

## Regular Meeting of the Board of Trustees

August 14, 2018

1. **Opening of Meeting** 7:00 PM
2. **Executive Session** - None
3. **Pledge of Allegiance**
4. **Meditation (Moment of Silence)**
5. **Fiscal Office** – Approval of Minutes from July 24, 2018
6. **Presentation**
  - a. Proclamation Recognizing Steve Cassidy’s Service to the Community
  - b. Recognition of 25 Years of Service to the Fire Department – Joseph Grayson and Raymond “Doug” Ruhe
  - c. Swearing in of New Police Officer – Robert Nash
7. **Citizens Address: Questions Concerning Today’s Agenda**
8. **Administrative Reports**
9. **Trustees’ Report**
10. **New Business**

### Public Safety

- a. Motion to Accept Grant Funding (Fire)
- b. Motion to Execute a Contract with the State of Ohio and Hamilton County as a Community Point of Dispensing (POD) Site (Fire)
- c. Motion to Accept Monetary Donation (Fire)
- d. Motion to Transfer Township Property (Police)
- e. Motion to Execute Contract with Northwest Local School District for Police Services (Police)

### Public Services

- a. Motion to Execute Contract with the Geiler Company for HVAC Chiller
- b. Motion to Hire Community Center Event Attendant

### Planning & Zoning

- a. Resolution Declaring Nuisance and Ordering Abatement
- b. Motion to Establish a Comprehensive Plan Land Use Committee and Adopt Bylaws
- c. Motion to set a Public Hearing on a Major Modification to a Preliminary Development Plan in Case No. ZA2013-003 Sanctuary Pointe on September 11, 2018 at 7:00PM





**COLERAIN**  
EST. 1794

**Administration**

- a. Motion to Adopt 2018 5-year Strategic Plan
- b. Motion to Establish a Financial Advisory Committee and Adopt Bylaws
- c. Motion to Consider a Grievance
- d. Motion to Execute Contract with Emersion Design for Feasibility and Programing Study of the Colerain Township Training Center

11. **Fiscal Office Report**
12. **Citizens Address**
13. **Executive Session** - if needed
14. **Adjournment**

COLERAIN

## PRESENTATIONS

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Department: Colerain Township Department of Fire & Emergency Medical Services

Department Head: Frank Cook, Chief of Department

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a. Years of Service Recognition Presentation

Rationale:

Award presentation and recognition of 25-years of service for Firefighters Joseph Grayson and Raymond "Doug" Ruhe.

## NEW BUSINESS

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Department: Colerain Township Department of Fire & Emergency Medical Services

Department Head: Frank Cook, Chief of Department

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a. Motion to Accept Grant Funding

Request authorization for the acceptance of grant funding in the amount of \$1,200.00 from the State of Ohio Division of Emergency Medical Services' (EMS) *2018-2019 Priority One Grant*.

Rationale:

The purpose of the grant funding source is to support the acquisition of EMS training and or equipment.

b. Motion to Execute a Contract with the State of Ohio and Hamilton County as a Community Point of Dispensing (POD) Site

Recommend adoption of a motion to permit Township Administrator Geoff Milz to sign an agreement to provide services and assistance in conjunction with State and local emergency management and public health agencies with the distribution of medications as a POD during an infectious disease outbreak or disaster.

Rationale:

The Township has been a POD partner since 2012. The current agreement is noted to be outdated and contains inaccurate contact information. The new agreement will allow for the continuation of this partnership thus providing a valuable service to the residents of Colerain Township in the event of a community-wide disaster or emergency.

c. Motion to Accept Monetary Donation

Recommend acceptance of a \$50.00 donation.

Rationale:

Request authorization to accept a monetary donation (personal check) from Ms. Kwang Jo Park, 10380 Menominee Drive, Cincinnati, OH 45251 in appreciation for fire and emergency medical services provided to the community.

- Bureau of Motor Vehicles
- Emergency Management Agency
- **Emergency Medical Services**
- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio State Highway Patrol



Emergency Medical Services  
1970 West Broad Street  
P.O. Box 182073  
Columbus, Ohio 43218-2073  
(614) 466-9447 • (800) 233-0785  
www.ems.ohio.gov

Ohio Division of EMS Notice of Contract Award 2018 - 2019 Award Year		
<b>Grant Description</b> 2018-2019 Priority One Grant	<b>Funding Period</b> July 01, 2018 - December 31, 2018	<b>Award Amount</b> \$1,200.00
<b>Agency ID#:</b> 31-103	<b>Agency Name:</b> Colerain Twp Fire Dept	<b>Tax ID:</b> 31-6000567

This document represents approval of your EMS **2018-2019 Priority One Grant** application. This notification supersedes all other notification of grant awards. **Failure to use all of the awarded funds within the award period of July 01, 2018 - December 31, 2018 will result in a forfeiture of all unexpended funds.**

Grantees may submit invoices for reimbursement as frequently as once a month. Grantees needing funds in advance should complete the Agency Hardship Application available at [www.ems.ohio.gov](http://www.ems.ohio.gov) and fax the form to 614-351-6006. **Any applicant who leaves a balance of \$300 or more by the end of the grant cycle, or uses grant funds to purchase items not on the approved on the Training & Equipment List will forfeit any remaining award and will forfeit a grant for one year. (See additional restrictions below for Economic Hardship and Board Priority awards.)**

**Guidelines for the purchase of training and equipment:**

- 1) Purchases for software and hardware for the purpose of reporting to EMSIRS are limited to \$1,500.00 annually.
- 2) Paid invoices must be submitted within 60 days of the issuance date of the invoice to be eligible for reimbursement.
- 3) Invoices must be submitted by no later than **60 days** following the end of the grant cycle in order to be eligible for reimbursement.
  - a. An EMS organization shall forfeit any remaining money in a grant award and may not be eligible for an award in the following grant year, if the EMS organization:
    - I. leaves an unexpended balance of \$300.00 or more by the end of the grant cycle; OR
    - II. has a remaining balance of \$300.00 or more after the reimbursement deadline (60 days after end of grant cycle) ; OR
    - III. uses grant funds to purchase items not approved by the Ohio EMFTS Board.

**Supplemental Economic Hardship & Board Priority Grantees:**

If you have been awarded Supplemental Board Priority or Economic Hardship funds your agency has been approved to purchase the equipment items provided by your agency in the supplemental funds application. Under the application agreement, these funds are **only** for the purchase of the equipment or training Item(s) on your approved grant application. Failure to expend these funds on the approved equipment items listed on this document will result in a forfeiture, and repayment of these grant funds to the Division by your agency.

**Mission Statement**

*"to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws and to preserve the safety and well being of all citizens with the most cost-effective and service-oriented methods available"*

**Statement of Agreement  
For Community Points of Dispensing Sites**

This agreement is made and entered into between the [POD Jurisdiction], Hamilton County, State of Ohio and Hamilton County General Health District (HCGHD).

**Recitals**

Pursuant to the Statutes of Ohio Revised Code, HCGHD provides public health care, including emergency services on behalf of individuals and families who are potential victims of infectious disease outbreaks or disasters. The [POD Jurisdiction], provides services to the people residing within its political boundaries.

The parties hereto mutually desire to reach an understanding that will result in furthering the aforesaid use.

Now, therefore, it is mutually agreed between parties as follows:

1. The [POD Jurisdiction], agrees to assist public health and the HCGHD with the distribution of medications through a community Point of Dispensing (POD) program during an emergency.
2. HCGHD agrees that it shall provide direction and assistance with the operation of the POD sites as outlined in the POD operations manual.

In witness thereof, the (Community Representative) \_\_\_\_\_ of the [POD Jurisdiction], has caused this agreement to be executed and HCGHD has caused this agreement to be executed by the Health Commissioner, said agreement to become effective and operative upon fixing of the last signature hereto.

**Signatures to Agreement:**

\_\_\_\_\_ Date: \_\_\_\_\_

**Tim Ingram, Health Commissioner**  
Hamilton County General Health District

\_\_\_\_\_ Date: \_\_\_\_\_

**Community Representative Name:**  
**Title:**

*donation five*

Kwong Ja Park  
10380 Marionette Dr  
Cincinnati, OH 45251

Luck  
2011

7/3/12 DATE

3306  
60-1213  
210

PAY TO THE  
ORDER OF Fire Station

\$ 50.00

DOLLARS  PNC Bank, N.A.

 PNC BANK  
PNC Bank, N.A. 191

FOR Thanks

Always To Park  
3306

## NEW BUSINESS

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Department: Colerain Police Department

Department Head: Mark C. Denney, Chief of Police

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### Police

a. Presentation

Swearing in of Robert Nash as the Department's newest police officer.

Rationale:

The Board approved the appointment of Mr. Nash at the July 10, 2018 Board of Trustee meeting.

b. Motion to Transfer Township Property

Recommend Action of the Board to transfer ownership of Colerain Police canine, Kudo, to Police Officer Brian Huntington.

Rationale:

Kudo has reached the end of his career as a police canine. He is being retired from duty and his handler, Brian Huntington, has asked to take ownership of Kudo and keep him as a personal pet.

Upon Board approval, the termination would be effective immediately.

c. Motion to Execute Contract with Northwest Local School District for Police Services

Recommend adoption of a motion to permit Colerain Township Administrator Geoff Milz to sign an agreement with the Northwest Local School District for police services.

Rationale:

This is a two-year renewal of the School Resource Officer and District Investigator contract. The changes in this agreement include the addition of (1) District Investigator and the shifting of the current Investigator to the role of District Security and Safety Officer.

The agreement calls for the District to pay \$420,537.49 for the 2018-2019 school year and \$433,153.61 for the 2019-2020 school year. The Northwest Local School District Board approved the agreement at their July 16, 2018 meeting. The District has use of these officers for approximately nine months (August through May).

## SCHOOL RESOURCE OFFICER AGREEMENT

This Agreement entered into this \_\_\_\_ day of \_\_\_\_\_ 2018, by and between **COLERAIN TOWNSHIP, OHIO**, an Ohio township ("Township"), and the **BOARD OF EDUCATION OF THE NORTHWEST LOCAL SCHOOL DISTRICT** ("Board").

1. The Township agrees to provide three police officers to the Board, said officers to be known as "school resource officers."
2. The Township will also provide two police investigators to the School District eight (8) hours a day, five (5) days per week, except for any approved vacation, compensatory, wellness, personal leave, holidays, sick days, based on the current collective bargaining agreement as well as any continuing education training, specific to the needs of the Colerain Police Department.

One investigator will serve as a District security and Safety Officer, tasked with evaluating and improving the physical security and safety of the District's buildings, enhancing the security for the District's students and employees, training students and District staff on security and safety procedures, overseeing safety drills and making security and safety recommendations to the Superintendent and School Board.

The 2<sup>nd</sup> investigator will investigate students that do not live in the School District, thoroughly investigate reports of harassment, intimidation and bullying, and investigate truancy and/or attendance issues and any other issue that indirectly or directly impact the school environment.

3. The school resource officers and School District Investigator shall perform any and all duties required to assist the school in issues of safety and any other police related matters that may be of interest to the Township and Board.
4. Specific duties and responsibilities of both the SRO and the District Investigator will be determined by a joint job description for that position, written by the Chief of Police and the School District Superintendent, or his designee.

5. The scope of accountability of the assigned officers shall be as follows:
  - a. The officers' primary assignment during the school year shall be to the Northwest Local School District Board of Education, unless an immediate need for the officer to respond as a patrol officer is identified on behalf of the community or Colerain Township Police Department.
  - b. The officers and equipment hereby under contract will, at all times, be under the direct supervision and control of the Colerain Police Department and of the Chief of Police of Colerain Township, and subject to the rules, regulations, and policies of the Colerain Police Department, and the laws of the State of Ohio and the United States Government. It is mutually agreed the officer will be assigned to specific duties at the assigned school that most benefit the mission of the Police Department and School District, while not being contradictory to police procedure or policies of the Colerain Police Department.

The officers shall also be supervised by the school Superintendent, or a designee, when serving in the capacity and performing duties as the school resource officer and Investigator; however, the officers' primary supervisor shall at all times be the Chief of Police of Colerain Township.
  - c. The officers are first police officers whose primary job is the enforcement of law.
  - d. The officers will extend cooperation to the administrators as a security and educational resource person in law enforcement topics, and in cooperation with school personnel.
6. The Board and the Township agree to the following financial and placement arrangement:
  - a. The placement of the officers pursuant to the terms of this Agreement shall be made by the mutual agreement of the Board and Township, or their respective designees. This includes locations for the placement of the officers as well as the days and hours to be worked by the

officers.

1. There will be one officer assigned as the District Investigator. Two school resource officers shall be placed at Colerain High School and one school resource officer shall be placed at Northwest High School; however, nothing in this Agreement limits the ability of the school resource officers to provide services or respond to needs at the other schools operated by the Board.
  - b. In the event an assigned school resource officer is sick, in required training, or otherwise off work for more than two consecutive working days, a replacement officer shall be assigned by the Township at the same rate of pay as the normally assigned officer, regardless of the replacement officer's current rate of pay. The Township will make an effort to provide a substitute school resource officer for absences with fewer than two consecutive working days notice; however, the Board understands that a substitute may not always be available and that the availability depends on the specific needs of the Colerain Police Department, which needs shall be determined by the Chief of Police.
7. The Board agrees to pay the cost of the officers as indicated in Attachment A.
  - a. The Township shall provide an invoice for the cost of the e officers monthly to the Board.
  - e. The Board will make such payment to the Township within thirty days of receipt of an invoice.
9. The term of this Agreement commences on September 1, 2018 and shall end on May 31, 2020. The parties must agree to any subsequent renewal in writing.
  - b. This Agreement may be terminated by either party upon providing thirty (30) days prior written notice to the other party.
10. The Board and Township shall utilize the Township's previously adopted job description and evaluation procedure for all school resource officers assigned under this Agreement.

11. Should state, federal or other grants or funds become available to pay all or a portion of the costs of the school resource officers, the Board and Township agree to cooperate as follows:
  - a. Both the Board and Township must agree to the conditions of the grant or other funding source, even if only one of the parties is required to make formal application for said grants or funds.
  - c. The proceeds of all grants or other funding source shall be utilized by the Board and Township equally to reduce the costs incurred by both parties.
12. The Police Department will maintain the "Mutual Aid" agreements with Green Township Police to allow for cooperative investigations and enforcement without request.
13. Independent Contractor: The Police Department of the Township of Colerain, Ohio, agrees to perform all services pursuant to this Agreement as an independent contractor, and further agrees that no employment-related benefits or withholdings shall be paid for or made to the Police Department and/or the school resource officer by the Board. In the event that any benefits or withholdings are later required by operation of law, or later determined to be required, the Township agrees that the cost or amount of such benefits or withholdings may be deducted from the current amount of this contract as contract payments are made to the Township, or if there is no unpaid balance on this contract or such balance is insufficient, the difference shall be reimbursed to the Board by the Township within ten (10) days following receipt of an invoice therefor.
14. Liability Insurance:

The Township shall maintain public liability insurance which shall cover the duties performed by the school resource officer and which shall name the Board as an additional insured. The Board will also maintain public liability insurance, which will cover the school resource officer's duties and responsibilities and will name the Township as an additional insured on said policy.

15. Equipment and Facility:

The Township shall be responsible for providing and maintaining all uniforms and equipment necessary for the school resource officer to perform his/her duties as a police officer. The Board shall provide the school resource officer with sufficient space to prepare reports, meet with students, staff, etc. The Board shall also provide a school radio and/or cellular phone to the school resource officer when he/she is on duty on school grounds.

16 All records of performance of services will be maintained by the Colerain Police Department. The Colerain Police Department will conduct quarterly and yearly evaluations of the officer assigned to the role of school investigator. Colerain Police supervisors will seek input from Northwest Local School District personnel while preparing these reviews.

17. The employment rights, promotional opportunities, training opportunities, and fringe benefits of the employee assigned to the position of investigator, under a contractual agreement shall not be limited based on the employee's participation in the contractual agreement.

18. Either party may request a meeting to review or revise this agreement, if needed. All portions of this agreement will be reviewed by both parties on a yearly basis.

WITNESS the signature of the parties aforesaid, this 16 day of July 2018.

**NORTHWEST LOCAL SCHOOL DISTRICT**

By: Amy M. Wells 7/16/18  
Amy M. Wells, CFO/ Treasurer Date

By: Pamela Detzel 7/16/18  
Pam Detzel, Board President Date

**COLERAIN TOWNSHIP, OHIO**

By: \_\_\_\_\_

Geoff Milz, Administrator    Date

Approved as to Form By: \_\_\_\_\_  
Mr. Larry Barbieri, Township Law Director    Date

Attachment A

The contracting parties have reviewed the estimated expenses of this service attached to and made a part of this contract. The parties agree that the School District is responsible only for the costs provided in "Attachment A."

2018/2019 School Year: The expense for services provided to the Northwest Local Schools in the agreement is \$420,537.49. The Township will invoice the School District in 12 equal billings statements of \$35,044.79 per month. As defined in the contract, the expenses will not exceed \$420,537.49.

2019/2020 School Year: The expense for services provided to the Northwest Local Schools in the agreement is \$433,153.61. The Township will invoice the School District in 12 equal billings statements of \$36,096.13 per month. As defined in the contract, the expenses will not exceed \$433,153.61.

## NEW BUSINESS

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Department: Public Services

Department Head: Kevin Schwartzhoff, Director of Public Services

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### Public Services

- a. Motion to Execute Contract with the Geiler Company for HVAC Chiller  
Recommend the adoption of a motion to award contract 18-4 for the provision of an 80 ton chiller and accompanying equipment to the Geiler Company who was the lowest bidder that met the criteria set out in the Specifications at \$128,300.00.

Rationale:

The 2018 Capital Budget included the replacement of an 80-ton chiller which provides cool air to the administration building at 4200 Springdale Road. The Township went out to bid on Contract 18-4 and received four bidder responses. The bids were reviewed by Four Seasons Environmental who recommended that the township award the contract to the low bidder, the Geiler Company.

- b. Motion to Hire Community Center Event Attendant  
Recommend the adoption of a motion to hire Michael Diesh as a part-time Event Attendant effective August 17, 2018 at an hourly rate of \$15.00 per hour contingent upon the successful completion of a background check.

Rationale:

This will fill an open position at the Community Center.

July 31, 2018

Mr. Kevin Schwartzhoff  
Director of Public Services  
Colerain Township Administration Bldg.  
4200 Springdale Road  
Colerain Township, OH 45251

**Subj: Contract 18-4 Chiller Replacement**

Mr. Schwartzhoff:

With regard to the above-referenced contract, public bids were received and read aloud at 10:00 a.m. on July 26, 2018. All four (4) bidders attended the mandatory 10:00 a.m. July 17 Pre-Bid Meeting and all four (4) bidders submitted the required Performance and Payment bonds. The bid results were:

Base Bid to Replace 80-Ton Chiller and Add a  
300-Gallon Chilled Water Storage Tank

The Geiler Company	\$108,700.00
T J Dyer Company	\$126,605.73
Triton Services Inc.	\$128,440.00
Peck Hannaford + Briggs	\$145,820.00

When the Base Bid 80-Ton Chiller replacement and Alternate to replace both Bell & Gossett chilled water pumps are considered, the bid results were:

	<u>Base Bid</u> Replace 80-Ton Trane Chiller and Add 300-Gallon Chilled Water Storage Tank	<u>Add Alternate</u> Replace Both Bell & Gossett Chilled Water Pumps	<u>Total</u>
The Geiler Company	\$108,700.00	\$19,600.00	\$128,300.00
T J Dyer Company	\$126,605.73	\$ 8,899.45	\$135,505.18
Triton Services Inc.	\$128,440.00	\$13,472.00	\$141,912.00
Peck Hannaford + Briggs	\$145,820.00	\$14,100.00	\$159,920.00

Page two.  
Mr. Kevin Schwartzhoff  
Contract 18-4 Chiller Replacement  
July 31, 2018

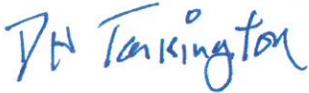
Based on the bid results, we recommend that Colerain Township award Contract 18-4 to replace the 80-ton Trane chiller, including the addition of a 300-gallon storage tank, and replace both Bell + Gossett chilled water pumps to The Geiler Company in the amount of \$128,300. When scope and cost are considered, it is in the best interest of Colerain Township to replace the chiller and the pumps in order to provide the Township with reliable chilled water plant performance for the next 25 years, providing that the chiller, pumps and controls are preventively maintained on a quarterly basis.

Four Seasons Environmental is quite familiar with The Geiler Company as a reliable, 50+ year-old Cincinnati Mechanical Contractor. FSE has currently worked alongside Geiler on two (2) successful projects in the Oak Hills School District.

- Install two (2) Cleaver-Brooks boilers at the Bridgetown Middle School; completed in 2016.
- Remove existing 230-ton York chiller at the High School and replace with a 500-ton York chiller; completed in 2017.

Consequently, Four Seasons Environmental believes that the award of Contract 18-4 to The Geiler Company will result in a successful project for Colerain Township.

Respectfully submitted,



Daniel H. Tarkington, P. E.  
CEO



**COLERAIN TOWNSHIP  
ADMINISTRATION COMPLEX  
GENERAL  
2018 SPECIFICATIONS  
FOR  
CONTRACT 18-4 Chiller Replacement  
SIGNED CONTRACT AGREEMENT**

COLERAIN TOWNSHIP

CONTRACT 18-4 CHILLER REPLACEMENT

THIS AGREEMENT, made and entered into this 14 day of August, in the year Two Thousand, Zero Hundred and 18 by and between the Colerain Township Board of Trustees, Hamilton County, Ohio, herein after designated as the Owner, and The Geiler Co herein after designated as the Contractor.

WITNESSETH: That the Contractor has agreed, and by these present does agree with the Owner for the consideration herein below mentioned, to furnish at the Contractor's own proper cost and expense all necessary materials and labor of every description, and to carry out complete, in full, firm and substantial manner the - Road Improvements which includes such work as full and partial depth repair, rotomilling, storm, sanitary sewer and water valve adjustments, storm sewer pipe replacement, curb repair, curb ramps, catch basin rebuild, grade adjustment and resurfacing. All of which shall be done and performed in accordance with the general conditions, drawings, surveys, plats, cross-sections, profiles, plans and specifications, including all modifications thereof, if any, incorporated in the documents before their execution and by reference hereby become part of this contract. Streets and limits are listed on attachment "A".

The provision contained in the "Legal Notice", in "Information for Bidders", in the "Engineer's Estimate", in the "Proposal", and in the "Specifications", as well as in the surveys, plats, cross-sections and profiles for this work on file in the office of the Colerain Township Board of Trustees, are hereby combined, and incorporated by reference thereto, as part of this agreement.

The Contractor shall pay into the State Insurance Fund the amount of premium determined and fixed by the Industrial Commission of Ohio, promptly when due, or elect to pay compensation direct and contribute to the surplus of the fund as provided by law. The Contractor and his Surety agree to indemnify the Township against liability and loss due to the breach of the obligation of this paragraph and agree that it shall run the benefit of the Industrial Commission of Ohio and the State Insurance Fund for the recovery of premiums that should have been paid. All of the foregoing provisions of this paragraph shall be equally binding upon each sub-contractor whose performance thereof is warranted by the Contractor as a condition of permitting the beginning or continuance of work a certificate of compliance with this paragraph issued by the Industrial Commission of Ohio.

In consideration whereof, the Owner hereby agrees and promises to pay to the Contractor, at the times, under the conditions and in the manner provided in the specifications, and in full of all compensation for material furnished or work done thereunder, at the unit prices, stated in the proposal, the sum of approximately \$128,300.00

IN WITNESS WHEREOF, the said Township of Hamilton County, Ohio, has caused its name to be signed and the corporate seal to be hereto affixed by the Colerain Township Board of Trustees and the Contractor, the day and year aforesaid.

