

Round 3: Application Form

Local Government Innovation Fund

Step One: Fill out this Application Form in its entirety.

Step Two: Fill out the online submission form and submit your application materials. All supplemental application materials should be combined into one file for submission.

LGIF: Applicant Profile

Lead Applicant	
Project Name	
Type of Request	
Funding Request	
JobsOhio Region	
Number of Collaborative Partners	

Office of Redevelopment

Website: <http://development.ohio.gov/Urban/LGIF.htm>

Email: LGIF@development.ohio.gov

Phone: 614 | 995 2292

Lead Applicant		Round 3	
Project Name		Type of Request	

Lead Applicant				
Mailing Address:	Address Line 1			
	Address Line 2			
	City	State	Zip Code	
City, Township or Village			Population (2010)	
County			Population (2010)	
Did the lead applicant provide a resolution of support?		Yes (Attached)	No (In Process)	

Project Contact				
Complete the section below with information for the individual to be contacted on matters involving this application.				
	Project Contact		Title	
Mailing Address:	Address Line 1			
	Address Line 2			
	City	State	Zip Code	
Email Address			Phone Number	

Fiscal Officer				
Complete the section below with information for the entity and individual serving as the fiscal agent for the project.				
	Fiscal Officer		Title	
Mailing Address:	Address Line 1			
	Address Line 2			
	City	State	Zip Code	
Email Address			Phone Number	
Is your organization registered in OAKS as a vendor?		Yes	No	

Section 1
Contacts

Lead Applicant		Round 3	
Project Name		Type of	

Single Applicant		
Is your organization applying as a single entity?	Yes	No
Participating Entity: (1 point) for single applicants		

Collaborative Partners		
Does the proposal involve other entities acting as collaborative partners?	Yes	No
<p>Applicants applying with a collaborative partner are required to show proof of the partnership with a partnership agreement signed by each partner and resolutions of support from the governing entities. If the collaborative partner does not have a governing entity, a letter of support from the partnering organization is sufficient. Include these documents in the supporting documents section of the application.</p> <p>In the section below, applicants are required to identify population information and the nature of the partnership.</p> <p>Each collaborative partner should also be clearly and separately identified on pages 4-5.</p>		
Number of Collaborative Partners who signed the partnership agreement, and provided resolutions of support.		
Participating Entity: (5 points) allocated to projects with collaborative partners.		

Population		
The applicant is required to provide information from the 2010 U.S. Census information, available at: http://factfinder2.census.gov/		
Does the applicant (or collaborative partner) represent a city, township or village with a population of less than 20,000 residents?	Yes	No
	List Entity	
	Municipality/Township	Population
Does the applicant (or collaborative partner) represent a county with a population of less than 235,000 residents?	Yes	No
	List Entity	
	County	Population
Population: (3-5 points) determined by the smallest population listed in the application. Applications from (or collaborating with) small communities are preferred.		

Section 2 Collaborative Partners

Lead Applicant		Round 3	
Project Name		Type of Request	

Nature of Partnership (2000 character limit)

As agreed upon in the partnership agreement, please identify the nature of the partnership, and explain how the main applicant and the partners will work together on the proposed project.

Section 2
Collaborative Partners

List of Partners

The applicant applying with collaborative partners (defined in §1.03 of the LGIF Policies) must include the following information for each applicant:

- **Name of collaborative partners**
- **Contact Information**
- **Population data (derived from the 2010 U.S. Census)**

If the project involves more than 12 collaborative partners, additional forms are available on the LGIF website.

Lead Applicant		Round 3		
Project Name		Type of Request		

Collaborative Partners					
Number 1					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 2					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 3					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 4					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 2 Collaborative Partners

Lead Applicant		Round 3		
Project Name		Type of Request		

Collaborative Partners					
Number 5					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 6					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 7					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 8					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 2 Collaborative Partners

Lead Applicant		Round 3		
Project Name		Type of Request		

Collaborative Partners					
Number 9					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 10					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 11					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 12					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 2 Collaborative Partners

Lead Applicant		Round 3	
Project Name		Type of Request	

Identification of the Type of Award	
Targeted Approach	

Project Description (4000 character limit)

Please provide a general description of the project. The information provided will be used for council briefings, program, and marketing materials.

