2021 - 2025

DEPARTMENT:	Fire
DIVISION:	Fire - All Divisions
# OF ITEMS:	44
TOTAL FLEET ESTIMATED COST:	\$8,836,798
AVERAGE AGE (YEARS):	12

Item ID #	Year	Make	Model	Mileage	Replacement Price	Replacement Year	Notes
1-101	2018	Ford	Explorer	27,127	\$36,000	2028	
1-102	2016	Ford	F150	49,070	\$57,000	2026	
1-104	2012	Chevrolet	Tahoe	85,795	\$40,000	2022	
1-105	2011	Dodge	Durango	128,000	\$36,000	TBD	
1-106	2018	Ford	F250	6,040	\$38,000	2028	
1-108	2018	Ford	F250	61,883	\$38,000	2028	
1-109	2012	Chevrolet	Tahoe	79,002	\$40,000	2022	
1-110	2012	Chevrolet	Tahoe	74,839	\$40,000	2022	
1-111	1998	Ford	Crown-Vic	106,692	\$44,263	2021	
1-112	1998	Ford	Crown-Vic	128,888	\$44,263	2021	
1-115	2009	Ford	F350 SD	146,750	\$48,000	TBD	
1-116	2019	Ford	F150	4,236	\$36,500	2029	
1-117	2019	Ford	F150	4,983	\$36,500	2029	
1-118	2008	Ford	Expedition	85,918	\$36,000	TBD	
1-119	2008	Ford	Expedition	103,978	\$36,000	TBD	
1-201	2002	E-One	Typhoon	125,863	\$450,000	2022	
1-202	2018	E-One	Quest	21,000	\$936,798	2038	
1-203	2002	E-One	Typhoon	164,490	\$450,000	2022	
1-204	1993	E-One	Hush XI	204,000	\$450,000	TBD	
1-205	1993	E-One	Sentry	124,464	\$450,000	TBD	
1-206	2016	Rosenbauer	Commander 3000	77,035	\$490,000	2036	
1-207	2015	Rosenbauer	Commander 3000	137,095	\$490,000	2035	
1-209	1994	E-One	Cyclone	189,661	\$490,000	TBD	
1-210	2002	E-One	Typhoon	130,001	\$450,000	2022	
1-211	2002	Freightliner	FL80	122,867	\$375,000	2022	
1-212	1994	E-One		79,300	\$950,000	TBD	
1-302	1990		4900	39,784	\$175,000	TBD	
1-303	1990		4900	59,241	\$175,000	TBD	
1-400	2017	Ford	E-450 SD	58,600	\$210,000	2025	
1-401	2016	Ford	E-450 SD	96,000	\$210,000	2022	
1-402	2019	Ford	E-450 SD	12,728	\$210,000	2026	
1-404	2015	Ford	E-450 SD	5,661	\$210,000	2022	

Vehicle and Equipment Capital Plan

2021 - 2025

DEPARTMENT:	Fire
DIVISION:	Fire - All Divisions
# OF ITEMS:	44
TOTAL FLEET ESTIMATED COST:	\$8,836,798
AVERAGE AGE (YEARS):	12

<i>Item ID #</i>	<i>Year</i>	<i>Make</i>	<i>Model</i>	<i>Mileage</i>	<i>Replacement Price</i>	<i>Replacement Year</i>	<i>Notes</i>
1-406	2014	Ford	E-450 SD	68,905	\$135,000	2021	
1-408	2001	Dodge	Durango	133,715	\$44,263	2021	
1-409	2001	Dodge	Durango	100,342	\$36,000	TBD	
1-411	2016	Ford	E-450 SD	51,024	\$210,000	2023	
1-413	2014	Ford	E-450 SD	97,103	\$210,000	TBD	
1-414	2008	Ford	Expedition	92,599	\$36,000	TBD	
1-415	2008	Ford	Expedition	68,182	\$36,000	TBD	
1-416	2013	Ford	E-450 SD	116,413	\$210,000	TBD	
1-505	2002	John Deere	Gator	N/A	\$14,000	TBD	
1-506	2000	Bobcat	773	N/A	\$50,000	TBD	
1-510	2006	Magnum	MLT5080MMH	N/A	\$15,000	TBD	Light Tower
1-511	2005	Haulin	Trailer HALS8520TA2	N/A	\$12,000	TBD	

Vehicle and Equipment Capital Plan

2021 - 2025

DEPARTMENT:	Administration
DIVISION:	IT
# OF ITEMS:	1
TOTAL FLEET ESTIMATED COST:	\$11,000
AVERAGE AGE (YEARS):	4

Item ID #	Year	Make	Model	Mileage	Replacement Price	Replacement Year	Notes
-----------	------	------	-------	---------	-------------------	------------------	-------

0-1	2016	Server	File Server	N/A	11,000	2021	
-----	------	--------	-------------	-----	--------	------	--

Facilities & Other Capital Plan

2021 - 2025

Division	Location	Item	2021	2022	2023	2024	2025
Administration	4200 Springdale	Air Handling Control System	\$52,000	\$54,000	\$56,000	\$58,500	\$0
Administration	Various	LED Lighting Project	\$47,000	\$0	\$0	\$0	\$0
Administration	275 & Colerain	275 Overpass Sign	\$40,000	\$0	\$0	\$0	\$0
Fire	Various	Station Appliances	\$22,500	\$0	\$0	\$0	\$0
Fire	Various	Station Antenna Upgrades	\$175,000	\$0	\$0	\$0	\$0
Fire	Ladder Repayment		\$105,000	\$105,000	\$105,000	\$105,000	\$105,000
Fire	EMS Unit	Power-load	\$45,000	\$0	\$0	\$0	\$0
Parks	Colerain Park	Playground	\$650,000	\$0	\$0	\$0	\$0
Parks	Wert Park	Garage Roof Replacement	\$16,000	\$0	\$0	\$0	\$0
Parks	Heritage Park	Infield 1 & 2 Repair	\$25,000	\$0	\$0	\$0	\$0
Parks	TBD	Pickleball	\$40,000	\$0	\$0	\$0	\$0
Parks	Various	Cameras	\$25,000	\$0	\$0	\$0	\$0
Community Center	4300 Springdale	Hall B Roof Replacement	\$40,000	\$0	\$0	\$0	\$0
Community Center	4300 Springdale	HVAC Unit Replacement	\$10,000	\$10,000	\$10,400	\$0	\$0
Roads	Excavator Lease		\$24,196	\$24,196	\$24,196	\$24,196	\$24,196
Fire/Public Services	4160 Springdale	HVAC Unit Replacement	\$0	\$10,800	\$11,250	\$11,700	\$12,200
Fire/Public Services	4160 Springdale	Radiant Heating System Replacement	\$0	\$24,000	\$36,000	\$0	\$0
Fire/Public Services	4160 Springdale	Roof Replacement	\$0	\$30,000	\$0	\$0	\$0
Community Center	4300 Springdale	Backup Generators	\$0	\$140,000	\$0	\$0	\$0
			\$1,316,696	\$1,316,696	\$1,316,696	\$1,316,696	\$1,316,696

Major Projects Capital Plan

2021 - 2025

<i>Project Name</i>	<i>Prior Years</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>	<i>2024</i>	<i>2025</i>	<i>TBD</i>
Colerain Ave. Sidewalks	\$0	\$300,000	\$0	\$1,243,813	\$0	\$0	\$0
Colerain Park Playground	\$429,289	\$571,542	TBD	\$0	\$0	\$0	\$0
Facility Master Plan	\$0	\$150,000	\$0	\$0	\$0	\$0	
Pippin Road Sidewalk	\$0	\$64,153	\$31,597	\$50,000	\$578,336	\$0	\$0
Police Department Expansion or New Construction	\$0	\$0	\$0	\$0	\$0	\$0	TBD
Police Department Parking Lot Security Enhancements	\$0	\$0	\$0	\$0	\$0	\$0	TBD
Road Program	N/A	\$2,300,000	\$1,600,000	\$1,500,000	\$1,500,000	\$1,500,000	\$0
Station 102 Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$3,250,000
Station 25 Remodel	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000,000
Station 26 Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$4,250,000
Training Center Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000,000
TOTAL		\$3,385,695		\$2,793,813	\$2,078,336	\$1,500,000	\$9,500,000

COLERAIN TOWNSHIP CAPITAL PROJECT SUMMARY

Colerain Avenue Sidewalk – Jonrose to Shady Crest

Department: Administration

Proposed Funding Source: Duke Energy TIF; Federal Transportation Alternative Grant

Anticipated Cost: \$1,543,813

Budget Impact (& Line): 1000-110-599-0401

Desired Start: 2020

Estimated Project Length: 4 Years

Project Team Members

Project Team Members

- Geoff Milz – Township Lead/Point of Contact
- Jeff McElravy – Finance
- OKI – Funding Partner
- KZF – Design and Engineering

Project Description

Initiative Business Goal

The overall goal of the project is to install sidewalks and landscaping along Colerain Avenue from Shady Crest to Jonrose.

Business Issue/Opportunity

There is an existing gap in the Township's sidewalk network along Colerain Avenue. There are needed streetscape improvements and other items to aid and protect pedestrians in this area.

Other Information/Justification

-

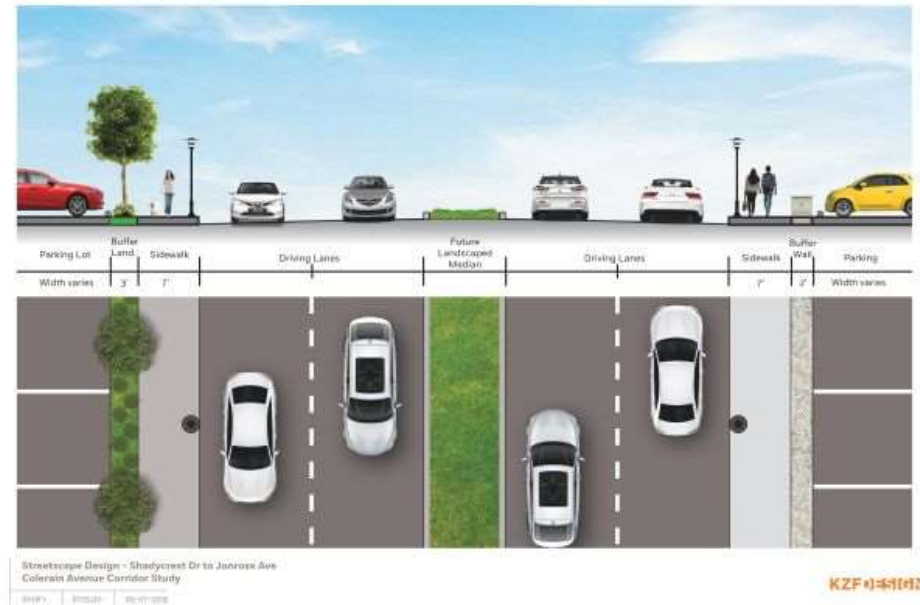
Project Costs

Project Costs

- | | |
|----------------------|-----------------|
| • \$100,000 | ROW Acquisition |
| • \$200,000 | Design |
| • \$81,371 | Engineering |
| • \$1,162,442 | Construction |
| • \$1,543,813 | TOTAL |

Location

Colerain Avenue from Shady Crest to Jonrose



COLERAIN TOWNSHIP CAPITAL PROJECT SUMMARY

Colerain Park Playground

Department: Public Services

Proposed Funding Source: Natureworks grant; State Capital Budget; General Fund

Anticipated Cost: \$100,000+

Budget Impact (& Line): 2911-760-730-0305 & 2911-610-360-0000

Desired Start: 2020

Estimated Project Length: 1 Year

Project Team Members

Project Team Members

- Human Nature: Design Firm
- Jackie O'Connell: Township Project Point of Contact
- Tawanna Molter: Project Communications and Fundraising
- Logan Creek: Construction Contractor

Project Description

Initiative Business Goal

The overall goal of the project is to replace the former Megaland playground in Colerain Park with a new, state of the art playground that will be a draw for visitors and serve children for decades to come.

Business Issue/Opportunity

The former playground on this site was out dated and hazardous. Various portions of the previous playground did not meet current playground codes and standards. A new playground will help the Township to better market Colerain Park and to explore Public Private Partnership opportunities at the site. This park also serves as the primary location for the summer camp program.

Other Information/Justification

- The Township intends on partnering with outside non-profits and school groups for additional small enhancements to the site, consistent with the overall theme of the playground.
- Of note, phase two is entirely dependent on the award of state capital dollars.

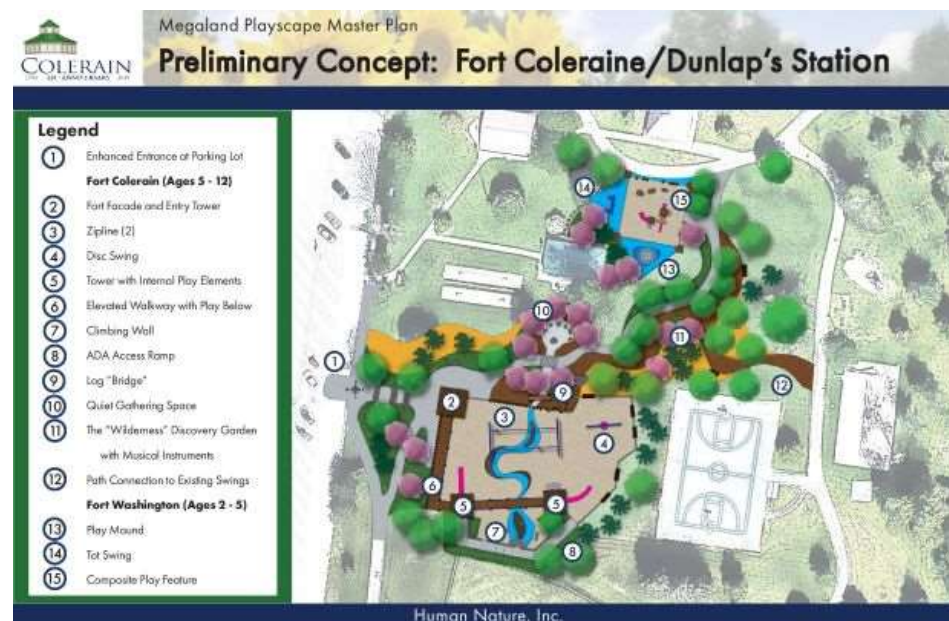
Project Costs

Project Costs

• \$70,100	Design/Engineering
• \$359,190	Phase 1
• \$571,542	Phase 2
• TBD	Phase 3
• \$1,000,831.48	TOTAL

Location

4725 Springdale Road



COLERAIN TOWNSHIP CAPITAL PROJECT SUMMARY

Administrative Complex Facility Master Plan

Department: Administration, Fire, Police, Planning, and Public Services

Proposed Funding Source: General Fund – reallocate dollars from the fall off of debt service in 2022.

Anticipated Cost: \$100,000 - \$150,000

Budget Impact (& Line): 1000-760-730-0000 (Improvement of Sites)

Desired Start: 2021

Estimated Project Length: Two Years

Project Team Members

Project Team Members

- Design Firm – TBD
- Geoff Milz
- Jeff Weckbach
- Jeff McElravy
- Mark Denney
- Allen Walls
- Jackie O'Connell
- Mike Ionna
- Bob Dellaposta

Project Description

Initiative Business Goal

The overall goal of the project is to fully assess the existing facility configuration, space, and needs of all of the departments currently located at the Administrative Complex.

Business Issue/Opportunity

A master plan document considers the long-range growth, goals, development, and vision of the organization's buildings and infrastructure. It is in essence a strategic plan for facilities. Throughout the years, a number of one-time projects have been proposed by departments to better improve their operations. These projects have generally stalled, as a long term, holistic solution could better serve all parties. This master plan will analyze and provide recommendations for:

- Design of the 4200 Parking lot – including any recommendations on fencing/screening for Police vehicles (see Police Capital Plan Sheet).
- Evaluate the building capacity for the Police Department and if the existing space can be reconfigured to better serve the growth of the Police Department (see Police Capital Plan Sheet).

- An analysis of a potential alternative impound lot site for the Police Department.
- Evaluate and provide recommendations on how to better position 4300 Springdale, including alternative uses of the space, better utilization of the front and rear parking lot.
- Redesign/functional review of the configuration of the basement of 4200.
- Evaluation of the suitability of moving the operations of the training center to the existing administrative complex, potentially near the existing training tower.
- Evaluation of the existing set up of 4160 and long-term space needs.
- Evaluation of the potential uses and enhancements to Drew Campbell field in order to enhance the use of the space.
- A review of the intake area for the planning and administration departments to better utilize the existing entrances.
- Provide recommendations for improvements to fleet and equipment storage areas/locations to ensure that fleet and equipment are properly and adequately protected.
- Evaluation of new designs for office space, including the potential for “flexible” office space and the potential to create public-private-partnerships throughout the existing facilities.
- Evaluation and redesign of the Training Center, to potentially include regional partnerships and other opportunities.
- An in-depth review of all existing park assets, vacant lots, and an assessment on missing types of park activities.
- Analysis of all fire stations and development of a continuity of operations plan to coincide with any new builds or large scale renovations.

Other Information/Justification

- Many of the existing systems in these facilities are reaching the end of their useful life. If there is a holistic solution that encompasses the replacement of some of these critical systems, that may result in greater long term cost savings to the Township.
- While not referenced above, this process could also include energy efficiency improvements and green initiatives, such as solar panels, E-V charging, and energy efficiency upgrades to HVAC.
- Colerain Township has approximately 4.7 acres of cemeteries.
- There are approximately 16.5 acres of vacant lots owned by the Township.

Project Costs

Project Costs

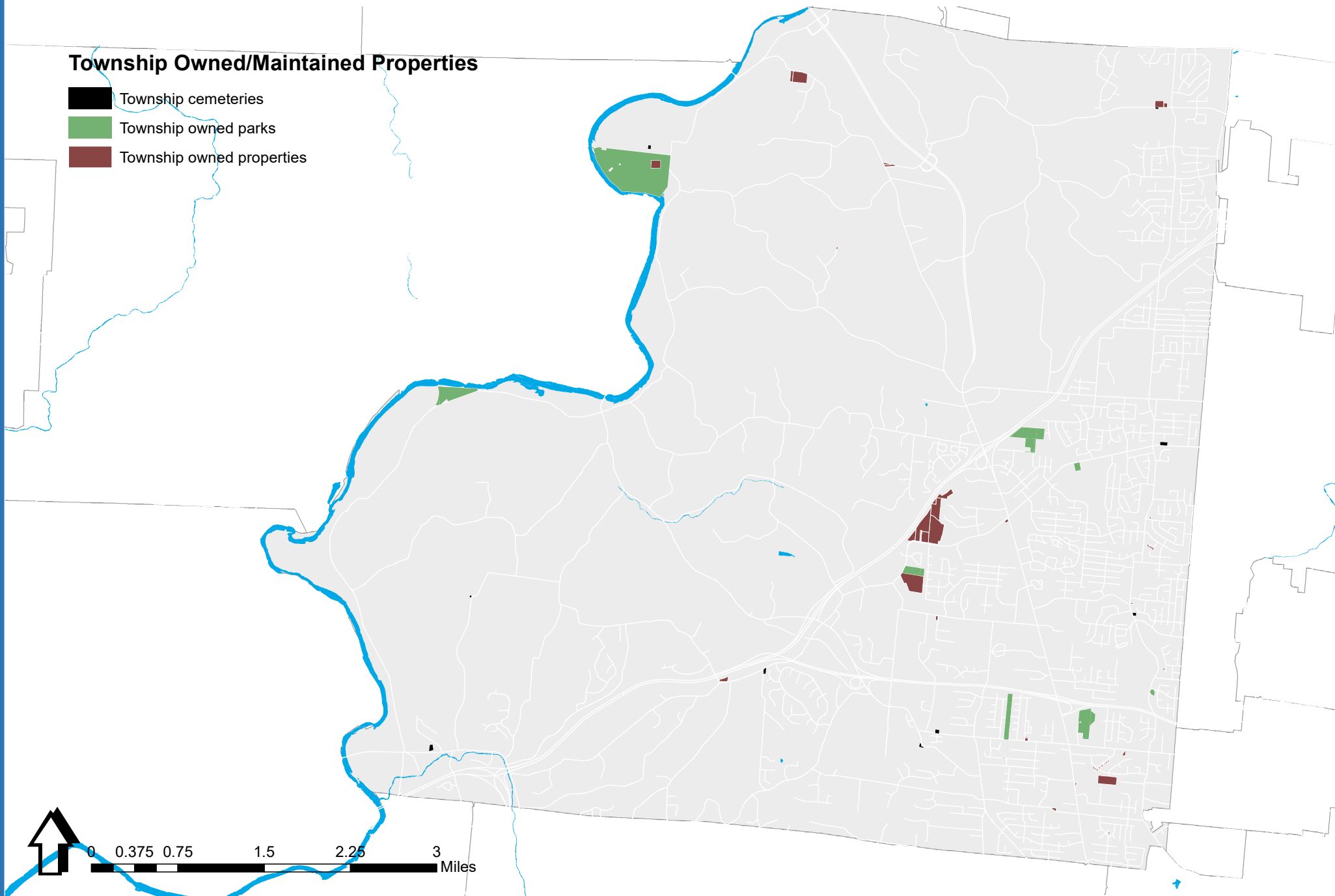
- | | |
|--------------------------------|--------------------|
| • \$100,000 - \$150,000 | Design/Engineering |
| • \$100,000 - \$150,000 | TOTAL |

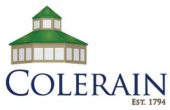
Location

Please see attached for full listing of all Township owned/maintained property or visit:
<https://www.arcgis.com/home/webmap/viewer.html?webmap=a30dbebc418f475aadff3fe98960cbbd>

Township Owned/Maintained Properties

-  Township cemeteries
-  Township owned parks
-  Township owned properties





COLERAIN TOWNSHIP CAPITAL PROJECT SUMMARY

Police Department Expansion or New Construction

Department: Police

Proposed Funding Source: DEA funds/General Fund

Anticipated Cost: TBD

Budget Impact (& Line): TBD

Desired Start: Immediately following the Facility Master Plan

Estimated Project Length: Unknown

Project Team Members

Project Team Members

- Chief Mark Denney
- Lieutenant Ed Cordie

Project Description

Initiative Business Goal

Construct or modify current building to house police department in the future

Business Issue/Opportunity

- Current department was constructed to house 35 officers, we are now at 56 officers and 12 civilians
- We have no additional office space and lockers are full.