COLERAIN TOWNSHIP BOARD OF TRUSTEES  
HAMILTON COUNTY, OHIO

Contractor \_\_\_\_\_

Administrator: \_\_\_\_\_

Signature \_\_\_\_\_

Signature : \_\_\_\_\_

COLERAIN TOWNSHIP

CONTRACT 18-4 CHILLER REPLACEMENT

CONTRACT (CONTINUED)

FISCAL OFFICER CERTIFICATE

Cincinnati, Ohio \_\_\_\_\_, 20\_\_

I hereby certify that in accordance with Section 5625.33 O.R.C., that the amount required to meet the payment of the contract price of the attached contract has been lawfully appropriated for said purpose and is in the Treasury of this Township to the credit of the fund from which it is to be drawn, free from any encumbrances.

Fund No. \_\_\_\_\_

\_\_\_\_\_  
Fiscal Officer, Colerain Township  
Hamilton County, Ohio

\_\_\_\_\_  
Cincinnati, Ohio \_\_\_\_\_, 20\_\_

I hereby certify that I have examined the contract and bond attached between the Colerain Township Board of Trustees of Hamilton County, Ohio and \_\_\_\_\_, Contractor, and find same to be in accordance with the provisions of law and approve said contract and bond as to form.

\_\_\_\_\_  
Attorney, Colerain Township  
Hamilton County, OH

LEGAL NOTICE

Sealed proposals for **CHILLER REPLACEMENT** will be accepted at the Administration Building 4200 Springdale Road, Colerain Township, Ohio 45251, until **10:00 am Thursday July 26, 2018** at which time they will be publicly opened and read aloud.

All bids for **CHILLER REPLACEMENT** shall be in accordance with specifications prepared by Colerain Township and may be picked up at the Administration Building 4200 Springdale Road, between the hours of 9:00 a.m. and 3:00 p.m., weekdays.

Attendance is **mandatory** at pre-bid meeting to be held at 4200 Springdale Road Colerain Township Ohio 45251 on **Tuesday July 17 at 10:00am**. **A representative must attend this meeting for their Bid Proposal to be accepted.**

**Contract 18-4 CHILLER REPLACEMENT** – Bid submittals will be placed in a sealed envelope with **CHILLER REPLACEMENT BID** written on the outside of the sealed envelope.

The Board of Trustees reserves the right to accept or reject any or all bids or parts of any bids, and to withhold final awarding of contracts for 60 days after opening of bids.

Geoff Milz  
Administrator, Colerain Township

Advertise Date: July 11, 2018  
Posted to Township Website July 11. 2108

**COLERAIN TOWNSHIP  
CONTRACT 18-4 CHILLER REPLACEMENT**

**SCOPE OF WORK**

Colerain Township has a need to replace the existing Trane 80-ton chiller at the Administration Building with a new Trane 80-ton chiller.

- Remove and dispose of existing 80-ton Trane chiller including refrigerant disposal in accordance with EPA requirements.
- Furnish and install a new Trane RAUC80 chiller with the following characteristics:

- Refrigerant	R-410A
- Type of Compressors	Scroll
- Total Number of Compressors	6
- Number of Refrigeration Circuits	2
Redundant Cooling	Yes
- Compressors Per Circuit	3
- Capacity Steps (Tons)	14-26-40-53-66-80
- Number of Fans	8
▪ Fan HP	1
- Number of Condenser Coils	4
- Standard Ambient Operating Range	40 – 125° F OAT
- Low Ambient Option Operating Range	0 – 125° F OAT
- Condenser Physical Size L-D-H	177” – 86” – 80”
▪ Unit Spring Isolators (Fld)	Yes
- Remote Evaporator Size L-D-H	12” – 17” – 28”
- Evaporator Type – Braze Plate – Factory Insulated	80-Ton
▪ Design Entering Water Temperature ° F	54
▪ Design Leaving Water Temperature ° F	44
▪ Design Fluid Freeze Temperature ° F	32
- Design Pressure Drop (ft H <sub>2</sub> O)	13.32
- Evaporator Fouling Factor (hr-sq-ft-deg-F/BTU)	0.0001
- Minimum Evaporator Water Flow Rate (GPM)	96
- Minimum Evaporator Refrigeration Flow Rate (Tons or %)	14
- Pressure Drop at Minimum Rate (ft H <sub>2</sub> O)	4

- Maximum Evaporator Flow Rate (GPM)	275
- Pressure Drop at Maximum Rate (ft H <sub>2</sub> O)	30.1
- HMI at Condenser	No
- Low Ambient Dampers	Yes
- cULus Approval	Yes
- Suction Service Valves	Yes
- BPHE Accessory	Yes

Options Included

- Low Ambient Package	Yes
▪ Powered Louvers – First Stage Each Circuit	1 <sup>st</sup> Circuit Only
- CWS Controls	Trane UC600
▪ Proposed Controls Cincinnati	Yes-Trane
▪ Integrate Controls Cincinnati	Yes-Trane
- Hot Gas Bypass	Not Required
- Active Oil Return	Not Required

- The following Trane controls scope shall be included.

- Provide and upgrade graphic displays are required to display monitored data points for the chilled water controller and chiller.
- New chilled water controller shall connect to the existing wireless link.
- New chiller will be connected to Via BACnet and programmed by Trane to meet specification.
- Existing chiller communication link may be reused.
- All low-voltage wiring is to be included for a properly functioning unit.
- A wireless BACnet controller, new enclosure and specific control devices will be field installed and programmed by Trane to provide the required sequence of operations.

New DDC Control Points (End Devices Will Be Replaced)

- Chilled Water Pump Start/Stop; Quantity 2

- Chilled Water Pump Status; Quantity 2
- Chilled Water Pump Fault; Quantity 2
- Chilled Water Supply Temperature Reuse Well; Quantity 1
- Chilled Water Return Temperature Reuse Well; Quantity 1

Existing DDC Control Points

- Finned Tube Valves
- Finned Tube Zone Sensors
- Hot Water Supply Temperature
- Hot Water Pump Start/Stop

Existing DDC Control Points (cont.)

- Hot Water Pump Status
- Hot Water Pump Fault

Existing Miscellaneous DDC Control Points; Monitoring Only

- Emergency Generator Run
- Emergency Generator Fail
- Building on Emergency Power
- Generator Low Fuel
- Generator Fuel Tank
- Battery Charge Fail
- Snow Melt Process

DDC Points No Longer Connected to Controller (Will not be reconnected.)

- Boiler Enable (Standalone)
  - Boiler Status (Standalone)
  - Boiler Fail (Standalone)
- Furnish and install a new 300-gallon chilled water storage tank on the return side of the chiller. The purpose of the new buffer tank is to limit short cycling at low-load conditions.
- The intent will be to cycle the chiller to start at 50° F CHWT and shut off at 42° F CHWT thus limiting the chiller to no more than for (4) restarts per hour under low-load conditions.
- All required electrical work shall be included.

- All required refrigerant piping shall be included.
- All required chilled water piping shall be included.
- Use existing concrete equipment pad. New concrete pad is not required.
- Refrigerant charging and startup shall be included.
- All rigging shall be included.
- A one-year warranty on all parts and labor shall be included.
- A five-year warranty on the chiller compressors shall be included.

### Schedule

Demolition shall begin on Wednesday, October 10, 2018, and completion of installation, including startup, is expected by October 26, 2018.

Total price to remove existing chiller and furnish and install the Trane RAUC80 air-cooled chiller and controls herein specified, including performance and payment bond.

Alternate proposals for manufacturers other than Trane may be considered if the bidder provides a price based on Trane equipment

Remove two (2) existing Bell & Gossett chilled water pumps. Furnish and install two (2) new Bell & Gossett chilled water pumps.

- B & G Base-Mounted Series e-1510, Model 2.5 BB, SS, 7.5 HP, 1800 RPM, 213T Frame with 8.5" Impeller, STD-Seal, Shaft, ODP, Baldor, NEMA Premium Efficient (91%) 200/3/60 Motor, 240-GPM, 65 FT TDH

Replacement chilled water pumps are to remain fixed speed. System to be operated on one pump with second pump to be standby in a lead-lag fashion. Lead pump to automatically switch every seven (7) days (adjustable) to balance the running hours. Power feed from the Motor Control Center through the local disconnect can be reused. All control sensors to be replaced.

**BID FORM  
COLERAIN TOWNSHIP  
CONTRACT 18-4 CHILLER REPLACEMENT**

**Repair by Replacement: Trane 80-Ton Chiller; Colerain Township Administration Building**

**Base Bid**

Total price to remove existing chiller and furnish and install the new Trane RAUC80 air-cooled chiller and controls, herein specified, and 300-gallon storage tank.

\$ 108,700.00

**Substitute Bid**

Alternate proposals for manufacturers other than Trane may be considered if the bidder provides a price based on Trane.

\$ \_\_\_\_\_

\_\_\_\_\_ Manufacturer

**Add Alternate Bid**

Remove two (2) existing Bell & Gossett chilled water pumps. Furnish and install two (2) new Bell & Gossett chilled water pumps.

- B & G Base-Mounted Series e-1510, Model 2.5 BB, SS, 7.5 HP, 1800 RPM, 213T Frame with 8.5" Impeller, STD-Seal, Shaft, ODP, Baldor, NEMA Premium Efficient (91%) 200/3/60 Motor, 240-GPM, 65 FT TDH

Replacement chilled water pumps are to remain fixed speed. System to be operated on one pump with second pump to be standby in a lead-lag fashion. Lead pump to automatically switch every seven (7) days (adjustable) to balance the running hours. Power feed from the Motor Control Center through the local disconnect can be reused. All control sensors to be replaced.

Total Added Cost to Replace Both \$ 19,600.00

COLERAIN TOWNSHIP

Part I

NOTICE TO BIDDERS

OFFICE OF THE COLERAIN TOWNSHIP BOARD OF TRUSTEES HAMILTON COUNTY, Colerain Township, Ohio, July 11, 2018

SEALED PROPOSALS WILL BE RECEIVED at the ADMINISTRATIO BUILDING BUILDING, HAMILTON COUNTY, OHIO, 4200 Springdale Road, Colerain Township, Ohio until 10:00 am Thursday July 26, 2018, for the following Township work, Chiller Replacement under Specification No.18-4.

Attendance is mandatory at pre-bid meeting to be held at 4200 Springdale Road Colerain Township Ohio 45251 on Tuesday July 17 at 10:00am. A representative must attend this meeting for their Bid Proposal to be accepted.

Chiller Replacement include removing and repacking the Chiller at the Administration Building 4200 Springdale Road Cincinnati OH 45252

In accordance with the specifications therefore on file in the Office of the Service DIRECTOR of said Township.

Detailed information for the work may be obtained at the Office of the SERVICE DIRECTOR.

Each proposal must be accompanied by a one hundred percent (100%) bid guaranty bond or a certified check, cashier's check, or letter of credit on a solvent bank in an amount equal to ten percent (10%) of the bid, conditioned that the bidder shall, if his bid is accepted, execute a contract in conformity to the invitation and his bid.

Bidders must use the printed forms provided herein.

This notice shall serve as a reminder to all bidders that when bidders discover plan or quantity errors, the bidders have an affirmative legal duty to notify Colerain Township SERVICE DIRECTOR of those errors. To attempt to take advantage of plan or quantity errors either by unbalancing your bid or otherwise is wrong and will place your bid in jeopardy.

When an error is discovered, the bidders are required to contact the Colerain Township Service Director at 4160 Springdale Road at 513-385-7502. All telephone calls and letters are logged. The information received from the bidders is evaluated to determine whether or not an addendum is necessary.

Our competitive bid letting process requires your cooperation in this matter in order to protect both Colerain Township and the participants in our bid letting process.

The bidder to whom the Contract is awarded will be required to furnish a Corporate Surety Company Bond in a sum equal to one hundred percent (100%) of the total bid price, conditioned according to law.

The BOARD OF TRUSTEES reserve the right to reject any or all bids, or to accept or reject any part thereof.

**SUB-CONTRACTOR LISTING**

**SUB-CONTRACTOR** The Geiler Company

**COMPANY NAME** The Geiler Company

**ADDRESS** 6561 Glenway Ave. Cincinnati, OH 45211

**PHONE** 574-1200

**REPRESENTATIVE** Reid Geiler

**TYPE OF WORK** HVAC

## CONTRACT 18-4 CHILLER REPLACEMENT

### PART IV, Section A.

#### AFFIDAVITS RELATING TO ELIGIBILITY OF BIDDER

The purpose of this form is to assure the Colerain Township Board of Trustees that the person signing the Proposal is legally competent to enter into the proposed Contract. Each bidder must complete Affidavits 1, 2, 3, 4 and 5 below, and have the completed forms notarized.

-----  
Affidavit #1

Sole owners or proprietors will complete Section A.  
Partnerships will complete Section B.  
Corporations will complete Section C.

#### Section A (For sole owners or proprietors)

I, \_\_\_\_\_ hereby certify that I

(Print your full name)

am the sole owner or proprietor of \_\_\_\_\_

(Print name of company)

and that my business address is \_\_\_\_\_

(Print street name and number)

\_\_\_\_\_  
(Print city, state and zip code)

\_\_\_\_\_  
(Telephone)

Signature \_\_\_\_\_

#### Section B (For partnerships)

In accord with Section 1775.08 of the Ohio Revised Code,

I, \_\_\_\_\_ hereby certify that I am

(Print your full name)

a partner in \_\_\_\_\_

(Print name of company)

and that my business address is \_\_\_\_\_

(Print street name and number)

\_\_\_\_\_  
(Print city, state and zip code)

\_\_\_\_\_  
(Telephone)

PART IV. Section A. (continued)

and that I am authorized by my partner(s) to make this Proposal and to sign a Contract if we are awarded the Contract.

Signature \_\_\_\_\_

Approved by \_\_\_\_\_  
(Signature of one other partner)

Section C (For corporations)

In accord with Sections 1701.64, 1703.03 and 1703.29 of the Ohio Revised Code,

I, Wm. Reid Geller III hereby certify that I am  
(Print your full name)

Vice President of the The Geller Company  
(Print title of position) (Print name of corporation)

which company is incorporated in the State of Ohio and is

(registered) (not registered) to do business in Ohio. The home address

of the corporation is 6561 Glenway Avenue  
(Print street name and number)

Cincinnati, OH 45211 574-1200, and the local  
(Print city, state and zip code) (Telephone)

address, in or near Hamilton County, is 6561 Glenway Avenue  
(Print street name and number)

Cincinnati, OH 45211 574-1200  
(Print city, state and zip code) (Telephone)

I am authorized to submit this Proposal, and to sign a Contract if this Company is awarded said Contract, by the following action of our Board of Directors.

Taken on 7/20/11  
(Date)

Approved by Wm. Reid Geiler III  
(Print name of officer)

The Geiler Company  
(Print name of office)

Signature W Reid Geiler III

COLERAIN TOWNSHIP

CONTRACT 18-4 CHILLER REPLACEMENT

PART IV, Section A. (continued)

Affidavit #2

In accord with Sections 102.04, 305.27 and 2921.42 of the Ohio Revised Code, I hereby certify that no elected or appointed official of Colerain Township, Hamilton County, Ohio, or any of its political subdivisions, owns more than five percent (5%) of the company or corporation I represent, nor has any interest in the proceeds of the Contract being bid.

Signature Wm. Reid Geller III  
Wm. Reid Geller III

Affidavit #3

In accord with Specification 102.13 of the Ohio Department of Transportation, I hereby certify that the Proposal made below is an independent, balanced and honest Proposal, made without collusion with any other bidder or consultation with any elected or appointed official of Colerain Township, Hamilton County, Ohio, or its political subdivisions. I further certify that the subcontractors and/or material suppliers with whom I expect to deal if awarded this Contract, have certified that their bids are made without collusion with other bidders or consultation with any elected or appointed official of Colerain Township or its political subdivisions.

Signature Wm. Reid Geller III  
Wm. Reid Geller III

Affidavit #4

In accord with Sections 153.59, 153.591 and 153.60 of the Ohio Revised Code, I hereby certify that the Company or Corporation I represent does not discriminate on the basis of race, religion, origin, creed, color, sex or handicap when hiring employees, purchasing materials, or entering into subcontracts, and further, that we practice equal employment opportunities for all qualified persons.

Signature Wm. Reid Geller III  
Wm. Reid Geller III

Affidavit #5

In accord with Section 5719.042 of the Ohio Revised Code, I hereby certify that the company or corporation I represent is not delinquent in payment of personal property taxes to the State of Ohio, or any subdivision thereof.

Signature Wm. Reid Geller III

**CONTRACT 18-4 CHILLER REPLACEMENT**

To be completed by Notary Public:

On this day, there appeared before me Wm. Reid Geiler III saying  
(Print full name)

that (he) (she) is Vice President of The Geiler Company  
(Print title) (Print name of company or corporation)

and that (he) (she) understands all of the implications of the statements in Affidavits #1, #2, #3, #4 and #5 above, and has signed each in good faith.

Signature of Notary Public Karen L. Schiller

Date 7/26/18

My Commission Expires



**Karen L. Schiller**  
Notary Public, State of Ohio  
My Commission Expires 07-25-2018



COLERAIN TOWNSHIP

CONTRACT 18-4 CHILLER REPLACEMENT

BID GUARANTY AND CONTRACT BOND (CONTINUED)

IF THE SAID Principal shall well and faithfully perform each and every condition of such contract; and indemnify the State of Ohio, Colerain Township, Hamilton County, Ohio, against all damage suffered by failure to perform such contract according to the provisions thereof and in accordance with the plans, details, specifications, and bills of material therefore; and shall pay all lawful claims of subcontractors, materialmen, and laborers, for labor performed and materials furnished in the carrying forward, performing, or completing of said contract; we agreeing and assenting that this undertaking shall be for the benefit of any materialman or laborer having a just claim, as well as for the Obligee herein; then this obligation shall be void; otherwise the same shall remain in full force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall in no event exceed the penal amount of this obligation as herein stated.

SAID SURETY hereby certifies that the Surety is authorized to execute bonds in the State of Ohio and that the liability incurred through the issuance of this bond is within the limits of ORC 3929.121.

SAID SURETY also hereby stipulates and agrees that no modifications, omissions, or additions, in or to the terms of said contract or in or to the plans and specifications shall in any way affect the obligations of said Surety on this bond, and it does hereby waive notice of any such modifications, omissions or additions to the terms of the contract or to the work or to the specifications.

SIGNED AND SEALED this 26th day of July, 2018.

PRINCIPAL: The Geller Company, Inc.

BY: [Signature]

TITLE: Vice President

SURETY: Fidelity and Deposit Company of Maryland

BY: [Signature] Nancy Nemeec Attorney-in-Fact

SURETY COMPANY ADDRESS:

1299 Zurich Way Street Schaumburg IL 60196 City State Zip

COLERAIN TOWNSHIP BOARD OF TRUSTEES, HAMILTON COUNTY, OHIO

SURETY AGENT'S ADDRESS:

AssuredPartners NL, LLC Agency Name 285 Cozzins Street Street Columbus OH 43215 City State Zip

President

Trustee

Trustee

**EXTRACT FROM BY-LAWS OF THE COMPANIES**

"Article V, Section 8, Attorneys-in-Fact. The Chief Executive Officer, the President, or any Executive Vice President or Vice President may, by written instrument under the attested corporate seal, appoint attorneys-in-fact with authority to execute bonds, policies, recognizances, stipulations, undertakings, or other like instruments on behalf of the Company, and may authorize any officer or any such attorney-in-fact to affix the corporate seal thereto; and may with or without cause modify or revoke any such appointment or authority at any time."

**CERTIFICATE**

I, the undersigned, Vice President of the ZURICH AMERICAN INSURANCE COMPANY, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that Article V, Section 8, of the By-Laws of the Companies is still in force.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the ZURICH AMERICAN INSURANCE COMPANY at a meeting duly called and held on the 15th day of December 1998.

RESOLVED: "That the signature of the President or a Vice President and the attesting signature of a Secretary or an Assistant Secretary and the Seal of the Company may be affixed by facsimile on any Power of Attorney...Any such Power or any certificate thereof bearing such facsimile signature and seal shall be valid and binding on the Company."

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at a meeting duly called and held on the 5th day of May, 1994, and the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereto subscribed my name and affixed the corporate seals of the said Companies, this 26<sup>th</sup> day of July, 2018.



A handwritten signature in black ink, appearing to read "David McVicker".

David McVicker, Vice President

**TO REPORT A CLAIM WITH REGARD TO A SURETY BOND, PLEASE SUBMIT ALL REQUIRED INFORMATION TO:**

Zurich American Insurance Co.  
Attn: Surety Claims  
1299 Zurich Way  
Schaumburg, IL 60196-1056

**THE FIDELITY AND DEPOSIT COMPANY**  
OF MARYLAND  
600 Red Brook Blvd., Suite 600, Owings Mills, MD 21117

**Statement of Financial Condition**  
As Of December 31, 2017

<b>ASSETS</b>	
Bonds .....	\$ 131,463,323
Stocks .....	23,365,385
Cash and Short Term Investments.....	15,943,690
Reinsurance Recoverable.....	7,520,824
Federal Income Tax Recoverable.....	62,266
Other Accounts Receivable.....	35,672,323
<b>TOTAL ADMITTED ASSETS .....</b>	<b>\$ <u>214,027,811</u></b>

<b>LIABILITIES, SURPLUS AND OTHER FUNDS</b>	
Reserve for Taxes and Expenses.....	\$ 580,990
Ceded Reinsurance Premiums Payable.....	42,235,595
Securities Lending Collateral Liability .....	0
<b>TOTAL LIABILITIES.....</b>	<b>\$ <u>42,816,584</u></b>
Capital Stock, Paid Up.....	\$ 5,000,000
Surplus .....	166,211,227
Surplus as regards Policyholders.....	171,211,226
<b>TOTAL.....</b>	<b>\$ <u>214,027,811</u></b>

Securities carried at \$62,198,396 in the above statement are deposited with various states as required by law.

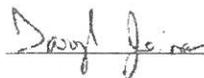
Securities carried on the basis prescribed by the National Association of Insurance Commissioners. On the basis of market quotations for all bonds and stocks owned, the Company's total admitted assets at December 31, 2017 would be \$213,515,173 and surplus as regards policyholders \$170,698,588.

I, DENNIS F. KERRIGAN, Corporate Secretary of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing statement is a correct exhibit of the assets and liabilities of the said Company on the 31st day of December, 2017.

  
Corporate Secretary

State of Illinois }  
City of Schaumburg } SS:

Subscribed and sworn to, before me, a Notary Public of the State of Illinois, in the City of Schaumburg, this 9<sup>th</sup> day of March, 2018.

  
Notary Public



Office of Risk Assessment  
50 West Town Street  
Third Floor - Suite 300  
Columbus, Ohio 43215  
(614)644-2658  
Fax(614)644-3256  
www.insurance.ohio.gov

**Ohio Department of Insurance**

John R. Kasich - Governor

Jillian Froment - Director

**Certificate of Compliance**



Issued 03/06/2018

Effective 04/02/2018

Expires 04/01/2019

I, Jillian Froment, hereby certify that I am the Director of Insurance in the State of Ohio and have supervision of insurance business in said State and as such I hereby certify that

**FIDELITY AND DEPOSIT COMPANY OF MARYLAND, THE**

of Maryland is duly organized under the laws of this State and is authorized to transact the business of insurance under the following section(s) of the Ohio Revised Code:

**Section 3929.01 (A)**

Allied Lines  
Boiler & Machinery  
Burglary & Theft  
Commercial Auto - Liability  
Commercial Auto - No Fault  
Commercial Auto - Physical Damage  
Credit  
Earthquake  
Fidelity  
Financial Guaranty  
Fire  
Glass  
Inland Marine  
Multiple Peril - Commercial  
Multiple Peril - Homeowners  
Other Liability  
Surety

Workers Compensation

FIDELITY AND DEPOSIT COMPANY OF MARYLAND, THE certified in its annual statement to this Department as of December 31, 2017 that it has admitted assets in the amount of \$214,027,811, liabilities in the amount of \$42,816,584, and surplus of at least \$171,211,226.

IN WITNESS WHEREOF, I have hereunto subscribed my name and caused my seal to be affixed at Columbus, Ohio, this day and date.

Handwritten signature of Jillian Froment.