Section 3
Project Information

Lead Applicant		Round 3	
Project Name		Type of Request	

Past Success	Yes	No
Past Success (5 points)		
Provide a summary of past efforts to implement a project to improve efficiency, implement shared services, coproduction, or a merger. (1000 character limit)		

Scalable/Replicable Proposal	Scalable	Replicable	Both
Scalable/Replicable (10 points)			
Provide a summary of how the applicant's proposal can be replicated by other local governments or scaled for the inclusion of other local governments. (1000 character limit)			

Section 3
Project Information

Probability of Success	Yes	No
Probability of Success (5 points)		
Provide a summary of the likelihood of the grant study recommendations being implemented. Applicants requesting a loan should provide a summary of the probability of savings from the loan request. (1000 character limit)		

Lead Applicant		Round 3	
Project Name		Type of Request	

Performance Audit Implementation/Cost Benchmarking	Yes	No
Performance Audit/Benchmarking (5 points)		
<p>If the project is the result of recommendations from a performance audit provided by the Auditor of State under Chapter 117 of the Ohio Revised Code or a cost benchmarking study, please attach a copy with the supporting documents. In the section below, provide a summary of the performance audit or cost benchmarking study. (1000 character limit)</p>		

Economic Impact	Yes	No
Economic Impact (5 points)		
<p>Provide a summary of how the proposal will promote a business environment (through a private business relationship) and/or provide for community attraction. (1000 character limit)</p>		

Section 3
Project Information

Response to Economic Demand	Yes	No
Response to Economic Demand (5 points)		
<p>Provide a summary of how the project responds to substantial changes in economic demand for local or regional government services. The narrative should include a description of the current service level. (1000 character limit)</p>		

Budget Information

General Instructions

- Both the Project Budget and Program Budgets are required to be filled out in this form.
- Consolidate budget information to fit in the form. Additional budget detail may be provided in the budget narrative or in an attachment in Section 5: Supplemental Information.

Project Budget:

- The Project Budget justification must be explained in the Project Budget Narrative section of the application. This section is also used to explain the reasoning behind any items on the budget that are not self explanatory, and provide additional detail about project expenses.
- The Project Budget should be for the period that covers the entire project. The look-back period for in-kind contributions is two (2) years. These contributions are considered a part of the total project costs.
- For the Project Budget, indicate which entity and revenue source will be used to fund each expense. This information will be used to help determine eligible project expenses.
- Please provide documentation of all in-kind match contributions in the supporting documents section. For future in-kind match contributions, supporting documentation will be provided at a later date.

Program Budget:

- Six (6) years of Program Budgets should be provided. The standard submission should include three years previous budgets (actual), and three years of projections including implementation of the proposed project. A second set of three years of projections (one set including implementation of this program, and one set where no shared services occurred) may be provided in lieu of three years previous if this does not apply to the proposed project.
- Please use the Program Budget Narrative section to explain any unusual activities or expenses, and to defend the budget projections. If the budget requires the combining of costs on the budget template, please explain this in the narrative.

Return on Investment:

- A Return on Investment calculation is required, and should reference cost savings, cost avoidance and/or increased revenues indicated in the budget projection sections of the application. Use the space designated for narrative to justify this calculation, using references when appropriate.

For Loan Applications only:

- Using the space provided, outline a loan repayment structure.
- Attach three years prior financial documents related to the financial health of the lead applicant (balance sheet, income statement, and a statement of cash flows).

Lead Applicant		Round 3	
Project Name		Type of Request	

Project Budget

Sources of Funds

LGIF Request:

Cash Match (List Sources Below):

Source:	<input style="width: 100%;" type="text"/>

In-Kind Match (List Sources Below):

Source:	<input style="width: 100%;" type="text"/>
Source:	<input style="width: 100%;" type="text"/>
Source:	<input style="width: 100%;" type="text"/>

Total Match:
Total Sources:

Uses of Funds

	<u>Amount</u>	<u>Revenue Source</u>
Consultant Fees:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Legal Fees:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other: <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other: <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other: <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other: <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other: <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other: <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other: <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Total Uses:
Local Match Percentage:

* Please note that this match percentage will be included in your grant/loan agreement and cannot be changed after awards are made.