Other Information/Justification

-

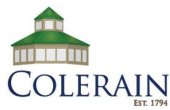
Project Costs

Project Costs

TBD as part of the Facility Master Planning Process

Location

TBD



COLERAIN TOWNSHIP CAPITAL PROJECT SUMMARY

Police Department Parking Lot Security Enhancements

Department: Police

Proposed Funding Source: DEA funds/General Fund

Anticipated Cost: TBD

Budget Impact (& Line): TBD

Desired Start: Immediately following the Facility Master Plan

Estimated Project Length: Unknown

Project Team Members

Project Team Members

- Chief Mark Denney
- Lieutenant Ed Cordie

Project Description

Initiative Business Goal

Provide a safe location for officers to park their personal vehicles and load their cruisers to begin their shift.

Business Issue/Opportunity

- Officers are approached before they are prepared to begin their shifts
- Cruisers have been vandalized in the past
- The existing Colerain Township Impound Lot serves as a revenue source for the Police Department. Expansion of the Police Parking area to include fenced/gated areas will allow for additional tow spaces. The current tow lot is often times at maximum capacity.

Other Information/Justification

-

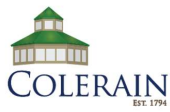
Project Costs

Project Costs

TBD as part of the Facility Master Planning Process

Location

4200 Springdale Road



COLERAIN TOWNSHIP CAPITAL PROJECT SUMMARY

Pippin Road Sidewalk

Department: Public Services

Proposed Funding Source: ODOT Safety Funds – Highway Safety Improvement Program

Anticipated Cost: \$724,086

Budget Impact (& Line): 1000-110-599-0401

Desired Start: 2021

Estimated Project Length: 4 years

Project Team Members

Project Team Members
- Jackie O'Connell – Township Lead/Point of Contact - Integrated Engineering – Engineering firm/Consultant

Project Description

Initiative Business Goal
The overall goal of the project is to install new sidewalk along the west side of Pippin Road between Struble and Stout and improve the crossings at the intersections.
Business Issue/Opportunity
Sidewalks along Pippin Road connecting residents and kids to Northwest High School has been identified as a critical gap in the Township's existing sidewalk infrastructure. It was included and highlighted in the Township's sidewalk plan. These improvements will enhance the overall safety of pedestrians that currently have to walk in the roadway.
Other Information/Justification
PID 113713

Project Costs

Project Costs
\$50,000 ROW Acquisition \$31,597 Design \$118,365 Engineering \$542,124 Construction \$724,086 TOTAL

Location

Pippin Road between Struble and Stout

COLERAIN TOWNSHIP CAPITAL PROJECT SUMMARY

Road Repair/Replacement

Department: Public Services

Proposed Funding Source: Rumpke Settlement, Gas Tax, Road and Bridge Property Tax, Motor Vehicle License Tax, Engineer's 20% Funds, OPWC

Anticipated Cost: Varies annually

Budget Impact (& Line): 2021-330-360-0000; 2231-330-360-0000; 2031-330-360-0000; 1000-330-360-0000

Desired Start: Annual

Estimated Project Length: Annual

Project Team Members

Project Team Members

- Jackie O'Connell: Director of Public Services
- Dan Schulte: Road Supervisor Foreman
- Todd Bandy: Road Inspector
- Kraig Reiman: Road Inspector
- Tawanna Molter: Project Communications

Project Description

Initiative Business Goal

The overall goal of the project is to improve the infrastructure and condition of Township maintained roads while maintaining appropriate fund balances in each of the road funds.

Business Issue/Opportunity

In 2020, the Township performed a full reassessment of the overall rating and condition of each Township maintained road. The full results of that assessment can be found in the Township's Data Transparency Portal. Various roadway interventions help to raise the overall quality and condition of the roadway, thereby increasing the total PCI score of the Township. In the late Fall/early Winter of each year, the Board of Trustees will determine and adopt a road reconstruction program for the following year. This process typically coincides with the adoption of the annual budget, as the adopted appropriations will determine the total length of roadway that can be resurfaced in any given year. The number of roads to be repaved will vary annually based on the size of the budget, length of roadway, and paving strategy. The Public Services Department will start the formal procurement process after adoption of the program and budget by the Board of Trustees.

For perspective, Colerain Township currently has accepted and maintains an inventory of approximately 116 miles of roadway. All Township roads are assessed a Pavement Condition Index (PCI) score, which identifies the overall quality of the road surface and subsurface. PCI scores roads on a scale of zero to one-hundred. In Colerain Township, employees of the Public Services Department assess each road in the Township approximately every three years and assign a PCI score to each road based a number of criteria. Each road is unique and the overall quality of the road is dependent on the frequency of use, age, type of material used to construct the road, amount of water infiltration, and the types of vehicles that use the road (i.e. tractor trailers vs. sedans).

While a PCI score is a major factor in determining which roads get repaired, the Township also considers several other factors:

- Overall condition of existing curbs (as curb failures can lead to water infiltration and future road failures)
- Volume of minor road work within the past several years (hot patch, cold patch, crack seal)
- Number of residents affected by the project (per capita effect of the repair)
- Proximity to other recent road projects

When possible, the Township will also consider repairing multiple roads in one subdivision in order to create an economy of scale and save dollars on mobilization costs. However, this is not always the most cost-effective approach as each road in a neighborhood has a unique traffic pattern and certain side streets or cul-de-sacs may have a much higher PCI score than a proposed road in the program.

A multi-year road replacement plan allows the Township to work closely with outside partners, such as Greater Cincinnati Water Works, MSD, and the Hamilton County Engineer, to capital on mobilization costs and to combine infrastructure improvements into one project.

Other Information/Justification

- This plan is preliminary and subject to change. Roads will be added or removed based on project availability, final contract costs, and other factors. **JUST BECAUSE A STREET IS LISTED IN THIS DOCUMENT DOES NOT GUARANTEE THAT IT WILL BE REPAVED IN THE LISTED YEAR.** The road program is subject to Trustee approval on an annual basis. This document is a plan that is not able to foresee all future circumstances and influences.

Project Costs

Project Costs

<u>COST</u>	<u>YEAR</u>	<u>PROJECT</u>
• \$200,000	2021	Loralinda Chicane Construction
• \$450,000	2021	Cape Sealing Project – Various Streets
• \$1,650,000	2021	Two Inch Mill & Fill – Various Streets
• \$1,600,000	2022	Two Inch Mill & Fill – Various Streets
• \$1,500,000	2023	Two Inch Mill & Fill – Various Streets
• \$1,500,000	2024	Two Inch Mill & Fill – Various Streets
• \$1,500,000	2025	Two Inch Mill & Fill – Various Streets
• \$8,400,000	TOTAL	

Location

The multi-year road program will affect a wide range of roads throughout Colerain Township and is subject to change as other roads may deteriorate at an unforeseen rate or new funding opportunities may become available that are limited to particular roads or project types. This location listing is intended to be a guide, as there are many streets that require replacement throughout Colerain Township.



COLERAIN TOWNSHIP CAPITAL PROJECT SUMMARY

Station 25

Department: Fire

Proposed Funding Source: TBD

Anticipated Cost: \$1,000,000

Budget Impact (& Line): TBD

Desired Start: TBD – Based on recommendations from the Facility Master Plan

Estimated Project Length: TBD

Project Team Members

Project Team Members

- Allen Walls – Fire Chief
- Will Mueller – Assistant Fire Chief

Project Description

Initiative Business Goal

The overall goal of the project is to renovate station 25, per the department's needs assessment conducted in 2020.

Business Issue/Opportunity

Station 25 has previously served as the Department's Headquarters and has been renovated several times in the past. The current facility does not meet the needs of a modern-day Fire Department. Various building concerns include:

- Lack of functional space between vehicles
- This affects response times as staff has to spend additional time navigating around equipment
- Building Envelope issues
- Interior Drainage and Exposed Wiring in Offices
- Exterior Pavement issues

Project Costs

Project Costs

- **\$1,000,000 TOTAL**

Location

3251 Springdale Road



COLERAIN TOWNSHIP CAPITAL PROJECT SUMMARY

Station 26

Department: Fire

Proposed Funding Source: TBD

Anticipated Cost: \$4,250,000

Budget Impact (& Line): TBD

Desired Start: TBD – Based on recommendations from the Facility Master Plan

Estimated Project Length: TBD

Project Team Members

Project Team Members

- Allen Walls – Fire Chief
- Will Mueller – Assistant Fire Chief

Project Description

Initiative Business Goal

The overall goal of the project is to replace station 26, per the department's needs assessment conducted in 2020.

Business Issue/Opportunity

- Station 26 has been in existence since the department operated as a volunteer Fire Department. This station has had a few remodels overtime, is land locked, and has major plumbing, space, and other needs. Many critical rescue operations are housed in this station. Various building concerns include a lack of functional space between vehicles that affects response times as staff has to spend additional time navigating around equipment.

Other Information/Justification

-

Project Costs

Project Costs

- | | |
|----------------------|---------------------------------|
| • \$1,000,000 | Land/Building Acquisition |
| • \$3,250,000 | Construction/Design/Engineering |
| • \$4,250,000 | TOTAL |

Location

3360 Galbraith Road / TBD



COLERAIN TOWNSHIP CAPITAL PROJECT SUMMARY

Station 102

Department: Fire

Proposed Funding Source: TBD

Anticipated Cost: \$3,250,000

Budget Impact (& Line): TBD

Desired Start: TBD – Based on recommendations from the Facility Master Plan

Estimated Project Length: TBD

Project Team Members

Project Team Members

- Allen Walls – Fire Chief
- Will Mueller – Assistant Fire Chief

Project Description

Initiative Business Goal

The overall goal of the project is to replace station 102, per the department's needs assessment conducted in 2020.

Business Issue/Opportunity

Station 102 currently serves the Western portion of Colerain and was formerly the home of the Department's fleet maintenance division. There are significant spacing issues with this station and relocation could benefit call times across all of Colerain Township. The Township currently has an option on property near Colerain Avenue that could be well suited for Station 102. Various building concerns include a lack of functional space between vehicles that affects response times as staff has to spend additional time navigating around equipment.

Other Information/Justification

-

Project Costs

Project Costs

- \$3,250,000 TOTAL

Location

11474 Colerain Avenue



COLERAIN TOWNSHIP CAPITAL PROJECT SUMMARY

Training Center Replacement

Department: Fire

Proposed Funding Source: TBD

Anticipated Cost: \$1,000,000

Budget Impact (& Line): TBD

Desired Start: TBD – Based on recommendations from the Facility Master Plan

Estimated Project Length: TBD

Project Team Members

Project Team Members

- Allen Walls – Fire Chief
- Will Mueller – Assistant Fire Chief

Project Description

Initiative Business Goal

The overall goal of the project is to replace the existing fire training center with a new facility that better serves the training needs of the Fire Department.

Business Issue/Opportunity

- Due to normal wear and tear, the existing training tower is in need of annual repair. In addition, the Training Center on Colerain Avenue is reaching the end of its useful life, as building maintenance costs continue to grow to a point where repair is not a viable alternative. The Department could build a new training center on the site next to the training tower.
- There are several major projects that will cost significant dollars in order to maintain and continue to operate the training center. It may be a more viable and cost efficient long term solution to replace the existing facilities.
- The ability to synchronize training operations into one location could provide operational efficiencies for our training division.

Other Information/Justification

-

Project Costs

Project Costs

- \$1,000,000 TOTAL

Location

11865 Colerain Ave



An aerial photograph of a city street, likely in a suburban or urban area, with a blue overlay. The street has multiple lanes and several cars are visible. There are trees and buildings along the sides of the road. A white vertical line is positioned to the right of the title text.

All-Funds Budget Summary

Summary of Expenses, Revenues and Fund Balances

All Funds	2019 Actual	2020 Appropriated	2021 Proposed
All Funds Expenses			
Personnel & Employee Benefits	\$21,444,221	\$23,716,733	\$23,967,462
Other Expenses	\$17,111,673	\$14,849,761	\$15,383,210
Expenses Total	\$38,555,894	\$38,566,494	\$39,350,672
Capital Improvements	\$2,546,104	\$3,275,749	\$2,636,534
Debt Service	\$1,069,266	\$1,271,195	\$1,378,131
Revenues			
Property and Other Local Taxes	\$17,197,893	\$17,627,423	\$17,787,637
Intergovernmental	\$8,983,042	\$4,063,738	\$4,855,571
Licenses, Permits and Fees	\$5,456,152	\$5,127,020	\$5,094,770
Other Financing Sources	\$2,548,726	\$3,784,087	\$2,562,218
Miscellaneous	\$3,268,729	\$1,777,930	\$1,980,444
Earnings on Investments	\$471,179	\$360,838	\$230,838
Special Assessments	\$150,594	\$149,714	\$156,726
Charges for Services	\$72,500	\$72,500	\$77,500
Fines and Forfeitures	\$52,111	\$53,500	\$45,500
Total Revenues	\$38,200,926	\$33,016,750	\$32,791,204
Beginning Fund Balances	\$23,139,066	\$22,784,098	\$17,234,354
Ending Fund Balances	\$22,784,098	\$17,234,354	\$10,674,886

An aerial photograph of a city street, likely in a suburban or urban area, with a blue overlay. The street has multiple lanes and several cars are visible. There are trees and buildings along the sides of the road. The text "Long Range Financial Forecast" is overlaid in white serif font on the left side of the image.

Long Range Financial Forecast

Long Range Financial Forecast Narrative

Seven funds are used to account for the majority of the operating expenses of the Township. These funds are:

- 1000 – General Fund
- 2111 – Fire District
- 2081 – Police District
- 2011, 2021, 2031 and 2231 -- Road Projects

Below is a snapshot of the five-year outlook for these funds:

1000 – General Fund: The Township General Fund covers and subsidizes the operating expenses of the Administration Department, Planning & Zoning Department, Community Center, and Parks Division of the Public Services Department. Expenses are forecast to outpace revenues in the General Fund throughout the five-year window, which results in a decline in fund balance each year. This is primarily the result of transfers out of the fund to subsidize the operating departments. It is also important to note that the \$9,955,000 in debt issued by the Township in 2011 to refinance several prior issuances will be fully repaid in 2021.

2111 – Fire District: Thanks in part to the new levy approved by the residents of the Township this fall, revenue in the Fire District fund is forecast to grow modestly, beginning in 2022. This will allow the department to continue to operate as a

Class 1 fire department, as graded by the Insurance Services Office. The levy does not address the capital or facility needs of the department, however. In addition, the fund balance for the department is forecast to begin to decline again in 2024, as expenses begin to outpace revenues, consistent with a five year levy model.

2081 – Police District: The Police Department faces a structural budgetary imbalance. This is because the department is operating in year six of a levy that was forecast to last five years. The department has been able to “stretch” the levy through prudent management, securing grant funding, and revenue from asset forfeitures. It may also be possible to stretch the levy an additional period of time by reallocating personnel expenses from the fund to the Coronavirus Relief Funds awarded to the Township through the CARES Act in 2020. In spite of these efforts, the fund balance is forecast to be negative in 2023 with the negative balance growing through 2025. A reduction in levels of service or a new levy will be necessary in the near future to correct for this imbalance.

2011, 2021, 2031, 2231 – Road Funds: The major expense associated with all of these funds is tied to capital improvements for street repaving. Therefore, the total street

Long Range Financial Forecast Narrative

program budget is sized in a typical year to match existing revenues. In 2021, however, Public Services plans to spend down its fund balance, which can only be used for road repair, to address a backlog of deferred maintenance. After 2021, however, that fund balance is projected to increase throughout the forecast period. The forecast also takes into account the 2019 increase in the permissive motor vehicle license fee.

The Multi-Year Forecast is built on a number of assumptions, which are detailed below:

Revenue Assumptions:

Property Taxes (54% of all revenues) – Property tax levies in Ohio are structured to bring in roughly the same amount of revenue on an annual basis for the life of the levy, absent a major decline in property values. The Township is not anticipating a major decrease in property tax values in the next five years, as the County Auditor only reassesses all property once every six years. Therefore, property tax revenues are projected to remain flat over the life of the forecast.

Licenses, Permits and Fees (16% of all revenues) – The line item revenues for this category are projected to increase or decrease in future years based on the percent change over the past three years. These revenues in this category include

tipping and tonnage fees from Rumpke, consent decree funds from Rumpke, and cable franchise fees.

Intergovernmental (15% of all revenues) – These revenues are held flat based on estimates provided by outside governmental agencies. The revenues in this category include revenues from the State of Ohio, the gasoline tax, the Local Government Fund, and the motor vehicle license tax.

Other Financing Sources (8% of all revenues) – These revenues are tied to transfers between funds. They are budgeted to match the expenses associated with all fund transfers and sized to maintain a level fund balance in most funds.

All other revenues (7% of all revenues) – All other revenues are held flat on an annual basis in order to maintain a conservative budgetary outlook. These revenues include fees for special duty police officers, among others.

Expense Assumptions:

Salaries (44% of all expenses) – Salaries represent the largest portion of the Township's budget and are projected to increase on an annual basis per negotiated collective bargaining agreements (nearly 80% of all full-time employees are part of a bargaining unit). These expenses always come in below

Long Range Financial Forecast Narrative

budget, as it is the practice of the Township to budget every position as filled for all 12 months of the year at the highest rate in the pay range.

Employee Fringe Benefits (17% of all expenses) – This expense line has been highly volatile over the past several years. Health care costs increased 18% in 2018, decreased 7% in 2019, and decreased by roughly 9% in 2020. For 2021, health care costs will be projected to increase by 10%. This line represents the largest unknown cost for future fiscal years. The Township has seen an average increase of 10% per year over the past five years. Therefore, the Township projects an increase of 10% per year for health care costs for 2022-2025.

Purchased Services (16% of all expenses) – This category includes contracted services and professional and technical services, among others. It is projected to remain level with minor increases over the forecast period.

Other Financing Uses (7% of all expenses) – This expense category is transfers between funds. These transfers have been sized over the five-year outlook to match the needs of the various funds in order to maintain avoid negative funds balances in most funds.

Capital (7% of all expenses) – Each department maintains a five-year capital plan. These capital purchases are budgeted according to the capital plan and should remain relatively consistent year over year.

All other expenses (9% of all expenses) – All other expenses are held flat on a year over year basis, unless a contractual increase is known. These expenses include debt service, supplies and materials and dues and fees.