Jillian Froment, Director





**COLERAIN TOWNSHIP**  
**ADMINISTRATION COMPLEX**  
**GENERAL**  
**2018 SPECIFICATIONS**  
**FOR**  
**CONTRACT 18-4 Chiller Replacement**  
**SIGNED CONTRACT AGREEMENT**

COLERAIN TOWNSHIP

CONTRACT 18-4 CHILLER REPLACEMENT

THIS AGREEMENT, made and entered into this 14 day of August, in the year Two Thousand, Zero Hundred and 18 by and between the Colerain Township Board of Trustees, Hamilton County, Ohio, herein after designated as the Owner, and The Geiler Co herein after designated as the Contractor.

WITNESSETH: That the Contractor has agreed, and by these present does agree with the Owner for the consideration herein below mentioned, to furnish at the Contractor's own proper cost and expense all necessary materials and labor of every description, and to carry out complete, in full, firm and substantial manner the - Road Improvements which includes such work as full and partial depth repair, rotomilling, storm, sanitary sewer and water valve adjustments, storm sewer pipe replacement, curb repair, curb ramps, catch basin rebuild, grade adjustment and resurfacing. All of which shall be done and performed in accordance with the general conditions, drawings, surveys, plats, cross-sections, profiles, plans and specifications, including all modifications thereof, if any, incorporated in the documents before their execution and by reference hereby become part of this contract. Streets and limits are listed on attachment "A".

The provision contained in the "Legal Notice", in "Information for Bidders", in the "Engineer's Estimate", in the "Proposal", and in the "Specifications", as well as in the surveys, plats, cross-sections and profiles for this work on file in the office of the Colerain Township Board of Trustees, are hereby combined, and incorporated by reference thereto, as part of this agreement.

The Contractor shall pay into the State Insurance Fund the amount of premium determined and fixed by the Industrial Commission of Ohio, promptly when due, or elect to pay compensation direct and contribute to the surplus of the fund as provided by law. The Contractor and his Surety agree to indemnify the Township against liability and loss due to the breach of the obligation of this paragraph and agree that it shall run the benefit of the Industrial Commission of Ohio and the State Insurance Fund for the recovery of premiums that should have been paid. All of the foregoing provisions of this paragraph shall be equally binding upon each sub-contractor whose performance thereof is warranted by the Contractor as a condition of permitting the beginning or continuance of work a certificate of compliance with this paragraph issued by the Industrial Commission of Ohio.

In consideration whereof, the Owner hereby agrees and promises to pay to the Contractor, at the times, under the conditions and in the manner provided in the specifications, and in full of all compensation for material furnished or work done thereunder, at the unit prices, stated in the proposal, the sum of approximately \$128,300.00

IN WITNESS WHEREOF, the said Township of Hamilton County, Ohio, has caused its name to be signed and the corporate seal to be hereto affixed by the Colerain Township Board of Trustees and the Contractor, the day and year aforesaid.

COLERAIN TOWNSHIP BOARD OF TRUSTEES  
HAMILTON COUNTY, OHIO

Contractor \_\_\_\_\_

Administrator: \_\_\_\_\_

Signature \_\_\_\_\_

Signature : \_\_\_\_\_

COLERAIN TOWNSHIP

CONTRACT 18-4 CHILLER REPLACEMENT

CONTRACT (CONTINUED)

FISCAL OFFICER CERTIFICATE

Cincinnati, Ohio \_\_\_\_\_, 20\_\_

I hereby certify that in accordance with Section 5625.33 O.R.C., that the amount required to meet the payment of the contract price of the attached contract has been lawfully appropriated for said purpose and is in the Treasury of this Township to the credit of the fund from which it is to be drawn, free from any encumbrances.

Fund No. \_\_\_\_\_

\_\_\_\_\_  
Fiscal Officer, Colerain Township  
Hamilton County, Ohio

Cincinnati, Ohio \_\_\_\_\_, 20\_\_

I hereby certify that I have examined the contract and bond attached between the Colerain Township Board of Trustees of Hamilton County, Ohio and \_\_\_\_\_; Contractor, and find same to be in accordance with the provisions of law and approve said contract and bond as to form.

\_\_\_\_\_  
Attorney, Colerain Township  
Hamilton County, OH

## NEW BUSINESS

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Department: Planning & Zoning

Department Head: Jenna M. LeCount, AICP

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### **Planning & Zoning**

a. Resolution Declaring Nuisance and Ordering Abatement

Recommend adoption of a Resolution to remove uncontrolled vegetation and/or refuse at the listed properties.

Rationale:

This Resolution is recommended to allow the Trustees to abate and assess properties with the Ohio Revised Code nuisance violations.

b. Motion to Establish a Comprehensive Plan Land Use Committee and Adopt Bylaws

Recommend adoption of motion to Establish a Comprehensive Plan Land Use Committee in accordance with the drafted Bylaws attached to this Board Packet.

Rationale:

Volunteer applications will be accepted to begin selection process until 4:00PM on Friday August 24, 2018. The purpose of this committee is to identify appropriate land use policies and the creation of an updated Land Use Plan to be included in the Township Comprehensive Plan.

c. Motion to set a Public Hearing on a Major Modification to a Preliminary Development Plan in Case No. ZA2013-003 Sanctuary Pointe on September 11, 2018 at 7:00PM

Recommend the adoption of a motion to set a public hearing.

Rationale:

The Colerain Township Zoning Commission is expected to make a recommendation on the Major Modification to a Preliminary Development Plan for Sanctuary Pointe Nursing Facility at their August 21, 2018 regular meeting. This Major Modification would require a public hearing to be held in front of this Board of Trustees within 30 days of that recommendation.

**The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio**, met in regular session at \_\_\_\_\_, on the 14th day of August, 2018, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Greg Insco, Raj Rajagopal, Dan Unger

Mr. \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION DECLARING NUISANCE AND ORDERING ABATEMENT**

**WHEREAS** Uncontrolled vegetation and/or refuse and debris were reported at the properties listed below:

	<u>Address</u>	<u>Book-Page-Parcel No.</u>
9610	Cedarhurst	510-0052-0066-00
11384	Gravenhurst	510-0021-0189-00
11584	Greenridge	510-0014-0098-00
2715	Niagara	510-0052-0032-00
2474	Roosevelt	510-0031-0438-00
10186	Season	510-0113-0083-00
9661	Weik	510-0330-0066-00

**WHEREAS** Ohio Revised Code Section 505.87 provides that, at least seven days prior to providing for the abatement, control or removal of any vegetation, garbage, refuse or debris, the Board of Trustees shall notify the owner of the land and any holders of liens of record upon the land; and

**WHEREAS** Ohio Revised Code Section 505.87 provides that, if the Board of Trustees determines within twelve consecutive months after a prior nuisance determination that the same owner's maintenance of vegetation, garbage refuse, or other debris on the same land in the township constitutes a nuisance, at least four days prior to providing for the abatement, control or removal of the nuisance, the Board must send notice of the subsequent nuisance determination to the landowner and to any lienholders of record by first class mail; and

**WHEREAS** In accordance with Ohio Revised Code Section 505.87, the Township Trustees have the authority to contract to abate the nuisances and have the costs incurred assessed to the property tax bills; therefore

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

1. That this Board specifically finds and hereby determines that the uncontrolled growth of vegetation and/or the refuse and debris on each of the said properties listed above constitute a nuisance within the meaning of Ohio Revised Code Section 505.87, and the Board directs that notice of this action be given to owners of the said property and lienholders in the manner required by Ohio Revised Code Section 505.87;
2. That this Board hereby orders the owners of said property to remove and abate the nuisances within seven days after notice of this order is given to the owners and lienholders of record, and within four days

after notice of this order is given to the owners and lienholders of record for properties previously determined to be a nuisance. If said nuisances are not removed and abated by the said owners, or if no agreement for removal and abatement is reached between the Township and the owners and lienholders of record within four or seven days after notice is given, the Zoning Inspector shall cause the nuisances to be removed, and the Township shall notify the County Auditor to assess such cost plus administrative expense to the property tax bills for the said parcel, as provided in Ohio Revised Code Section 505.87;

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; and

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. Insko \_\_\_\_\_, Mr. Rajagopal \_\_\_\_\_, Mr. Unger \_\_\_\_\_

ADOPTED this 14th day of August, 2018.

BOARD OF TRUSTEES:

\_\_\_\_\_  
Greg Insko, Trustee

\_\_\_\_\_  
Raj Rajagopal, Trustee

\_\_\_\_\_  
Dan Unger, Trustee

ATTEST:

\_\_\_\_\_  
Heather E. Harlow,  
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

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

## **AUTHENTICATION**

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer  
this 14th day of August, 2018.

---

Heather E. Harlow  
Colerain Township Fiscal Officer

# Bylaws of the Colerain Township

## Comprehensive Plan Land Use Committee

### Article I. Purpose

Section 1.01 The purpose of the Comprehensive Plan Land Use Committee is to advise the Planning Staff regarding land use policies for Colerain Township during the Land Use Element of the Comprehensive Plan update.

### Article II. Membership

#### Section 2.01 Board Composition

- (a) The CPLUC shall consist of seven voting members and two non-voting members
  - (i) *Voting Members:*
    - 1) Four neighborhood representatives. One from each of the following neighborhoods:
      - Pleasant Run Farms
      - Northbrook
      - Groesbeck
      - Western Colerain Township
    - 2) One Member of the Colerain Township Board of Zoning Appeals
    - 3) One Member of the Colerain Township Zoning Commission
    - 4) One Member representing the Development Community
  - (ii) *Non-Voting Members:*
    - 1) One Township Trustee
    - 2) Township Planning Director

#### Section 2.02 Membership Requirements

- (a) All voting members must be residents of Colerain Township or the owner, officer or full-time employee of a business located within Colerain Township.
- (b) All voting members may not have donated to any township trustee or Northwest Local Board campaign in the past four years.

#### Section 2.03 Application Process

- (a) In order to be considered for any of the voting member positions, applicants must fill out a Boards and Commissions Application and submit it to the Township Planning Director.
- (b) Applications must be received by Township at 4200 Springdale Ave or to [jlecount@colerain.org](mailto:jlecount@colerain.org) by August 24, 2018 at 4:00 PM.
- (c) In the interested party's application there must be an indication of which voting member position they are applying for (e.g. Neighborhood X Appointee, Development Community Appointee, etc.)

#### Section 2.04 Term of Membership

- (a) All members shall service the CPLUC from approximately September 2018 through April 2019 or at the completion of the Land Use element of this Comprehensive Plan cycle; whichever is later.

#### Section 2.05 Removal from Service

- (a) Any member of the CPLUC may be removed from service by two votes of the Board of Trustees for any reason or no reason.

### Article III. Organization of the CPLUC

#### Section 3.01 Roles

- (a) The Township Planning Director shall call meetings of the CPLUC, in accordance with Article VI below, and preside over the meetings.
- (b) Township Planning Staff shall prepare meeting summaries for each meeting of the CPLUC.

### Article IV. Duties of the CPLUC

#### Section 4.01 Duties

- (a) To review the Township's Land Use Policies and Recommendations and to make recommendations to the Township Planning Director for changes.
- (b) To recommend to the Township Planning Director the creation of new Land Use Policies for the Township.

### Article V. Recommendations of the CPLUC

#### Section 5.01 Recommendation Process

- (a) Any recommendation made to the Township Planning Director by the CPLUC must first receive four affirmative votes.
- (b) Recommendations shall be filed in writing to Planning Staff.

### Article VI. Meeting of the CPLUC

#### Section 6.01 Frequency

- (a) The CPLUC will meet at least once per month between September 2018 and April 2019 or at the discretion of the Township Planning Director as appropriate for project timelines.

#### Section 6.02 Power to Call Meeting

- (a) The Township Planning Director shall establish the schedule of the CPLUC.

#### Section 6.03 Notice

- (a) Members shall be given at least 24 hours' notice of a meeting.

## Article VII. Miscellaneous

### Section 7.01 Basis of Service

- (a) Members of the Comprehensive Plan Land Use Committee shall serve at the pleasure of the Board of Trustees, and shall serve on a voluntary basis.

### Section 7.02 Subject to Change

- (a) The function, organization, operation, existence and membership of the Comprehensive Plan Land Use Committee may be changed at any time upon two votes of the Board of Trustees.

## NEW BUSINESS

---

Department: Administration

Department Head: Geoff Milz

---

a. Motion to Adopt 2018 5-year Strategic Plan

Recommend approval of a motion to adopt 2018 5-year Strategic Plan.

Rationale:

While the police and fire departments have had strategic plans of their own for several years, and the planning and public services department have had strategic plans for a year, there is no other time in recent memory when Colerain Township has had a single, unified Strategic Plan for the Township. As it says in the leadership message, this plan is intended to be a document that we use to prioritize the many demands on our time and resources. It is also intended to communicate our vision and work plan for each department and to provide a touchstone throughout the year to be sure we are staying on course. Because it is so late in the year, this document will be refreshed again very soon for 2019.

This document is the result of many hours of work by many individuals. The department heads did a tremendous job of thinking big and tailoring their existing strategic plans into this singular format. The feeling of setting and accomplishing big goals is one that drives this leadership team – the execution of the initiatives found in this strategic plan is how the leadership team intends to move the needle in the Township.

b. Motion to Establish a Financial Advisory Committee and Adopt Bylaws

Recommend approval of the motion to establish a Financial Advisory Committee and to adopt bylaws for that organization.

Rationale:

The Trustees have asked the Administration to stand-up a Committee of individuals to advise the Township Administrator on the financial policies of Colerain Township. Examples of policies to be considered are listed in Section 4.02 of the Bylaws.

c. Motion to Consider a Grievance

No recommendation as the Township Administrator has already taken action relative to this grievance.

Rationale:

On Sunday, July 29, 2018, Mr. Robert Brinkman, by and through a representative of the Fraternal Order of Police, filed a grievance in which he alleges that his termination was a violation of the collective bargaining agreement. Per Section 7.5, Step 3 of the Collective Bargaining Agreement, I responded to this grievance with the letter found in this agenda packet – formally denying his grievance. Mr.

## NEW BUSINESS

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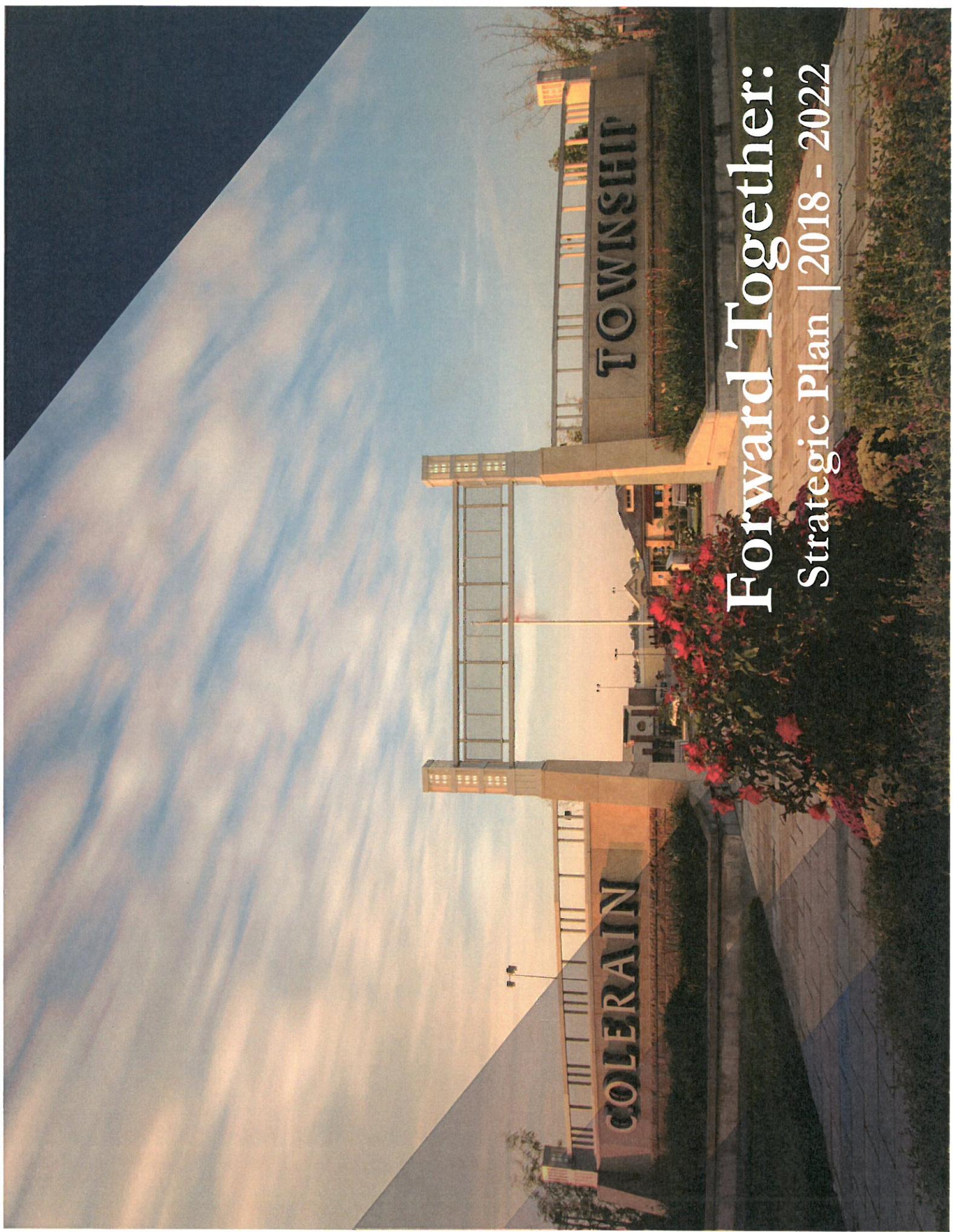
Brinkman has chosen to take the grievance process to Step 4 in which he submits the grievance to the Board of Trustees for resolution.

- d. Motion to Execute Contract with Emersion Design for Feasibility and Programing Study of the Colerain Township Training Center

Recommend approval of the motion to execute the above referenced contract.

Rationale:

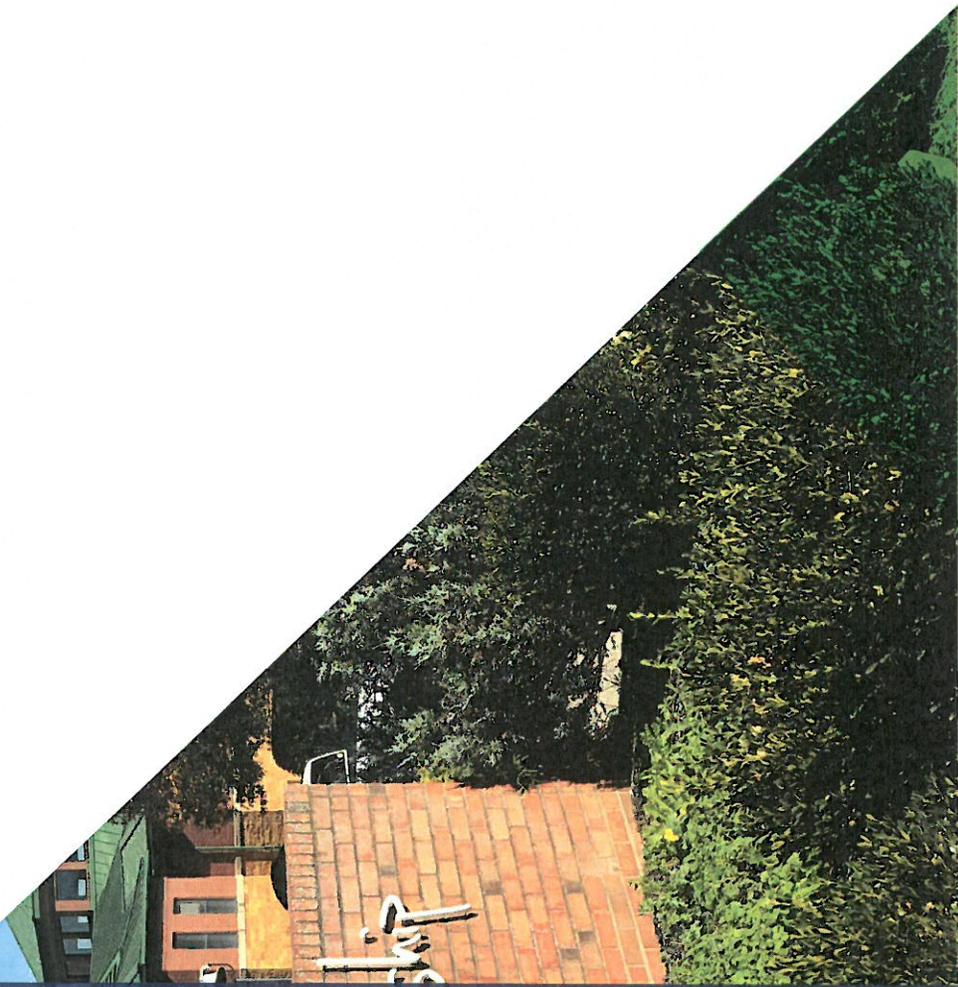
In December of 2018 the lease between Rumpke and Colerain Township for office space at the Colerain Township Training Center will expire. The township has been exploring a partnership with the United States Drug Enforcement Agency and affiliated Federal, State and Local Law Enforcement Agencies to lease a portion of the Colerain Township Training Facility for use as a regional law enforcement strike force operation. In order to assess the costs associated with capital improvements needed by the potential new tenant we must conduct a feasibility and programming study. Emersion Design has experience in the design of law enforcement facilities. The cost of the contract would be \$12,877.



# Forward Together: Strategic Plan | 2018 - 2022

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## Messages from the LEADERSHIP



**Geoff G. MILZ, AICP**  
Township Administrator

Each day, 254 employees get out of bed and come to work to make Colerain a better place. Some come to work and put their personal safety at risk to protect us. Some plow our roads so that we can get to where we are going safely. Others process payroll or review zoning permits or investigate that nuisance complaint that has been driving you crazy. All of us come to work to make a difference.

This document represents our collective effort to make Colerain Township a better place. It charts our path forward in 2018 and beyond. It is intended to be a document that we use to prioritize the many demands on our time and resources. It is intended to communicate our vision and workplan for each department and to provide a touchstone throughout the year to come back to, check in on and make sure we are still on course.

The 2018 big picture themes you will find in the pages to come are **transparency** and **operational efficiency** in our Administration Department; movement towards **accreditation** and significant **road investment** in our Public Services Department; incremental work towards a new **comprehensive plan** in our Department of Planning and Zoning; and a focus on **community engagement** in our public safety departments.

I'm proud of the work our employees do every day and couldn't be more excited about the future of Colerain Township.



**Jeff WECKBACH**  
Assistant Township Administrator

Colerain Township is a community that features a broad, diverse population that has a myriad of challenges and opportunities. The following pages outline how we, as a government partner and service provider, plan to improve Colerain. This is a robust vision and direction that will guide our internal decisions over the next several years.

The cornerstone of this plan is truly the community. The leadership team in Colerain is focused on cooperating and collaborating with all of our population to find out how we can better serve our constituents. Many of the items in this plan will require community involvement, interaction, and assistance. This document attempts to coordinate and outline exactly what we will do over the next five years.

When I think of the initiatives, goals, and action items contained in this document, I can't help but feel extremely excited about the direction of Colerain and I look forward to being able to help our staff carryout this fantastic strategy. The government is an integral part of the community. It is therefore of the utmost importance that we as government partners outline what we will do to help the community and then follow through on that plan. Colerain is an American gem, and our goal is to highlight, showcase, and polish that gem to make it the best that it can be.