Local Match Percentage = (Match Amount/Project Cost) * 100 (10% match required)
10-39.99% (1 point) 40-69.99% (3 points) 70% or greater (5 points)

Project Budget Narrative: Use this space to justify expenses (1200 character max).

Section 4 Financial Information

Lead Applicant		Round 3
Project Name		Type of Request

Program Budget

Actual ___ Projected ___	FY _____	FY _____	FY _____
Expenses	Amount	Amount	Amount
Salary and Benefits			
Contract Services			
Occupancy (rent, utilities, maintenance)			
Training and Professional Development			
Insurance			
Travel			
Capital and Equipment Expenses			
Supplies, Printing, Copying, and Postage			
Evaluation			
Marketing			
Conferences, meetings, etc.			
Administration			
*Other - _____			
*Other - _____			
*Other - _____			
TOTAL EXPENSES			
Revenues	Revenues	Revenues	Revenues
Contributions, Gifts, Grants, and Earned Revenue			
Local Government: _____			
Local Government: _____			
Local Government: _____			
State Government			
Federal Government			
*Other - _____			
*Other - _____			
*Other - _____			
Membership Income			
Program Service Fees			
Investment Income			
TOTAL REVENUES			

Lead Applicant		Round 3
Project Name		Type of Request

Program Budget

Actual ___ Projected ___	FY _____	FY _____	FY _____
Expenses	Amount	Amount	Amount
Salary and Benefits			
Contract Services			
Occupancy (rent, utilities, maintenance)			
Training and Professional Development			
Insurance			
Travel			
Capital and Equipment Expenses			
Supplies, Printing, Copying, and Postage			
Evaluation			
Marketing			
Conferences, meetings, etc.			
Administration			
*Other - _____			
*Other - _____			
*Other - _____			
TOTAL EXPENSES			
Revenues	Revenues	Revenues	Revenues
Contributions, Gifts, Grants, and Earned Revenue			
Local Government: _____			
Local Government: _____			
Local Government: _____			
State Government			
Federal Government			
*Other - _____			
*Other - _____			
*Other - _____			
Membership Income			
Program Service Fees			
Investment Income			
TOTAL REVENUES			

Lead Applicant		Round 3
Project Name		Type of Request

Program Budget

Use this space to justify the program budget and/or explain any unusual revenues or expenses (6000 characters max).

Section 4: Financial Information Scoring

- (5 points) Applicant provided complete and accurate budget information and narrative justification for a total of six fiscal years.
- (3 points) Applicant provided complete and accurate budget information and for at least three fiscal years.
- (1 point) Applicant provided complete and accurate budget information for less than three fiscal years.

Lead Applicant		Round 3	
Project Name		Type of Request	

Return On Investment

Return on Investment is a performance measure used to evaluate the efficiency of an investment. To derive the expected return on investment, divide the net gains of the project by the net costs. For these calculations, please use the implementation gains and costs, NOT the project costs (the cost of the feasibility, planning, or management study)--unless the results of this study will lead to direct savings without additional implementation costs. The gains from this project should be derived from the prior and future program budgets provided, and should be justified in the return on investment narrative.

Return on Investment Formulas:

Consider the following questions when determining the appropriate ROI formula for the project. Check the box of the formula used to determine the ROI for the project. These numbers should refer to savings/revenues illustrated in projected budgets.

Do you expect cost savings from efficiency from the project?

Use this formula:
$$\frac{\text{Total \$ Saved}}{\text{Total Program Costs}} * 100 = \text{ROI}$$

Do you expect cost avoidance from the implementation of the project/program?

Use this formula:
$$\frac{\text{Total Cost Avoided}}{\text{Total Program Costs}} * 100 = \text{ROI}$$

Do you expect increased revenues as a result of the project/program?

Use this formula:
$$\frac{\text{Total New Revenue}}{\text{Total Program Costs}} * 100 = \text{ROI}$$

Expected Return on Investment = _____ * 100 = _____

Return on Investment Justification Narrative: In the space below, briefly describe the nature of the expected return on investment, using references when appropriate. (1300 character limit)

Expected Return on Investment is:

Less than 25% (10 points)
25%-74.99% (20 points)
Greater than 75% (30 points)

Questions about how to calculate ROI? Please contact the Office of Redevelopment at 614-995-2292 or lgif@development.ohio.gov

Section 4
Financial Information

Lead Applicant		Round 3	
Project Name		Type of Request	

Loan Repayment Structure

Please outline the preferred loan repayment structure. At a minimum, please include the following: the entities responsible for repayment of the loan, all parties responsible for providing match amounts, and an alternative funding source (in lieu of collateral). Applicants will have two years to complete the project upon execution of the loan agreement, and the repayment period will begin upon the final disbursement of the loan funds. A description of expected savings over the term of the loan may be used as a repayment source.