Long Range Financial Forecast

	2021 Budget			2022 Budget			2023 Budget		
	Revenues	Expenses	12/31/2021	Revenues	Expenses	12/31/2022	Revenues	Expenses	12/31/2023
1000 General	\$ 5,973,820	\$ 6,777,282	\$ 5,133,280	\$ 4,708,222	\$ 5,908,027	\$ 3,933,475	\$ 5,530,907	\$ 6,549,298	\$ 2,915,083
Special Revenue	25,876,184	31,632,190	5,417,510	29,269,356	29,603,999	5,082,866	29,299,545	30,431,472	3,950,939
Debt Service	941,200	941,200	0	-	-	0	-	-	0
Capital Projects	-	-	124,096	-	-	124,096	-	-	124,096
Permanent	-	-	-	-	-	-	-	-	-
	<u>\$ 32,791,204</u>	<u>\$ 39,350,672</u>	<u>\$ 10,674,886</u>	<u>\$ 33,977,577</u>	<u>\$ 35,512,026</u>	<u>\$ 9,140,437</u>	<u>\$ 34,830,452</u>	<u>\$ 36,980,771</u>	<u>\$ 6,990,119</u>
Special Revenue Funds									
2011 Motor Vehicle Lic. Tax	\$ 45,636	\$ 41,162	\$ 86,828	\$ 45,636	\$ 41,787	\$ 90,677	\$ 45,636	\$ 42,672	\$ 93,640
2021 Gasoline Tax	628,000	1,211,069	210,490	729,000	731,744	207,746	729,000	637,777	298,969
2031 Road & Bridge	1,028,553	1,089,649	524,828	993,374	1,086,351	431,851	993,374	907,794	517,431
2081 Police District	7,870,486	8,703,975	1,721,945	7,587,312	8,984,320	324,937	7,603,147	9,402,023	(1,473,938)
2111 Fire District	11,099,657	13,709,620	1,123,429	14,437,523	13,813,858	1,747,094	14,468,725	14,335,776	1,880,044
2181 Zoning	411,721	412,225	0	365,443	365,444	0	371,031	371,031	0
2231 Permissive Motor Veh License	676,258	1,027,207	339,287	841,666	409,707	771,246	844,866	612,733	1,003,379
2261 Law Enforcement Trust	208,500	341,992	142,270	208,500	265,417	85,354	258,500	340,417	3,437
2271 Enforcement & Ed	2,000	1,500	5,463	2,000	1,500	5,963	2,000	1,500	6,463
2281 Ambulance & EMS	1,477,500	1,933,695	54,080	1,508,000	1,480,327	81,753	1,536,560	1,483,367	134,946
2401 Special Assessment - Lighting Districts	156,726	162,726	206,025	164,000	173,000	197,025	164,000	173,000	188,025
2901 TIF - Kroger	241,275	241,275	80,966	241,275	243,125	79,116	241,275	244,750	75,641
2902 Recycling Incentive	50,000	90,843	74,711	50,000	68,607	56,104	50,000	49,129	56,975
2903 TIF - Colerain Towne Center	360,000	206,656	847,187	360,000	203,188	1,003,999	360,000	198,073	1,165,927
2907 TIF - Stone	-	-	-	-	-	-	-	-	-
2908 CDBG Com Dev Block Grant	100,000	100,000	-	130,000	130,000	-	130,000	130,000	-
2910 TIF - Best Buy	-	-	-	-	-	-	-	-	-
2911 Parks & Services	1,034,329	1,839,063	-	966,417	966,417	-	988,250	988,250	-
2912 Community Center	485,543	519,535	-	639,210	639,210	-	513,182	513,182	-
Total	<u>\$ 25,876,184</u>	<u>\$ 31,632,190</u>	<u>\$ 5,417,510</u>	<u>\$ 29,269,356</u>	<u>\$ 29,603,999</u>	<u>\$ 5,082,866</u>	<u>\$ 29,299,545</u>	<u>\$ 30,431,472</u>	<u>\$ 3,950,939</u>
Debt Service Funds									
3101 General Bond Note Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3102 Bond Retirement Parks	306,800	306,800	0	-	-	0	-	-	0
3103 Bond Retirement PW	213,200	213,200	-	-	-	-	-	-	-
3104 Gen Bond Retire-CLI	-	-	-	-	-	-	-	-	-
3105 Bond Retirement St. Scape	176,800	176,800	-	-	-	-	-	-	-
3301 Bond Retirement S.A. Fire	244,400	244,400	-	-	-	-	-	-	-
Total	<u>\$ 941,200</u>	<u>\$ 941,200</u>	<u>\$ 0</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 0</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 0</u>
Capital Projects Funds									
4401 NSP	\$ -	\$ -	\$ 930	\$ -	\$ -	\$ 930	\$ -	\$ -	\$ 930
4406 Hamilton Co. Comm.	-	-	-	-	-	-	-	-	-
4409 OPWC	-	-	123,166	-	-	123,166	-	-	123,166
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 124,096</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 124,096</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 124,096</u>

Long Range Financial Forecast

	2021 Budget			2022 Budget			2023 Budget		
	Revenues	Expenses	12/31/2021	Revenues	Expenses	12/31/2022	Revenues	Expenses	12/31/2023
1000 General	\$ 5,973,820	\$ 6,777,282	\$ 5,133,280	\$ 4,708,222	\$ 5,908,027	\$ 3,933,475	\$ 5,530,907	\$ 6,549,298	\$ 2,915,083
Special Revenue	25,876,184	31,632,190	5,417,510	29,269,356	29,603,999	5,082,866	29,299,545	30,431,472	3,950,939
Debt Service	941,200	941,200	0	-	-	0	-	-	0
Capital Projects	-	-	124,096	-	-	124,096	-	-	124,096
Permanent	-	-	-	-	-	-	-	-	-
	\$ 32,791,204	\$ 39,350,672	\$ 10,674,886	\$ 33,977,577	\$ 35,512,026	\$ 9,140,437	\$ 34,830,452	\$ 36,980,771	\$ 6,990,119
Special Revenue Funds									
2011 Motor Vehicle Lic. Tax	\$ 45,636	\$ 41,162	\$ 86,828	\$ 45,636	\$ 41,787	\$ 90,677	\$ 45,636	\$ 42,672	\$ 93,640
2021 Gasoline Tax	628,000	1,211,069	210,490	729,000	731,744	207,746	729,000	637,777	298,969
2031 Road & Bridge	1,028,553	1,089,649	524,828	993,374	1,086,351	431,851	993,374	907,794	517,431
2081 Police District	7,870,486	8,703,975	1,721,945	7,587,312	8,984,320	324,937	7,603,147	9,402,023	(1,473,938)
2111 Fire District	11,099,657	13,709,620	1,123,429	14,437,523	13,813,858	1,747,094	14,468,725	14,335,776	1,880,044
2181 Zoning	411,721	412,225	0	365,443	365,444	0	371,031	371,031	0
2231 Permissive Motor Veh License	676,258	1,027,207	339,287	841,666	409,707	771,246	844,866	612,733	1,003,379
2261 Law Enforcement Trust	208,500	341,992	142,270	208,500	265,417	85,354	258,500	340,417	3,437
2271 Enforcement & Ed	2,000	1,500	5,463	2,000	1,500	5,963	2,000	1,500	6,463
2281 Ambulance & EMS	1,477,500	1,933,695	54,080	1,508,000	1,480,327	81,753	1,536,560	1,483,367	134,946
2401 Special Assessment - Lighting Districts	156,726	162,726	206,025	164,000	173,000	197,025	164,000	173,000	188,025
2901 TIF - Kroger	241,275	241,275	80,966	241,275	243,125	79,116	241,275	244,750	75,641
2902 Recycling Incentive	50,000	90,843	74,711	50,000	68,607	56,104	50,000	49,129	56,975
2903 TIF - Colerain Towne Center	360,000	206,656	847,187	360,000	203,188	1,003,999	360,000	198,073	1,165,927
2907 TIF - Stone	-	-	-	-	-	-	-	-	-
2908 CDBG Com Dev Block Grant	100,000	100,000	-	130,000	130,000	-	130,000	130,000	-
2910 TIF - Best Buy	-	-	-	-	-	-	-	-	-
2911 Parks & Services	1,034,329	1,839,063	-	966,417	966,417	-	988,250	988,250	-
2912 Community Center	485,543	519,535	-	639,210	639,210	-	513,182	513,182	-
Total	\$ 25,876,184	\$ 31,632,190	\$ 5,417,510	\$ 29,269,356	\$ 29,603,999	\$ 5,082,866	\$ 29,299,545	\$ 30,431,472	\$ 3,950,939
Debt Service Funds									
3101 General Bond Note Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3102 Bond Retirement Parks	306,800	306,800	0	-	-	0	-	-	0
3103 Bond Retirement PW	213,200	213,200	-	-	-	-	-	-	-
3104 Gen Bond Retire-CLI	-	-	-	-	-	-	-	-	-
3105 Bond Retirement St. Scape	176,800	176,800	-	-	-	-	-	-	-
3301 Bond Retirement S.A. Fire	244,400	244,400	-	-	-	-	-	-	-
Total	\$ 941,200	\$ 941,200	\$ 0	\$ -	\$ -	\$ 0	\$ -	\$ -	\$ 0
Capital Projects Funds									
4401 NSP	\$ -	\$ -	\$ 930	\$ -	\$ -	\$ 930	\$ -	\$ -	\$ 930
4406 Hamilton Co. Comm.	-	-	-	-	-	-	-	-	-
4409 OPWC	-	-	123,166	-	-	123,166	-	-	123,166
Total	\$ -	\$ -	\$ 124,096	\$ -	\$ -	\$ 124,096	\$ -	\$ -	\$ 124,096

An aerial photograph of a city street, likely in a suburban or urban area, showing a multi-lane road with cars, sidewalks, and surrounding buildings and trees. The entire image is covered with a semi-transparent blue filter.

Budget Summaries: Funds & Programs

Summary of Expenses, Revenues and Fund Balances

Expenses by Fund

	2019 Actual	2020 Appropriated	2021 Proposed
1000 General			
Personnel & Employee Benefits	\$944,510	\$1,316,580	\$1,353,621
Other Expenses	\$6,286,849	\$5,107,611	\$5,423,661
Total	\$7,231,359	\$6,424,191	\$6,777,282
2011 Motor Vehicle License Tax			
Personnel & Employee Benefits	\$0	\$0	\$0
Other Expenses	\$58,343	\$57,299	\$41,162
Total	\$58,343	\$57,299	\$41,162
2021 Gasoline Tax			
Personnel & Employee Benefits	\$7,287	\$0	\$126,872
Other Expenses	\$255,327	\$1,002,277	\$1,084,197
Total	\$262,614	\$1,002,277	\$1,211,069
2031 Road & Bridge			
Personnel & Employee Benefits	\$642,082	\$701,737	\$1,017,149
Other Expenses	\$26,126	\$401,876	\$72,500
Total	\$668,208	\$1,103,613	\$1,089,649
2081 Police District			
Personnel & Employee Benefits	\$6,818,757	\$7,121,147	\$7,165,283
Other Expenses	\$1,238,913	\$1,608,348	\$1,538,692
Total	\$8,057,670	\$8,729,495	\$8,703,975
2111 Fire District			
Personnel & Employee Benefits	\$10,773,320	\$11,663,349	\$11,637,575
Other Expenses	\$1,664,831	\$2,585,784	\$2,072,045
Total	\$12,438,151	\$14,249,133	\$13,709,620

	2019 Actual	2020 Appropriated	2021 Proposed
2181 Zoning			
Personnel & Employee Benefits	\$355,741	\$397,788	\$237,293
Other Expenses	\$128,152	\$78,738	\$174,932
Total	\$483,893	\$476,526	\$412,225
2231 Permissive Motor Vehicle License Tax			
Personnel & Employee Benefits	\$323,910	\$315,356	\$0
Other Expenses	\$0	\$230,002	\$1,027,207
Total	\$323,910	\$545,358	\$1,027,207
2261 Law Enforcement Trust			
Personnel & Employee Benefits	\$0	\$0	\$100,992
Other Expenses	\$170,415	\$361,963	\$241,000
Total	\$170,415	\$361,963	\$341,992
2271 Enforcement & Education			
Personnel & Employee Benefits	\$0	\$0	\$0
Other Expenses	\$287	\$1,500	\$1,500
Total	\$287	\$1,500	\$1,500
2281 Ambulance & Emergency Medical Services			
Personnel & Employee Benefits	\$813,481	\$1,307,347	\$1,379,627
Other Expenses	\$379,512	\$598,931	\$554,068
Total	\$1,192,993	\$1,906,278	\$1,933,695
2401 Special Assessment Lighting District			
Personnel & Employee Benefits	\$0	\$0	\$0
Other Expenses	\$122,797	\$155,152	\$162,726
Total	\$122,797	\$155,152	\$162,726
2901 TIF - Kroger			
Personnel & Employee Benefits	\$0	\$0	\$0
Other Expenses	\$132,263	\$239,425	\$241,275
Total	\$132,263	\$239,425	\$241,275

Summary of Expenses, Revenues and Fund Balances

Expenses by Fund *continued*

	2019 Actual	2020 Appropriated	2021 Proposed
2902 Recycling Incentive			
Personnel & Employee Benefits	\$6,522	\$9,356	\$45,843
Other Expenses	\$22,513	\$75,700	\$45,000
Total	\$29,035	\$85,056	\$90,843
2903 TIF - Colerain Towne Center			
Personnel & Employee Benefits	\$0	\$0	\$0
Other Expenses	\$85	\$43,240	\$206,656
Total	\$85	\$43,240	\$206,656
2907 TIF - Stone Creek			
Personnel & Employee Benefits	\$0	\$0	\$0
Other Expenses	\$7,727	\$0	\$0
Total	\$7,727	\$0	\$0
2908 CDBG			
Personnel & Employee Benefits	\$0	\$0	\$0
Other Expenses	\$8,645	\$200,000	\$100,000
Total	\$8,645	\$200,000	\$100,000
2910 TIF - Best Buy			
Personnel & Employee Benefits	\$0	\$0	\$0
Other Expenses	\$459,546	\$0	\$0
Total	\$459,546	\$0	\$0
2911 Parks & Services			
Personnel & Employee Benefits	\$517,164	\$654,970	\$645,038
Other Expenses	\$211,100	\$888,018	\$1,194,025
Total	\$728,264	\$1,542,987	\$1,839,063

	2019 Actual	2020 Appropriated	2021 Proposed
2912 Community Center			
Personnel & Employee Benefits	\$241,447	\$229,104	\$258,170
Other Expenses	\$104,417	\$272,896	\$261,365
Total	\$345,864	\$502,000	\$519,535
3102 Bond Retirement Parks			
Personnel & Employee Benefits	\$0	\$0	\$0
Other Expenses	\$306,794	\$308,200	\$306,800
Total	\$306,794	\$308,200	\$306,800
3103 Bond Retirement PW Bldg.			
Personnel & Employee Benefits	\$0	\$0	\$0
Other Expenses	\$212,138	\$216,200	\$213,200
Total	\$212,138	\$216,200	\$213,200
3105 Bond Retirement - Streetscape			
Personnel & Employee Benefits	\$0	\$0	\$0
Other Expenses	\$178,400	\$178,400	\$176,800
Total	\$178,400	\$178,400	\$176,800
3301 Bond Retirement - Special Fire Assessment			
Personnel & Employee Benefits	\$0	\$0	\$0
Other Expenses	\$239,919	\$238,200	\$244,400
Total	\$239,919	\$238,200	\$244,400
4401 NSP			
Personnel & Employee Benefits	\$0	\$0	\$0
Other Expenses	\$9,188	\$0	\$0
Total	\$9,188	\$0	\$0
4409 OPWC			
Personnel & Employee Benefits	\$0	\$0	\$0
Other Expenses	\$4,887,387	\$0	\$0
Total	\$4,887,387	\$0	\$0
Total			
Personnel & Employee Benefits	\$21,444,221	\$23,716,734	\$23,967,463
Other Expenses	\$17,111,674	\$14,849,760	\$15,383,211
Total	\$38,555,895	\$38,566,494	\$39,350,674

Summary of Expenses, Revenues and Fund Balances

Revenues by Fund

Fund	Fund Name	2019 Actual	2020 Appropriated	2021 Proposed
1000	General	\$6,906,406	\$5,188,586	\$5,973,820
2011	Motor Vehicle License Tax	\$43,994	\$41,162	\$45,636
2021	Gasoline Tax	\$489,773	\$649,949	\$628,000
2031	Road & Bridge	\$1,066,099	\$1,021,760	\$1,028,553
2081	Police District	\$8,225,164	\$7,599,006	\$7,870,486
2111	Fire District	\$11,321,189	\$11,083,545	\$11,099,657
2181	Zoning	\$447,342	\$452,701	\$411,721
2231	Permissive Motor Vehicle License Tax	\$545,427	\$469,246	\$676,258
2261	Law Enforcement Trust	\$346,241	\$283,927	\$208,500
2271	Enforcement & Education	\$2,250	\$1,500	\$2,000
2281	Ambulance & Emergency Medical Services	\$1,473,096	\$1,472,500	\$1,477,500
2401	Special Assessment Lighting District	\$150,594	\$149,714	\$156,726
2901	TIF - Kroger	\$131,584	\$320,391	\$241,275
2902	Recycling Incentive	\$53,696	\$47,890	\$50,000
2903	TIF - Colerain Towne Center	\$37,848	\$498,900	\$360,000
2907	TIF - Stone Creek	\$0	\$0	\$0
2908	CDBG	\$8,645	\$200,000	\$100,000
2910	TIF - Best Buy	\$23,417	\$0	\$0
2911	Parks & Services	\$731,967	\$2,252,094	\$1,034,329
2912	Community Center	\$509,765	\$342,878	\$485,543

3102	Bond Retirement Parks	\$306,794	\$308,200	\$306,800
3103	Bond Retirement PW Bldg.	\$212,137	\$216,200	\$213,200
3105	Bond Retirement - Streetscape	\$178,400	\$178,400	\$176,800
3301	Bond Retirement - Special Fire Assessment	\$239,918	\$238,200	\$244,400
4401	NSP	\$0	\$0	\$0
4409	OPWC	\$4,749,182	\$0	\$0
Total		\$38,200,928	\$33,016,750	\$32,791,204

Summary of Expenses, Revenues and Fund Balances

Expenses by Program

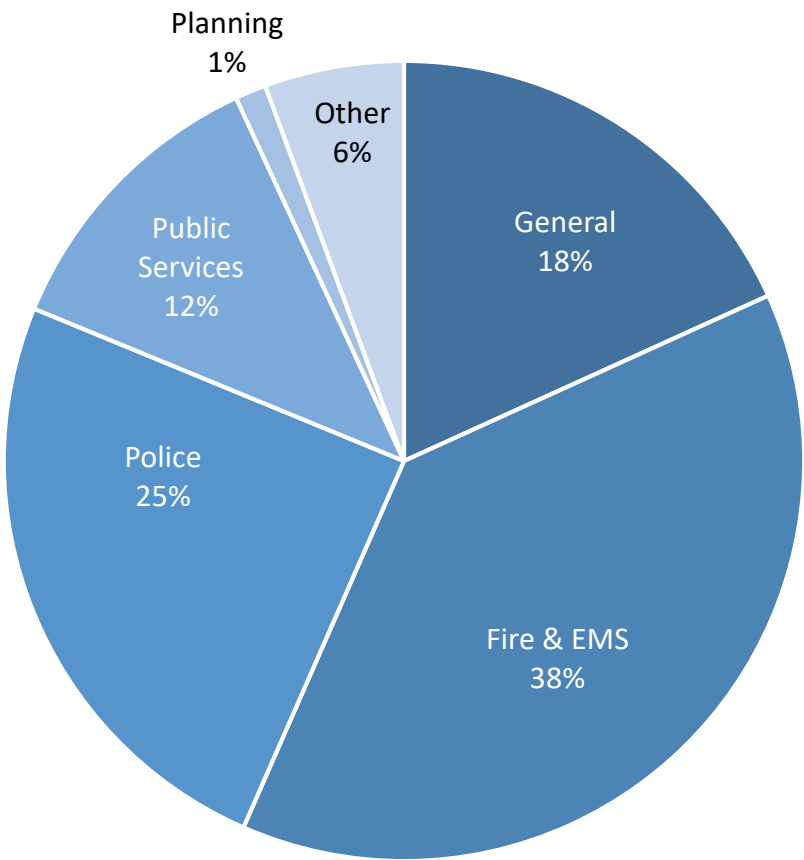
	2019 Actual	2020 Appropriated	2021 Proposed
General Government			
Personnel & Employee Benefits	\$944,510	\$1,316,580	\$1,353,621
Other Expenses	\$661,614	\$878,046	\$1,661,283
Total	\$1,606,124	\$2,194,626	\$3,014,904
Fire & EMS			
Personnel & Employee Benefits	\$11,586,801	\$12,970,696	\$13,017,202
Other Expenses	\$2,044,343	\$3,184,715	\$2,626,113
Total	\$13,631,144	\$16,155,411	\$15,643,315
Police			
Personnel & Employee Benefits	\$6,818,757	\$7,121,147	\$7,266,275
Other Expenses	\$1,409,615	\$1,971,811	\$1,781,192
Total	\$8,228,372	\$9,092,958	\$9,047,467

Public Services			
Personnel & Employee Benefits	\$1,731,890	\$1,901,167	\$2,047,229
Other Expenses	\$655,314	\$2,852,368	\$3,680,456
Total	\$2,387,204	\$4,753,535	\$5,727,685
Planning			
Personnel & Employee Benefits	\$355,741	\$397,788	\$237,293
Other Expenses	\$128,152	\$78,738	\$174,932
Total	\$483,893	\$476,526	\$412,225
Other			
Personnel & Employee Benefits	\$6,522	\$9,356	\$45,843
Other Expenses	\$12,212,637	\$5,884,082	\$5,459,235
Total	\$12,219,159	\$5,893,438	\$5,505,078
Total	\$9,130,920	\$15,426,546	\$9,231,901

Summary of Expenses, Revenues and Fund Balances

Revenues by Program

	2019 Actual	2020 Appropriated	2021 Proposed
General	\$6,906,406	\$5,188,586	\$5,973,820
Fire & EMS	\$12,794,285	\$12,556,045	\$12,577,157
Police	\$8,573,655	\$7,884,433	\$8,080,986
Public Services	\$3,387,025	\$4,777,090	\$3,898,319
Planning	\$447,342	\$452,701	\$411,721
Other	\$6,092,215	\$2,157,895	\$1,849,201
	\$38,200,928	\$33,016,750	\$32,791,204