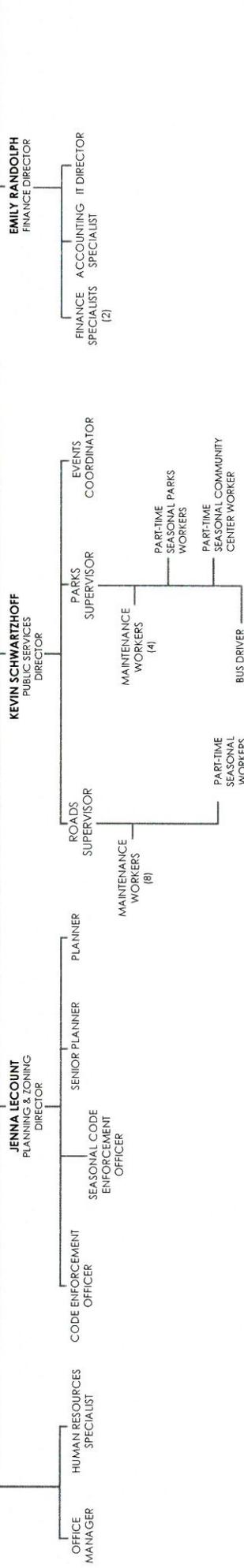
# Organization Overview

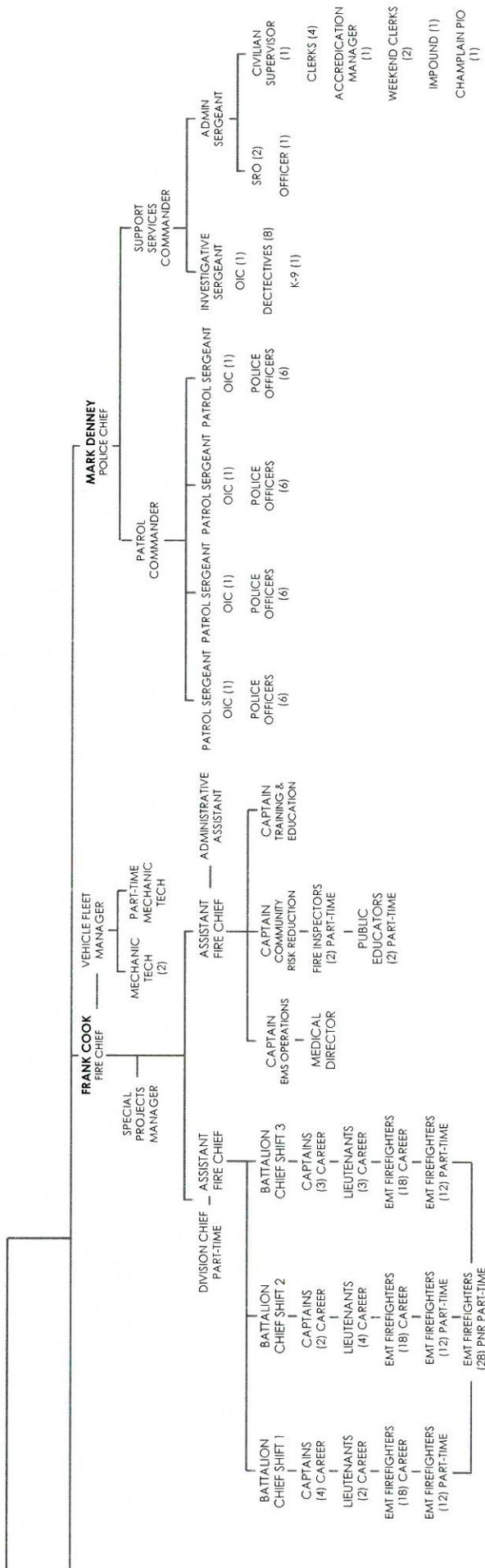
**HEATHER HARLOW**  
FISCAL OFFICER

**TRUSTEES**  
**DANIEL UNGER**  
PRESIDENT  
**RAJ RAJAGOPAL**  
VICE PRESIDENT  
**GREG INSCO**

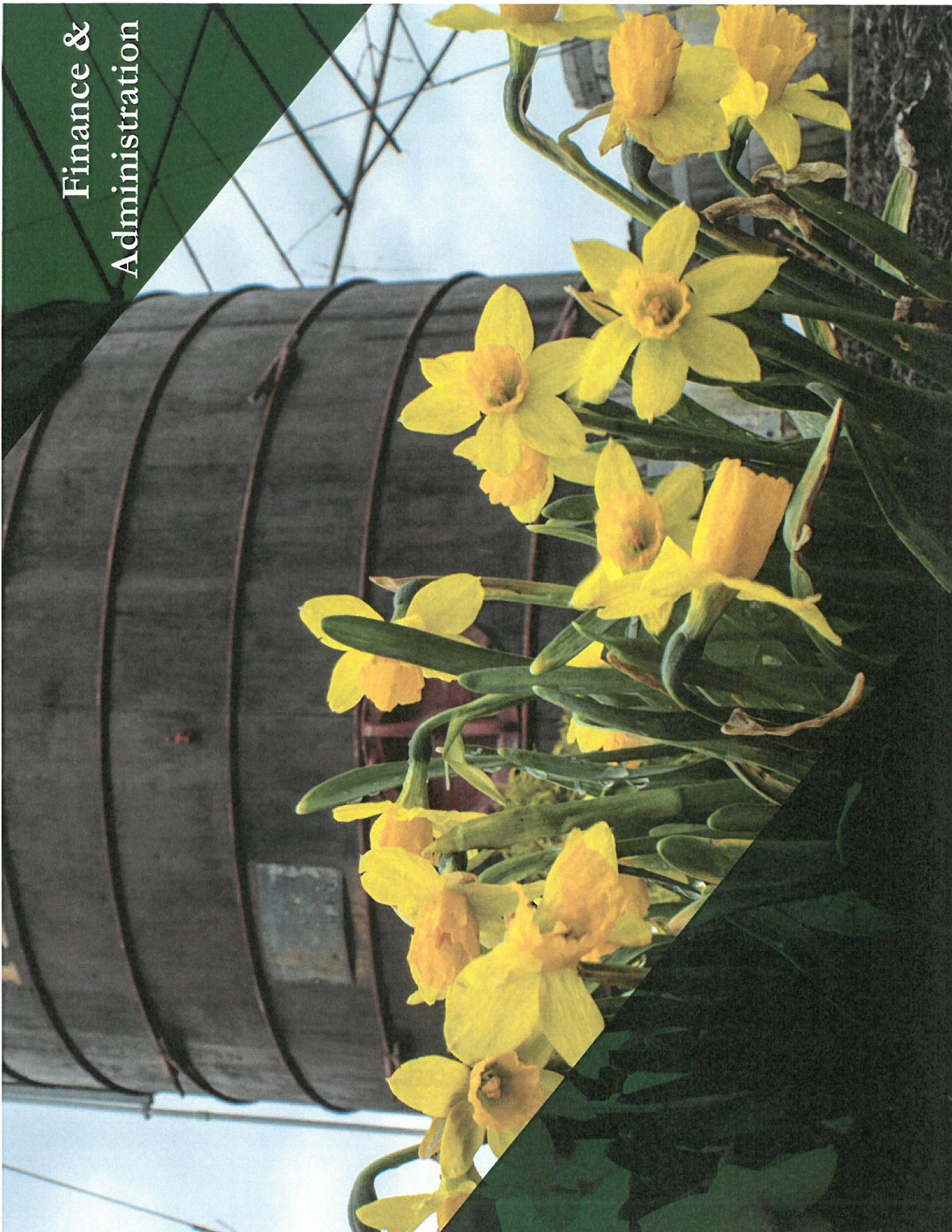
**GEOFFREY G. MILZ**  
ADMINISTRATOR

**JEFF WECKBACH**  
ASSISTANT  
ADMINISTRATOR





Finance &  
Administration



# Meet the CREW



Geoff Milz



Jeff Weckbach



Emily Randolph



Shannon Baker



Christina Hamilton



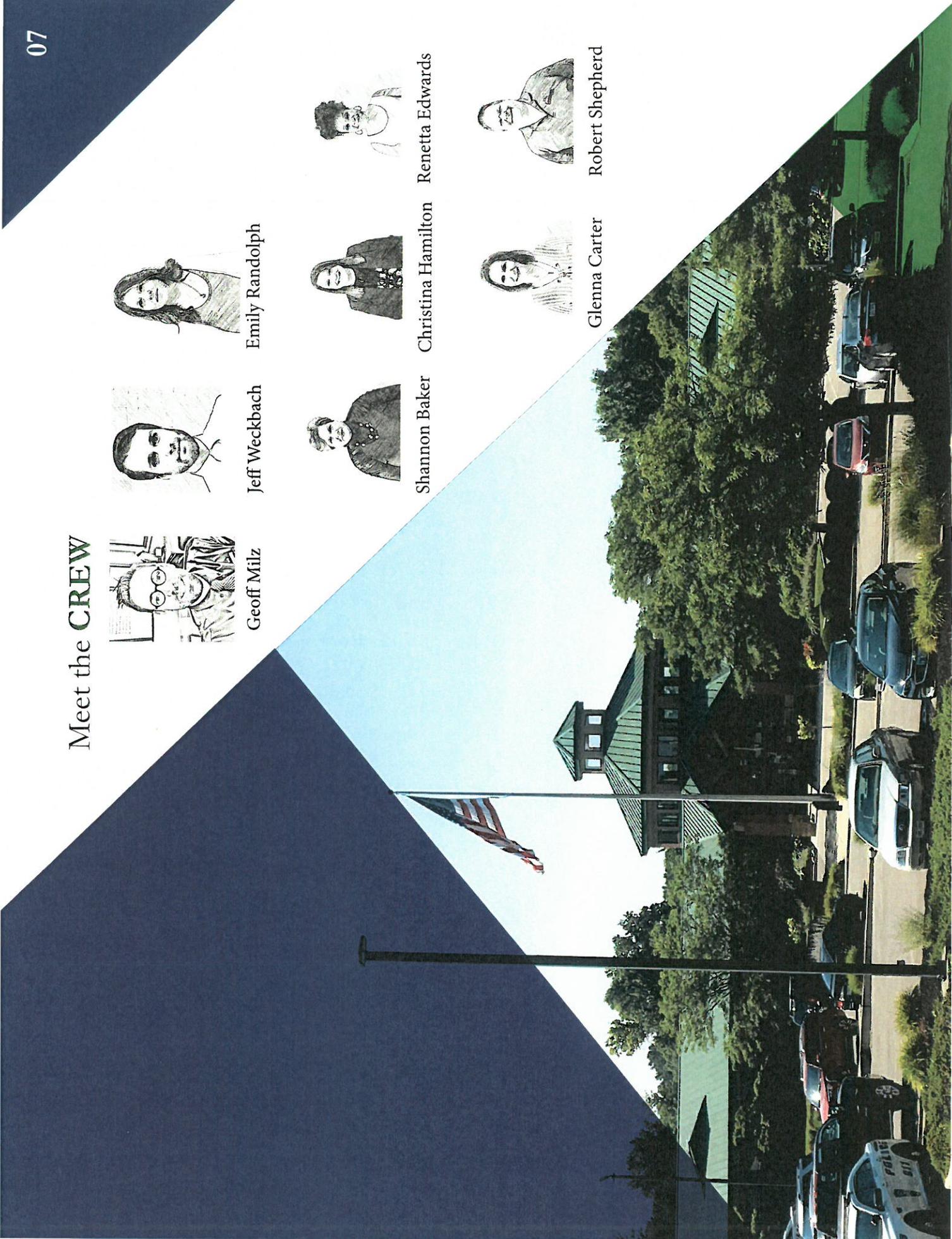
Renetta Edwards



Glenna Carter



Robert Shepherd



## Messages from the LEADERSHIP



**Geoff G. MILZ, AICP**  
Township Administrator

2018 and 2019 are important years for the Finance and Administration Departments. Following a great deal of employee churn, we are looking to stabilize our staffing and focus on creating transparent and efficient operations. With the implementation of the 2018 Transparency Initiative, Administration and Finance will be modernizing the budgetary process, improving our agendas and minutes, creating an operations dashboard and completely transforming our website. These initiatives will improve our operational efficiency while making more public information available more quickly and easier than ever before.

In addition, we will be establishing a Financial Advisory Committee to review and develop sound fiscal policies that will guide our budgetary process. For the first time ever, Colerain Township will publish its 2019 budget in the form of a budget book. This will give unprecedented access to the budgetary priorities and processes of the township.



**Jeff WECKBACH**  
Assistant Township Administrator

I am proud to be part of a team of extremely hard working and dedicated public servants, evidenced by the fantastic work that they do on a daily basis. The staff in this department amazes me with their depth of knowledge and commitment to serving the residents of Colerain in best way possible. This team does a lot of behind the scenes work to ensure that the public has access to records and that the day-to-day operations of the Township run smoothly and efficiently.

Often times, a lot of the “invisible” work that is integral to running an organization occurs in Administration and Finance. Centralized services like information technology, payroll, purchasing, and benefits administration all take place in this department. These are services that all of the employees of the Township rely on and need in order to be able to do their jobs effectively. So while the work conducted in this department may not be highly visible to the public, it is highly essential to what we do.



**Emily RANDOLPH**  
Finance Director

Over the past 6 years, Administration has worked hard to centralize operations within the Township. The Finance Department provides accounting, payroll, information technology, budgeting, benefits, workers’ compensation, and lighting district services to the Township.

As the Director of Finance, the 2018 and 2019 goal is effective support of our 35-45 million-dollar budget. The broad range of services we provide highlights the expertise of our staff and demonstrates their level of commitment. During my tenure, we have successfully passed three financial audits, as well as many audits related to grant funding. Our most recent completion was a successful OPERS compliance audit in June of 2018. I am excited to have the privilege of working along side talented staff daily, as we move into this next phase of exploring opportunities and avenues as well as implementing budget software, a new website, and other items that will assist in achieving the savings we need to affect the forecast in reducing the appropriations.

# Organization OVERVIEW

## Township Facts OVERVIEW

- Largest township in Ohio geographically, 2nd largest in population
- 42 Square miles
- 58,499 people (would be 13th largest city in state)
- Total households: 22,543
- Avg. Annual Income: \$65,000
- Renter-occupied housing units: 5,070 (22%)
- Median Age: 38.7
- 87% white; 13% black, other minority
- \$40.1M annual budget (2018)

## Economic DEVELOPMENT

Colerain Township takes a proactive approach to economic development. All Township Departments are committed to customer service for both residents and businesses.

Colerain Township's development motto is "progress with a purpose." What this means to the prospective business is access to proactive services, progressive planning and superb customer service which every business has at their disposal when they choose to call Colerain Township "home." Colerain Township has over 1100 existing businesses. Those businesses have committed millions of dollars in new investment in the township and hundreds of new jobs.

**TRUSTEES**  
**DANIEL UNGER**  
 PRESIDENT  
**RAJ RAJAGOPAL**  
 VICE PRESIDENT  
**GREG INSCO**

**HEATHER HARLOW**  
 FISCAL OFFICER

**GEOFFREY G. MILZ**  
 ADMINISTRATOR

**JEFF WECKBACH**  
 ASSISTANT ADMINISTRATOR

**EMILY RANDOLPH**  
 FINANCE DIRECTOR

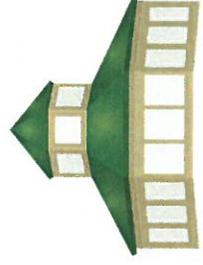
OFFICE MANAGER

HUMAN RESOURCES SPECIALIST

FINANCE SPECIALISTS (2)

ACCOUNTING SPECIALIST

IT DIRECTOR



**COLERAIN**  
 EST. 1794

Many more projects are in the development pipeline.

Colerain Township is well known for Colerain Avenue being one of the busiest commercial corridors in the region. Due to our strategic location minutes from the Greater Cincinnati International Airport and every major interstate / highway Colerain Township has ten corporate headquarters that house different types of businesses from international manufacturing to global sales and distribution.

### FISCAL Office

Within our operation lies the following critical business functions: payroll, financial reporting, accounts receivable and accounts payable, purchasing card, and the financial management records and system (UAN). In addition, we are indirectly responsible for 31-million-dollar operating budget; to ensure compliance and accountability we follow the accounting method of best practices and work to streamline processes that drive efficiencies in our day to day operations.

In order to be a valuable resource to the departments, we must be a cohesive organization working together across departments, to enhance quality and excellence for the entire township. We will demonstrate excellence through participating in decision-making, implementing process improvements, adhering to the highest work and support standards.

*"Do your duty and a little more and the future will take care of itself."*

*-Andrew Carnegie*

## 2017 By the NUMBERS



6,554

Payroll Checks Processed



601

Payroll Withholdings Processed



2,587

Accounts Payable Processed



838

Accounts Receivable Processed



300

IT Workstations

# Mission, Vision, VALUES

## DEPARTMENT MISSION

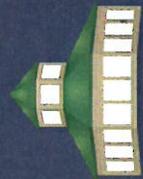
*“To engage our residents, businesses and visitors to create a vibrant and safe community through innovation, continuous improvement and our commitment to excellence.”*

## VALUES

- C** Customer Service, Commitment, Collaboration
- O** Outcomes, Organization, Openness
- L** Leading, Learning, Loyalty
- E** Excellence, Ethics, Efficiency
- R** Respect, Responsiveness
- A** Accountability, Action
- I** Innovation, Integrity, Improvement
- N** Neighborhoods

## VISION STATEMENT

*In Pursuit of Excellence!*



**COLERAIN**  
EST. 1794



- Employees
- Customer Service
- “Problem Solving” Philosophy
- Personnel Accountability
- Agency Ethics
- Fiscal Responsibility
- Partnerships

- Aging workforce and the identification of quality replacement of key personnel.
- Budget funding and changing revenue scenarios
- Expectation from many to provide more
- Continuous publishing of “bad press” about the Township, little attention paid to good attributes.
- Staff “churn”
- The volume of Public Records requests

### STRENGTHS

- Provide an enthusiastic working environment
- Creating a culture of engagement
- Professional Development
- Celebrate Successes
- Centralized Human Resources
- Succession Planning

### OPPORTUNITIES

### CHALLENGES

### WEAKNESSES

- Lack of training for new staff or refresher courses for existing staff.
- Making impulsive changes driven by emotion; making assumptions of what staff want



# Strategic GOALS



Centralize and standardize the human resources function of the township

**Key Initiatives:**

- Staff Onboarding Initiative
- Centralize HR Staff Initiative
- Wellness Initiative
- MERP and Benefits Initiative
- Township Policy Revision Initiative
- Reduce HC Cost/Benefits Initiative
- Leave Policy Initiative
- Reduce Occupational Losses Initiative
- ODOT Test Initiative
- Onbase Updates Initiative
- Job Descriptions Initiative (I)
- Staff Evaluations Initiative
- Guardian Initiative
- Training Plan Initiative
- HR Software Initiative



Provide efficient, effective and safe information technology infrastructure to the organization

**Key Initiatives:**

- Software Review Initiative
- Network Infrastructure Initiative
- IT 101 Initiative
- Disaster Recovery Plan Initiative



Continuously improve the operations of the township

**Key Initiatives:**

- Agenda and Minutes Initiative (I)
- Centralized Maintenance Manager Initiative
- Centralized Purchasing Initiative
- Lighting Districts Initiative
- Public Records Initiative (I)
- Succession Planning Initiative
- Indigents Initiative
- Budget Alignment Initiative
- Policy Training Initiative
- Records Centralization Initiative (I)
- Master Calendar of Renewal Budgets Initiative
- Website Initiative (I)
- Strategic Communications Initiative (I)
- Standard Operating Procedures Initiative
- Video Communications Initiative (I)

**Improve financial policies and processes**

---

**Key Initiatives:**

- Audits Initiative (I)
  - Internal Controls Initiative
  - Budget Book Initiative (I)
  - Forecast Initiative
  - Analytics and Finance Data Initiative (I)
  - Budget Software Initiative (I)
  - Payroll Initiative
  - Workers Comp Initiative
  - Financial Advisory Committee Initiative (I)
-

# Achievement through IMPLEMENTATION

## 2018 Plan of Action

### Q1

1. Strategic Plan
2. MERP and Benefits Initiative
3. Video Communications Initiative (T)

### Q2-3

1. Centralize HR Staff Initiative
2. Job Descriptions Initiative (T)
3. Reduce HC Cost/Benefits Initiative
4. Training Plan Initiative
5. Software Review Initiative
6. Policy Training Initiative (Begin)
7. Budget Alignment Initiative
8. Communications Initiative (T)
9. Internal Controls Initiative
10. Budget Book Initiative (Begin) (T)

### Q3

1. Township Policy Revision Initiative
2. HR Software Initiative
3. IT 101 Initiative
4. Centralized Maintenance Manager Initiative
5. Public Records Initiative (T)
6. Agenda and Minutes Initiative (T)
7. Policy Training Initiative (Continue)
8. Standard Operating Procedures Initiative (Begin)
9. Website Initiative (Begin) (T)
10. Workers Comp Initiative
11. Audits Initiative (T)
12. Budget Software Initiative (T)
13. Budget Book Initiative (Continue) (T)

### Q4

1. Township Policy Revision Initiative
2. Onbase Updates Initiative
3. Disaster Recovery Plan Initiative
4. Indigents Initiative
5. Master Calendar of Renewal Budgets Initiative
6. Policy Training Initiative (Complete)
7. Standard Operating Procedures Initiative (Complete)
8. Website Initiative (Complete)(T)
9. Payroll Initiative
10. Workers Comp Initiative
11. Analytics and Finance Data Initiative (T)
12. Budget Book Initiative (Complete) (T)

# Achievement through IMPLEMENTATION

## 2019 - 2022 Plan of Action

'19

1. **Centralized Purchasing Initiative**
2. **Succession Planning Initiative**
3. **Reduce Occupational Losses Initiative**
4. **Wellness Initiative**
5. **Payroll Initiative**
6. **Budget Policy Initiative**
7. **Network Infrastructure Initiative**

'20

1. **Analytics and Finance Data Initiative**
2. **Records Centralization Initiative**

'21

'22

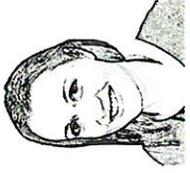


Planning &  
Zoning

Strategic Plan | 2018 Update  
2017 - 2021



Meet the **CREW**



Jenna M. LeCount



Marty Kohler



Chris Cavallaro



Jesse Urbancsik



Tom Bosarge



## Messages from the LEADERSHIP



**Jeffrey WECKBACH**  
Assistant Township Administrator

“Those who fail to plan, plan to fail.”

The Planning and Zoning Department is responsible for the high level plans for current and future development in Colerain. This department ensures that any new building meets our minimum standards and that new developments and construction also conform the intended use of each and every parcel in Colerain. They also plan out ways to help keep our existing neighborhoods clear of any nuisances or violations through the code enforcement processes. Planning is the integral to everything this department does.

The Planning and Zoning team truly embodies the qualities of excellent customer service. I am impressed with how they deal with residents on a daily basis in zoning reviews, nuisance inspections, and permit reviews. This staff does just work for the people, but with people. They are always trying to find ways to help someone complete a project or understand our various rules and regulations. I am encouraged by the work that I have seen this team complete to date and cannot wait to see them enact this exciting plan.

In 2018 this department will complete some important milestones, including updates to the comprehensive plan, a strategic investment plan in a Colerain neighborhood, and continued code enforcement throughout the Township. These efforts will build a foundation for future work in 2019 and beyond.



**Jenna M. LeCcount, AICP**  
Planning & Zoning Director

I am pleased to introduce the Colerain Township Department of Planning & Zoning 2017-2021 Strategic Plan. This five-year plan is intended to provide the Department with a pathway towards more effective and efficient services for the community. We commit to revisiting this plan annually to ensure we are able to anticipate and adapt to a changing development, land use, and enforcement landscape. This Strategic Plan will aid in making this department more proactive and forward thinking while maintaining a customer oriented focus.

Through the Strategic Planning process, we prioritize our everyday activities so that we are able to achieve extraordinary results. This plan will serve to guide operational and budget decisions; help maintain a highly trained and professional work force; and provide a structure to ensure accountability for our work.

I would like to thank all who participated in this process of charting the future of this department. Participation reached well beyond the staff of this department and included residents, business representatives, elected officials, and other key community partners. Each of these stakeholders is critical to the success of this plan. And, your continued feedback will be the essential component to the success of this plan into the future.