Section 4
Financial Information

Applicant demonstrates a viable repayment source to support loan award. Secondary source can be in the form of a debt reserve, bank participation, a guarantee from a local entity, or other collateral (i.e. emergency, rainy day, or contingency fund, etc).

Applicant clearly demonstrates a secondary repayment source (5 points)	Applicant does not have a secondary repayment source (0 points)
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Lead Applicant		Round 3	
Project Name		Type of Request	

Scoring Overview

Section 1: Collaborative Measures

Collaborative Measures	Description	Max Points		Applicant Self Score
Population	Applicant's population (or the population of the area(s) served) falls within one of the listed categories as determined by the U.S. Census Bureau. Population scoring will be determined by the smallest population listed in the application. Applications from (or collaborating with) small communities are preferred.	5		
Participating Entities	Applicant has executed partnership agreements outlining all collaborative partners and participation agreements and has resolutions of support. (Note: Sole applicants only need to provide a resolution of support from its governing entity.	5		

Section 2: Success Measures

Past Success	Applicant has successfully implemented, or is following project guidance from a shared services model, for an efficiency, shared service, coproduction or merger project in the past.	5		
Scalable/Replicable Proposal	Applicant's proposal can be replicated by other local governments or scaled for the inclusion of other local governments.	10		
Probability of Success	Applicant provides a documented need for the project and clearly outlines the likelihood of the need being met.	5		

Section 3: Significance Measures

Performance Audit Implementation/Cost Benchmarking	The project implements a single recommendation from a performance audit provided by the Auditor of State under Chapter 117 of the Ohio Revised Code or is informed by cost benchmarking.	5		
Economic Impact	Applicant demonstrates the project will a promote business environment (i.e., demonstrates a business relationship resulting from the project) and will provide for community attraction (i.e., cost avoidance with respect to taxes)	5		
Response to Economic Demand	The project responds to current substantial changes in economic demand for local or regional government services.	5		

Section 4: Financial Measures

Financial Information	Applicant includes financial information (i.e., service related operating budgets) for the most recent three years and the three year period following the project. The financial information must be directly related to the scope of the project and will be used as the cost basis for determining any savings resulting from the project.	5		
Local Match	Percentage of local matching funds being contributed to the project. This may include in-kind contributions.	5		
Expected Return	Applicant demonstrates as a percentage of savings (i.e., actual savings, increased revenue, or cost avoidance) an expected return. The return must be derived from the applicant's cost basis.	30		
Repayment Structure (Loan Only)	Applicant demonstrates a viable repayment source to support loan award. Secondary source can be in the form of a debt reserve, bank participation, a guarantee from a local entity, or other collateral (i.e., emergency fund, rainy day fund, contingency fund, etc.).	5		

Total Points



**North Central Ohio Regional
Council of Governments**

*"A Regional Source For
Shared Services"*

928 West Market Street – Suite A Tiffin, Ohio 44883 419-447-2927

ATTACHMENTS

FOR

COURTHOUSE CO-LOCATION/SHARED SPACE STUDY

- A. 1-5 RESOLUTIONS
- B. 1-4 LETTER OF INTENT
- C. 1-3 MEMORANDUM OF UNDERSTANDING
- D. 1-8 CENSUS DATA
- E. 1-7 BENCHMARKING STUDY
- F. 1-54 ADDITIONAL BENCHMARKING STUDY
- G. 1-14 PROJECT AND PROGRAM BUDGETS

Dr. Jim Lahoski, Chair – Lynette Cameron, Fiscal Officer – John Davoli, Director

www.NCORcog.org



A RESOLUTION OF SUPPORT APPROVING AND AUTHORIZING THE NORTH CENTRAL OHIO REGIONAL COUNCIL OF GOVERNMENTS TO PARTICIPATE IN AN APPLICATION FOR A LOCAL GOVERNMENT INNOVATION FUND GRANT THROUGH THE STATE OF OHIO