Summary of Expenses, Revenues and Fund Balances

Ending Fund Balances by Fund

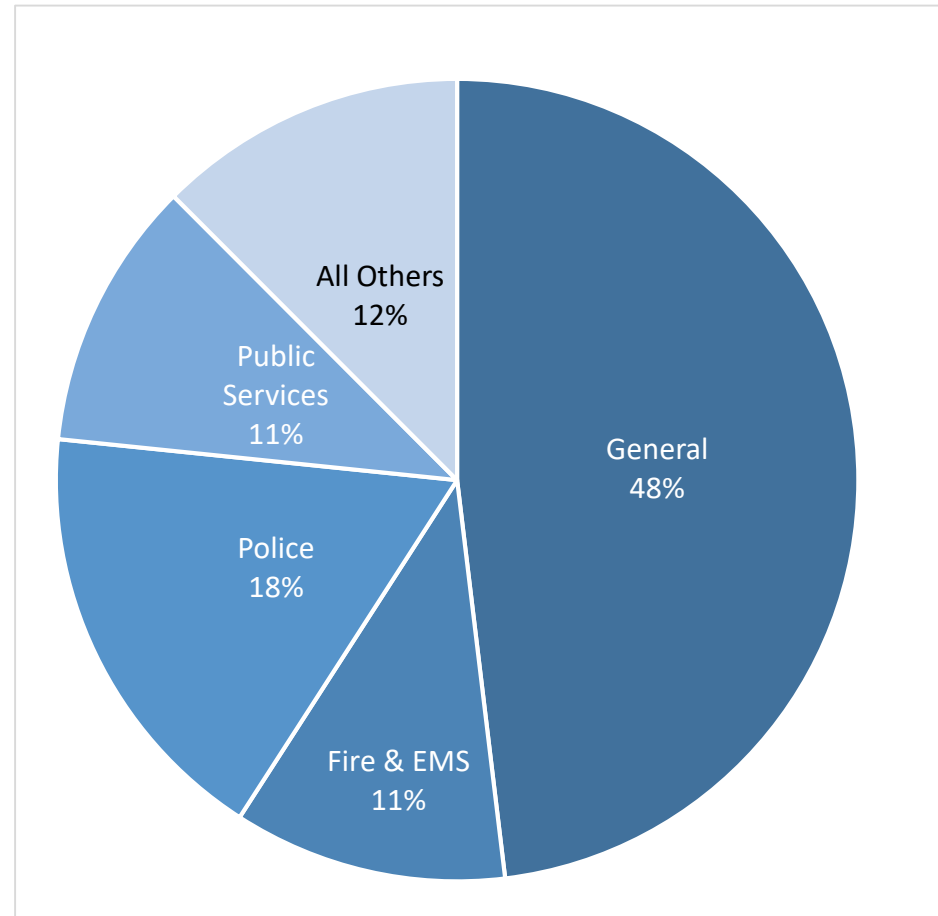
Fund	Fund Name	2019 Actual	2020 Appropriated	2021 Proposed
1000	General	\$7,172,347	\$5,936,741	\$5,133,280
2011	Motor Vehicle Lic. Tax	\$98,492	\$82,355	\$86,828
2021	Gasoline Tax	\$1,145,887	\$793,559	\$210,490
2031	Road & Bridge	\$667,776	\$585,923	\$524,828
2081	Police District	\$3,685,923	\$2,555,434	\$1,721,945
2111	Fire District	\$6,898,980	\$3,733,393	\$1,123,429
2181	Zoning	\$24,329	\$504	\$0
2231	Permissive Motor Veh License	\$766,347	\$690,235	\$339,287
2261	Law Enforcement Trust	\$353,798	\$275,762	\$142,270
2271	Enforcement & Ed	\$4,963	\$4,963	\$5,463
2281	Ambulance & EMS	\$944,053	\$510,275	\$54,080
2401	Special Assessment - Lighting Districts	\$217,462	\$212,025	\$206,025
2901	TIF - Kroger	\$0	\$80,966	\$80,966
2902	Recycling Incentive	\$152,721	\$115,554	\$74,711
2903	TIF - Colerain Towne Center	\$238,183	\$693,843	\$847,187

Fund	Fund Name	2019 Actual	2020 Appropriated	2021 Proposed
2907	TIF - Stone	\$0	\$0	\$0
2908	CDBG Com Dev Block Grant	\$0	\$0	\$0
2910	TIF - Best Buy	\$0	\$0	\$0
2911	Parks & Services	\$95,627	\$804,734	\$0
2912	Community Center	\$193,114	\$33,992	\$0
3101	General Bond Note Retirement	\$0	\$0	\$0
3102	Bond Retirement Parks	\$0	\$0	\$0
3103	Bond Retirement PW	\$0	\$0	\$0
3104	Gen Bond Retire-CLI	\$0	\$0	\$0
3105	Bond Retirement St. Scape	\$0	\$0	\$0
3301	Bond Retirement S.A. Fire	\$0	\$0	\$0
4401	NSP	\$930	\$930	\$930
4406	Hamilton Co. Comm.	\$0	\$0	\$0
4409	OPWC	\$123,166	\$123,166	\$123,166
Total		\$22,784,098	\$17,234,354	\$10,674,886

Summary of Expenses, Revenues and Fund Balances

Ending Fund Balances by Program

	2019 Actual	2020 Appropriated	2021 Proposed
General	\$7,172,347	\$5,936,741	\$5,133,280
Fire & EMS	\$7,843,033	\$4,243,667	\$1,177,509
Police	\$4,044,685	\$2,836,160	\$1,869,679
Public Services	\$2,967,243	\$2,990,798	\$1,161,433
Planning	\$24,329	\$504	\$0
All Others	\$732,462	\$1,226,484	\$1,332,985
Total	\$22,784,098	\$17,234,354	\$10,674,886



An aerial photograph of a suburban neighborhood, showing a mix of residential houses, some with large lawns, and commercial buildings. A multi-lane road with several cars is visible on the right side of the image. The entire image is covered with a semi-transparent blue filter.

Township Statistics

Township Statistics

This portion of the budget book contains information that provides and additional context on the economic, financial, and residential profile of Colerain Township. These statistics are used by staff as an aid in development of the long term financial plans of the Township. The following tables have been provided:

- Ten Years of Fund Balances
- Ten Years of Property Tax Valuation for Colerain Township, by property type
- Ten Years of Property Tax Rates for Colerain Township Residents, broken out by Colerain Township specific rates against all other rates
- Ten Years of Demographic and Economic Data
- Top Ten Property Tax Payers
- Nine Years of Major Industries found in Colerain Township
- Ten Years of Staffing Levels, by Department
- Five Years of Actual Expenses, by Program
- Five Years of Actual Expenses, by Fund
- Five Years of Actual Revenue, by Source
- Five Years of Actual Revenue, by Fund

Additional operational data reports are available online through the Township's transparency portal, including:

- Crime Reports
- Fire & EMS Run Volume
- Code Enforcement Violations
- Public Services Request for Service
- Open Records Requests
- Vacant Buildings
- All expenses by year
- Planning and Zoning Activities
- EMS Incidents by Disposition
- Response Times – Fire & EMS
- Fire Incidents by Type
- Police Calls for Service by Geographic Area
- Dollar value of property loss due to fires
- Rental of Township Properties

These reports can be found at: <https://coleraintownshiphamiltonoh.opengov.com/transparency>

Historical Fund Balances

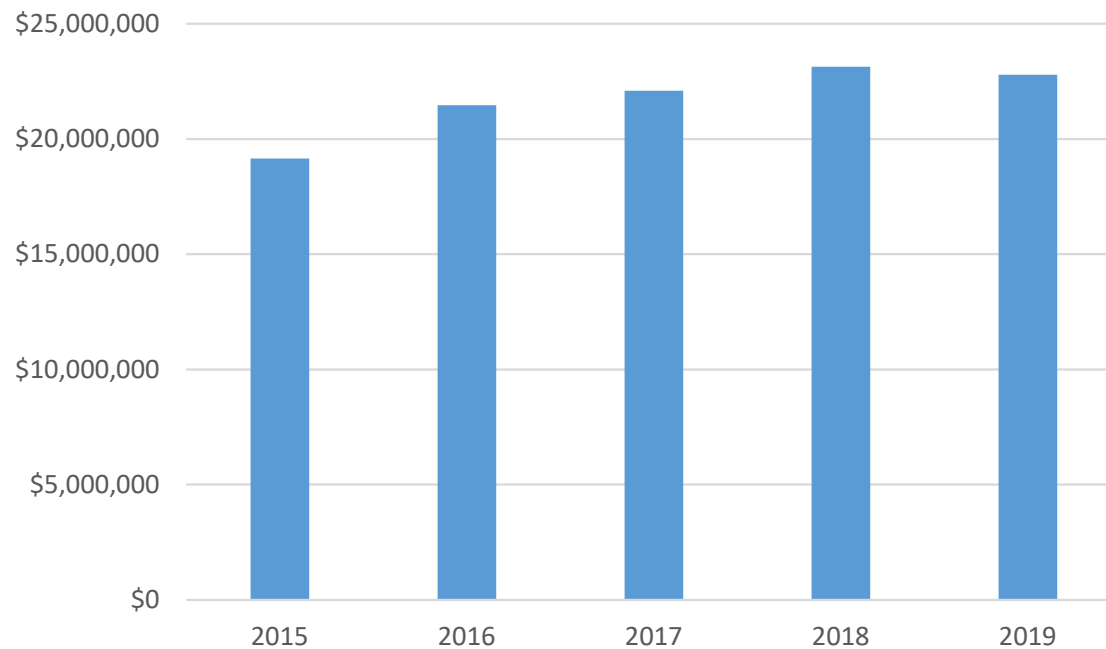
Ending Fund Balances by Fund

Fund Number	Fund Name	2015	2016	2017	2018	2019
1000	General	\$4,824,610	\$5,627,127	\$6,430,200	\$7,497,301	\$7,172,347
2011	Motor Vehicle License Tax	\$92,465	\$97,396	\$119,286	\$112,842	\$98,492
2021	Gasoline Tax	\$375,393	\$522,876	\$739,136	\$918,727	\$1,145,887
2031	Road and Bridge	\$338,623	\$209,562	\$180,274	\$269,885	\$667,776
2081	Police District	\$889,911	\$1,725,363	\$2,768,305	\$3,518,429	\$3,685,923
2111	Fire District	\$9,202,820	\$9,206,319	\$8,507,458	\$8,015,943	\$6,898,980
2181	Zoning	\$138,885	\$115,343	\$40,870	\$60,880	\$24,329
2231	Permissive Motor Vehicle License Tax	\$112,318	\$228,300	\$339,008	\$544,830	\$766,347
2261	Law Enforcement Trust	\$117,643	\$147,517	\$119,729	\$177,972	\$353,798
2271	Enforcement and Education	\$1,277	\$1,885	\$2,415	\$3,001	\$4,963
2281	Ambulance And Emergency Medical Services	\$484,090	\$598,520	\$295,970	\$663,950	\$944,053
2401	Special Assessment - Lighting Districts	\$175,460	\$183,805	\$188,131	\$189,665	\$217,462
2901	TIF - Kroger	\$339,529	\$170,104	\$679	\$679	\$0
2902	Recycling Incentive	\$52,523	\$59,753	\$81,768	\$128,059	\$152,721
2903	TIF - Colerain Towns Center	\$0	\$0	\$0	\$200,420	\$238,183
2907	TIF - Stone Creek	\$1,358,175	\$1,864,883	\$1,754,278	\$7,727	\$0
2908	Community Development Block Grant	\$0	\$0	\$0	\$0	\$0
2910	TIF - Best Buy	\$401,747	\$544,365	\$429,154	\$436,129	\$0
2911	Parks & Services	\$122,920	\$74,751	\$24,039	\$91,924	\$95,627
2912	Community Center	\$124,061	\$92,581	\$75,663	\$29,213	\$193,114
3101	General Bond Retirement	\$0	\$0	\$0	\$0	\$0

Historical Fund Balances

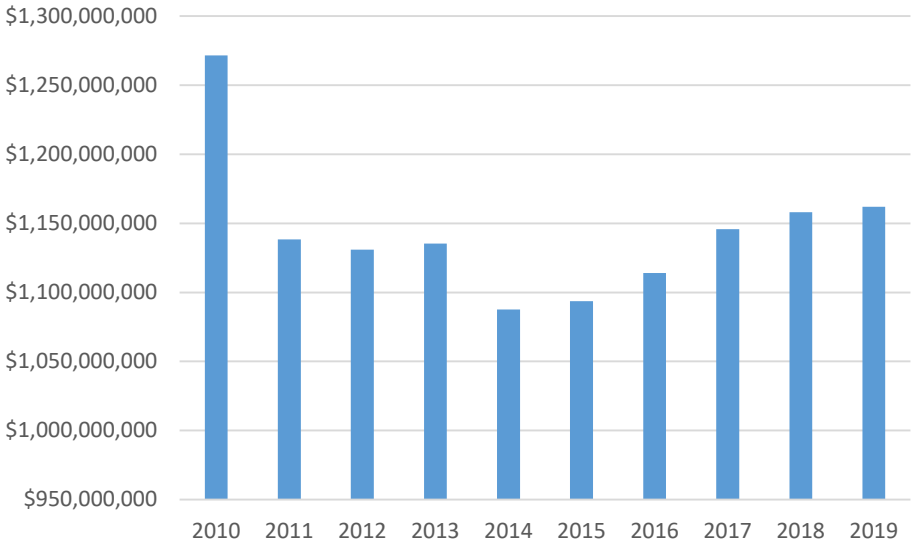
Ending Fund Balances by Fund

Fund Number	Fund Name	2015	2016	2017	2018	2019
3102	General Bond Retirement Parks	\$0	\$0	\$0	\$0	\$0
3103	Bond Retirement Public Works	\$1	\$1	\$1	\$1	\$0
3104	Gen Bond Retirement Clippard Park	\$0	\$0	\$0	\$0	\$0
3105	Bond Retirement Streetscape	\$0	\$0	\$0	\$0	\$0
3301	Bond Retirement Fire	\$0	\$0	\$1	\$1	\$0
4401	Neighborhood Stabilization Program	\$0	\$0	\$0	\$10,118	\$930
4406	Hamilton Co. Com	\$0	\$0	\$0	\$0	\$0
4409	OPWC - Breezy Way	\$0	\$0	\$0	\$261,372	\$123,166
Total		\$19,152,452	\$21,470,451	\$22,096,364	\$23,139,067	\$22,784,098



Annual Property Tax Valuation by Property Type

Fiscal Year	Residential/ Agricultural Property	Commercial/Industrial/Other Property	Public Utility Property	Total Valuation
2010	\$1,021,067,050	\$223,685,410	\$26,954,960	\$1,271,707,420
2011	\$910,523,190	\$198,759,590	\$29,181,890	\$1,138,464,670
2012	\$908,186,980	\$192,635,800	\$30,209,670	\$1,131,032,450
2013	\$906,159,840	\$196,387,260	\$32,850,510	\$1,135,397,610
2014	\$856,508,550	\$196,020,480	\$35,170,510	\$1,087,699,540
2015	\$859,094,040	\$198,164,000	\$36,384,640	\$1,093,642,680
2016	\$860,337,080	\$216,226,270	\$37,453,750	\$1,114,017,100
2017	\$886,704,610	\$219,435,160	\$39,746,670	\$1,145,886,440
2018	\$891,152,490	\$223,657,440	\$43,285,030	\$1,158,094,960
2019	\$898,616,750	\$218,017,590	\$45,338,900	\$1,161,973,240
% Change - 5 Year	4.04%	14.10%	23.07%	6.47%
% Change - 10 Year	-12.43%	-2.54%	64.63%	-9.05%



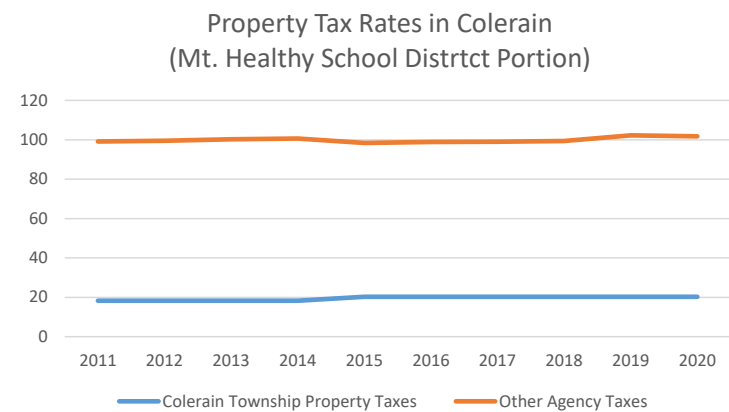
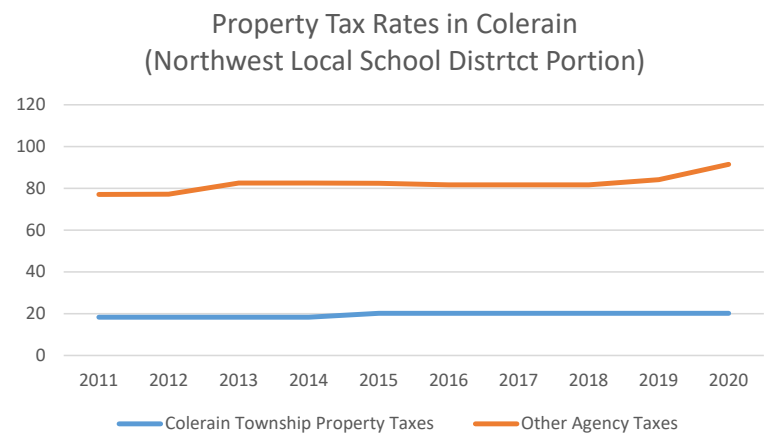
Annual Property Tax Rates

In Northwest Local School District

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Colerain Township Property Taxes	18.26	18.26	18.26	18.26	20.21	20.21	20.21	20.21	20.21	20.21
Other Agency Taxes	77.01	77.21	82.56	82.56	82.38	81.68	81.68	81.6	84.1	91.45
Total	95.27	95.47		100.82	102.59	101.89	101.89	101.81	104.31	111.66

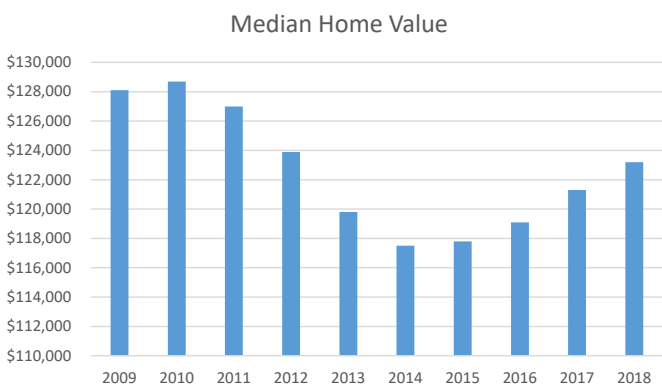
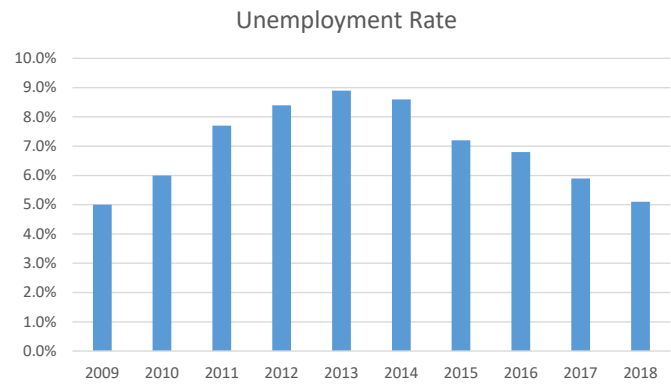
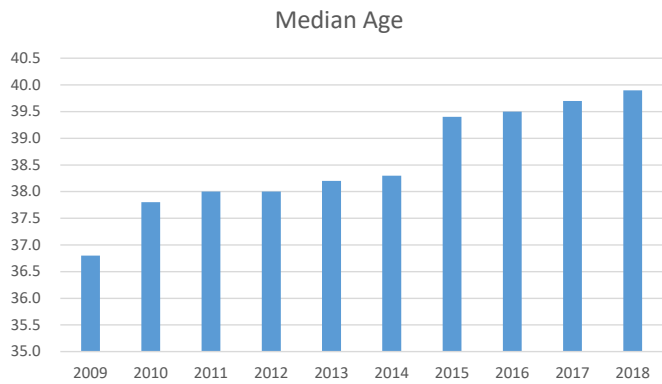
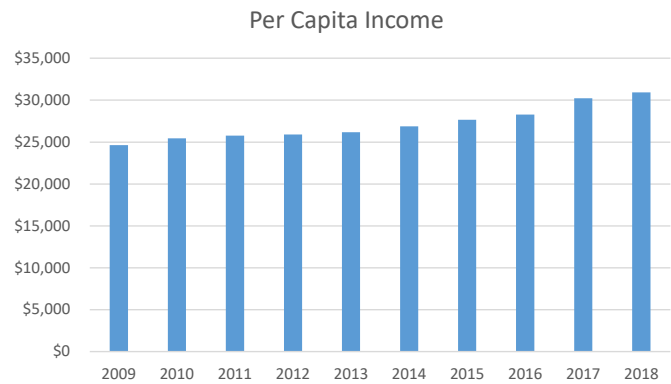
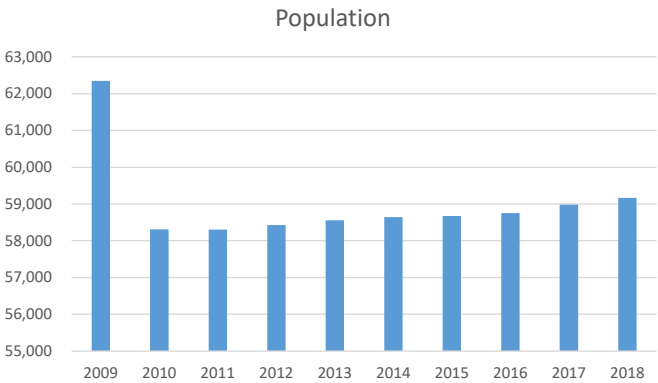
In Mt. Healthy School District