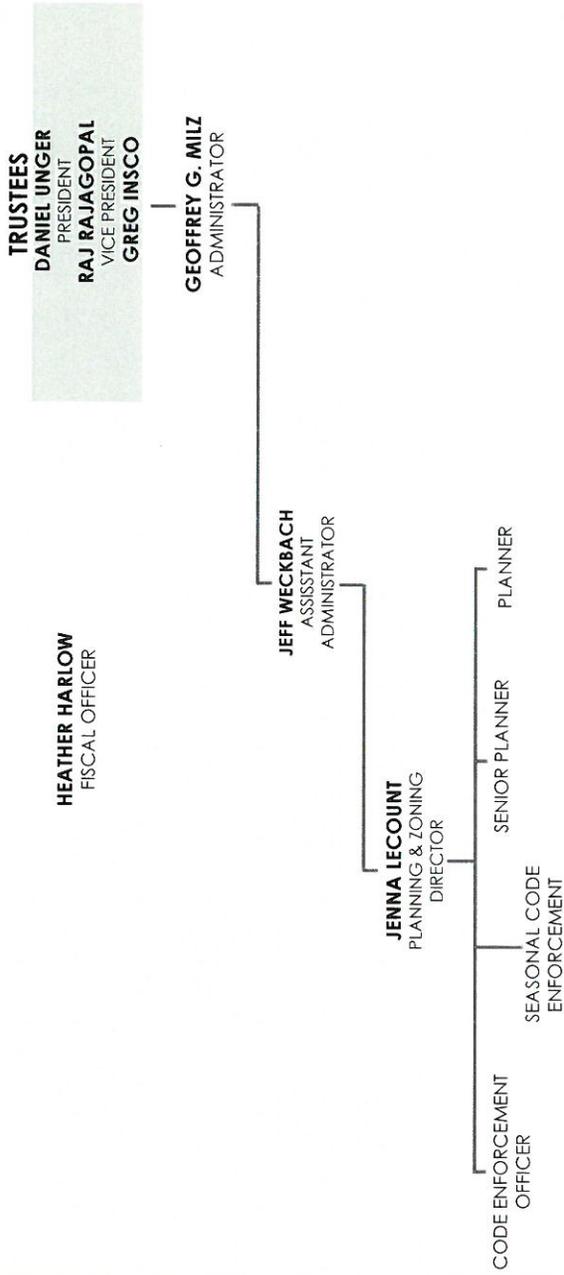
**COLERAIN**  
EST. 1794

# Organization Overview

In 1994, Colerain Township Trustees voted to take local control of planning and zoning efforts in the Township. These responsibilities were previously handled through the Hamilton County Planning + Development Department. Being that Colerain Township is the 14<sup>th</sup> largest political subdivision in the State of Ohio, Township elected officials recognized the need for a staff that was accountable to the residents of Colerain Township and focused on advancing high quality development and code enforcement efforts throughout the Township.

At the direction of the Colerain Township Board of Trustees, the Planning & Zoning Department fills three primary functions: “current planning” including permitting and development plan review; “long-range planning” including comprehensive and small area planning; and “code enforcement” including enforcement of our zoning, property maintenance and nuisance laws. The Department provide these services through a small, talented, and passionate staff who works to find creative solutions to land use, development, planning, and enforcement needs. These staff members include: Marty Kohler, Chris Cavallaro, and Jesse Urbancsik.

In addition to this team, we recognize the importance of building relationships and identifying opportunities for collaboration with other organizations both within and outside our building’s walls. We take seriously our responsibility to use resources as efficiently and effectively as possible. We work to leverage our existing resources by building relationships throughout the County and region to share



knowledge and continually learn better ways to provide Colerain Township with services, maintain and adapt an appropriate set of land use regulations, and to listen to the community to know when changes must be made.

When the Township took local control of planning and zoning, we created the Colerain Township Zoning Commission and the Colerain Township Board of Zoning Appeals. The Planning & Zoning Department provides professional staff support to both of these boards and provides opportunities for their training and development. Board members are appointed by the Township Elected Officials to five-year terms.

The Zoning Commission is a five-member citizen Board that is charged with the responsibilities outlined in state law and duties specifically defined in the Colerain Township Zoning Resolution. The Commission hears requests for zoning amendments, development plans and amendments to development plans. The Commission may also initiate zoning map or text amendments. The Zoning Commission provides a recommendation to the Board of Trustees on Zoning Amendment and Major Amendments to Preliminary or Final Development Plans. The decision of the Zoning Commission on Minor Amendment and Final Development Plans is; however, an administrative and final decision.

The Board of Zoning Appeals is a five-member citizen Board that is charged with the responsibilities outlined in state law and more specifically defined in the Colerain Township Zoning Resolution. The Board hears appeals of decisions of the Zoning Administrator, including permit application refusals and violations citations, as well as Conditional Use applications, Expansion of a Nonconforming Use applications, and Compatible Nonconforming Use applications. The Board may authorize, upon appeal, variances from the terms of the Zoning Resolution where something special about the property in question makes the application of our zoning laws impractical and when granting the variance would advance the public interest. In the event that any party disagrees with a decision of the Board, they may appeal to the Court of Common Pleas of Hamilton County.

## 2017 By the NUMBERS



25

• BZA Appeals



1,417

• Code Violations



12

• Zoning Cases



442

• Permits Issued



103

• VFPRs Issued



52

• VBMLs Issued

## Mission, Vision, VALUES

### PLANNING & ZONING MISSION

*“To improve our community by enabling high-quality development & effective code enforcement.”*

## VALUES

### CUSTOMER SERVICE

*We recognize that customers are the reason we are here. They are not an interruption from our work – they are the reason for it.*

### NEIGHBORHOODS

*Neighborhoods are the geographic, social and cultural units that matter most to our work.*

### ACCOUNTABILITY

*We are accountable to ourselves, our co-workers and the community.*

### TEAMWORK

*Our individual talents are enhanced by the talents of others. In our department, the whole is greater than the sum of its parts.*

### EXCELLENCE

*We are relentless in our pursuit of excellence.*

## VISION STATEMENT

*We are a visible asset to our township's residents and businesses and a model for how a planning department operates in the 21st century.*

Staff

Customer Service Focus

Problem-solving Mentality

Adaptability

High Energy

### STRENGTHS

‘Right-Now’ Mentality

Negative External Environment

### OPPORTUNITIES

Partnerships with Other Agencies

Community Engagement

Communication with Public

Comprehensive Plan

### CHALLENGES

Attempting to do More with Less

Succession Planning

Vacant Properties

### WEAKNESSES

Partnerships with Other Agencies

Lack of Institutional Knowledge

Intense Workload can be Overwhelming

1

Increase efficiency of core functions and increase utilization of technology to improve operations.

Key Initiatives:

- ✓ Standard Operating Procedure Initiative
- ✓ Recording Policy Initiative
- ✓ Online Citizen Service Request Initiative
- ✓ Real-time Service Request Update Initiative
- Accela Initiative - Part 1
- Accela Initiative - Part 2
- Paperless Submission and Payment Initiative
- Geographic Information Systems Initiative

2

Improve code enforcement outcomes.

Key Initiatives:

- Quarterly enforcement workplans
- ✓ Citizen Contact Initiative
- Accela Initiatives

3

Use an incremental "Elements" approach to update Township's Comprehensive Plan.

Key Initiatives:

- Transportation Plan Initiative
- Housing Plan Initiative
- Public Facilities and Services Plan Initiative
- Natural Systems Plan Initiative
- Economic Development Plan Initiative
- Intergovernmental Coordination Initiative
- Capital Improvements Plan Initiative
- Public Health Plan Initiative
- Energy Plan Initiative
- Community Character Plan Initiative
- Land Use Plan Initiative
- Northbrook Initiative
- Groesbeck Initiative



Completed



In Progress or Continuing

# Strategic GOALS



Ensure our Zoning Resoution continues to reflect the policies of the Township.

**Key Initiatives:**

- ✓ Sign Initiative
- Parking Initiative
- Planned-Development District Modernization Initiative
- Openspace Development Initiative
- Hillside Development Initiative



Complete special projects in furtherance of Township policy.

**Key Initiatives:**

- Non-conforming Sign Inventory Initiative
- Sidewalk Maintenance Program Initiative
- ✓ New Sidewalk Construction Initiative
- Urban Forestry Initiative
- ✓ Enforcement Toolkit Initiative
- ⊙ Trails Initiative



Develop our staff and volunteer boards.

**Key Initiatives:**

- Staff Professionalization Initiative
- Staff Continuing Education Initiative
- Board Retreat and Development Initiative



Completed



In Progress or Continuing



New Initiative Added in 2018

# Q1

By April 1st we will:

1. Paperless Submission and Payment Initiative
2. Land Use Plan Initiative (Begin)
3. Energy Plan Initiative (continue)
4. Code Enforcement Work-plan Initiative

# Q2-3

By June 30th we will:

1. Non-conforming Sign Inventory Initiative
2. Trails Initiative
3. Land Use Plan Initiative (continue)
4. Energy Plan Initiative (continue)
5. Code Enforcement Work-plan Initiative

# Q3

By September 29th we will:

1. Planned-Development District Modernization Initiative
2. Openspace Development Initiative
3. Land Use Plan Initiative (continue)
4. Housing Plan Initiative (begin)
5. Northbrook Strategic Investment Plan Initiative (begin)
6. Economic Development Plan Initiative (begin)
7. Code Enforcement Work-plan Initiative
8. Sidewalk Maintenance Inventory Initiative (begin)
9. Update Staff Continuing Education Initiative
10. Update Staff Professionalization Initiative

# Q4

By December 22nd we will:

1. Accela Initiative - Part 2
2. Hillside Development Initiative
3. Code Enforcement Work-plan Initiative
4. Land Use Initiative (complete)
5. Housing Plan Initiative (complete)
6. Northbrook Strategic Investment Plan Initiative (complete)
7. Economic Development Plan Initiative (complete)
8. Code Enforcement Work-plan Initiative
9. Sidewalk Maintenance Inventory Initiative (complete)

# Achievement through IMPLEMENTATION

## 2018 - 2021 Plan of Action

'19

1. Geographic Information Systems Initiative
2. Capital Improvements Plan Initiative
3. Public Health Plan Initiative
4. Community Character Plan Initiative
5. Urban Forestry Initiative
6. Complete Parking Initiative

'20

1. Transportation Plan Initiative
2. Public Facilities and Services Plan Initiative

'21

1. Natural Systems Plan Initiative
2. Intergovernmental Coordination Initiative

'22

30

Public Services



Strategic Plan | 2018 Update  
2018 - 2022

# Meet the CREW



Kevin Schwartzhoff



Roger Krebs



Dan Schulte



Tawanna Molter



Frank Short



Jason Huff



Geoff Payne



James Adleta



Dwight Logan



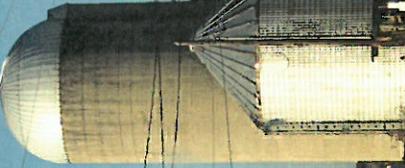
Todd Bandy



James Bolin



Kevin Weisgerber



Jason Haines



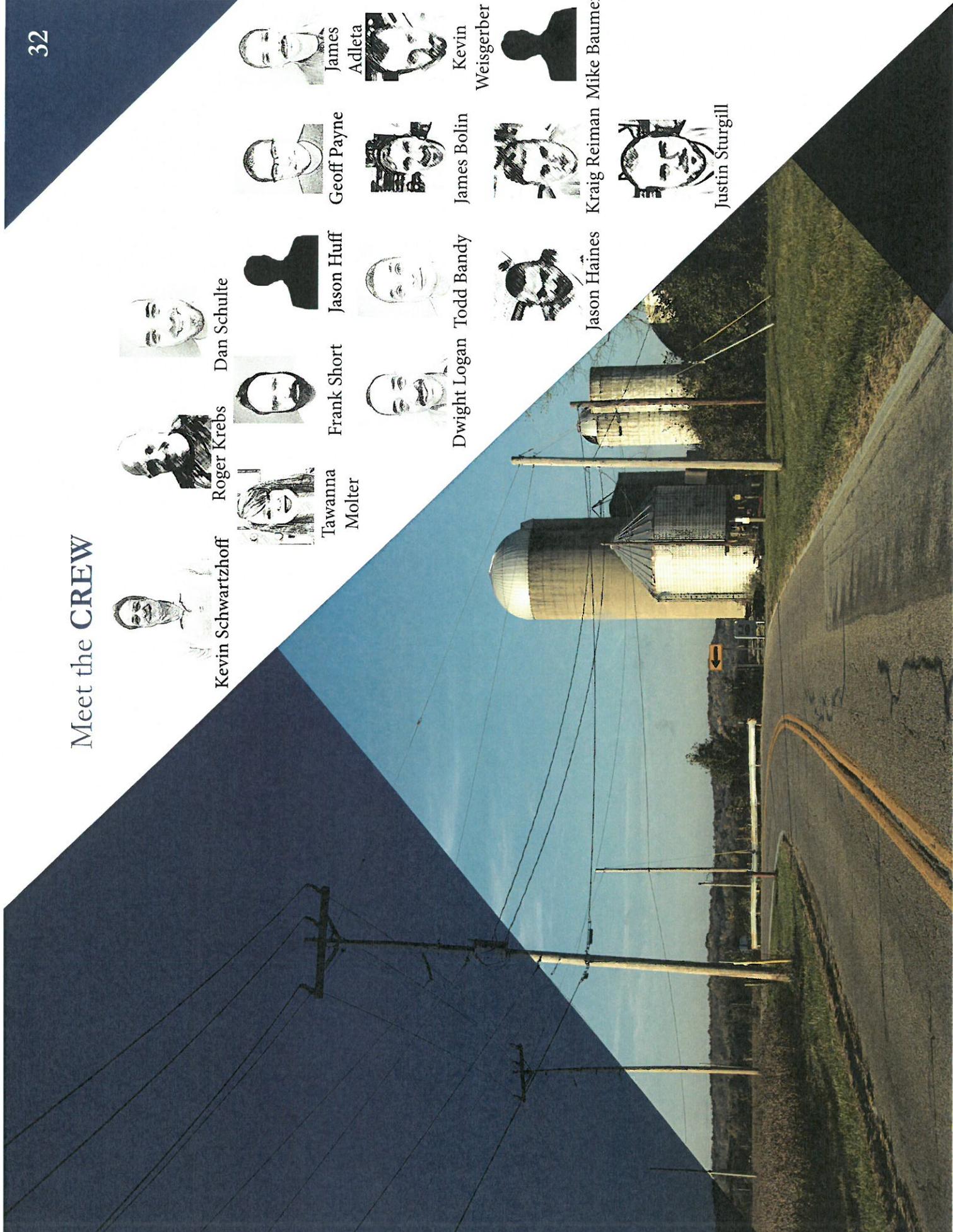
Craig Reiman



Mike Baumer



Justin Sturgill



## Messages from the LEADERSHIP



**Jeff WECKBACH**

Assistant Township Administrator



**Kevin SCHWARTZHOFF**

Public Services Director

An essential component of quality of life is the road network and park system of a community. Roads allow people to travel back and forth from entertainment and work. Parks present individuals and families with an opportunity to play, remain healthy, and enjoy nature. Individuals often times will choose where they live based on the availability of parks and the quality of the road infrastructure.

Colerain has no shortage of roads or parks and they all have unique needs. The department also maintains a community/senior center that is available for rent and provides of number of programs for our residents. It is probably no surprise to most residents that during the recession, the Township had to make several tough decisions on the level of investment in our roads and parks. We understand that this may have put us slightly behind in terms of overall maintenance and it is our hope that this plan will allow us to strategically catch up on deferred maintenance.

The amount of work that this department is able to perform with the staffing level provided is truly exceptional. For example, the average park employee could be expected to maintain over 40 acres of parkland per year and the average road employee can be expected to maintain over ten miles of road, 1,000 signs, 450 catch basins, and 90 headwalls per year. To say this team does "more with less" might be an understatement. However, as part of this plan we will continue to strive to do even more good work over the next several years in order to bring Colerain's roads and parks to the best quality possible.

The Colerain Public Services Department mission is to provide services that improve neighborhoods and provide places and opportunities for families and groups to come together and play, celebrate and relax. We accomplish this by providing safe neighborhood streets, safe parks for children and adults, and community events like concerts and movies in the park as well as places for families and groups to celebrate special times in their lives.

Our passion is our community and striving to improve the services we provide. We will continue to rehab aging streets, curbs and catch basins and maintain streets. We provide safe parks and playground equipment for our residents along with programs for the children in the township. We work with athletic associations to provide organized sports activities for township youth. Managing a Community Center with programs for our retirees and space where residents can celebrate special events is a valuable service we provide to the Colerain Community.

The members of the Public Services Department take pride in our community and our work for the residents of Colerain Township.



**COLERAIN**

EST. 1794

## Organization Overview

With a population of over 58,000 residents and occupying 43.2 square miles, Colerain Township is one of Ohio's largest townships. The Township is culturally diverse and is comprised of urban, suburban and rural neighborhoods. The focus of the Public Services organization is to provide services to individual neighborhoods and the community as a whole. The roads crews provide services to neighborhoods by managing, maintaining and repairing streets and infrastructure. The parks crews manage and maintain 252 acres in 10 neighborhood parks that includes playgrounds, a spray ground, a skate park, a community garden, two dedicated soccer fields and 11 baseball fields.

In addition to maintaining our roads and parks, the Public Services Department is also responsible for coordinating events throughout township-owned facilities. The events coordinator manages community events such as an annual recycle day, movies and concerts in the park and a large, annual township-wide event. The events coordinator also manages the Community Center which focuses on activities for senior citizens and hall rentals by residents and community organizations for special events such as weddings, anniversaries, graduations and celebrations.

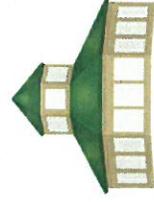
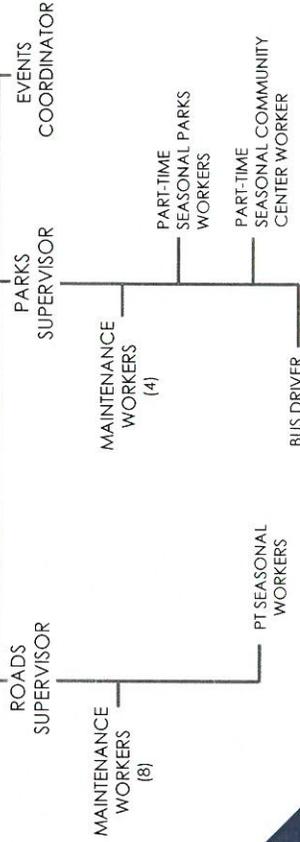
**TRUSTEES**  
**DANIEL UNGER**  
 PRESIDENT  
**RAJ RAJAGOPAL**  
 VICE PRESIDENT  
**GREG INSCO**

**HEATHER HARLOW**  
 FISCAL OFFICER

**GEOFFREY G. MILZ**  
 ADMINISTRATOR

**JEFF WECKBACH**  
 ASSISTANT  
 ADMINISTRATOR

**KEVIN SCHWARTZHOFF**  
 PUBLIC SERVICES  
 DIRECTOR



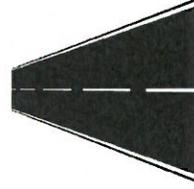
**COLERAIN**  
 EST. 1794

The Roads Department manages and maintains over 114 road miles in Colerain Township neighborhoods. Road maintenance is multifaceted and requires various skills and equipment to perform the necessary work. The Department performs full and partial depth pothole repairs depending on the location and severity of the pothole.

Water is the main culprit in road degradation. Water filters through cracks in the pavement to the base and subsoil beneath the road weakening the foundation. The freeze and thaw factor in our area is always occurring during the winter months. It can be 60 degrees one day and 30 degrees the next day; proven to be harmful on the pavement. To prevent this, it is important to tar seal cracks in the pavement before allowing too much water to reach the subsoil. One area most susceptible to water infiltration is the separation between asphalt and concrete at the curb line. Maintaining the 228 miles of curb on the township's roads is critical in preserving the health of the road. Some portions of a street, particularly the curb edge line, require 2 or more inches of road surface be grinded out and patched.

The department is responsible for 4,443 storm drains (catch basins) on the curbs as well as the storm drain pipes beneath the road surface. The area around the surface of the basin must remain sealed to prevent water from seeping into the subsoil. The wall of the basin below the surface is susceptible damage from the freezing and thawing cycle. Repairs require a partial or full rebuild depending on the extent of failure. Catch basins are inspected to ensure they are free of debris such as trash and leaves. The street sweeping program helps to keep catch basins and the entire curb line uncluttered to ensure proper drainage of water from the street and prevent the hazards associated with water puddling on the roadway.

## By the NUMBERS



114

• Road Miles



4443

• Catch Basins



228

• Curb Miles



9000+

• Signs



865

• Headwalls

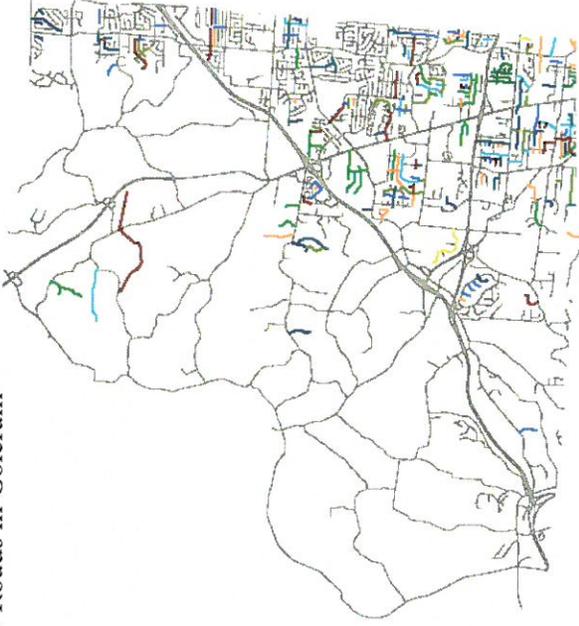
## Maintaining our ROADS

Some storm water drains from the storm pipes out to creeks, streams and swales via headwalls that the department maintains. The Township is responsible for inspecting and maintaining 865 headwalls and a 10-foot right of way to ensure the water exits and flows naturally.

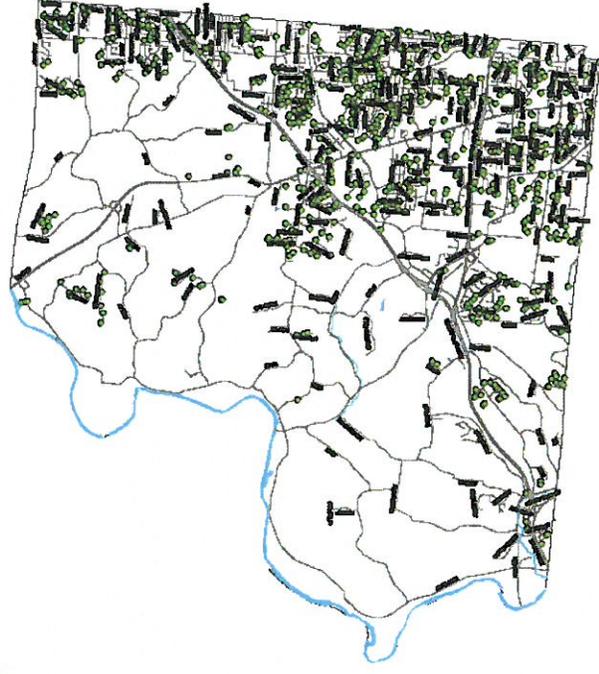
The department maps and manages an inventory of over 9,000 signs in Right of Ways throughout the Township. These Township assets are maintained and replaced as necessary for roadway safety. The inventory of signs includes stop signs, yield signs, fire lane signs among others.

Street information is collected and maintained by the department to be used to determine streets that will be included in the annual road rehabilitation program. Information such as age of the street, date of last repair and PCI rating are recorded and kept. This requires streets be inspected biannually for damage and changes in condition.

CIP Roads in Colerain



Headwalls in Colerain



### Legend



## Maintaining our PARKS

The heaviest users of parks are those under the age of 18 and those over the age of 60; these age groups comprise 45% of the population of Colerain Township. Since 2002, the Township invested \$9 million adding 4 new parks and renovating 5 existing parks increasing total park acres from 43.75 to 252 acres. The department maintains 10 parks with 11 baseball fields, 8 playgrounds, 2 soccer complexes, 2 river access ramps, over 3 miles of paved and nature trails, an amphitheater, skate park, spray park, 3 basketball courts, 9 picnic shelters and a community garden. The department also maintains 11 historical cemeteries throughout the Township.