WHEREAS, the Board of the North Central Ohio Regional Council of Governments (NCORcog) has expressed an interest in collaboratively partnering with other Ohio municipalities, townships, school districts and counties in order to participate as an applicant for a Local Government Innovation Fund Grant (the "LGIF Grant") through the State of Ohio, with NCORcog being the main applicant for a courthouse co-location/shared space study;

WHEREAS, the NCORcog believes that it is in its best interest to join the application for the LGIF Grant.

NOW, THEREFORE, BE IT RESOLVED by the Board of the NCORcog of Tiffin, Ohio, that:

Section 1. It is in the best interests of the Board of the NCORcog for it, to authorize and approve NCORcog to join the application for the LGIF Grant.

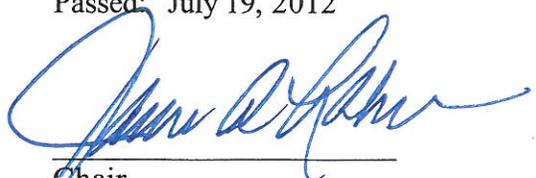
Section 2. The Board of NCORcog hereby authorizes and approves NCORcog to join the application for the LGIF Grant and hereby promises to provide the resources necessary for NCORcog to join the LGIF Grant.

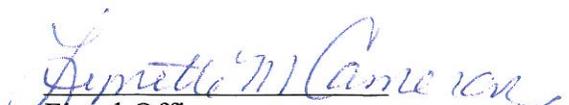
Section 3. The Board of NCORcog hereby authorizes and approves the chair of the NCORcog to join the LGIF Grant as a collaborative partner and an applicant by executing that certain Letter of Intent substantially in the form as attached to this Resolution.

Section 4. The Board of NCORcog hereby authorizes and approves the chair of the NCORcog to join the LGIF Grant as a collaborative partner and an applicant by executing and entering into that certain Memorandum of Understanding between the partners substantially in the form as attached to this Resolution.

Section 5. This Board of NCORcog finds and determines that all formal actions of the NCORcog Board and any of its committees concerning and relating to the adoption of this resolution, and that all deliberations of this Board or any of its committees that resulted in those formal actions, occurred in meetings open to the public in compliance with the laws of the State.

Passed: July 19, 2012


Chair


Fiscal Officer

SUBSTITUTE RESOLUTION NO. 12-37

INTRODUCED BY: *C. M. R. Tyle* DATE: *8/6/12*

RESOLUTION APPROVING AND AUTHORIZING THE CITY OF TIFFIN TO PARTICIPATE IN AN APPLICATION FOR A LOCAL GOVERNMENT INNOVATION FUND GRANT THROUGH THE STATE OF OHIO FOR THE PURPOSE OF CONDUCTING A COURTHOUSE CO-LOCATION SHARED SPACE STUDY, AND DECLARING AN EMERGENCY.

WHEREAS, the City Council of Tiffin, Ohio has expressed an interest in partnering with Seneca County, Ohio in order to participate as an applicant for a Local Government Innovation Fund Grant (the "LGIF Grant") through the State of Ohio, with the North Central Ohio Regional Council of Governments being the main applicant for conducting a Courthouse Co-Location Shared Space Study; and

WHEREAS, the City of Tiffin believes that it is in its best interest to join the application for the LGIF Grant.

THE COUNCIL OF THE CITY OF TIFFIN, OHIO THEREFORE RESOLVES:

Section 1: It is in the best interests of the City Council to authorize and approve the City of Tiffin to join the application for the LGIF Grant described above.

Section 2: The City Council hereby authorizes and approves the application for the LGIF Grant with North Central Ohio Regional Council of Governments being the applicant.

Section 3: The City Council hereby authorizes and approves the Mayor of the City of Tiffin to execute any and all documents necessary to apply for and receive the LGIF Grant.

Section 4: This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the adoption of this resolution, and that all deliberations of this Council or any of its committees that resulted in those formal actions, occurred in meetings open to the public in compliance with the laws of the State.