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Colerain Township Property Taxes	18.26	18.26	18.26	18.26	20.21	20.21	20.21	20.21	20.21	20.21
Other Agency Taxes	99.11	99.5		100.63	98.39	98.84	99.05	99.36	102.28	101.78
Total	117.37	117.76		118.89	118.6	119.05	119.26	119.57	122.49	121.99



Demographic & Economic Data

	Population	Per Capita Income	Median Age	Unemployment Rate	Median Home Value
2009	62,347	\$24,632	36.8	5.0%	\$128,100
2010	58,309	\$25,440	37.8	6.0%	\$128,700
2011	58,301	\$25,780	38.0	7.7%	\$127,000
2012	58,430	\$25,896	38.0	8.4%	\$123,900
2013	58,559	\$26,173	38.2	8.9%	\$119,800
2014	58,640	\$26,866	38.3	8.6%	\$117,500
2015	58,672	\$27,664	39.4	7.2%	\$117,800
2016	58,753	\$28,279	39.5	6.8%	\$119,100
2017	58,984	\$30,235	39.7	5.9%	\$121,300
2018	59,169	\$30,941	39.9	5.1%	\$123,200



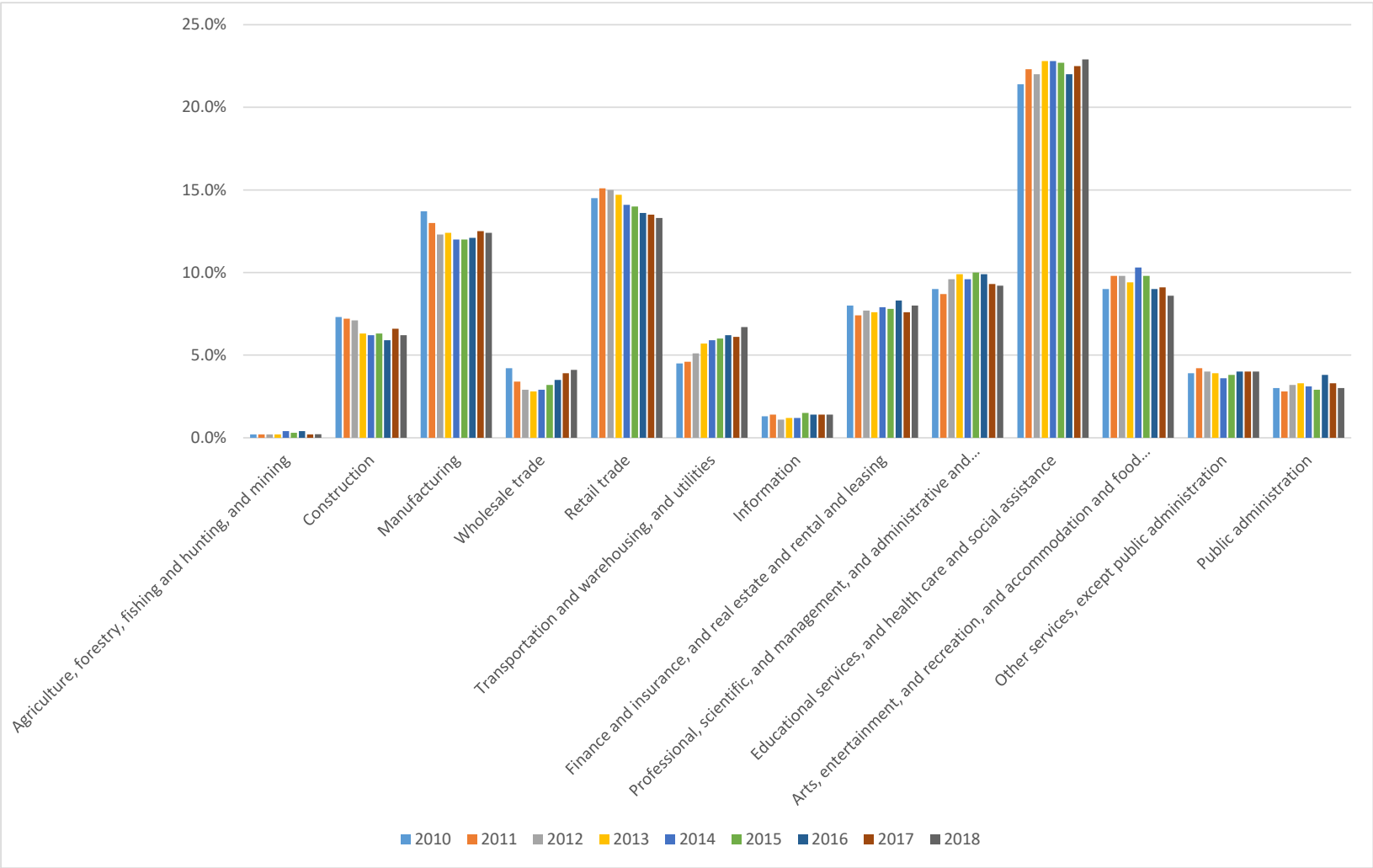
Top 10 Tax Payers by Assessed Value

Owner Name	Assessed Value
DUKE ENERGY OHIO INC	\$43,943,870
TKG COLERAIN TOWNE CENTER LLC	\$10,047,120
INLAND STONE CREEK LLC	\$9,997,030
T NORTHGATE MALL LLC	\$7,077,950
RUMPKE SANITARY LANDFILL INC	\$7,631,380
8403 COLERAIN AVE LLC	\$5,347,830
COMM 2015-LC23 COLERAIN AVENUE LLC	\$4,847,500
MEIJER STORES LIMITED PARTNERSHIP	\$4,515,000
USREC REAL ESTATE HOLDINGS LLC	\$3,675,000

Percent Employment by Industry

Industry	2010	2011	2012	2013	2014	2015	2016	2017	2018
Agriculture, forestry, fishing and hunting, and mining	0.2%	0.2%	0.2%	0.2%	0.4%	0.3%	0.4%	0.2%	0.2%
Construction	7.3%	7.2%	7.1%	6.3%	6.2%	6.3%	5.9%	6.6%	6.2%
Manufacturing	13.7%	13.0%	12.3%	12.4%	12.0%	12.0%	12.1%	12.5%	12.4%
Wholesale trade	4.2%	3.4%	2.9%	2.8%	2.9%	3.2%	3.5%	3.9%	4.1%
Retail trade	14.5%	15.1%	15.0%	14.7%	14.1%	14.0%	13.6%	13.5%	13.3%
Transportation and warehousing, and utilities	4.5%	4.6%	5.1%	5.7%	5.9%	6.0%	6.2%	6.1%	6.7%
Information	1.3%	1.4%	1.1%	1.2%	1.2%	1.5%	1.4%	1.4%	1.4%
Finance and insurance, and real estate and rental and leasing	8.0%	7.4%	7.7%	7.6%	7.9%	7.8%	8.3%	7.6%	8.0%
Professional, scientific, and management, and administrative and waste management services	9.0%	8.7%	9.6%	9.9%	9.6%	10.0%	9.9%	9.3%	9.2%
Educational services, and health care and social assistance	21.4%	22.3%	22.0%	22.8%	22.8%	22.7%	22.0%	22.5%	22.9%
Arts, entertainment, and recreation, and accommodation and food services	9.0%	9.8%	9.8%	9.4%	10.3%	9.8%	9.0%	9.1%	8.6%
Other services, except public administration	3.9%	4.2%	4.0%	3.9%	3.6%	3.8%	4.0%	4.0%	4.0%
Public administration	3.0%	2.8%	3.2%	3.3%	3.1%	2.9%	3.8%	3.3%	3.0%

Percent Employment by Industry



Colerain Township Staffing Levels

As of January 1st of each year

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Administration										
- Full Time	5	5	4	5	5	5	6	7	8	9
- Part Time	2	1	0	0	0	1	1	0	0	0
Subtotal	7	6	4	5	5	6	7	7	8	9
Fire										
- Full Time	54	57	56	61	63	69	82	86	86	86
- Part Time	131	128	135	135	104	110	101	77	75	75
Subtotal	185	185	191	196	167	179	183	163	161	161
Planning										
- Full Time	4	2	2	2	3	3	4	4	4	4
- Part Time	3	3	0	1	1	0	1	1	2	2
Subtotal	7	5	2	3	4	3	5	5	6	6
Police										
- Full Time	43	45	48	54	56	60	62	60	64	64
- Part Time	0	1	1	1	1	1	1	1	4	4
Subtotal	43	46	49	55	57	61	63	61	68	68
Public Services										
- Full Time	27	25	21	21	16	15	17	17	17	17
- Part Time	20	15	23	21	13	21	10	9	19	19
Subtotal	47	40	44	42	29	36	27	26	36	36
TOTAL										
- Full Time	133	134	131	143	143	152	171	174	179	180
- Part Time	156	148	159	158	119	133	114	88	100	100
GRAND TOTAL	289	282	290	301	262	285	285	262	279	280

Actual Expenses by Program

2015 - 2019

Category	Program	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual
Public Safety	Fire Protection	\$11,317,638	\$11,420,752	\$12,160,744	\$12,407,130	\$12,983,447
Public Safety	Police Protection	\$6,335,319	\$6,725,324	\$6,855,104	\$7,379,472	\$8,087,028
Capital Outlay	Capital Outlay	\$5,318,673	\$1,119,065	\$1,667,787	\$4,374,998	\$7,447,211
Public Works	Highways	\$2,675,923	\$3,158,724	\$2,936,858	\$3,704,572	\$3,012,837
Public Works	Lighting	\$173,947	\$184,174	\$188,998	\$190,299	\$148,265
Other Financing Uses	Transfers	\$1,147,424	\$1,257,255	\$1,150,506	\$3,573,623	\$2,548,726
Other Financing Uses	Advances	\$1,750,000	\$0	\$0	\$0	\$0
General Government	Administrative	\$1,023,335	\$1,048,100	\$1,240,977	\$1,155,747	\$1,162,482
General Government	Townhalls, Memorial Buildings and Grounds	\$330,428	\$367,060	\$398,957	\$462,299	\$464,367
General Government	Zoning	\$321,792	\$293,899	\$395,343	\$358,468	\$492,498
Debt Service	Bond Principal Payment	\$1,435,000	\$1,500,000	\$865,000	\$910,000	\$840,000
Debt Service	Interest	\$366,224	\$393,110	\$335,480	\$124,550	\$229,266
Conservation - Recreation	Parks and Recreation	\$466,224	\$506,958	\$408,966	\$978,883	\$1,056,636
Health	Health Districts	\$71,201	\$67,877	\$35,056	\$73,265	\$74,485
Human Services	Other	\$0	\$0	\$0	\$74,485	\$8,645
Total		\$32,733,128	\$28,042,296	\$28,639,777	\$35,767,790	\$38,555,894

Actual Expenses by Fund

2015 - 2019

Fund #	Fund Name	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual
1000	General	\$3,616,771	\$3,838,539	\$3,899,609	\$6,525,524	\$7,231,359
2011	Motor Vehicle License Tax	\$37,870	\$40,695	\$23,818	\$53,347	\$58,343
2021	Gasoline Tax	\$193,464	\$292,652	\$115,533	\$167,176	\$262,614
2031	Road and Bridge	\$1,157,599	\$1,113,797	\$1,028,850	\$935,424	\$668,208
2081	Police District	\$7,681,593	\$6,999,072	\$6,981,537	\$7,418,886	\$8,057,669
2111	Fire District	\$11,003,425	\$10,996,549	\$11,870,219	\$11,832,682	\$12,438,151
2181	Zoning	\$320,816	\$295,841	\$397,650	\$342,625	\$483,893
2231	Permissive Motor Vehicle License Tax	\$483,450	\$417,059	\$439,636	\$356,362	\$323,910
2261	Law Enforcement Trust	\$82,119	\$99,657	\$102,834	\$121,901	\$170,415
2271	Enforcement and Education	\$1,939	\$1,481	\$1,500	\$1,500	\$287
2281	Ambulance And Emergency Medical Services	\$1,625,537	\$1,351,703	\$1,703,023	\$1,101,037	\$1,192,993
2401	Special Assessment - Lighting Districts	\$136,743	\$145,476	\$152,218	\$152,809	\$122,797
2901	TIF - Kroger	\$3,425,471	\$169,425	\$169,425	\$0	\$132,263
2902	Recycling Incentive	\$19,875	\$19,497	\$51,048	\$23,152	\$29,034
2903	TIF - Colerain Towne Center	\$0	\$0	\$0	\$0	\$85
2907	TIF - Stone Creek	\$991,088	\$599,636	\$121,657	\$1,751,831	\$7,727
2908	CDBG Com Dev Block Grant	\$0	\$0	\$0	\$74,485	\$8,645
2910	TIF - Best Buy	\$440,128	\$90,996	\$216,324	\$98,443	\$459,546
2911	Parks & Services	\$319,347	\$364,392	\$279,546	\$661,301	\$728,264
2912	Community Center	\$148,473	\$150,432	\$149,845	\$318,672	\$345,864
3101	General (bond) (note) Retirement	\$105,388	\$107,888	\$0	\$0	\$0
3102	General (bond) (note) Retirement Parks	\$304,006	\$306,671	\$303,491	\$304,744	\$306,794
3103	General (bond) (note) Retirement PW Bldg	\$215,295	\$216,568	\$212,273	\$212,688	\$212,138
3105	Bond Principal Payments (streetscape)	\$180,300	\$181,675	\$177,550	\$178,050	\$178,400
3301	Special Assessment Fire Bonds	\$242,434	\$242,596	\$242,191	\$241,219	\$239,919
4401	NSP	\$0	\$0	\$0	\$34,260	\$9,188
4409	OPWC-Breezyway	\$0	\$0	\$0	\$2,859,671	\$4,887,387
	Total	\$32,733,128	\$28,042,296	\$28,639,777	\$35,767,790	\$38,555,894

Actual Revenues by Source

2015 - 2019

Revenue Source	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual
Property and Other Local Taxes	\$18,067,320	\$18,153,460	\$17,079,789	\$17,442,489	\$17,197,893
Intergovernmental	\$3,191,536	\$3,238,469	\$3,203,186	\$5,577,633	\$8,983,042
Licenses, Permits and Fees	\$3,332,178	\$4,855,131	\$4,730,254	\$5,305,658	\$5,456,152
Other Financing Sources	\$6,662,424	\$1,445,166	\$1,150,506	\$3,573,623	\$2,548,726
Miscellaneous	\$2,230,659	\$2,280,141	\$2,562,489	\$4,269,680	\$3,268,729
Earnings on Investments	\$147,678	\$189,232	\$268,667	\$398,615	\$471,179
Special Assessments	\$152,527	\$153,820	\$156,544	\$154,343	\$150,594
Fines and Forfeitures	\$46,841	\$44,878	\$49,255	\$48,052	\$52,111
Charges for Services	\$0	\$0	\$65,000	\$46,700	\$72,500
Total	\$33,831,162	\$30,360,295	\$29,265,690	\$36,816,792	\$38,200,926

Actual Revenues by Source

2015 - 2019

Fund #	Fund Name	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual
1000	General	\$3,269,762	\$4,641,056	\$4,702,682	\$8,974,196	\$6,906,406
2011	Motor Vehicle License Tax	\$44,194	\$45,627	\$45,708	\$46,903	\$43,994
2021	Gasoline Tax	\$317,945	\$440,135	\$331,794	\$346,767	\$489,773
2031	Road and Bridge	\$1,025,664	\$984,736	\$1,023,085	\$1,025,036	\$1,066,099
2081	Police District	\$8,348,544	\$7,834,524	\$8,021,638	\$8,174,180	\$8,225,164
2111	Fire District	\$10,883,845	\$11,000,047	\$11,174,199	\$11,341,122	\$11,321,189
2181	Zoning	\$435,189	\$272,299	\$323,177	\$362,636	\$447,342
2231	Permissive Motor Vehicle License Tax	\$509,629	\$533,041	\$526,820	\$562,184	\$545,427
2261	Law Enforcement Trust	\$157,939	\$129,531	\$75,046	\$175,109	\$346,241
2271	Enforcement and Education	\$1,474	\$2,089	\$2,030	\$1,951	\$2,250
2281	Ambulance And Emergency Medical Services	\$1,400,734	\$1,466,133	\$1,400,472	\$1,469,113	\$1,473,096
2401	Special Assessment - Lighting Districts	\$152,527	\$153,820	\$156,544	\$154,343	\$150,594
2901	TIF - Kroger	\$3,765,000	\$0	\$0	\$0	\$131,584
2902	Recycling Incentive	\$20,710	\$26,727	\$73,064	\$69,443	\$53,696
2903	TIF - Colerain Towne Center	\$0	\$0	\$0	\$200,420	\$37,848
2907	TIF - Stone Creek	\$1,897,595	\$1,106,343	\$11,052	\$5,280	\$0
2908	CDBG Com Dev Block Grant	\$0	\$0	\$0	\$80,735	\$8,645
2910	TIF - Best Buy	\$235,046	\$233,613	\$101,113	\$105,418	\$23,417
2911	Parks & Services	\$166,405	\$316,222	\$228,835	\$729,185	\$731,967
2912	Community Center	\$151,536	\$118,953	\$132,927	\$272,223	\$509,765
3101	General (bond) (note) Retirement	\$105,388	\$107,888	\$0	\$0	\$0
3102	General (bond) (note) Retirement Parks	\$304,006	\$306,671	\$303,491	\$304,744	\$306,794
3103	General (bond) (note) Retirement PW Bldg	\$215,296	\$216,568	\$212,273	\$212,688	\$212,137
3105	Bond Principal Payments (streetscape)	\$180,300	\$181,675	\$177,550	\$178,050	\$178,400
3301	Special Assessment Fire Bonds	\$242,434	\$242,596	\$242,192	\$241,219	\$239,918
4401	NSP	\$0	\$0	\$0	\$44,378	\$0
4409	OPWC-Breezyway	\$0	\$0	\$0	\$1,739,472	\$4,749,182
Total		\$33,831,162	\$30,360,295	\$29,265,690	\$36,816,792	\$38,200,926

An aerial photograph of a multi-lane highway interchange with several cars visible. The image is covered with a semi-transparent blue filter. In the lower-left area, the word "Glossary" is written in a white, serif font.

Glossary

Glossary

Annual Budget – a budget applicable to a single fiscal year (January 1 – December 31).

Appropriation – an authorization granted by the Board of Trustees to make expenditures and incur obligations for specific purposes. Temporary appropriations are approved in December, permanent appropriations are approved in April and supplemental appropriations may be approved over the course of a budget year.

Bargaining Unit – a union or group of employees that collectively work with management to establish work and wage parameters.

Bond – a loan provided by an outside agency or entity to finance the acquisition of an asset with a long useful life or to construct or repair public facilities. Bonds are repaid (serviced) with interest, over an extended period of time, typically 20-30 years, with payments typically occurring semi-annually.

Budget – a plan for the financial operation embodying an

estimate of proposed expenditures for a given period and the proposed means of financing them.

Cash Basis – the basis of accounting under which revenues are recorded when received in cash and expenditures are recorded when paid.

Capital Project Fund – a fund that is used to account for activities related to large capital projects.

Community Development Block Grant (CDBG) – a program of the federal government that provides funding for investment in low- and moderate-income communities to eliminate blight, create jobs, remediate chronic nuisance properties, and fund infrastructure projects.

Debt – an obligation resulting from the borrowing of money or from the purchase of goods and services. Instruments of debt include bonds and notes.

Debt Service Fund – a fund that is used to account for activities related to retiring bonds or notes.

Glossary

Encumber – a charge against a specific appropriation item which sets aside appropriated funds for the obligation established by the purchase order.

Full-Time Employee – an employee that works more than 1,500 hours per year per federal guidelines. Full-time employees are eligible for health care insurance through the Township.

Fund – an independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

General Fund – A fund used to account for all transactions of a governmental unit which are not accounted for in another fund.

Grant – a contribution by one governmental unit to another unit. The contribution is normally made for a particular program or project without expectation of repayment.
Initiative – a particular project that will be completed by the

Township that may or may not require money to complete and that may or may not be tied to a KPI.

Key Performance Indicator (KPI) – a strategic dataset that measures the performance of the organization.

Levy – to assess or to levy (assess, exact, raise, or collect) a tax. The township trustees are the taxing authority, the county auditor is the assessor, and the county treasurer is the collector of taxes and fees.

Non-Departmental – references any expenses or revenues that are not typically assigned to any one department.

Policy – a set of principles that has been adopted by the Board of Trustees that sets the direction for Township staff and is enacted/executed by staff.

Receipts – this term, unless otherwise qualified, means cash received.