Summer Events, both big and small, are managed and run by the department; from the Summer Concert and Movies in the Park series to large Township wide events like 4th of July, Taste of Colerain and Recycle Day. The department manages rentals in the Community Center. The Community Center is a place for residents to celebrate important events in their lives and for organizations to hold meetings and special events.



## PUBLIC SERVICES MISSION

“To provide community-oriented public services that improve the quality of life of our residents”

## VALUES

### CUSTOMER SERVICE

*We put the safety and welfare of our residents first, everytime.*

### RESPONSIBILITY

*We use financial and physical resources responsibly.*

### COMMUNITY

*We engage the community to solve problems, deliver community-based services and anticipate future needs.*

### TRUST

*We build trust with in the crew and within the community through honesty, fairness and accountability.*

### EXCELLENCE

*We are relentless in our pursuit of excellence.*

### TEAMWORK

*We recognize and value individual talents and use those individual talents on our workcrews to achieve extraordinary results.*

## VISION STATEMENT

*We are a resident-first department that serves as a regional role model for the efficient and effective delivery of public services.*

Fiscal Responsibility & Innovation  
Employee Experience & Knowledge  
Dedication to Community  
Support of administration  
Funding

Improve work environment  
Continuing to build manpower  
Improve Skills and Knowledge Through Training  
Build Support with Residents  
Public/Private Partnerships

Capital Expenditures  
Maintenance of under-the-street infrastructure  
Deteriorating Neighborhoods  
Aging Infrastructure  
Conflicting Priorities  
Unreasonable Expectations

**STRENGTHS**

**OPPORTUNITIES**

**CHALLENGES**

**WEAKNESSES**

Lack of Succession Planning  
Public Perception of Department  
Computer Skills of Staff

# Strategic GOALS



Improve and maintain the Township road and stormwater infrastructure.

## Key Initiatives:

- Annual Road Repair Program Initiative
- Road Repair Methodology Initiative
- Road Inspection and Maintenance Initiative
- Catchbasin Inspection and Repair Program
- Headwall Inspection and Repair Program
- Street Tree Inspection, Trimming and Removal Program
- Edgeline Grinding and Curb Repairs Program
- Cracksealing and Pothole Repair Program
- Deadend Trimming and Cleaning Program
- Street Sweeping Program
- Street Sign Program
- Stone Creek Roundabout Construction Initiative
- SCIP - Acre Design/Engineering Initiative
- SCIP - Acre Construction Initiative
- SCIP - Jakies Design/Engineering Initiative
- SCIP - Jakies Construction Initiative
- SCIP Initiative



Ensure that our Township parks and community center facilities are safe, clean and inviting public spaces.

## Key Initiatives:

- Playground Inspection and Repair Initiative
- Playground Replacement Planning Initiative
- 5-year Community Center Capital Planning Initiative
- 5-year Parks Capital Planning Initiative



Foster a culture of opportunity, continuous improvement and excellence in the operations of the Department.

## Key Initiatives:

- Personnel Needs Initiative
- Personnel Training Initiative
- Community-Oriented Service Delivery Initiative



Completed



In Progress or Continuing

# Strategic GOALS

4

Modernize procedures, equipment and technology.

**Key Initiatives:**

- 5-year Capital Plan Initiative 
- SOP Initiative 
- Technology Modernization Initiative - PubWorks

5

Improve communication with internal and external stakeholders

**Key Initiatives:**

- Customer Survey Initiative 
- Social Media Initiative 
- Website Initiative 
- CERKL Initiative 
- Business Partnership Initiative 
- Summer Camp Initiative 

 Completed

 In Progress or Continuing

# Achievement through IMPLEMENTATION

## 2018 Plan of Action

### Q1

By April 1st we will:

1. **Begin Summer Camp Initiative**
2. **Begin Accreditation Self Assessment Initiative**
3. **Begin SCIP - Acre Construction Initiative**
4. **Begin SCIP - Jackies Construction Initiative**
5. **Begin 2017 & 2019 Road Repair Construction Initiative**

### Q2

By June 30th we will:

1. **Continue Summer Camp Initiative**
2. **Continue Accreditation Self Assessment Initiative**
3. **Continue SCIP - Acre Construction Initiative**
4. **Continue SCIP - Jackies Construction Initiative**
5. **Continue 2017 & 2018 Road Repair Construction Initiative**
6. **2019 SCIP Projects Initiative**
7. **Megaland Initiative**

### Q3

By September 29th we will:

1. **Complete Five Year Capital Plans for Parks, Roads and Community/Senior Center**
2. **Complete Summer Camp Initiative**
3. **Social Media Initiative**
4. **CERKL Initiative**
5. **Continue Accreditation Self Assessment Initiative**
6. **Continue SCIP - Acre Construction Initiative**
7. **Continue SCIP - Jackies Construction Initiative**
8. **Complete 2017 & 2018 Road Repair Construction Initiative**

### Q4

By December 22nd we will:

1. **Complete Accreditation Self Assessment Initiative**

# Achievement through IMPLEMENTATION

## 2019 - 2022 Plan of Action

'19

- 2019 Annual Road Repair Program Initiative
- SCIP Initiative
- Street Sweeping Program
- Street Sign Program
- Playground Inspection and Repair Initiative
- Playground Replacement Planning Initiative
- Personnel Needs Initiative

'20

- 2020 Annual Road Repair Program Initiative
- SCIP Initiative
- Community-Oriented Service Delivery Initiative

'21

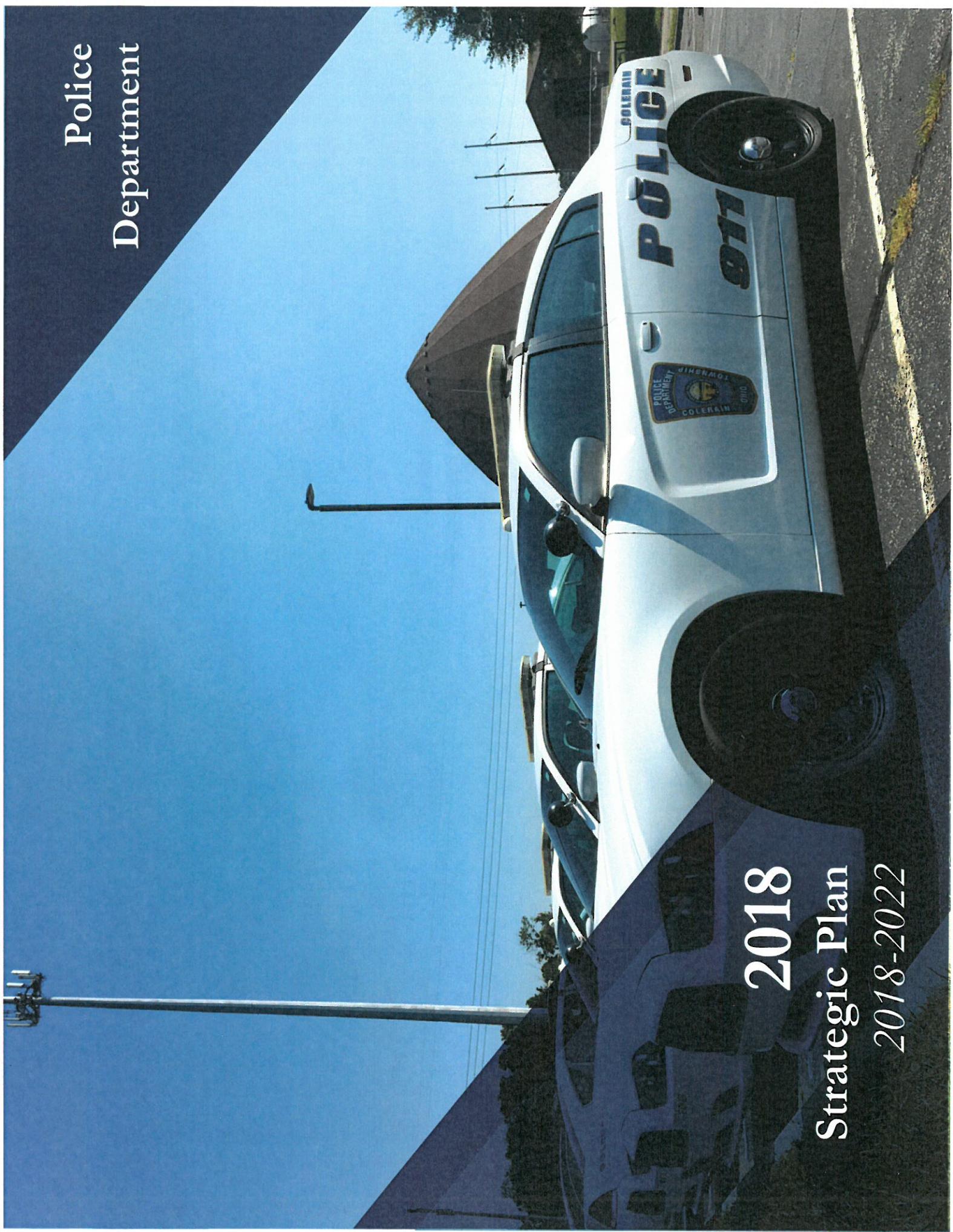
- 2021 Annual Road Repair Program Initiative
- SCIP Initiative

'22



**Police  
Department**

**2018  
Strategic Plan  
2018-2022**



# Meet the CREW



Chief Denney



Lt. Owens



Lt. Phillips



## Messages from the LEADERSHIP



**Geoff G. MILZ, AICP**  
Township Administrator

Colerain Township is blessed with the finest Police Department in the region. The Department is Accredited with Excellence by the Commission on Accreditation for Law Enforcement Agencies, as they have been for 13 years. Our policing philosophy is one of engagement and community-oriented policing and programing.

Whether it is our engagement in Quick Response Teams (QRT) for addressing the heroin epidemic or in the Children and Residents Encounter (CARE) program for those with special needs in our community, the Colerain Township Police Department is innovative and engaged. Innovation and engagement is also a common theme in the initiatives we will take part in this year. From block watches to bike patrols, our police department will be making a positive impact in our neighborhoods in 2018.



**Mark C. DENNEY, CLEE**  
Chief of Police

Welcome to the Colerain Police Department's 2018 Strategic Plan. The process for creating this document was not simple, it included members of the Police and Fire Departments as well as Township leadership from the Board of Trustees to the Township Administrator. Most importantly, it included dozens of citizens, business owners and stakeholders throughout Colerain Township.

This five-year plan will guide the goals and decisions made by the Police Department leadership. The plan will keep us on course and ensure we maintain our priorities. An important part of our success will be the annual evaluation and progress meetings conducted with the stakeholders.

This plan replaces the plan drafted in 2004 and was updated annually. This Township and its Police Department are strikingly different than they were in 2004. Our responsibilities and challenges have grown and so must our vision.

I want to thank everyone who participated in this process of creating our future. I am proud of the end product and am confident that we will accomplish the goals identified within. I would especially like to thank the Colerain police officers who will be responsible for making sure these goals are embraced and are successful. Each of these officers has been trained and seasoned in an environment that rewards innovation and thinking differently. They have a voice in the direction of this organization and make it the professional, full-service police department that serves this Township.

This plan is a living document and I encourage any citizen or business owner to make suggestions. More importantly, I ask that you hold us accountable and ensure that we stay on task.

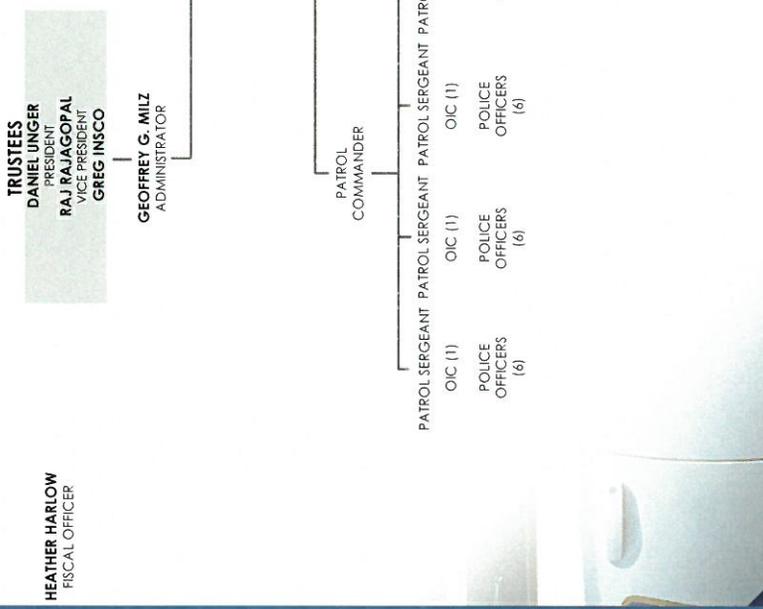
# Organization OVERVIEW

In 2014, the Hamilton County Sheriff moved all deputies from Colerain Township. This required the Colerain Police Department to initiate services that had traditionally been provided by this outside agency. Investigations, property, impound and records are but some of these new responsibilities. These new tasks were embraced and later examined by CALEA assessors in 2014 and they stated the transition was “seamless” and were strengths of the police department.

Prior to 2014, police jurisdiction of the Township was shared with the Hamilton County Sheriff’s Office. Because of this, many elements of a strategic plan were outside our control. Now, as the sole provider of law enforcement services to the Township, we have the ability to implement all facets of this plan and ensure continuity of service to all of our residents.

Since the Department’s first Strategic Plan, written in 2003, the Colerain Police Department has attained accreditation from CALEA in 2005, 2008, 2011 and 2014. This prestigious status is awarded to only a fraction of police departments internationally who demonstrate a commitment to excellence and adhere to 480 “best in practice” standards.

Assessors from across the country audit the Police Department every three years to ensure compliance with CALEA’s high standards.



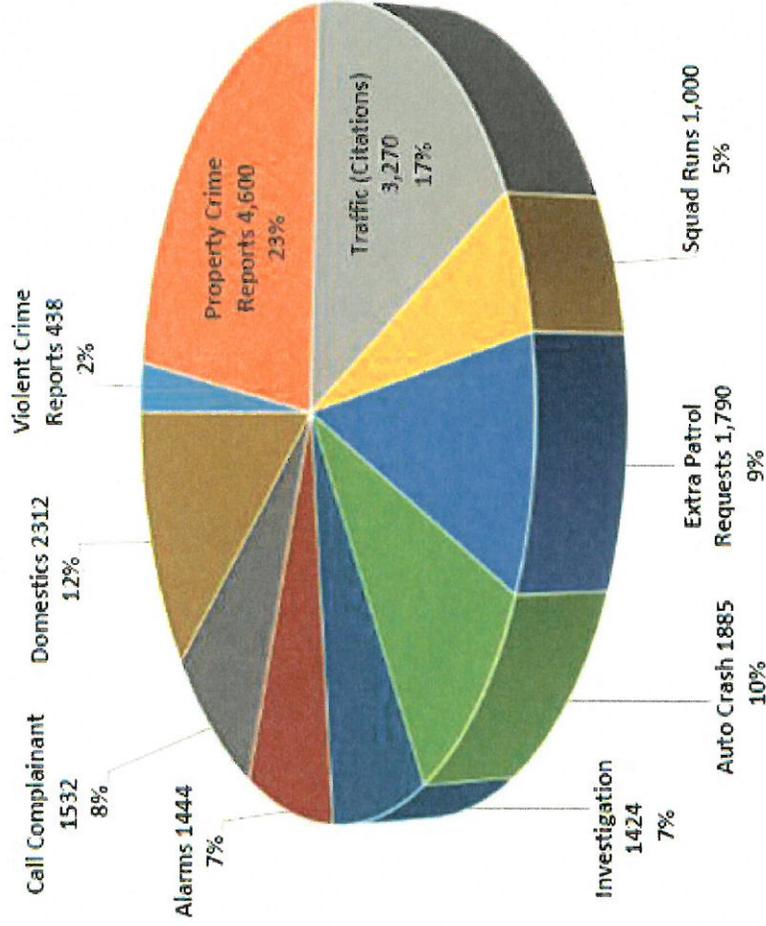
In addition to awarding accreditation, the CALEA Commissioners bestowed the "With Excellence" award to the Colerain Police Department in 2011 and 2014, commenting in the Commission's hearing that the Colerain Police Department represent "the best of the best" in law enforcement.

The Police Department is comprised of two divisions, the Operations Division and the Administrative Division. Both are led by a commander who supervises the daily operations of their respective divisions. The Operations Division handles the patrol and investigative functions while the Administrative Division is responsible for the civilian staff and all support services that include our school resource officers and our Community Policing unit. Five sergeants oversee squads of officers in patrol and investigative functions. All of these supervisors report to the Division leaders who report directly to the Chief of Police. The Public Safety Director oversees all police and fire functions within the Township.

The department responded to approximately 46,000 calls for service while handling over 70,000 citizen contacts in 2014. These calls range from simple advice to responding to violent crimes in progress. The department reports all crime data to the FBI Uniform Crime Report. These statistics are monitored constantly and all patrol sergeants are required to present action plans monthly to combat crime trends on their shifts.

CATEGORY	2014
MURDER	2
AGGRAVATED ASSAULT	39
RAPE	14
ROBBERY	72
BURGLARY	213
THEFT	1,817
AUTO THEFT	61

2014 Colerain Police Activities



**COLERAIN**  
**POLICE**

## POLICE DEPARTMENT MISSION

*“to enhance the quality of life among our diverse population and provide an atmosphere of safety and security for our residents and visitors through a community policing partnership.”*

## VALUES

*We will treat citizens with dignity, respect, fairness and compassion*

*We will uphold high standards of professionalism, integrity and ethics*

*We will foster productive working relationships with other law enforcement agencies and the business community*

*We will utilize and maintain high standards of education and training*

*We will possess the strength and courage to fight justice*



# COLERAIN POLICE

- Employees
- Community and "Problem Solving" Philosophy
- Personnel Accountability
- Agency Ethics
- Law Enforcement Services
- Fiscal Responsibility
- Innovation
- Openness to Change
- Partnerships with Other Agencies
- Community Involvement
- Communication with the Public

### STRENGTHS

- To continue to serve and educate our community
- To understand and perform to fulfill law enforcement role in Colerain Township
- To work to reduce the issues related to crime/problems
- Provide a working environment that instills enthusiasm and desire for employees to work at their highest level
- Enhance our law enforcement product
- To use technology to enhance our service to the community
- Reduce "fear of crime" through education and communication

### OPPORTUNITIES

- Aging workforce and identification of quality replacement of key officers and leaders
- Budget funding and/or changing revenue scenarios
- Lack of vision from outside the agency
- Vacant/blighted properties
- Lack of understanding of policing philosophy
- Expectation and misunderstanding of modern police role
- Continual publishing of "bad press"

### CHALLENGES

### WEAKNESSES

- Lack of Cost Control
- Hamilton County Communication Center Charges
- Over tasking employees

# Strategic GOALS



Reduce Perception and Fear of Crime

**Key Initiatives:**

- PIO Initiative
- Communications Plan Initiative
- Street Light Initiative
- Staffing Initiative
- Senior Program Initiative



Engage with the Community

**Key Initiatives:**

- Block Watch Initiative
- Safety Seminar Initiative
- Community Liason Initiative
- Community Risk Reduction Initiative
- Chamber of Commerce Engagement Initiative
- Open House Initiative



Increase Retention

**Key Initiatives:**

- Salary and Benefit Benchmark Initiative
- Tradition Initiative
- Wellness Incentives Initiative
- Family Involvement Initiative
- Counsel of Officers Initiative

# Strategic GOALS

4

**Build Relationships with Outside Agencies**

**Key Initiatives:**

- Federal Task Force Initiative
- Training Initiative
- Social Service Relationship Initiative
- Resources Share Initiative

5

**Maximize Operational Efficiency**

**Key Initiatives:**

- Staff and Wellness Initiative
- Retaining Employees Initiative
- Data Analyst Initiative
- Investigating Mayors Court Initiative
- Alarm Initiative
- Increasing Space Initiative
- Power Shift Initiative
- Bike Patrol Initiative

Achievement through **IMPLEMENTATION**  
2018 Plan of Action

**Q1**

**1. Develop Strategic Plan**

**Q2**

- 1. Salary and Benefit Benchmark Initiative
- 2. Staff and Wellness Initiative
- 3. **Federal Task Force Initiative (begin)**
- 4. **Counsel of Officers Initiative**
- 5. Retaining Employees Initiative

**Q3**

- 1. Bike Patrol Initiative
- 2. Safety Seminar Initiative
- 3. Chamber of Commerce Engagement Initiative
- 4. Block Watch Initiative
- 5. **Federal Task Force Initiative (continue)**

**Q4**

- 1. Community Risk Reduction Initiative
- 2. Open House Initiative
- 3. Power Shift Initiative
- 4. Family Involvement Initiative
- 5. **Resources Share Initiative**
- 6. **Federal Task Force Initiative (complete)**

# Achievement through IMPLEMENTATION

## 2019 - 2022 Plan of Action

'19

- 1. Social Service Relationship Initiative
- 2. Street Lights Initiative
- 3. Community Liason Initiative
- 4. Training Initiative
- 5. Data Analyst Initiative
- 6. NRO Model

'20

- 1. PIO Initiative
- 2. Wellness Incentives Initiative
- 3. Levy

'21

- 1. Increasing Space Initiative

'22



Fire  
Department

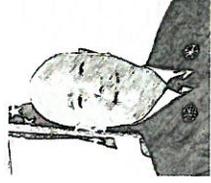


2018

Strategic Plan

2018-2022

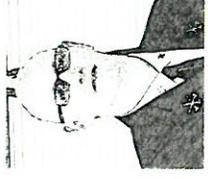
# Meet the CREW



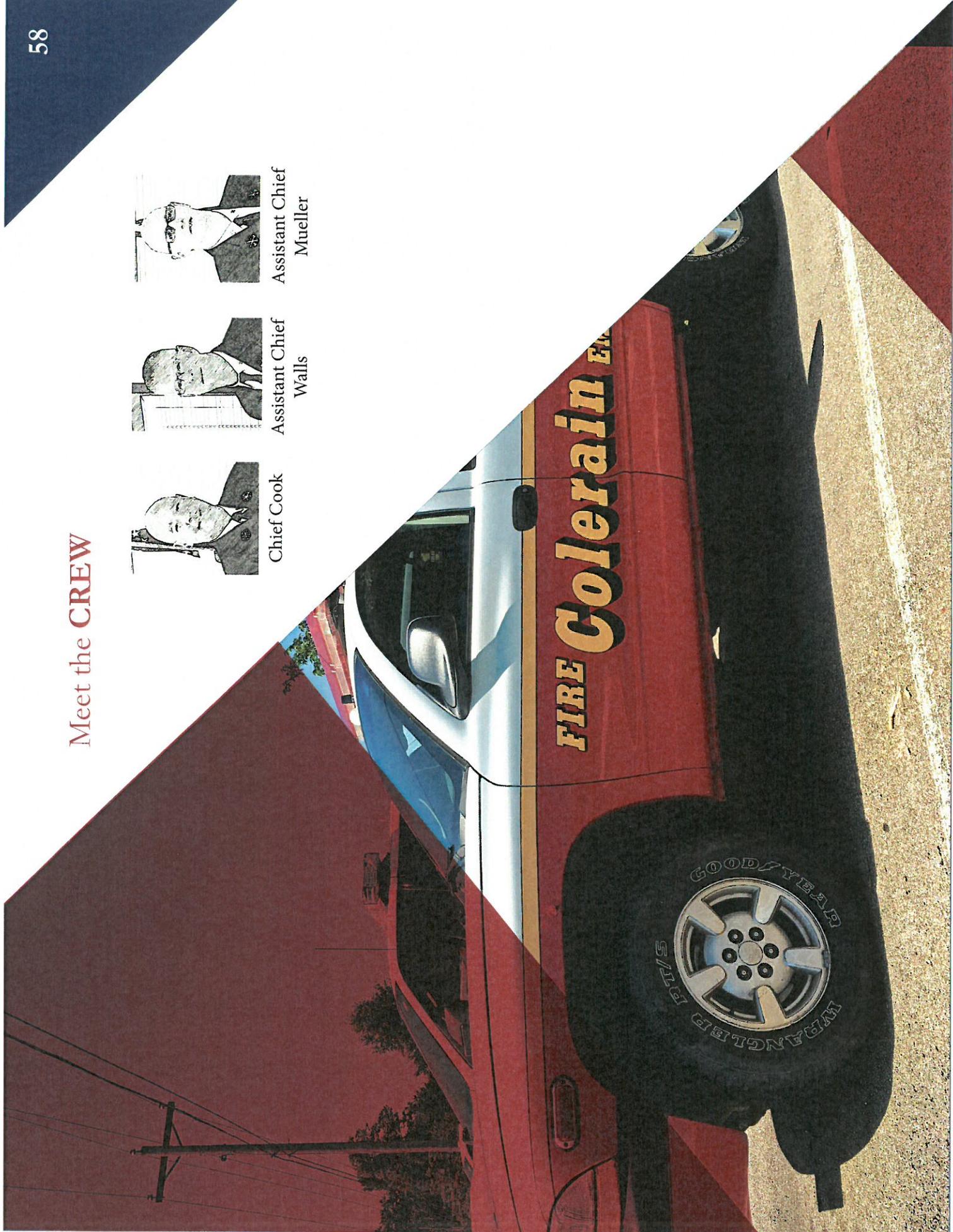
Chief Cook



Assistant Chief Walls



Assistant Chief Mueller



## Messages from the LEADERSHIP

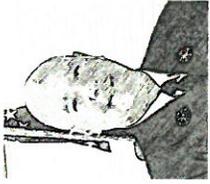


**Geoff G. MILZ, AICP**  
Township Administrator

**T**here are only four ISO Class One Fire Departments in the State of Ohio and only one that was named the 2018 Emergency Medical Service Agency of the Year: Colerain Township Department of Fire and EMS.