Revenue – public moneys from taxes, fines, fees, and levies. These moneys are collected by the federal government, Township, state, or county.

Special Revenue Fund – a fund that has been established to account for a particular set of activities.

State Capital Improvement Program (SCIP) – a loan program administered by the Ohio Public Works Commission to finance major road rehabilitation projects.

Tax Budget – a document that informs the County Auditor of the likely revenue needs of the Township in order to ensure that all revenues are collected by the Auditor in the following year.

Tax Increment Financing (TIF) – a method available to Townships to increase local revenues by diverting future property tax revenue increases from a defined area or district related to an economic development project.

Township – a township is a body politic, a subdivision of the state, and partakes of state sovereignty. Its officers are elected to administer the affairs of the township government as representatives of the people. All public funds in its possession and control can be spent only for the purposes authorized by statute and in the manner provided by statute.

Some definitions are adapted from the Accounting and General Manual published by the Uniform Accounting Network and the Ohio Township Handbook published by the Ohio Auditor of State.

An aerial photograph of a parking lot and a multi-lane road, overlaid with a semi-transparent blue filter. The parking lot on the left contains several vehicles and a sign. The road on the right has multiple lanes with cars driving. The word "Attachments" is written in a white serif font in the lower-left area.

Attachments

Attachments

A - Board policy document and resolution

B - Roster

C – Purchasing Card Policy

D – Purchasing Policy

E - Capital Policy

F - Inventory & Asset Policy

E – What is a Levy

Attachment A

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at 7 p.m., on the 27th day of October, 2020, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Raj Rajagopal, Dan Unger, Matt Wahlert

Mr. Unger introduced the following resolution and moved its adoption:

RESOLUTION NO. 60-20

RESOLUTION ADOPTING POLICY PRIORITIES FOR 2021

WHEREAS, the Board of Trustees sets the policy direction for Colerain Township in furtherance of the health, safety and welfare of Township residents, businesses and employees; and;

WHEREAS, the Board of Trustees of Colerain Township desires to establish the policy priorities for fiscal year 2021; and;

WHEREAS, Township Staff conducted two digital surveys to solicit feedback from residents on the desired policy direction of the Township; and;

WHEREAS, this direction will provide high level guidance to staff on the priorities that should be executed in 2021 as part of the Strategic Plan.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Colerain Township, Hamilton County, Ohio, as follows:

1. The Fiscal Year 2021 Policy Priorities are as follows:

- A. Reorganize the organizational chart to dedicate more resources to Economic Development within the Township and develop programs and projects that will lead to a more prosperous Colerain Township. (Prosperous)
- B. Develop initiatives such the deployment of additional street trees, electric charging stations and improved streetscapes (Green)
- C. Develop initiatives that combat littering and illegal dumping throughout the Township (Clean).
- D. Create a new brand for the Township.
- E. Improve neighborhood health by focusing on property maintenance and code enforcement; and

2. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code; and

3. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.

4. That this Resolution shall be effective at the earliest date allowed by law.

Mr. Wahlert seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Mr. ~~Insko~~ Wahlert yes, Mr. Rajagopal yes, Mr. Unger yes

ADOPTED this 27th day of October, 2020.

BOARD OF TRUSTEES:

Raj Rajagopal
Raj Rajagopal, Trustee

Dan Unger
Dan Unger, Trustee

Matt Wahlert
Matt Wahlert, Trustee

ATTEST:

Jeff Baker
Jeff Baker,
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

Lawrence E. Barbieri (0027106)
Colerain Township Law Director
Scott A. Sollmann (0081467)
Colerain Township Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040 (513) 583-4200

Attachment B

Department	Position	Job ID #
Administration	Township Administrator	100
Administration	Assistant Township Administrator	101
Administration	Director of Finance	102
Administration	IT Director	103
Administration	Finance Specialist	104
Administration	Accounting Specialist	105
Administration	Accounting Specialist	105
Administration	Human Resources Specialist	106
Administration	Office Manager	107
Administration	Receptionist	169
Administration	Senior Development Officer	173
Administration	Development Officer	174
Administration	Management Analyst Intern	175
Fire & EMS	Fire Chief	108
Fire & EMS	Assistant Fire Chief of Operations	109
Fire & EMS	Assistant Fire Chief of Administration	110
Fire & EMS	Administrative Assistant	111
Fire & EMS	Division Chief (Part-time)	112
Fire & EMS	Division Chief (Part-time)	112
Fire & EMS	Reservist	113
Fire & EMS	Part Time Fire Safety Inspector	114
Fire & EMS	Reservist - Public Educator	115
Fire & EMS	Reservist - Public Educator	115
Fire & EMS	Fire Hydrant Maintenance Worker (seasonal)	116
Fire & EMS	Fire Hydrant Maintenance Worker (seasonal)	116
Fire & EMS	Fire Hydrant Maintenance Worker (seasonal)	116
Fire & EMS	Vehicle Fleet Manager	117
Fire & EMS	Fleet Mechanic Technician II	118
Fire & EMS	Fleet Mechanic Technician I	118
Fire & EMS	Part Time Fleet Mechanic Technician	119
Fire & EMS	Co-Op Fleet Mechanic Technician	120
Fire & EMS	Medical Director	121
Fire & EMS	Battalion Chief	122
Fire & EMS	Battalion Chief	122
Fire & EMS	Battalion Chief	122
Fire & EMS	Captain - Emergency Medical Services	123
Fire & EMS	Captain - Community Risk Reduction	124
Fire & EMS	Captain - Training & Education	125
Fire & EMS	Fire Captain	126
Fire & EMS	Fire Captain	126
Fire & EMS	Fire Captain	126
Fire & EMS	Fire Captain	126
Fire & EMS	Fire Captain	126
Fire & EMS	Fire Captain	126
Fire & EMS	Fire Lieutenant	127
Fire & EMS	Fire Lieutenant	127

Police	Uniformed Patrol Officer	146
Police	Environmental Crimes Investigator	172
Police	Public Safety Administrative Assistant	148
Police	Civilian Supervisor	149
Police	Accreditation Manager	150
Police	Property Room Manager	151
Police	Police Clerk	152
Police	Police Clerk	152
Police	Police Clerk	152
Police	Police Clerk	152
Police	School Safety Officer	153
Police	School Safety Officer	153
Police	Police Clerk (PT)	154
Police	Police Clerk (PT)	154
Police	Chaplain	155
Public Services	Director of Public Services	156
Public Services	Event Coordinator	157
Public Services	Facility Manager	158
Public Services	Supervisor Foreman	159
Public Services	Supervisor Foreman	159
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Maintenance Worker	160
Public Services	Bus Driver	161
Public Services	Event Setup Worker	162
Public Services	Event Setup Worker	162
Public Services	Seasonal Maintenance Worker	163
Public Services	Seasonal Maintenance Worker	163
Public Services	Seasonal Maintenance Worker	163
Public Services	Seasonal Maintenance Worker	163
Public Services	Seasonal Maintenance Worker	163
Public Services	Seasonal Maintenance Worker	163
Public Services	Seasonal Maintenance Worker	163
Public Services	Director - Summer Camp	164
Public Services	Assistant Director - Summer Camp	165
Public Services	Summer Camp Counselor	166

Public Services	Summer Camp Counselor	166
Public Services	Summer Camp Counselor	166
Public Services	Summer Camp Counselor	166
Public Services	Summer Camp Counselor	166
Public Services	Summer Camp Counselor	166
Public Services	Litter Pick Up Laborer	171
Public Services	Litter Pick Up Laborer	171



2.1 COLERAIN TOWNSHIP PURCHASING CARD POLICY

PURPOSE

Colerain Township will utilize Purchasing Cards in order to reduce the hours associated with the acquisition of certain commodities related to the normal operations and to simplify the process for purchasing and further the efficient delivery of services. Finally, this policy is constructed to comply with Ohio Revised Code (ORC) Section 9.21 - 9.22, and ORC Section 505.64. Purchasing Cards are not intended to be utilized to avoid traditional purchasing procedures.

PURCHASING CARD ISSUANCE

Every Purchasing Card issued by Colerain Township shall contain the name “Colerain Township” embossed or imprinted on the face of the Card. In addition, each card shall specify the Department to which the card has been assigned, in order to assist in monthly expense tracking and reconciliation.

The following purchasing cards shall exist:

1. Colerain Township Administration Dept
2. Colerain Township Cincinnati Bell
3. Colerain Township Emergency All
4. Colerain Township Community Center
5. Colerain Township Duke Energy
6. Colerain Township Fire Dept Building Maint
7. Colerain Township Fire Dept Admin
8. Colerain Township Fire Dept Operations
9. Colerain Township Fleet Maintenance
10. Colerain Township GCWW
11. Colerain Township IT Dept
12. Colerain Township Parks Dept
13. Colerain Township Police Dept Admin
14. Colerain Township Police Dept
15. Colerain Township Roads Dept
16. Colerain Township Rumpke Public Services
17. Colerain Township Zoning Dept Admin
18. Colerain Township Zoning Dept

Nothing contained in this section shall prevent the addition, deletion, or modification of the designated and specified Purchasing Card accounts by the Fiscal Officer of the Township or their designee.

If multiple cards are required for each Department, the Department Head may request additional Purchasing Cards, which may be approved at the discretion of the Finance Director. Duplicate cards shall be maintained in the same manner as described in this policy.

AUTHORIZED USERS

The following officers, positions, or appointees (“Authorized Users”) shall be specifically authorized to utilize, or cause to be utilized, a Colerain Township-Issued Purchasing Card Account:

1. Township Administrator
2. Assistant Township Administrator
3. Finance Director
4. Township Department Heads:
 - a. Police Chief
 - b. Fire Chief
 - c. Public Services Director
 - d. Planning & Zoning Director
 - e. Information Technology Director
5. Township Supervisory or Administrative Staff, including, but not limited to, the following:
 - a. Police Lieutenant, Operations Commander, or similar
 - b. Police Lieutenant, Administrative Commander, or similar
 - c. Parks Supervisor
 - d. Roads Supervisor
 - e. Assistant Fire Chief, Operations, or similar
 - f. Assistant Fire Chief, Administration, or similar

Any of the Authorized Users stated within this section shall be further authorized to approve, appoint, nominate, or otherwise cause the use of a Colerain Township-Issued Purchasing Card by an appointee, employee, or designee if the authorized purpose is in furtherance of an approved Township expenditure, made in accordance with this Policy, and provided that prior authorization is granted by the Authorized User. Such authorization is to be written via the attached Employee Acknowledgement form. Colerain Township may be appointed or designated pursuant to this Section.

The Finance Department shall be responsible for collecting and reconciling all charges with proper itemized receipts to the department-issued card statement, on a monthly basis in accordance with the reconciliation section of this policy.

RESPONSIBILITIES

The following non-exhaustive list defines the requirements and responsibilities of various parties, departments, or individuals within Colerain Township, relative to the use, administration, and reconciliation of the Township Purchasing Card program.

1. Authorized User (or Appointee)
 - a. The Authorized User, appointee, employee, or designee shall have the following responsibilities regarding the use of Purchasing Cards, as applicable:
 - i. Make purchases according to the requirements established in this policy/procedure;
 - ii. Accountability for all transactions made against the card while in possession of Purchasing Card;
 - iii. Provide timely information regarding monthly transactions made on the card and retention of an original, itemized sales/credit receipt;
 - iv. Submit all itemized sales/credit receipt to the Department Head in a timely fashion, prior to monthly reconciliation of the card statement;
 - v. Safeguard the Purchasing Card and keeping the account number confidential;

- vi. Use the Purchasing Card for Colerain Township business only;
- vii. Resolving disputed charges with the merchant and/or lending institution (also referred to as “Card Issuer”);
- viii. Return merchandise to the merchant when it is incorrect or no longer needed;
- ix. A lost or stolen card should be reported immediately by telephone to PNC Bank Customer Service at 1(800) 685-4039; and to Colerain Township Finance Director;
- x. Promptly return any issued Purchasing Card to the Fiscal Office at the conclusion of the intended purchase, with the exception of the Emergency Purchasing card which shall remain in a central lock box;
- xi. Surrender the Purchasing Card in possession, upon termination of employment from Colerain Township, along with any final reconciliation or receipts.

2. Department Head (or Township Administrator)

- a. The Township Administrator, their designee, or the Department Head, as applicable, shall have the following responsibilities regarding the use of Purchasing Cards:
 - i. Manage the usage and appointment of designees, for use of Department Purchasing Cards as applicable;
 - ii. Request the issuance and approval of Purchasing Cards, where applicable, from the Fiscal Office in writing;
 - iii. Approve specific expenditures and verify the intended purpose;
 - iv. Ensure that charges made using the Purchasing Card were appropriate;
 - v. Ensure that each expense is documented with an itemized receipt;
 - vi. Ensures that appropriate project/overhead number is charged;
 - vii. Initiate Card revocation and disciplinary action when necessary;
 - viii. Interface with the Purchasing Card Issuer as needed;
 - ix. Coordinate Cardholder training and policy compliance;
 - x. Report unauthorized use or charges of the Purchasing Card to the Finance Director at the earliest possible opportunity;
 - xi. Work with Authorized Users, appointees, employees, or designees to reconcile errors and billing disputes once the Authorized User or appointee has exhausted other avenues for resolution (Merchant, Card Issuer);
 - xii. Request written authorization from Fiscal Officer if anticipated purchase(s) will exceed the established Per Diem Purchasing Card Limit or Monthly Purchasing Card Limit established within this Policy, prior to authorizing the Authorized User, appointee, or designee to proceed.

3. Fiscal Office (or Designee)

- a. The Township Fiscal Officer, or their designee, shall have the following responsibilities regarding the use of Purchasing Cards:
 - i. Manage the distribution of Purchasing Cards to Authorized Users, appointees, employees, or designees, including the establishment of a log documenting Purchasing Card use;
 - ii. Manage the approval and issuance of Purchasing Cards in writing, upon receipt of such request in writing from a Department Head, consistent with this Policy;
 - iii. Confirm verification from Department Head of intended purpose of purchases;
 - iv. Coordinate dispute resolution process in consultation with Department Heads and the Card Issuer;

- v. Complete the reconciliation of monthly Purchasing Card Statement for their respective Departments;
- vi. Maintain records of all Purchasing Card requests, credit limits, and purchasing controls for each card;
- vii. Update the Purchasing Card policy/procedure as needed, in consultation with the Township Administrator and/or Board of Trustees, as applicable;
- viii. Monitor/follow up to ensure that no future charges are incurred on an account where the card has been reported as lost or stolen
- ix. Review and approve of exceptions to the standard, daily, or monthly credit limits, provided such requests are received, and approved in writing;
- x. Review and grant approval for standard, daily and monthly credit limits;
- xi. Ensure that accurate documentation is provided to, and received from, the Card Issuer.

CONTROL AND INVENTORY

The Colerain Township Finance Director shall maintain an inventory and centralized possession of all Township-Issued Purchasing Cards until such time that a card is assigned to an Authorized User, their appointee, employee, or designee to complete specified purchase or purchases, as contemplated within this Policy. There shall be one Emergency Purchasing Card available in a central lock box for authorized use when the Fiscal Office is not available. A sign out sheet will accompany this card and the Department utilizing this card will be responsible for notifying the Finance Department of use of the Emergency Card through an emailed copy of the receipt.

PROCUREMENT PROCESS

The following procedures are established to govern the process for an Authorized User, appointee, employee, or designee to obtain a Purchasing Card for intended use:

1. Before utilizing a Colerain Township Purchasing Card for any specific purchase, an Authorized User, their appointee, employee, or designee, shall obtain the appropriate department-issued purchasing card from the Colerain Township Fiscal Office prior to use. The Fiscal Office shall log each instance of assignment of a Purchasing Card to an Authorized User, appointee, employee, or designee as defined within this Policy. This log will be used as an administrative note, and will be destroyed when no longer relevant. The log shall demonstrate the following:
 - a. Authorized User/Appointee/Employee/Designee Name
 - b. Authorized User Department
 - c. Date of Card Acquisition or Acquisition(s) from Fiscal Office
 - d. Specified Vendor
 - e. Purpose of Expenditure
 - f. Date of Card Return to Fiscal Office
2. For monthly recurring billed Township expenditures where Purchasing Card information is stored by a third-party vendor, including, but not limited to, monthly periodical subscriptions, facilities rental charges or expenses, or other similar expenses, the Authorized User, appointee, employee, or designee shall not be required to obtain the card from the Fiscal Office for each month that a recurring expense is billed, provided that the recurring expenditure is reconciled by the Department Head for each month that the expense is billed, consistent with the requirements stated elsewhere

within this Policy. Existing and recurring expenditures in place at the time of the adoption of this Policy shall be deemed as having received prior approval.

3. In lieu of obtaining a physical Purchasing Card from the Fiscal Office, an Authorized User, appointee, employee, or designee may request, in writing (written or email), that the Fiscal Officer or their designee issue a Virtual Purchasing Card for a specific purchase or purchases. Such request shall detail the following:
 - a. Vendor
 - b. Purpose of Expense(s)
 - c. Dollar Amount of Purchase (not to exceed)

The Fiscal Officer, or their designee shall review the request for Virtual Card issuance and may issue, at the sole discretion of the Fiscal Officer or their designee, the Virtual Purchasing Card to the requesting party, provided such issuance is provided to the Authorized User, appointee, employee, or designee in writing.

AUTHORIZED EXPENSES

The following is a partial, non-exhaustive listing of typical authorized Colerain Township-related purchases that can be made using a Purchasing Card:

1. Office supplies;
2. Computer supplies;
3. Computer software that will be expensed;
4. Hotel & Airline reservations for township business;
5. Registration fees for township-sponsored events, training, or continuing education classes, excluding tuition for courses accumulating academic credit in pursuit of a degree or certificate;
6. Approved professional memberships, licenses, certifications, or accreditations associated with Township duties or responsibilities;
7. Monthly, quarterly, or yearly billed services, subscriptions, periodical or literature subscriptions, or facilities rentals or equipment rentals with third-party vendors who allow the use of a Purchasing Card for automated or recurring billing purposes;
8. Supplies specific to the on-going provision of services or delivery of services to Township residents or in conjunction with Township-sponsored events;
9. Expenses incurred while traveling for Township business (example, parking);
10. Purchase of supplies or equipment where an emergency, location, vendor location, or other mitigating circumstances otherwise prevents traditional purchasing methods being utilized, provided such expenses are approved by the Department Head and/or Township Administrator on a "case-by-case" basis, such approval may be written or verbal.

If the Authorized User, appointee, employee, or designee is uncertain that the Township Purchasing Card is the correct purchasing tool to be used, he/she must contact the Department Head and/or Finance Director for additional clarification before making the purchase.

UNAUTHORIZED EXPENSES

The Colerain Township Purchasing Card, as applicable, shall not be utilized for the purchase of any of the following types of goods, services, or items:

1. Personal purchases;
2. Cash advances;
3. Gift Cards;
4. Training, seminars, or professional fees that are not approved and otherwise not associated with Township business;
5. Computer rentals not otherwise associated with travel or business-based technology requirements (projector rental, etc.);
6. Contractual Services agreements otherwise requiring review and approval of contract documents, unless otherwise specifically approved in writing by the Fiscal Officer;
7. Tuition for the accumulation of academic credit in pursuit of matriculation or otherwise resulting in the awarding of any advanced degree or certificate at any college or university, or other similar institution of higher learning, without prior written authorization from the Township Administrator;
8. Alcoholic beverages;
9. Entertainment or recreational activities without prior approval of the Administrator or Board of Trustees;
10. Any purchase that exceeds the spending limits authorized to the user by the Board of Trustees;
11. Any other purchases made without prior approval and authorization by the Department Head and/or Township Administrator, as applicable.

SPENDING LIMITS

The following spending limits shall be established for all Colerain Township Purchasing Card accounts, unless otherwise noted:

1. Per Diem Limit
 - a. The maximum daily ("Per Diem") limit for any single purchase or transaction shall not exceed \$2,500.00 per day, per transaction. The Township Finance Director may authorize an increase in the Per Diem limit for individual transactions, provided such authorization is obtained in writing from the Fiscal Officer prior to the completion of the purchase.
2. Monthly Limit
 - a. The Monthly Purchase Limit for each Department-Issued Purchasing Card shall not exceed \$10,000.00, unless otherwise specifically approved in writing by the Township Fiscal Officer.
3. Exclusions
 - a. The monthly and per diem limits will not apply to any vendor specific purchasing cards. For example, the card used to pay the monthly electricity bill will not be subject to the limit.

GENERAL RULES

Authorized Users, appointees, employees, and/or designees shall be required to adhere to the following rules when utilizing Township-issued Purchasing Cards in the process of completing transactions:

1. Single Transaction Required
 - a. The total value of any single transaction shall not exceed a Cardholder's single Per Diem limit purchase limit defined in this Policy unless otherwise authorized pursuant to the Spending Limits Section of this Policy. Splitting of payment for a purchase into multiple transactions to stay within the single purchase Per Diem Limit shall be strictly prohibited. A purchase cannot be made unless a blanket certificate or purchase order currently exists for

the item.

2. Identification Required

- a. The Authorized User shall present proper identification at the time of purchase, if applicable, identifying him/herself as a Colerain Township employee or representative, and to ensure that any pre-negotiated or promotional pricing is secured.

3. No Cash Back

- a. No cash back for returns shall be permitted. All returns shall be demonstrated as a credit to the Card amount and shall be documented with the appropriate itemized receipt.

4. Sales Tax Exemption Required

- a. It shall be the primary responsibility of the Authorized User, appointee, employee, or designee, to ensure that the required sales tax exemption forms are provided at the point of sale to the vendor, and that no sales tax is charged at the point of sale. Sales Tax Exemption forms shall be obtained from the Fiscal Office prior to purchasing.

5. Itemized Transaction Receipt

- a. The Authorized User, appointee, employee, or designee shall be responsible for obtaining an itemized transaction at the time of purchase, with sufficient detail to indicate the item or items purchased and the aggregate cost charged to the card. Failure to obtain a receipt shall be a violation of this Policy. The Authorized User, or their appointee, employee, or designee procuring the Purchasing Card, as applicable, shall be liable in person and upon any official bond that the Authorized User, appointee, or designee has given to the Township to reimburse the Township Treasury in the amount for which the Authorized User, appointee, employee, or designee does not provide itemized receipts in accordance with the requirements specified within this Policy.

MAKING A PURCHASE

An Authorized User, appointee, employee, or designee shall utilize the following process when making a purchase using a Colerain Township Purchasing Card, as applicable:

1. Determine that the Township-issued Purchasing Card is the appropriate purchasing tool (versus a purchase order). Ask the Department Head responsible for the specific department-issued card that the expense will be charged to, and/or the Township Administrator if uncertain;
2. Call or visit the merchant of choice (as appropriate);
3. Select or order the desired merchandise;
4. Identify yourself as a Colerain Township representative to ensure negotiated prices are charged;
5. Tell the merchant the sale is considered not taxable, so that sales tax is not charged at the point of sale by furnishing the appropriate Tax Exemption Form provided by Fiscal Office to the Vendor, either electronically or in person;
6. Give the Township's business address as the shipping address as the receipt will be needed for reconciliation;
7. Obtain an itemized receipt (even if the purchase is made by phone, internet, or fax) as charge/credit slips that do not itemize are inadequate documentation;
8. If delivery instructions are needed, the Authorized User, appointee, employee, or designee should give their business address.

The Authorized User, appointee, employee, or designee instruct the merchant that the Purchasing Card number is not to be displayed anywhere on the outside of the package so the account number remains confidential.

RECEIVING AND RETURNING MERCHANDISE

An Authorized User, appointee, employee, or designee shall observe the following process when receiving merchandise purchased utilizing a Township Purchasing Card:

1. Upon receipt of a Purchasing Card-related package, the Authorized User, appointee, employee, or designee must verify that the shipment is correct. If it is not correct, the Authorized User, appointee, employee, or designee should notify the merchant directly for resolution, and shall further confirm the status of the order with the Department Head.
2. Retain the merchant's original itemized sales/credit receipt and submit to the Department Head responsible for final authorization and reconciliation of the monthly Purchasing Card statement.

An Authorized User, appointee, employee, or designee shall observe the following process when returning merchandise purchased utilizing a Township Purchasing Card:

1. Contact the merchant for return procedures and to determine if any restocking fee, return shipping fee, or other applicable fees will be charged. Such fees must be documented in writing.
2. The Authorized User, appointee, employee, or designee should pack the merchandise securely (original packing materials are preferable). If adequate packing materials are unavailable, an additional charge may be assessed.
3. Label the package according to the instructions given by the merchant.
4. Retain a copy of any documentation sent to the merchant.
5. All refund receipts and/or documentation must be submitted to the Department Head responsible for final authorization and reconciliation of the monthly Purchasing Card statement.

Depending on the value of the merchandise being returned, it may be necessary to place additional insurance on the package beyond the carrier's routine insured value. Any such charge should be noted on the itemized receipt.

RECONCILIATION

An Authorized User is responsible for furnishing itemized receipts for any and all purchases made utilizing the Purchasing Card. Lost Receipts will not be tolerated. The authorized user will be responsible for obtaining a duplicate receipt. The authorized user must review the itemized receipts for accuracy prior to submitting it to the Department Head for approval. If there are discrepancies, you must attempt to resolve by contacting the supplier first then the bank.

The Township Fiscal Office will receive a statement directly from the Card Issuer monthly. The Fiscal Office designee will forward the itemized statement of transactions to the Department Head and/or their designee for reconciliation of the Purchasing Card transactions. In order to complete the reconciliation within five business days, the Department Head or their designee shall:

1. Review and approve the itemized statement and each transaction listed thereon and check for vendor accuracy, purpose, and amount.

2. Verify the vendor, transaction date, amount, and date of order/processing, and compare that to receipts submitted for all purchases for the then-current month.
3. Attach supporting itemized sales/credit receipts (originals) to the statement corresponding with the card or cards assigned the specific Department, previously compiled and collected throughout the then-current month, from Authorized Users.
4. Attach any documentation relative to credits or refunds listed on the statement.
5. Note specifically if any charges listed are disputed pursuant to this Policy, and attach the appropriate dispute reporting information required and established in this policy manual.
6. The department head must approve the purchase by signing the receipt.
7. .
8. Forward the approved reconciliation and the accompanying, itemized receipts to the Township Fiscal Office. This will allow prompt payment to the Card Issuer.

The failure of a Department Head to supply the information needed to properly reconcile the Purchasing Card according to the procedures found in this policy may result in disciplinary action.

PAYMENT

The Colerain Township Finance Director or their designee will make one payment monthly to the Card Issuer for the total amount due. Disputed items will be demonstrated as a credit on the following monthly statement.

DISPUTED TRANSACTIONS

An incorrect, unrecognized, or questioned transaction may be disputed. If a transaction needs to be placed in dispute, the Finance Department will be responsible for initiating the dispute during the process of completing the monthly reconciliation for submittal to the Fiscal Office.

1. When the Finance Department initiates a dispute, the Finance Department shall complete the following steps, in consultation with the Fiscal Office:
 - a. Complete a written report detailing the disputed claim in the form or report format agreed to and established by the Fiscal Office and/or the Card Issuer. Such report shall indicate whether the charge is to be in error, fraudulent, or other such details reasonably necessary to document the nature of the dispute.
 - b. The Finance Department may conduct or may otherwise request an investigation into the disputed charge, in order to meet reporting requirements for disputing a transaction.
 - c. The Finance Department shall send a completed report and any results of any subsequent investigation to the Township Administrator and/or Fiscal Office for review.
 - d. The Fiscal Office may coordinate the investigation or processing of a disputed transaction with the Card Issuer and the Department Head, as applicable. The Finance Department shall be responsible for verifying the refunded amount on the applicable statement or statements thereafter and upon conclusion of the investigation into the disputed transaction. In the event that a disputed transaction is not successfully resolved, such event shall be reported to the Township Administrator.
 - e. The Card Issuer may conduct a separate investigation regarding the disputed transaction. While the investigation is ongoing, a temporary reversal of the transaction (charge or credit, as appropriate) may be issued to the applicable Purchasing Card account. Upon completion

of the investigation, the Cardholder is notified of the resolution. If the dispute is not settled in the Cardholder's favor, the transaction will be re-posted to the Cardholder's account.

UNAUTHORIZED PURCHASES

An Authorized User, appointee, employee, or designee who makes unauthorized purchases or intentionally misuses the credit card will be personally liable for the total dollar amount of such unauthorized purchases, plus any administrative fees charged by the Bank in connection with the misuse. The Authorized User, appointee, employee, or designee will also be subject to disciplinary action up to and including termination, as well as criminal prosecution for theft in office.

LOST OR STOLEN CARDS

If a Purchasing Card is lost or stolen, the Authorized User, appointee, employee, or designee responsible for the lost card shall timely report the lost or stolen card to their Department Head, the Finance Director. Failure to report the loss of a Purchasing Card may result in disciplinary action. The Finance Director shall then contact the lending institution immediately at the contact number provided for the Card Issuer. The Fiscal Officer or Finance Director shall be authorized to request that lost or stolen cards be reissued or replaced on an "as needed" basis.

TERMINATION OF CARDS

The Purchasing Card is the property of lending institution; therefore, at termination it must be surrendered to the Township Finance Director, to be destroyed. If applicable the account will be closed. A final, approved reconciliation and supporting receipts should also accompany the card.

Colerain Township
PNC Purchasing Card
Usage Agreement

Your participation in the Visa Purchasing Program is a convenience that carries responsibilities. This card is not an entitlement nor reflective of your position. You have been assigned as an authorized user, and it is your responsibility to consider this company property and it should be used with good judgement.

I, _____, hereby acknowledge that I have received a copy of the *Colerain Township Purchasing Card Policy*, and understand the provisions set forth therein. Further, I understand the consequences of failure to follow the provisions set forth within this document, including being subject to disciplinary procedures set forth within the *Personnel Policy Manual of Colerain Township, Hamilton County, Ohio* as amended.

I further acknowledge and agree that I understand that the intentional misuse of a Purchasing Card for unauthorized and/or personal expenditures will result in my being held personally liable for the total dollar amount of such unauthorized purchases, plus any administrative fees charged by the Bank in connection with the misuse. I understand that this card is for business-related purchases only. I also understand and acknowledge that I will be subject to disciplinary action up to and including termination, as well as criminal prosecution for theft in office.

Your signature below verifies that you understand the Visa Purchasing Program guidelines outlined below and the Purchasing Policy set before you; and that you agree to comply with them both.

Signature

Date

Print Name

Department/Position

Department Head Signature of Authorization

Approved by Director of Finance



2.2 COLERAIN TOWNSHIP PURCHASING POLICY

PURPOSE

In the course of general business and operations, Colerain Township will be required to make various purchases of goods and services. This policy outlines the rules and requirements that all Township employees and elected officials must follow in order to make a purchase. This policy is intended to conform with State of Ohio law and best practices for government procurement.

GENERAL PURCHASING PROCESS

The process of making a purchase shall generally be as follows:

1. Obtain a price for the purchase consistent with Township procurement section of this policy;
2. Identify whether the funds have been budgeted for the purchase;
3. Open a PO or SBC for the purchase;
4. Proposal or contract for the purchase is signed by Township Administrator or designated Acting Administrator as identified in a personnel order;
5. Purchase is made as delegated by the Board of Trustees (as a reminder, the Township is exempt from sales tax);
6. Invoice is processed and paid.

GENERAL PRACTICES: PROCUREMENT

Employees will use the following standards when securing pricing for purchases.

- There are no special procurement practices for purchases under \$2,500.
- Unless exempted below, a demonstrable attempt must be made to gather three price quotes for purchases between \$2,500 and \$50,000.
- Any purchase over \$50,000 must go out for competitive bid, consistent with the provisions of the competitive bidding section of this policy.

There are several exemptions to the procurement rules stated above. The below list demonstrates all items that are exempted from general procurement practices per state law via Ohio Revised Code (ORC) section 307.86. In general, Colerain Township will, as a matter of best practice, obtain a minimum of three quotes on these items, even if they are exempt from competitive bidding.

1. Any State of Ohio Department of Administrative Services contract
2. Any State of Ohio Department of Transportation contract
3. Accounting Services
4. Architectural Services
5. Attorney Services
6. Physician Services

7. Appraisal Services
8. Professional Consulting Services
9. Sole source vendors or items (with proper documentation)
10. Land purchases and sales through the Colerain CIC
11. Any jointly purchased item per Ohio Revised Code section 9.48

GENERAL PRACTICES: PURCHASE ORDERS

As part of the purchasing process, the Ohio Revised Code (ORC 5705.41 (D)) requires that a Purchase Order (PO) with a certificate from the Fiscal Officer stating that funds are available must be created prior to the incurrence of an expense. In short, before a purchase is made or a contract is signed, a PO must be processed by the Fiscal Officer. On all Township POs, the Trustees or their designee must approve the PO. When the Trustees' purchasing policy is followed (i.e. the appropriate level of authorization has been received), the purchase order will be deemed to be approved once the Fiscal Officer has signed as certifying the availability of funds.

There are three types of purchase orders, which all contain the Fiscal Officer's certificate of available funds and can be applied toward purchases:

Regular Purchase Order (PO)

A PO is issued when the purchase of specific items is planned from one vendor. It can be used for any amount and can be over multiple appropriation account codes. It is valid until the contract is fulfilled or canceled. To cancel the remaining balance on a PO, one should indicate that the PO should be closed on the final invoice.

Regular POs can be used for the same vendor for several invoices worth of purchases.

Super Blanket Certificates (SBC)

A SBC can be opened for any amount and can be used on multiple vendors. They are valid until the end of the fiscal year and are restricted to one appropriation line. The following are acceptable SBC purchases:

- Architectural Services
- Attorney/Legal Services
- Consultant Services
- Professional Engineering Services
- Fuel oil and gasoline
- Food items
- Roadway materials
- Utilities
- Any other specific expenditure that is a recurring and reasonably predictable operation expense and is exempt from competitive bidding

Then and Now PO

- To the extent possible, these should be used only in emergency situations. This means that the situation must be unforeseen, unplanned, and requiring immediate action, such as the towing of a broken-down vehicle, not routine vehicle maintenance. A Then and Now PO is used for purchases where prior certification of funds was not able to be obtained before the contract or order involving the expenditure of money was made.

Opening a Regular Purchase Order, Then and Now Purchase Order, or Super Blanket Certificate

To open a purchase order, departments must send a requisition request to the Finance Specialist, Accounting Specialist, or Public Safety Administrative Assistant assigned to said department. This request should include the vendor name, dollar amount, line item code, and include the Department Head's signature. Prior to requesting a PO, the Department Head should ensure that there are sufficient appropriations available to support the PO. It is prudent to have at all times an open POs or SBCs with a sufficient balance to cover your regular monthly expenses (electric, telephone, etc.) and to open a new PO or increase an existing PO when your balances are getting low.

The Township Administrator can approve any PO that is \$2,500 or less per ORC 507.11 (A). Any PO that exceeds that amount must first be reviewed by the Township Administrator, who will initial the PO, and then be approved by signature of the Fiscal Officer and two of the three Township Trustees.

GENERAL PRACTICES: CONTRACTS

Only the Township Administrator has been given the authority to execute contracts on behalf of the Township. This authority may not be delegated. Pursuant to motion adopted on January 22, 2019, the Township Administrator may execute contracts in the amount of \$10,000.00 or less without the prior approval of the Township Trustees. Any contract over \$10,000.00 must be approved by the Township Trustees before they are executed by the Township Administrator.

GENERAL PRACTICES: INVOICES

All invoices must be promptly processed and sent to the Finance Department for payment, as soon as they are received, unless invoice is being questioned. The following steps represent the process each department should follow to ensure that all invoices are properly and promptly paid.

1. All invoices shall immediately be sent to the Finance personnel assigned to the department.
2. Each invoice is stamped, so the SBC/PO number assigned, the amount, and the date of processing can be recorded.
3. The invoice will then be routed to the Department Head for review and approval by signature.
4. The Department Head will verify that the goods and services received are correct. If the goods or services are not correct, then the Department Head shall dispute the charges and no invoices shall be paid until the dispute is resolved.
5. If the invoice is correct, the Department Head will return the signed invoice to the Finance Department as soon as possible.

PURCHASING ABILITY

No one has the authority to make a purchase without an approved purchase order (except in the rare set of instances where a “Then and Now” Purchase Order is used). Once an approved purchase order has been created, The Township Administrator, Assistant Township Administrator, or Department Head may delegate the ability to make a purchase. No one may make a purchase without authorization from their Department Head. Department Heads giving an employee authorization to purchase should ensure the employee understands this policy and his/her purchasing limits. Please note, the employee making purchases may be responsible for the cost of the purchase if this policy is not followed.

COMPETITIVE BIDDING

Competitive bidding rules and regulations are in place to ensure that goods and/or services are purchased at the best possible price by opening purchasing practices to a broader, more competitive marketplace. The ORC dictates many requirements of competitive bidding and Department Heads are encouraged to consult with the Township Law Director on the need for a competitive bid and the exact requirements of the bid, prior to issuance of a competitive bid.

Purchases of \$50,000 or more must be competitively bid, unless the item to be purchased is subject to one of the exceptions listed earlier in the policy or ORC 9.48. In addition, any maintenance/repair of roads or bridges in excess of \$45,000 or \$15,000 per mile must be competitively bid. Any provision of recycling and solid waste disposal contracts must also be competitively bid.

The minimum process for issuing a competitive bid is as follows:

1. The bid must be publically noticed in a newspaper of general circulation within the Township once per week for two consecutive weeks prior to the opening of the bid.
2. The bid must be posted on the bulletin in the Township Administration building for at least two weeks.
3. The posting should include:
 - a. General description of the proposed contract
 - b. Time and place where documents related to the purchase can be obtained
 - c. Deadline for submission of bids
 - d. Time and place where bids will be opened
 - e. Terms of the proposed purchase
 - f. Conditions under which the bids will be received

While the ORC outlines several types of purchases that require competitive bids, the Township Administrator or Board of Trustees may elect to competitively bid a purchase that is not required to be competitively bid by ORC. The Township also reserves the right to reject all bids at any time.



2.4 COLERAIN TOWNSHIP INVENTORY & ASSET POLICY

PURPOSE

An inventory and asset management policy provides the Township with guidance on how to capture and adequately document all assets of value for insurance and tracking purposes. This policy will also help Departments and staff to identify and delineate which items should be considered for life cycle replacements.

INVENTORY THRESHOLDS AND ITEMIZATION

The Ohio Revised Code requires that the Township keep an annual inventory of all assets. Given that the ORC provides minimal guidance on what items are required to be maintained as part of the annual inventory, the below inventory thresholds are established for Colerain Township:

- The item is tangible; and
- The cost of the item, when initially purchased, is equal to or greater than the Township's property and casualty insurance deductible; and
- The item is not a permanent fixture; and
- The item is not leased

To the greatest extent possible, the inventory will include:

- A description of the item
- The item serial number or asset tag number
- The source of funding for initial purchase
- The date of acquisition
- The initial purchase price
- The current location of the item

DISPOSAL AND TRANSFER

The Ohio Revised Code provides guidance on the disposition and sale of Township owned assets. The Ohio Revised Code will supersede any requirements set forth in this section of this policy. At the time of adoption, the Ohio Revised Code requires that, in the opinion of the Board of Trustees, any item with a fair market value in excess of \$2,500 shall be sold by public auction to the highest bidder. For items under the \$2,500 threshold, they may be sold privately, auctioned, donated to an eligible non-profit, or disposed of via trash service or other method of destruction.

A resolution should be adopted by the Board of Trustees prior to removal of items on the inventory.

Under certain circumstances, it will be more beneficial to the Township to transfer an item on the inventory between various departments. Items may be transferred between departments provided that when the item is sold, auctioned, or otherwise disposed of that proceeds from the disposition are returned to the original funding source responsible for purchasing the item.

AUDITS AND DISCIPLINE

Annually, a member of Township staff will conduct an audit of the various items found on the inventory list. During this audit, inventory items will be reviewed and updated for any changes in location or other discrepancies. If items are found to be missing from the inventory, the Department Director or responsible staff may be subject to progressive discipline per the Township's disciplinary policy. At a minimum, a physical audit of each Department's inventory must occur once every three years.

As a reminder, as assets are removed from use, appropriate entries in the inventory program shall be made.

Lost or stolen items shall be immediately reported to Township Administrator and Chief of Police.



2.3 COLERAIN TOWNSHIP CAPITAL BUDGETING POLICY

PURPOSE

This policy outlines the general standards for what is considered to be a capital item and how the Township should budget for capital purchases. Capital purchases may vary annually and these items are typically large purchases that have a long-term useful life. Any capital item should be cataloged and disposed of in accordance with the Township's Inventory and Asset Policy.

DEFINITION OF CAPITAL

There are several key criteria that must be met for an item to be considered a capital item:

- The item must be a physical object that has value and is able to be resold; and
- The item will have an anticipated useful life of a minimum of five years; and
- The direct cost of the individual item must exceed \$10,000.

In rare circumstances, a bundled purchase of a high number of items that do not exceed the \$10,000 per item threshold may occur that should be considered a capital purchase. In general, these purchases will still meet all of the other capital criteria. It will be at the discretion of the Township Administrator to determine if a bundle purchase represents a capital purchase.

In addition to the above descriptions of capital items, for purposes of this policy maintenance of a capital item may be considered capital if the maintenance fits the above criteria and extends the useful life of the equipment by a minimum of five years.

PROCUREMENT AND BUDGETING

All capital items should be purchased according to the Colerain Township Purchasing Policy. In addition to the typical procurement procedures for all purchases, capital items should also be brought forward for Trustee approval. This approval may be sought through the consent agenda, capital purchase list at the Organizational Meeting, or as a stand alone item.

All capital items should be budgeted in the appropriate capital line items in either the General Fund or appropriate special revenue fund. To the extent possible, Departments should plan for and develop a multi-year capital replacement plan that will be incorporated into the Township's Five Year Financial Forecast. This plan will be evaluated each year during the budget process.