We should all be proud of the work these brave men and women do each day. This year, in addition to the daily response to fires and medical emergencies, the Department will be working on initiatives related to Succession Management, Communications, Community Outreach and Capital Planning.

Every shift, every employee embraces the Department's motto of "Fully Involved - Fully Engaged". It is a mantra that is driven down from the leadership through the ranks and manifests in the excellent service this department provides.



**Frank W. COOK, MPA CFO EFO**  
Chief of Department

**T**he Department of Fire & Emergency Medical Services (EMS) is proud to provide service to our community. Since the formal inception of our department, there have been a multitude of changes to the fire service and our community. In general, public safety services today are faced with increasing demands for service and limited resources to meet those demands. Planning is essential for fire departments, or any organization, to make the best use of the limited resources available. Strategic Planning considers both internal and external forces that impact an organization and its ability to provide services. Strategic planning helps make the best use of these limited resources in order to meet the demands and challenges of the present and future. This is why our agency has always placed a high value on planning strategically and working from our plans.

The Department completed its five-year Strategic Plan in 2015. It's designed to guide our decisions and actions through fiscal year 2020. The purpose of the Strategic Plan was to focus on the efforts that will enhance the level of service to the community. Its design was to ensure the future success of the organization by strategically plotting a roadmap for the combination of resource allocations with identifiable community and department needs. The goal of the Strategic Plan was to provide a medium for the development and implementation of visionary programs and projects to meet and exceed the expectations of our citizens, businesses and visitors in fulfilling the mission of the organization.

Over the course of these next two years, the department's personnel will continue to strive to accomplish the action items that support each of the goals identified within the plan. In the end, our department will be a stronger, more vibrant organization that is well connected to our community. I would like to emphasize that our Strategic Plan will continue to be a living document, subject to change under ever-changing circumstances. In this light, I urge everyone to continue to think about how we can make our service to the community even better than it is today.

In closing, I want to thank the dedicated employees of the Department, our elected officials, and our stakeholders for their continued support of this great organization. We look forward to continuing to serve our community each and every day!

# Organization Overview

On January 1, 2015, the Colerain Township Department of Fire and Emergency Medical Services (Colerain Fire & EMS) celebrated its 40th anniversary as a Township fire department. Since that historic day, we have responded to thousands of emergency incidents and have grown stronger and more efficient as an organization. Looking back, it is remarkable what has been accomplished in such a short period of time, even in the face of adversity and economic uncertainty.

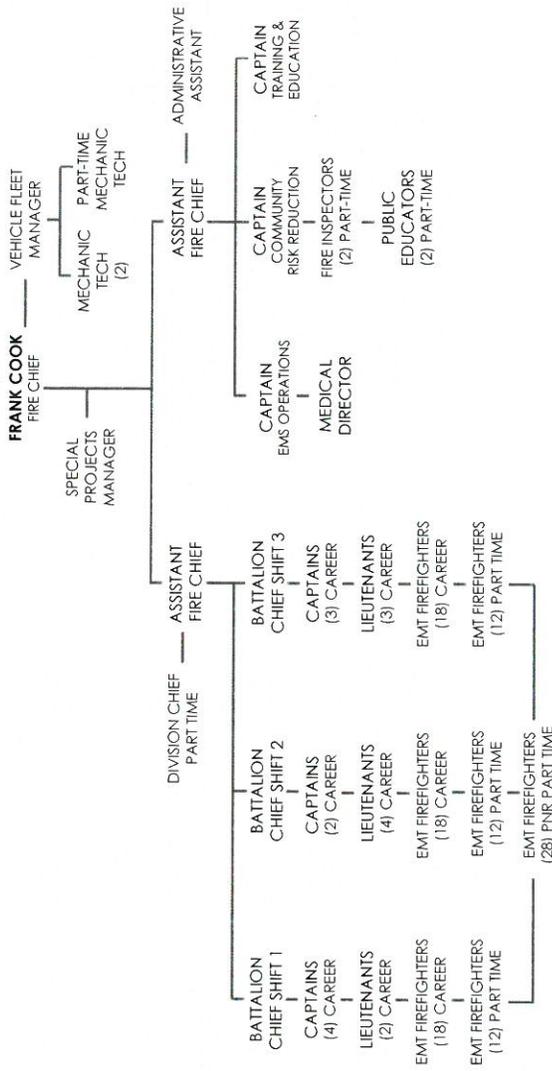
The Township, characterized as a culturally diverse 43.2 square-mile urban, suburban and rural community with a population of 58,999 is one of Ohio's largest townships. The department's emergency services coverage encompasses the entire unincorporated limits of the Township, as well as one specified densely populated residential area of an adjoining township through contractual agreement. The Insurance Services Office (ISO) public fire protection designated Class 1 fire department fire department is a modern, all-hazards organization. Class 1 generally represents superior property fire protection, and Class 10 indicates that the area's fire-suppression program doesn't meet ISO's minimum criteria. The fire department operates from five fire stations, one administrative facility and a combination residential live burn and five-story training tower complex. The department maintains a motorized fleet of 50 emergency response and non-emergency vehicles.

The department provides a variety of services including fire suppression, technical rescue, emergency medical advanced life support

**TRUSTEES**  
**DANIEL UNGER**  
 PRESIDENT  
**RAJ RAJAGOPAL**  
 VICE PRESIDENT  
**GREG INSCO**

**HEATHER HARLOW**  
 FISCAL OFFICER

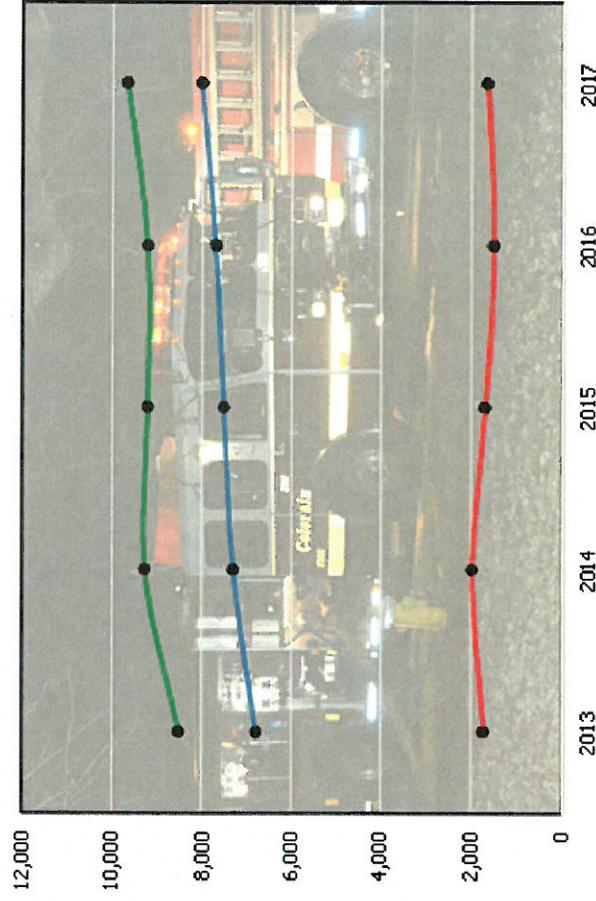
**GEOFFREY G. MILZ**  
 ADMINISTRATOR



transport, operations and technician-level hazardous materials incident response and community risks reduction programs (i.e., fire and life safety code enforcement and public education) to accomplish its mission to provide “all-hazards response and socially responsible programs to the citizens, businesses and visitors of Colerain Township with an engaged team of professionals.” Colerain Fire & EMS also collaborates with many other fire departments and public safety agencies at the local, state, and federal levels. Within the community, the Department partners with the Colerain Police Department and the Addiction Services Council of Greater Cincinnati to provide the “Quick Response Team” (QRT) Program that addresses substance abuse issues in the community. Locally, as a member of the Midwest Fire Chiefs Collaborative Group, the department shares emergency response, training, and purchasing services with six other fire department agencies (Forest Park, Glendale, Greenhills, North College Hill, Mount Healthy and Springfield Township). In addition, at the local level, the department provides specialized staffing support for agencies such as the, Hamilton County Urban Search and Rescue (USAR) Task Force, Hamilton County Fire Investigation Unit, and the Greater Cincinnati Hazardous Materials Unit. At the state and federal levels, several of the department’s staff are Federal Emergency Management Agency-certified as USAR team members as a part of Ohio Task Force One USAR Task Force. Colerain Fire & EMS’s involvement with the aforementioned agencies is part of our ongoing commitment to provide quality service to the citizens of Colerain and the larger community.

The department reported 45,900 fire and emergency medical incidents to the State of Ohio reporting agencies from 2013 thru 2017. Incidents reported included calls for assistance involving a variety of residential, commercial and other types of fires, hazardous materials, emergency medical and other incidents. Besides fire protection and emergency medical delivery, personnel are trained in swift water and ice rescue to assist in incidents throughout the Township’s 11-miles of navigable waterways and the over 200 other bodies of water, as well as confined space, high and low-angle rope, structural collapse, trench collapse, vehicle and machinery extrication, and wilderness search and rescue to assist in the rescue and safety of endangered victims.

Five-Year Incident Activity Comparison



2014 Colerain Fire & EMS - Emergency Response Totals by Type



## FIRE DEPARTMENT MISSION

*“It is our mission 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.”*

## VALUES

### CUSTOMER SERVICE

*We are dedicated to providing superior customer service.*

### TEAMWORK

*We each bring our own skills and experience, yet we recognize that we are better together.*

### TRUST

*We build trust through honesty, fairness, pride and accountability of all employees.*

### GROWTH & NURTURING

*We promote an atmosphere that encourages individual growth, participation, creativity and acknowledge the achievements of our employees.*

### MUTUAL RESPECT

*We honor the rights and beliefs of our fellow employees, officers, elected officials, community residents and visitors and treat them with the highest degree of dignity, equality and trust.*

## VISION STATEMENT

*The Township’s vision of “In Pursuit of Excellence” is practiced each day by the Department of Fire & EMS’s workforce in its emergency and business operations.*



**COLERAIN**  
EST. 1794

- Competent personnel
- Diverse experience among tenured personnel and enthusiasm of new personnel
- Compassion
- Good leadership / motivation / availability
- ALS delivery system
- Progressive.
- Customer service.
- Regional leadership.

### STRENGTHS

- Funding limitations can impact services, capital needs and long-range planning.
- Diminishing grants and restrictive grants.

### OPPORTUNITIES

- Achievement of Fire Department Accreditation.
- Community involvement or interaction.
- Goodwill of community.
- Marketing
- Diversity and cultural awareness.
- Networking nationwide, state and local (e.g., professional associations).
- Potential for relocation of stations.
- Contract areas (increased revenue).
- Community paramedicine

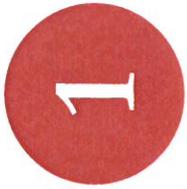
### CHALLENGES

- Economy – property value reductions.
- Unfunded Federal and State mandates.

### WEAKNESSES

- Customer misconception.
- Insufficient resources.
- Increased community diversity- language barriers.

- Lack of adequate staffing and depth of resources
- Lack of dedicated funding for capital expenditures.
- Bureaucracy.
- Written performance evaluation and professional development plan.
- Succession planning – employee development is not proactive.
- Underutilization of data-driven decision analysis



Deliver and communicate efficient, effective emergency services and proactive community risk reduction programs.



Use data and analytics to improve service delivery.



Develop a professional and diverse workforce that represents and serves our community.

**Key Initiatives:**

- Administrative and Operational Standard Guidelines Initiative
- Existing CRR Evaluation Initiative
- 31st Citizens Fire Academy Initiative 
- External Stakeholder Initiative
- Community Outreach Tracking Initiative
- Community Risk Awareness Initiative
- Communications Plan Initiative
- Customer Feedback Initiative 
- Regional Opportunities Initiative 
- Ohio Fire Academy Partnership Initiative

**Key Initiatives:**

- Data Analysis Initiative 
- Benchmark Initiative
- Annual Report Initiative
- Performance Measure Initiative 
- Available IT Review Initiative
- IT Survey Initiative
- Digitization Initiative 
- Electronic Field Reporting Initiative

**Key Initiatives:**

- Succession Management Guide Initiative
- Job Description Initiative
- Standards of Professional Development Initiative
- Training Initiative 
- Employee Satisfaction Initiative
- Subject Matter Expert Initiative 
- Employee Diversity Initiative
- Multicultural Training Initiative



Completed



In Progress or Continuing

4

Provide the appropriate apparatus, equipment and facilities needed to meet the increasing and changing service demands.

---

**Key Initiatives:**

- Facilities Working Group Initiative
  - Apparatus Committee Initiative
  - Fleet Initiative
  - Long-Range Facilities Plan Initiative
  - Comprehensive Equipment Assessment Initiative
  - Equipment Life-Cycle Replacement Schedule Initiative
- 

5

Recognize and scale to changing budgetary, fiscal and regulatory conditions while promoting the long-term fiscal health of the department.

---

**Key Initiatives:**

- Capital Budget Initiative
  - Staffing Initiative
  - Grant Identification Initiative
  - Standards of Cover Initiative
  - CFAI Self-Assessment Initiative
  - Accreditation Initiative
-

# Achievement through IMPLEMENTATION Plan of Action

Q1

Q2

Q3

Q4

- Administrative and Operational Standard Guidelines Initiative
- 31st Citizens Fire Academy Initiative

- Administrative and Operational Standard Guidelines Initiative
- Existing CRR Evaluation Initiative
- Community Outreach Tracking Initiative
- Communications Plan Initiative
- Succession Management Guide Initiative
- Job Description Initiative
- Fleet Initiative
- Comprehensive Equipment Assessment Initiative
- Equipment Life-Cycle Replacement Schedule Initiative

# Achievement through IMPLEMENTATION

## 2018 - 2021 Plan of Action

'19

- Data Analysis Initiative
- Annual Report Initiative
- Performance Measure Initiative
- IT Survey Initiative
- Digitization Initiative
- Standards of Professional Development Initiative
- Training Initiative
- Employee Satisfaction Initiative
- Subject Matter Expert Initiative
- Employee Diversity Initiative
- Multicultural Training Initiative
- Facilities Working Group Initiative
- Apparatus Committee Initiative
- Long-Range Facilities Plan Initiative
- Capital Budget Initiative
- Grant Identification Initiative
- Standards of Cover Initiative

'20

- CFAI Self-Assessment Initiative
- Accreditation Initiative

'21

'22

# Bylaws of the Colerain Township

## Financial Advisory Committee

### Article I. Purpose

Section 1.01 The purpose of the Financial Advisory Committee is to advise the Township Administrator regarding financial policies for Colerain Township.

### Article II. Membership

#### Section 2.01 Board Composition

(a) The FAC shall consist of five voting members and four non-voting members

*(i) Voting Members:*

- 1) One Member appointed by each of the three trustees
- 2) One Member appointed by unanimous vote of the three trustees
- 3) One Member appointed by the Township Administrator

*(ii) Non-Voting Members:*

- 1) Township Fiscal Officer
- 2) Township Administrator
- 3) Assistant Township Administrator
- 4) Finance Director

#### Section 2.02 Membership Requirements

- (a) All voting members must be residents of Colerain Township or the owner or officer of a business located within Colerain Township
- (b) All voting members must have educational or professional experience in finance and budgeting (for example, CPA, financial advisor, advisor)
- (c) All voting members may not have donated to any township trustee or school board member campaign in the past four years

#### Section 2.03 Application Process

- (a) In order to be considered for any of the voting member positions, applicants must fill out a Boards and Commissions Application and submit it to the Township Administrator.
- (b) In the first year of the Financial Advisory Committee, applications are due to the Township Administrator within 30 days of the enactment of the authorizing motion.
- (c) In subsequent years, applications are due to the Township Administrator by December 31st of each year.

- (d) In the interested party's application there must be an indication of which voting member position they are applying for (e.g. Trustee Smith Appointee, Trustee Jones Appointee, Trustee Cooper Appointee, Unanimous Trustee Appointee or Township Administrator Appointee).

#### Section 2.04 Term of Membership

- (a) All members shall serve an initial term that expires on the day before the second Tuesday of January, 2020. Thereafter all members shall serve a term of one year, expiring annually on the day before the second Tuesday of January each year.

#### Section 2.05 Removal from Service

- (a) Any member of the FAC may be removed from service by two votes of the Board of Trustees for any reason or no reason.
- (b) In the event of the death, resignation or removal of a member of the FAC, a replacement for his or her unexpired term shall be appointed by the Trustee that appointed him or her, or by the unanimous vote of the Board of Trustees in the case of a member appointed by unanimous vote, or by the Township Administrator in the case of a member appointed by the Township Administrator, as the case may be.

### Article III. Organization of the FAC

#### Section 3.01 Roles

- (a) The Township Administrator shall call meetings of the Financial Advisory Committee, in accordance with Article VI below, and preside over the meetings.
- (b) The Fiscal Officer shall prepare meeting summaries for each meeting of the FAC.
- (c) The Township Fiscal Officer, Assistant Administrator and Finance Director shall serve as resources to the voting members of the FAC.

### Article IV. Duties of the FAC

#### Section 4.01 Duties

- (a) To review the Township's Financial Policies and make recommendations to the Township Administrator for changes.
- (b) To recommend to the Township Administrator the creation of new Financial Policies for the Township.
- (c) To recommend to the Township Administrator changes to existing policies or the creation of new policies to follow up on findings and recommendations made after the bi-annual audit performed in conjunction with the Auditor of State.

#### Section 4.02 Examples of types of policies to be reviewed or recommended:

- (a) Budget Development Policies
- (b) Revenue Policies
- (c) Expenditure Policies

- (d) Investment Policies
- (e) Fund Balance Policies
- (f) Capital Budget Policies
- (g) Operating Budget Policies
- (h) Debt Service Policies
- (i) Risk Management Policies
- (j) Basis of Accounting Policies
- (k) Tax Levy Policies
- (l) Purchasing Policies
- (m) Procurement Policies

## Article V. Recommendations of the FAC

### Section 5.01 Recommendation Process

- (a) Any recommendation made to the Township Administrator by the FAC must first receive three affirmative votes.
- (b) Recommendations shall be filed in writing.

## Article VI. Meeting of the FAC

### Section 6.01 Frequency

- (a) The FAC shall meet at least four times per calendar year.

### Section 6.02 Power to Call Meeting

- (a) The Township Administrator shall establish the schedule of the Financial Advisory Committee.

### Section 6.03 Notice

- (a) Members shall be given at least 24 hours' notice of a meeting.

### Section 6.04 Meetings are Not Public Meetings

- (a) Meetings of the FAC are not public meetings.

### Section 6.05 Meeting Summaries

- (a) Summaries of the meetings will be kept and published on the Township's Website.

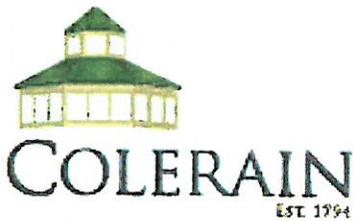
## Article VII. Miscellaneous

### Section 7.01 Basis of Service

- (a) Members of the Financial Advisory Committee shall serve at the pleasure of the Board of Trustees, and shall serve on a voluntary basis.

### Section 7.02 Subject to Change

- (a) The function, organization, operation, existence and membership of the Financial Advisory Committee may be changed at any time upon two votes of the Board of Trustees.



Mr. Barry L. Gray  
222 East Town Street  
Columbus, Ohio 43215-4611  
*Electronically transmitted to [bgsfolc@hotmail.com](mailto:bgsfolc@hotmail.com)*

August 2, 2018

RE: Brinkman Grievance

Mr. Gray.

Please accept this letter as my level three response to the grievance submitted to me by you on Sunday, July 29, 2018 at 3:02pm, on behalf of Robert Brinkman. Specifically, you state in the Grievance Report Form:

*On 07/24/2018 the employer, by vote of the Township Trustees, terminated the employment of the grievant. This termination is in violation of Article 8, Section 8.1 as it was without just cause, Section 8.3 as it is not progressive and uniform in manner. This Grievance is submitted directly to Step 3 as required in the contract in Article 7, Section 7.3.*

It is my determination that the grievance is denied in all respects. Mr. Brinkman was terminated for a gross misconduct violation. Gross Misconduct is clearly defined in the Colerain Police Department Rules and Regulations, and specifically cites as an example of gross misconduct, being indicted by a Grand Jury for a criminal offense. As stated in Article 8, Section 8.3 of the current collective bargaining agreement:

*Except in extreme instances wherein the employee is found guilty of gross misconduct, discipline will be applied in a progressive and uniform manner.*

A pre-disciplinary hearing was scheduled for Mr. Brinkman on July 18, 2018. Mr. Brinkman waived that hearing. The designated hearing officer, Chief Mark Denney, found Mr. Brinkman guilty of Gross Misconduct.

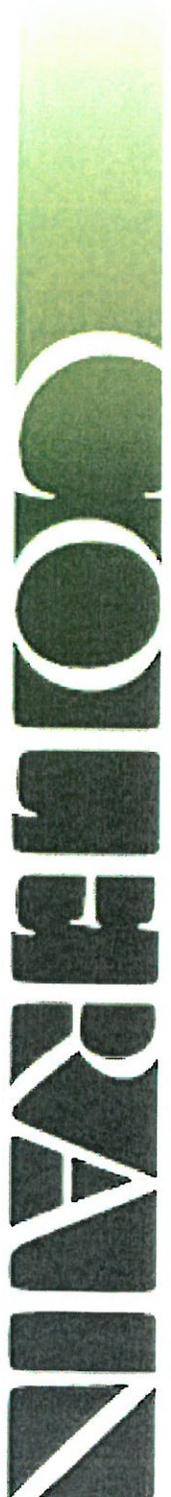
The Butler County Grand Jury returned a felony indictment against Mr. Brinkman on Thursday, July 12, 2018. This constitutes gross misconduct and progressive discipline is not warranted in this case. The termination of Mr. Brinkman was for just cause and in compliance with the collective bargaining agreement, Article 8, Section 8.1.