Definitions:

Property Value – This is the total dollar amount that your home is worth (likely the sale price or similar)

Assessed Property Value – 35% of the total property value

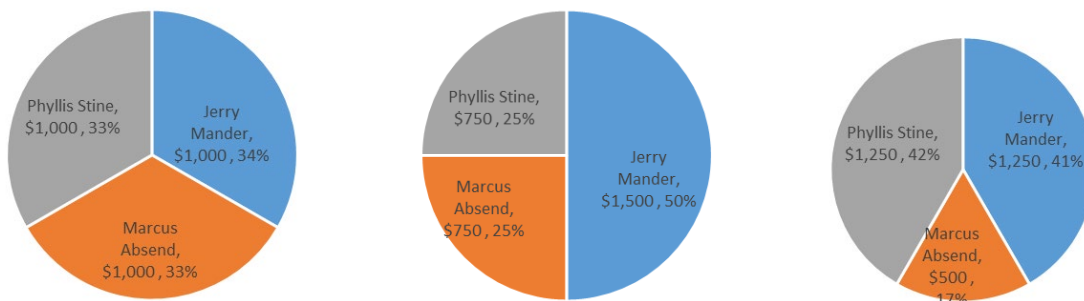
Millage/Mills – This is the amount of tax dollars that will be raised for each dollar of assessed valuation. One mill is equal to \$1 in tax for each \$1,000 of assessed property value.

What is a levy?

The Ohio Constitution states that property taxes shall be assessed at no more than 1% of value, unless otherwise approved by the electorate via *a voted tax levy*. This special tax is typically limited by the voters to fund specific expenses.

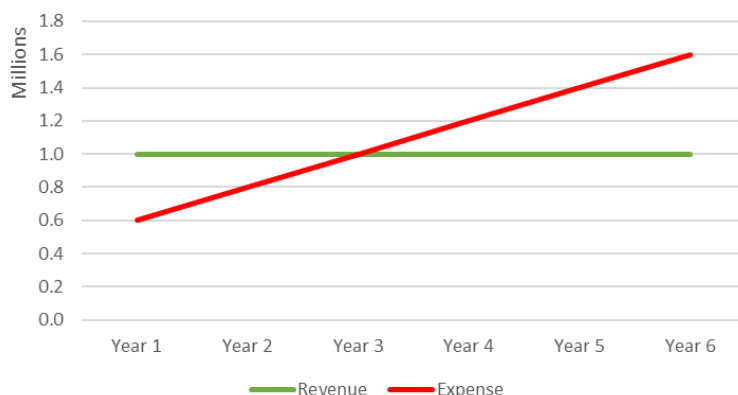
The voters establish a **set dollar value** for a levy. This is the **maximum** amount of money that a levy can ever generate in a given year. Therefore, growth in property values will not lead to an increase in tax revenue. The below example illustrates how changes in property values impact tax rates for a homeowner:

Total Tax Burden - Equal Home Values Total Tax Burden - Jerry improves his home Total Tax Burden - Marcus' home deteriorates

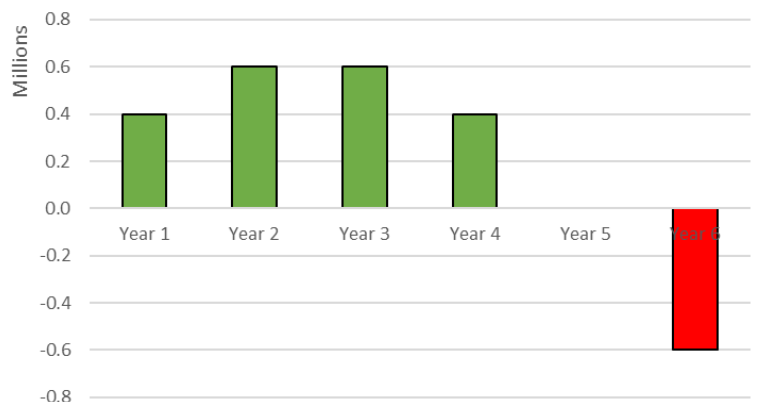


Since the total revenue collected never increases, it is unlikely that the costs associated with the levy will remain flat indefinitely as many costs will rise with inflation. Therefore, there is likely to be a need to increase a levy to cover increasing costs at a future date.

Typical Five Year Levy Cycle - Revenue vs. Expense



Typical Five Year Levy Cycle - Fund Balance



Colerain Levy Impacts

What does all of this mean for Colerain Township as it relates to the budget for 2019 and future years? For starters, we are currently in year 6 of a 5-year Police Levy and year 11 of a 5-year Fire levy.

Total Colerain Assessed Property Valuation* - \$1,145,886,440

of mills required to raise \$1M in Colerain – 0.87

Dollar impact per \$50,000 of property value to raise \$1M in Colerain – \$15.27

Calculation of tax:

$\text{Tax} = .35 * \text{Assessed value} * \text{Millage rate} / 1000$

Other items of note

There is a delay in the collection of property taxes. Taxes are not paid until the year after a levy is first assessed. A 2020 levy is not paid or received by the Township until 2021.

The Auditor's office performs a full reassessment of property values every six years and conducts "statistical" reassessment every three years.

Property tax collection rates are typically around 96% of all taxes levied, therefore any proposed levy should consider actual revenue collections to be 4% less than the full rate.

The exact property tax a home pays will depend on various reduction factors, including the owner occupancy tax credit and homestead exemption.

There are two other terms that affect the exact property tax: the effective millage and assessed millage. The assessed millage is the maximum rate that can be collected on any home. However, the effective millage is what is actually collected. The effective millage changes and accounts for factors such as state reimbursements for selected levies and changes in appraised and assessed property values that allow for decreases in millage to raise the amount of money specified in the original levy request. The effective millage cannot exceed the assessed millage. Therefore, there is a chance that, due to declines in property values, a levy could collect less revenue than voted on.

*In 2008, the total assessed value of all Colerain properties was \$1,255,593,690. This represents a loss of 1.42% over 10 years.

CONSENT ITEMS

Department: Police

Department Head:

Detail Rate Change for Walmart

New pay rates in effect for police officers, sergeants and lieutenants working the Walmart off-duty detail.

Rationale:

This detail is paid by Walmart through the Township with a 5% administrative fee. The original agreement is still in effect and is non-expiring. It may be cancelled by either party at any time. Only the rates paid to the officer have changed. These rates reflect overtime pay, PERS, workers' compensation and Medicare.

EXHIBIT A Revised 10/5/20

Pursuant to Section 4 of the Agreement, PAYMENT, Walmart shall pay to Police Department Fees according to the following terms:

- A. **Hourly Rates.** (\$66.04) for Police Officer, (\$76.59) for Sergeant, (\$88.81) for Lieutenant, per hour of an Officer's Assignment. Billing rates are all-inclusive and Walmart shall not be responsible for withholding taxes, Social Security taxes, payroll expenses, workers' compensation insurance, benefits, professional liability insurance, and state and federal unemployment insurance. Invoices must be submitted to Walmart Home Office via the electronic portal. Directions will be sent separately.
- B. **Facility Assignments.** Police Department agrees to provide Services to the following Facilities pursuant to the schedule detailed below:
- C. **Location:**
Walmart Facility #1521
8451 Colerain Avenue
Colerain, Ohio 45239
- D. **Scope of Work:**
The Police Department will provide one off duty uniformed police officer per shift to cover the hours of 5 pm (1700) until 11 pm (2300), seven days a week to provide security and safety for our customers and associates.
- E. **Effective Date:**
09/06/20

Note: Temporary adjustments to the permanent hours can be made as long as the temporary hours revert back from temporary to the original permanent hours. Examples of the need for temporary adjustments to the permanent hours could be holidays, special events, and construction, natural or manmade disasters.

IN WITNESS WHEREOF, the parties through their authorized representatives have executed this Agreement.

Township of Colerain Police Department

By: 

Title: Twp Administrator

Date: 10.14.20

Walmart, Inc.

By: _____

Title: _____

Date: _____

CONSENT ITEMS

Department: Fire

Department Head: Allen Walls, Fire Chief

Contract - City of Cincinnati - Fire Safety Trailer

Recommend approval of all consent items.

Rationale:

This MOU provides access to a regional fire safety trailer at no cost to the township.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CINCINNATI FIRE DEPARTMENT, COLERAIN TOWNSHIP FIRE AND EMS,
WOODLAWN FIRE DEPARTMENT, NORTH COLLEGE HILL FIRE DEPARTMENT,
DEER PARK-SILVERTON JOINT FIRE DISTRICT, AND THE FOREST PARK FIRE
DEPARTMENT**

This Memorandum of Understanding (the “MOU”), effective upon execution of this Agreement by all parties hereto (the “Effective Date”), is made between the Cincinnati Fire Department, Colerain Township Fire and EMS, Woodlawn Fire Department, North College Hill Fire Department, Deer Park-Silverton Joint Fire District, and the Forest Park Fire Department.

WHEREAS, in May 2020, six Greater Cincinnati fire departments entered a Memorandum of Understanding to jointly pursue FEMA Fire Prevention and Safety grant funds to purchase a fire safety trailer to be utilized as a regional asset.

WHEREAS, the application for the FEMA Fire Prevention and Safety grant in the amount of \$115,315, was requested on May 29, 2020.

WHEREAS, in order to apply for and accept this grant, the Cincinnati Fire Department (“CFD”) was required to draft a memorandum of understanding demonstrating that the apparatus will be accessible to regional fire departments; and

WHEREAS, the FEMA Fire Prevention and Safety grant was awarded to the CFD on September 2, 2020; and

WHEREAS, the Fire Chiefs of all the above listed fire departments have agreed to participate in this project.

NOW, THEREFORE, in consideration of the understanding and mutual undertakings of the parties, and the mutual covenants, agreements, and obligations contained herein, it is hereby agreed by the parties as follows:

Duties Matches and Costs for each Agency

1. The City of Cincinnati, as grant host, will coordinate the ordering, purchasing, receiving and distribution of the equipment. The City of Cincinnati will:
 - a. Order all equipment from the vendor selected according to City of Cincinnati Purchasing policy.
 - b. Pay the vendor.
 - c. Request the grant funds from FEMA and pay the 5% local match of \$5491.19.
 - d. Complete all grant reporting requirements.
 - e. CFD will be the host agency and will maintain the “Master” schedule between the partnering agencies.

{00316999-7}

- f. CFD will also be responsible for maintaining and housing this vehicle.
2. Once the Cincinnati Fire Department has possession of the equipment, the training included in the purchase will be coordinated with all agencies.
3. Each agency acknowledges and agrees to comply with the applicable provisions governing this grant and Department of Homeland Security's (DHS) access to records, accounts, documents, information, facilities and staff.
4. Each agency agrees to do the following:
- a. Cooperate with any compliance review or complaint investigation conducted by DHS.
 - b. Give DHS access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the grant.
 - c. Permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
 - d. Assist with any inquiries or requests by DHS for information related to this grant.

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

CITY OF CINCINNATI

By: _____
Paula Boggs Muething
Interim City Manager

Date: _____, 2020

RECOMMENDED BY:

Roy E. Winston, Fire Chief
City of Cincinnati Fire Department
EIN: 31-6000064

**APPROVED BY DEPARTMENT OF
ECONOMIC INCLUSION:**

Jennifer Mackenzie, Interim Director

APPROVED AS TO FORM:

Assistant City Solicitor

CITY PURCHASING APPROVAL:

Bobbi Hageman, Chief Procurement Officer
CERTIFICATION OF FUNDS:

Date: _____

Funding: _____

Amount: _____

Karen Alder, Finance Director

Signatures and EINs

Forest Park Fire Department

EIN: 31-6014977

Alfonza Jones II, Fire Chief

Woodlawn Fire Department

EIN: 31-6001095

Amos Johnson, Fire Chief

Deer Park-Silverton Joint Fire District

EIN: 31-1626347

Denny Meador, Fire Chief

North College Hill Fire Department

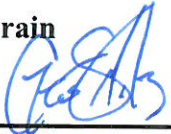
EIN: 31-6000060

Brian Fels, Fire Chief

{00316999-7}

Township of Colerain

EIN: 31-6000567



Allen Walls, Fire Chief

Geoff Milt, Township Administrator

CONSENT ITEMS

Department: Police

Department Head: Mark Denney, Police Chief

Contract - Intelligent Video Solutions -Scope of Services for VALT

Recommend approval of all consent items.

Rationale:

This agreement identifies the scope of services for the implementation of the interview room software.

Thank you for choosing VALT!

❖ Best Contacts For: **Colerain Police Department**

- End User Admin: **Scott Owen**, sowen@colerain.org, O.(513) 321-2677 C.(513) 256-0689
- End User Admin: **Ed Cordie**, ecordie@colerain.org 513 923 5092
- IT/Network Admin: **Rob Shepherd**, rshepherd@colerain.org, 513 923 5007

❖ Quote: **2009031601CR**

- ❖ Installation Address & Building Name: **4200 Springdale Road Colerain Township, OH 45251**
- ❖ Shipping Address: **4200 Springdale Road Colerain Township, OH 45251**
- ❖ Project outline completion date: **10/20/2020**
- ❖ System validation date:
- ❖ Proposed on-site date: **11/3-11/6**
- ❖ Project Description: **Installation of 1 2TB server, 2 Covert Axis F41 cameras in motion detector housings, 2 Covert Axis F41 cameras in no smoking sign housing, 2 Red Start/Stop buttons and 2 Louroe Verifact D microphones.**

Info Required for Install:

To avoid rescheduling, the following topics must be 100% completed two weeks prior to on-site date

▪ System Info:

- 1) VALT edition quoted/purchased: **Standard**
- 2) Server Type: **R1Y2S, 1RU, 2TB, four post mounted**
- 3) **All Servers must be racked, configured and tested no later than 5 business days before arrival.**
Schedule a "Validation" testing: <https://ipivs.com/book>
- 4) What Building/Room will the server be installed in? **Server room. Rob will grant access to server room upon arrival**
- 5) Server Configuration:
 - Camera NIC 1 IP: **10.0.10.200**
 - Subnet: **255.255.255.0**
 - User NIC 2 IP: **10.0.96.200**
 - Subnet: **255.255.255.0**
 - Gateway: **10.0.96.1**
 - DNS: **10.0.96.13, 10.0.96.17**
 - NTP: **10.0.96.17**
 - Mgmt NIC IP:
 - Subnet:
 - Gateway:
 - DNS:
 - NTP:
- 6) Do you need a permanent Time Stamp on the video image? **Yes**
- 7) Please have an internal discussion to determine if any part of the system needs to be backed up.
IVS does not provide any backup solution. We recommend using any existing enterprise solution.
VALT is compatible with using a Debian agent.
If that's not an option, we can mount a file store and set up a rsync job to copy videos

- **Network: 4 POE = 1 per Axis F41 camera**
 - 1) Total number of POE drops required for cameras or networked hardware: **4. Please confirm upon completion**
All network drops should have 15' service loop, female jack, and be left above the ceiling.
 - 2) Ports/Firewall Configuration: See Last page for VALT requirements
 - 3) POE Switch Brand & Model: **HP procure 2530** ****If Cisco, LLDP needs to be enabled & confirmed****
 - 4) Bandwidth between buildings if server will be off-site: **N/A**
 - 5) **IVS requires local network access to VALT server and camera network(s)**
 - Please provide wireless network name, Username/Password: **Rob will provide, on-site, switch and switch port number to access camera VLAN**
- **Video: 2 Covert Axis F41 cameras in motion detector housings, 2 Covert Axis F41 cameras in no smoking sign housing**
 - 1) IP Configuration: **Static**
 - 2) Camera MAC's: **ACCC8EFEADCF; ACCC8EFEB55A; ACCC8EFEB552; ACCC8EFEAE0E**
 - 3) Provide 4 camera IP's: **Rob can provide**
 - 4) Physical Locations: **Wall**
- **Audio: 2 Louroe Verifact D microphones**
 - 1) Microphone Type & Placement: **Wall mounted**
 - 2) Are there observation rooms? **No**
- **Accessories:**
 - 1) Start/Stop Button (Red): **Yes, mounted outside the room**

Info Required for Go Live:

Without the following information, the VALT software will not be customized for workflow functionality

- **User Configuration:**
 - 1) How many different User Groups will there be? (Network Admin/ User admin / User)
 - **Admin**
 - **Network Admin**
 - **Supervisor**
 - **Detective**
 - **Officer**
 - 2) What Permissions should each group/user have: **Ed and Scott can provide**
Hold Ctrl button and click the link to view & complete the [Permission Spreadsheet](#)
 - 3) Please provide a list of users and what group they belong to: **Example: JSmith- Admin**
 - 4) What recorded videos should each group be able to see?
 - **Admin– see all videos**
 - **Network Admin- No video access**
 - **Supervisor– see all videos**
 - **Detective – see all videos**
 - **Officer– see own individual videos**
 - 5) (Video Retention Policy) How many days should the videos be saved before deletion? **After 60 days all videos from day 1 are deleted.**

▪ **Rooms design:** (Please provide at least 1 picture from each room and email to projects@ipivs.com)

- 1) Types of Walls: **drywall with carpet over drywall**
- 2) Types of Ceilings: **drop tile**
- 3) Room Dimensions:
- 4) Wiring concerns:

▪ **Miscellaneous:**

- 1) Are there any time restrictions or schedules to be aware of?
- 2) Parking: Open lot / Passes / Validation
- 3) Can ladders & vacuums be provided?
- 4) Are there any Existing A/V hardware that will be removed prior to arrival? **Existing AV hardware in 1 room. Hardware will be left active until VALT installation is completed and system is live.**
- 5) Please ensure the room is furnished and arranged as it will be used prior to arrival. **Will be furnished with desk and chairs**

▪ **User Training:** 1-3 hours depending on License type, Programming complexity, and number of users.

- 1) How many people will be in the admin and end-user training? **8-11**
- 2) What room will the training be held in? **Classroom. Video connection is VGA. Rob can provide spare if needed**
- 3) Is there a projector or TV available to use for a group training? **Yes**
- 4) Google Chrome is the preferred browser to access the VALT software.

▪ **Software Customization & Workflow:**

- 1) What type of Templates do you anticipate needing?

https://ipivs.com/wiki/Valt_Administrator_Guide_5.0#Information_Templates

A Template contains fields that must be entered for each recording: *Example shown below*

Information

Information Template: Precall Template

Student Name *: Jane Doe

Course Number: 101

Recording Type: Follow Up

Instructor Name: x Dr. Smith

General Note: VALT is awesome!

Save Cancel

Suspect Name (text field)

Case # (text field)

Officer Name# (text field)

Agency Name: (Multi-Select Option) Colerain PD, DA, FBI, DEA, Social Service, Family Services

Interviewee Type: (Drop-down Option) Suspect, Witness, Victim, Family, Other

Interview Type: (Drop-down Option) Initial, Follow Up

General Note:

- 2) What type of Video markers do you anticipate needing? **Quick Markers**
https://ipivs.com/wiki/Valt_Administrator_Guide_5.0#Marker_Templates
 Markers are visual indicators of an event in the video.

Marker

Marker Template: SLP Demo Marker

General Note *: Wow this is EASY

Behavior: x Happy

Cue Needed Prompt Needed
 Model Needed Obligatory Context Ne...
 Articulation Error Reinforcement Needed
 Target/Stimulus Misma... Concomitant Behavior

Save Cancel

Quick Marker Field Template

Interview Start
Break/Pause
Interview Resume
Alibi
Corroboration
Inconsistency
Confession
Miranda Rights
General Note:

Network Requirements

Server to Camera(s) access:

- a. TCP 80 - http
- b. TCP 554 - rtsp video
- c. TCP 8086 - Wowza
- d. TCP 8087 - Wowza

Client to Server (Non SSL)

- a. TCP 80 - http
- b. TCP 20100, 8080 - http nodejs
- c. TCP 1935 - rtmp video
- d. TCP 22 - SSH admin
- e. TCP 8088 - Wowza admin
- f. TCP 8000 - Wowza webserver

Client to Server (SSL)

- a. TCP 443 -https
- b. TCP 20100, 8080 - https nodejs
- c. TCP 1935 - rtmp video
- d. TCP 22 - SSH admin
- e. TCP 8088 - Wowza admin
- f. TCP 8000 - Wowza webserver
- g. TCP 80 - http redirected to https (443)

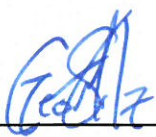
Client to Server (SSL + RTMPS)

- a. TCP 443 - https
- b. TCP 20100, 8080 - https nodejs
- c. TCP 444 - rtmps video
- d. TCP 22- SSH admin
- e. TCP 8088 - Wowza admin
- f. TCP 8000 - Wowza webserver
- g. TCP 80 - http redirected to https (443)

Installation Service Postponement or Cancellation Notice

- Client is responsible to provide written notice of cancellation or postponement for all on-site services.
- Any cancelation or postponement greater than 45 days will have no penalty assessed.
- Any postponement or cancelation less than 45 days, a 10% charge will be added to the existing cost of Installation and must be paid in full prior to re-scheduling. If all plans are canceled, 10% of all Installation will be non-refundable.
- Any postponement or cancelation less than 3 business days, a 20% charge will be added to the existing cost of Installation and must be paid in full prior to re-scheduling. If all plans are canceled, 20% of all Installation costs will be non-refundable.
- Additional information can be found at <https://ipivs.com/support-information/#install>

VALT Completion Customer Sign-off

I  hereby verify that this (Installation, Configuration, Training) is approved and meets the needs of our intended use case. This VALT system was completed by _____ on ____/____/____.

X


Client / End User

X

IVS Technician