Sincerely yours,

Geoff Milz  
Township Administrator

Colerain Township • 4200 Springdale Road • Colerain Township, Ohio 45251  
gmilz@colerain.org • www.colerain.org  
Phone (513) 385-7500 • Fax (513) 245-6503

**Trustees:** Greg Insko, Raj Rajagopal, Daniel Unger  
**Fiscal Officer:** Heather E. Harlow  
**Administrator:** Geoff Milz



**Colerain Police Department**  
**NOTICE OF DISCIPLINARY ACTION RECOMMENDATION**  
**SUPPLEMENT**

**Police Officer Robert Brinkman**

Mr. Geoff Milz, Township Administrator,

As the result of the return of a True Bill from the Butler County Grand Jury for Importuning and Unruliness or Delinquency of a Child and the felony indictment of Police Officer Robert Brinkman for those charges, it was determined that Officer Brinkman failed to adhere to the Colerain Police Department Rules and Regulations and Code of Ethics. Because of this conduct, the following departmental charges are preferred:

**Violation 1: Rule 1.01 (See Attachment “A”):**

Members shall not commit any acts or omit any acts that constitute a violation of any rules, regulations, procedures, directives, or orders of the Department.

**Specification I:**

On Thursday, July 12, 2018, the Butler County Grand Jury returned a two-count indictment (CR2018071174) charging Robert Brinkman with Importuning and Contributing to the Unruliness or Delinquency of a Child.

**Violation 2: Rule 6.01:**

6.01 Members shall not commit acts of gross misconduct

**Specification I:**

On Thursday, July 12, 2018, the Butler County Grand Jury returned a two-count indictment (CR2018071174) charging Robert Brinkman with Importuning and Contributing to the Unruliness or Delinquency of a Child.

The Colerain Police Department Rules and Regulation provides examples of gross misconduct to specifically include (**see attachment “B”**):

*Being indicted by a Grand Jury for a criminal offense.*

### **Violation 3: Code of Ethics (See Attachment “C”)**

#### **Specification I:**

On Thursday, July 12, 2018, the Butler County Grand Jury returned a two-count indictment (CR2018071174) for Importuning and Contributing to the Unruliness or Delinquency of a Child.

The Colerain Police Department Code of Ethics Reads:

0.5 Law enforcement is an honorable calling. Service in this field commands a professional rather than an occupational philosophy. Personal honor, a desire for professional status, and devotion to service above self, are the motives which impel police officers to discharge their responsibility in full measure.

Police officers' lives are ones of self-sacrificing service to a high ideal, based upon their recognition of the responsibilities entrusted to them and the belief that law enforcement is an honorable vocation. They fully accept their responsibilities to protect the weak, to aid the distressed, and to apply the law without prejudice. They accept the obligation to report facts and to testify without bias, and to consider all information coming to their attention by virtue of their position, as a sacred trust, to be used for official purposes only. They give their loyal and faithful attention to the apprehension and identification of criminals, being equally alert to protect the innocent and prosecute the guilty. They perform the functions of their office without fear, favor, or prejudice and do not engage in unlawful or improper practices.

They are respectful and courteous to all citizens. They serve their community with zeal, courage, dedication, and fidelity. They are faithful and loyal to their organization, constantly striving to cooperate with and to promote better relations with all regularly constituted law enforcement agencies in matters of mutual interest and obligation.

There must be a moral philosophy, or strong appreciation of the need for obligatory service associated with any profession. Unwavering adherence to such a moral philosophy will earn for police officers the respect and support of the public. Each member of the Colerain Police Department will be required to conform to the highest standard of personal conduct.

Members shall:

- Be honest in all matters – in both their personal and professional lives.
- **Keep their personal lives unsullied as an example to all.**
- **Behave at all times in a manner that does not bring discredit to them or the Township.**
- Face their problems with determination and persistence.
- Avoid the use of obscene, profane, coarse, or violent language.
- Be loyal to the law enforcement service and to their associates and neither divulge nor tolerate gossip detrimental to any member of the Colerain Township Police Department.
- Encourage their associates to fully discharge the obligation of their office and assist associates promptly and energetically.
- Foster in all personnel a sensitivity to misconduct and have the courage to strive against it.
- Take their oath of office without reservation or evasion.
- Enforce the law courteously and appropriately.

The current collective bargaining agreement, Section 8.3, reads (See Attachment “D”):

“Except in extreme instances **wherein the employee is found guilty of gross misconduct**, discipline will be applied in a progressive and uniform manner. Progressive discipline shall take into account the nature of the violation, the employee's record of discipline, and the employee's record of performance and conduct.”

The following disciplinary action will be recommended to the Colerain Township Board of Trustees on Tuesday, July 24, 2018:

The Colerain Police Department Chief of Police recommends termination of Robert Brinkman from his employment with Colerain Township.

## ATTACHMENT A

### SECTION ONE -- FAILURE OF GOOD BEHAVIOR

- 1.01 Members shall not commit any acts or omit any acts that constitute a violation of any of the rules, regulations, procedures, directives, or orders of the Department.
- 1.02 Members shall obey all laws and resolutions.
- 1.03 Members shall exercise the responsibility and authority of the position to which they are assigned in accordance with job specifications and work rules of that position.
- 1.04 Members of the Department, having a disagreement involving another member which cannot be resolved amicably, shall consult their immediate supervisor.
- 1.05 Members of the Department will not recognize or address a plainclothes or undercover (covert) officer as police personnel or call attention to their presence unless first addressed by them.
- 1.06 Members of the Department shall always be civil, orderly, and courteous in dealing with the public, subordinates, superiors and associates. They shall avoid the use of obscene, profane, coarse or violent language. They shall not express any prejudice concerning race, sex, religion, national origin, life-style, or similar personal characteristics.
- 1.07 Members shall not exhibit or divulge the contents of any criminal record to any person except in the conduct of Department functions or in accordance with the provisions of law.
- 1.08 Members shall treat the official business of the Department as confidential. They shall not disclose information concerning Department activities.
- 1.09 Members shall not recommend or suggest in any manner, while acting in an official capacity, the employment or procurement of a particular bondsman, attorney, product, or professional or commercial service.
- 1.10 Members shall not publicly criticize or ridicule the Department, its policies, or other members by talking, writing, or expressing themselves in any manner, when such expression is directed towards a person with whom the member has a working relationship and; the expression impairs the working relationship; is stated or inferred as the official position of the Department without obtaining the prior approval of the Department; improperly discloses investigative or confidential information; tends to impair the operation of the Department by interfering with its efficiency; interfering with the ability of supervisors to maintain discipline; or having been made with reckless disregard for truth or falsity.

## **ATTACHMENT B**

### *Examples of Gross Misconduct that Requires Serious Discipline or Termination*

Knowingly submitting or causing to be submitted untruthful, incomplete, inaccurate, false, improper or incomplete information; or, making untruthful, incomplete, inaccurate, false, improper or incomplete statements related to issues of official duties.

Being indicted by a Grand Jury for a criminal offense.

Being found guilty of any felony.

Being convicted of driving under the Influence of alcohol or drugs or pleading no contest or guilty to a reduced charge.

Supervisors who commit acts of sexual harassment based on exchange of a job benefit for sexual favors, or commits acts of retaliation against a subordinate for resisting or reporting such prohibited activity.

Threatening or committing life-threatening acts of violence against another member, on or off duty.

Failing to respond to a call for aid from a member or citizen in a dangerous situation or situation with a high probability of danger when such danger is known or should have been known.

Theft of money or property of another, when substantial evidence establishes intent to deprive its rightful owner.

Retaliatory behavior by a supervisor taken against a subordinate for reporting supervisory misconduct.

Committing a serious misdemeanor resulting in death of another or serious injury to self or another person.

Direct or constructive disobedience to a superior-ranked member's lawful and direct order, insolence, disrespectful behavior, yelling and/or cursing at a supervisor or engaging in behavior that negatively impacts the supervisor's level of respect among other employees (i.e. insubordination).

Engaging in any non-approved sexual activity (sexting, phone sex, physical contact) while on duty as a police officer or police employee.

Removing or attempting to remove any official record, report or citation from any file or taking any official record from the office where it is kept except in the performance of official duties.

Police employee failing to report to the Chief of Police, their arrest from any law enforcement agency, for any offense other than minor traffic offenses that require only a payout fine.

## ATTACHMENT C

### CODE OF ETHICS

0.5 Law enforcement is an honorable calling. Service in this field commands a professional rather than an occupational philosophy. Personal honor, a desire for professional status, and devotion to service above self, are the motives which impel police officers to discharge their responsibility in full measure.

Police officers' lives are ones of self-sacrificing service to a high ideal, based upon their recognition of the responsibilities entrusted to them and the belief that law enforcement is an honorable vocation. They fully accept their responsibilities to protect the weak, to aid the distressed, and to apply the law without prejudice. They accept the obligation to report facts and to testify without bias, and to consider all information coming to their attention by virtue of their position, as a sacred trust, to be used for official purposes only. They give their loyal and faithful attention to the apprehension and identification of criminals, being equally alert to protect the innocent and prosecute the guilty. They perform the functions of their office without fear, favor, or prejudice and do not engage in unlawful or improper practices.

They are respectful and courteous to all citizens. They serve their community with zeal, courage, dedication, and fidelity. They are faithful and loyal to their organization, constantly striving to cooperate with and to promote better relations with all regularly constituted law enforcement agencies in matters of mutual interest and obligation.

There must be a moral philosophy, or strong appreciation of the need for obligatory service associated with any profession. Unwavering adherence to such a moral philosophy will earn for police officers the respect and support of the public. Each member of the Colerain Police Department will be required to conform to the highest standard of personal conduct.

Members shall:

- Be honest in all matters – in both their personal and professional lives.
- Keep their personal lives unsullied as an example to all.
- Behave at all times in a manner that does not bring discredit to them or the Township.
- Face their problems with determination and persistence.
- Avoid the use of obscene, profane, coarse, or violent language.
- Keep their mind and body sound and healthy.
- Be loyal to the law enforcement service and to their associates and neither divulge nor tolerate gossip detrimental to any member of the Colerain Police Department.
- Encourage their associates to fully discharge the obligation of their office and assist associates promptly and energetically.
- Foster in all personnel a sensitivity to misconduct and have the courage to strive against it.
- Take their oath of office without reservation or evasion.
- Enforce the law courteously and appropriately.

## ATTACHMENT D

### Section 8.3

Except in extreme instances wherein the employee is found guilty of gross misconduct, discipline will be applied in a progressive and uniform manner. Progressive discipline shall take into account the nature of the violation, the employee's record of discipline, and the employee's record of performance and conduct.

**Colerain Police Department  
DISCIPLINARY HEARING REPORT**

**Police Officer Robert Brinkman**

Mr. Geoff Milz, Township Administrator,

As the result of the return of a True Bill from the Butler County Grand Jury for Importuning and Unruliness or Delinquency of a Child and the felony indictment of Police Officer Robert Brinkman for those charges, it was determined that Officer Brinkman failed to adhere to the Colerain Police Department Rules and Regulations and Code of Ethics. Because of this conduct, the following departmental charges are preferred:

As provided in Sections 8.6 and 8.7 in the current Colerain Police Officer Collective Bargaining Agreement, you have designated me, as the Chief of Police, to be your designee and conduct the hearing.

**Charges:**

Violation of the following sections of the Manual of Rules and Regulations, and Code of Ethics:

**Violation 1: Rule 1.01 (See Attachment A):**

Members shall not commit any acts or omit any acts that constitute a violation of any rules, regulations, procedures, directives, or orders of the Department.

**Specification I:**

On Thursday, July 12, 2018, the Butler County Grand Jury returned a two-count indictment (CR2018071174) charging Robert Brinkman with Importuning and Contributing to the Unruliness or Delinquency of a Child.

**Violation 2: Rule 6.01 (See Attachment B):**

6.01 Members shall not commit acts of gross misconduct

**Specification I:**

On Thursday, July 12, 2018, the Butler County Grand Jury returned a two-count indictment (CR2018071174) charging Robert Brinkman with Importuning and Contributing to the Unruliness or Delinquency of a Child.

The Colerain Police Department Rules and Regulation provides specific examples of gross misconduct to include:

*Being indicted by a Grand Jury for a criminal offense.*

**Violation 3: Code of Ethics (See Attachment C):**

**Specification I:**

On Thursday, July 12, 2018, the Butler County Grand Jury returned a two-count indictment (CR2018071174) for Importuning and Contributing to the Unruliness or Delinquency of a Child.

The Colerain Police Department Code of Ethics Reads:

0.5 Law enforcement is an honorable calling. Service in this field commands a professional rather than an occupational philosophy. Personal honor, a desire for professional status, and devotion to service above self, are the motives which impel police officers to discharge their responsibility in full measure.

Police officers' lives are ones of self-sacrificing service to a high ideal, based upon their recognition of the responsibilities entrusted to them and the belief that law enforcement is an honorable vocation. They fully accept their responsibilities to protect the weak, to aid the distressed, and to apply the law without prejudice. They accept the obligation to report facts and to testify without bias, and to consider all information coming to their attention by virtue of their position, as a sacred trust, to be used for official purposes only. They give their loyal and faithful attention to the apprehension and identification of criminals, being equally alert to protect the innocent and prosecute the guilty. They perform the functions of their office without fear, favor, or prejudice and do not engage in unlawful or improper practices.

They are respectful and courteous to all citizens. They serve their community with zeal, courage, dedication, and fidelity. They are faithful and loyal to their organization, constantly striving to cooperate with and to promote better relations with all regularly constituted law enforcement agencies in matters of mutual interest and obligation.

There must be a moral philosophy, or strong appreciation of the need for obligatory service associated with any profession. Unwavering adherence to such a moral philosophy will earn for police officers the respect and support of the public. Each member of the Colerain Police Department will be required to conform to the highest standard of personal conduct.

Members shall:

- Be honest in all matters – in both their personal and professional lives.

- **Keep their personal lives unsullied as an example to all.**
- **Behave at all times in a manner that does not bring discredit to them or the Township.**
- Face their problems with determination and persistence.
- Avoid the use of obscene, profane, coarse, or violent language.
- Be loyal to the law enforcement service and to their associates and neither divulge nor tolerate gossip detrimental to any member of the Colerain Township Police Department.
- Encourage their associates to fully discharge the obligation of their office and assist associates promptly and energetically.
- Foster in all personnel a sensitivity to misconduct and have the courage to strive against it.
- Take their oath of office without reservation or evasion.
- Enforce the law courteously and appropriately.

\*\*\*\*\*  
\*\*\*\*\*

A disciplinary hearing scheduled for July 19, 2018 at 0830hrs was waived on July 18, 2018 at 1014hrs via email by Robert Brinkman through his Fraternal Order of Police Representative, Barry Gray.

As a result of the facts contained in the indictment and the waiver of the pre-disciplinary hearing, I find that Officer Robert Brinkman did violate the above listed rules and regulations and the Department Code of Ethics.

## ATTACHMENT A

### SECTION ONE -- FAILURE OF GOOD BEHAVIOR

- 1.01 Members shall not commit any acts or omit any acts that constitute a violation of any of the rules, regulations, procedures, directives, or orders of the Department.
- 1.02 Members shall obey all laws and resolutions.
- 1.03 Members shall exercise the responsibility and authority of the position to which they are assigned in accordance with job specifications and work rules of that position.
- 1.04 Members of the Department, having a disagreement involving another member which cannot be resolved amicably, shall consult their immediate supervisor.
- 1.05 Members of the Department will not recognize or address a plainclothes or undercover (covert) officer as police personnel or call attention to their presence unless first addressed by them.
- 1.06 Members of the Department shall always be civil, orderly, and courteous in dealing with the public, subordinates, superiors and associates. They shall avoid the use of obscene, profane, coarse or violent language. They shall not express any prejudice concerning race, sex, religion, national origin, life-style, or similar personal characteristics.
- 1.07 Members shall not exhibit or divulge the contents of any criminal record to any person except in the conduct of Department functions or in accordance with the provisions of law.
- 1.08 Members shall treat the official business of the Department as confidential. They shall not disclose information concerning Department activities.
- 1.09 Members shall not recommend or suggest in any manner, while acting in an official capacity, the employment or procurement of a particular bondsman, attorney, product, or professional or commercial service.
- 1.10 Members shall not publicly criticize or ridicule the Department, its policies, or other members by talking, writing, or expressing themselves in any manner, when such expression is directed towards a person with whom the member has a working relationship and; the expression impairs the working relationship; is stated or inferred as the official position of the Department without obtaining the prior approval of the Department; improperly discloses investigative or confidential information; tends to impair the operation of the Department by interfering with its efficiency; interfering with the ability of supervisors to maintain discipline; or having been made with reckless disregard for truth or falsity.

## **ATTACHMENT B**

### **SECTION SIX – GROSS MISCONDUCT**

6.02 Members shall not commit acts of gross misconduct

## ATTACHMENT C

### CODE OF ETHICS

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Members shall:

- Be honest in all matters – in both their personal and professional lives.
- Keep their personal lives unsullied as an example to all.
- Behave at all times in a manner that does not bring discredit to them or the Township.
- Face their problems with determination and persistence.
- Avoid the use of obscene, profane, coarse, or violent language.
- Keep their mind and body sound and healthy.
- Be loyal to the law enforcement service and to their associates and neither divulge nor tolerate gossip detrimental to any member of the Colerain Police Department.
- Encourage their associates to fully discharge the obligation of their office and assist associates promptly and energetically.
- Foster in all personnel a sensitivity to misconduct and have the courage to strive against it.
- Take their oath of office without reservation or evasion.
- Enforce the law courteously and appropriately.

# **emersion** DESIGN

26 July 2018

*Mr. Geoff Milz, AICP | LEED AP  
Colerain Township Administrator  
4200 Springdale Road  
Colerain Township, OH 45251*

**Re: Colerain Township DEA Strike Force Feasibility and Programming Study**

## **Dear Mr. Milz:**

emersion DESIGN (the Architect) is pleased to provide Colerain Township (the Client) with this professional services proposal for the above referenced project. Based on our introductory meeting and site visit on 18-July and previous email correspondence, this proposal will provide professional services for the feasibility and programming study for the incorporation of a DEA Strike Force at the Township's Training Center located at 11865 Colerain Avenue.

## **Project Description**

The Colerain Township Training Center currently consists of a 13,839 SF office building, constructed in 1979, and serves as the classroom training home for the Township's Cadet and Emergency Response staff. The facility also currently has a private tenant in the east wing, Rumpke, who will be moving out by the end of 2018. As a result of the upcoming vacancy, the Township is partnering with the DEA to create a local Strike Force in the approximately 7,000 SF space. The goal of this project is to develop a feasibility study and program to determine if the space available can meet the needs of the DEA and the Township, develop a program to fit within that space, and determine an opinion of probable cost for the project to move forward for Trustee approval.

## **Project Team**

In addition to the principal Architect participants, Consultants in the areas of civil engineering, mechanical & electrical engineering, and cost estimating will be retained by the Architect and included as part of the project team. The following Architect's Consultants are proposed for this project:

### Civil Engineering

IDE – Infrastructure Development Engineering  
Cincinnati, OH

### Mechanical and Electrical Engineering

PEDCO E&A Services, Inc.  
Cincinnati, OH

### Cost Estimating

EGC Construction Corporation  
Newport, KY

## Scope of Services

### Basic Services

The Scope of Basic Services proposed by the Architect for the successful completion of this Project shall include, and be limited to, the following work as outlined below:

#### Feasibility and Site Evaluation Phase

- Review of any Owner-supplied data (i.e. any available existing drawings, prior reports, etc.)
- Distribution and collection of data questionnaires.
- Preparation of a preliminary space needs analysis showing required spaces and associated square footages based on completed questionnaires.
- Mechanical, Electrical and Plumbing systems review of existing facilities
- Civil Site review of existing facilities
- Preparation of up to two (2) building space conceptual diagrams (adjacency diagrams). The conceptual design options will be in the form of space relationship (“bubble”) plans, drawn to scale.
- Review of Client feedback to create one (1) revised preferred layout
- Deliverables for this project include:
  - Existing Site and Facility Assessment Narratives
  - Programming level Space Needs Analysis
  - Programming level Space Diagrams
  - Programming level Opinion of Probable Cost
  - Programming level Design and Construction Schedule
- Regular correspondence with Client’s representative (phone, e-mail, etc.) as required by the work
- Participate in up to two (2) Owner coordination and review meetings to review Space Needs Analysis and Conceptual Design Options as well as one (1) Presentation to the Trustees.
  - 1) Kick-off/ Space Needs Review Meeting (On-Site, after questionnaires are received)
  - 2) Concept Building/ Site Planning Meeting (On-Site)
  - 3) Presentation of Final Report

## Schedule

### Basic Services Schedule

The anticipated schedule for this project is expected to take no longer than 8 weeks from the issuance of the notice to proceed. The longest lead time items will be data collection and meeting coordination.

## Base Design Fee

### Basic Services

The compensation for the Basic Services as described herein is based upon a **Stipulated Sum** billed monthly by percentage for work completed, as outlined below:

Feasibility and Programming Study	\$ 12,877.00
<b>TOTAL Cost of Basic Services:</b>	<b>\$ 12,877.00</b>

A detailed breakdown of our rates and the estimated number of hours it will take to complete this project are attached to the end of this document. This Proposal shall remain valid for a period of Thirty (30) days from the date of issue.

**Reimbursable Expenses**

Not included in the above listed services are out-of-pocket reimbursable expenses, **estimated at \$300.00**, such as those listed below which will be billed at cost plus 10% (1.10):

- CAD plotting, printing and photo copy reproduction costs
- Project photographs
- Postage and courier delivery services
- Mileage costs at the prevailing Internal Revenue Service rate
- Out of town travel expenses
- Long distance communications and teleconference fees/charges
- Third party consulting fees not included in Basic Services
- Liability insurance premiums/costs, in excess of that normally carried by the Architect, specific to the Project as requested by Client

We appreciate the opportunity to submit this Proposal to you and Colerain Township and we look forward to your response. If you have any questions, or if I can be of further assistance, please call me at your earliest convenience.

If this Proposal is acceptable to you, please sign and date on the "Accepted" line below. After this proposal is signed and received, a Standard B101 AIA Owner/Architect Agreement will be prepared, and will include a copy of this Proposal as Exhibit A. Upon your acceptance, this Proposal will serve as our Agreement until an AIA Standard Form of Agreement has been successfully executed.

It was great meeting you and I look forward to working with you and the Township!

**Sincerely,**



Timothy M. Wiley  
Project Manager  
emersion DESIGN

**Accepted:**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Fee Calc 7/26/2018 Colerain Twp DEA Strike Force Fitout

Phase		PEDCO		M/U	IDE	M/U	EGC	M/U
		Arch/Struct	MEP		Civil		Cost Est/C	
	100.0%	63.2%		16.3%		13.4%		7.1%
Facility Study	\$9,561	\$4,816	\$2,000	\$2,100	\$1,500	\$1,725	800	\$920
Programming	\$3,316	\$3,316		\$0		\$0		\$0
		\$8,132	\$2,000					
Proposed Fee:	<b>\$12,877</b>	<b>\$8,132</b>		<b>\$2,100</b>		<b>\$1,725</b>		<b>\$920</b>

Colerain Twp DEA Strike Force Fitout										7/26/2018	
Facility Study Phase											
Employee	Kickoff Mtg (1), Review Mtg (1)	Presentation Development/r enderings	Drawings	Specs	Code/ADA	Site Visits	Narratives	Exec/Admin	Total	Rate	Bill
PM	4								4	\$155	\$620
PA					2	4	2		8	\$135	\$1,080
Arch							4		4	\$102	\$408
Arch									0	\$75	\$0
Principal									0	\$170	\$0
Interior	4		2			4	4		14	\$112	\$1,568
Interior			8			4			12	\$95	\$1,140
Structural									0	\$130	\$0
0									0	\$0	\$0
0									0	\$0	\$0
Total	8	0	10	0	2	12	10	0	42		\$4,816

Personel	Rate
PM	\$155
PA	\$135
Arch	\$102
Arch	\$75
Principal	\$170
Interior	\$112
Interior	\$95
Structural	\$130

Programing Phase											
Employee	Final Presentation (1)	Presentation Development/r enderings	Drawings	Specs	Code/ADA	Site Visits	Narratives	Exec/Admin	Total	Rate	Bill
PM	2								2	\$155	\$310
PA			4		2		4		10	\$135	\$1,350
Arch									0	\$102	\$0
Arch									0	\$75	\$0
Principal									0	\$170	\$0
Interior	2		2				4		8	\$112	\$896
Interior			8						8	\$95	\$760
Structural									0	\$130	\$0
0									0	\$0	\$0
0									0	\$0	\$0
Total	4	0	14	0	2	0	8	0	28		\$3,316