Section 5: Council declares this to be an emergency because the public peace, health, welfare and safety require this Resolution take effect at the earliest time allowed by Sec. 4.07(A), Tiffin Charter, and reason being: Grant funds, received at no cost to the City,

may give the City money for the construction and operation of a facility for Tiffin Municipal Court.

Authenticated:

Paul L. Elbert and Ann E. Forrest
President of Council Clerk of Council

Aug 6 2012
Date

Aug. 6, 2012
Date

Approved by:

[Signature] August 6th 2012
Mayor Date

Effective date: 8/6/2012

12-37.res



STATE OF OHIO
City of Tiffin)
Seneca County) ss

I, Ann E. Forrest, Clerk of Tiffin City Council
Certify that the following is a true & accurate copy
of Sub. Resolution 12-37 adopted by Council on the 20th day
of August, 2012. IN WITNESS WHEREOF, I have
Subscribed my name & affixed my seal this 20th day of
August, 2012.

[Signature]
Ann E. Forrest, Clerk of Tiffin City Council

RESOLUTION NO. Vol 88 pg 514 + 515

A RESOLUTION OF SUPPORT APPROVING AND AUTHORIZING THE BOARD OF SENECA COUNTY COMMISSIONERS TO PARTICIPATE IN AN APPLICATION FOR A LOCAL GOVERNMENT INNOVATION FUND GRANT THROUGH THE STATE OF OHIO FOR A COURTHOUSE CO-LOCATION/SHARED SPACE STUDY

WHEREAS, the Board of Commissioners of Seneca County, Ohio has expressed an interest in collaboratively partnering with other Ohio municipalities, townships, school districts and counties in order to participate as an applicant for a Local Government Innovation Fund Grant (the "LGIF Grant") through the State of Ohio, with the North Central Ohio Regional Council Of Governments ("NCORcog") being the main applicant;

WHEREAS, the Board of Commissioners believes that it is in its best interest to join the application for the LGIF Grant.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Seneca County, Ohio, that:

Section 1. It is in the best interests of the Board of Seneca County Commissioners, to authorize and approve the County to join the application for the LGIF Grant.

Section 2. The Board of Seneca County Commissioners hereby authorizes and approves the Council to join the application for the LGIF Grant and hereby promises to provide the resources necessary for Board of Seneca County Commissioners to join the LGIF Grant.

Section 3. The Board of Seneca County Commissioners hereby authorizes and approves a certified officer of the County Commissioners to join the LGIF Grant as a collaborative partner and an applicant by executing that certain Letter of Intent substantially in the form as attached to this Resolution.

Section 4. The Board of Seneca County Commissioners hereby authorizes and approves a certified officer of the President of the Board of Commissioners to join the LGIF Grant as a collaborative partner and an applicant by executing and entering into that certain Memorandum of Understanding between the partners substantially in the form as attached to this Resolution.

Section 5. This Board of Seneca County Commissioners finds and determines that all formal actions of this Board of Seneca County Commissioners and any of its committees concerning and relating to the adoption of this resolution, and that all deliberations of this Board of Seneca County Commissioners or any of its committees that resulted in those formal actions, occurred in meetings open to the public in compliance with the laws of the State.

Passed: August 14, 2012

I, the undersigned, Clerk of the Board of County Commissioners, Seneca County, Ohio, do hereby certify that the foregoing is the true and correct copy from the official record of said Board of County Commissioners.

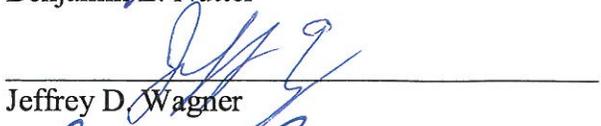
Commissioner as recorded in Journal No. 89 Page 512 + 513

Nicole Smith

Recording Clerk, Board of County Commissioners
Seneca County, Ohio



Benjamin E. Nutter



Jeffrey D. Wagner



David G. Sauber



**North Central Ohio Regional
Council of Governments**

*"A Regional Source For
Shared Services"*

928 West Market Street – Suite A Tiffin, Ohio 44883 419-447-2927

LETTER OF INTENT

August 9, 2012

North Central Ohio Regional Council of Governments
928 W. Market St. Suite A
Tiffin, Ohio 44883

City of Tiffin
51 E. Market St.
Tiffin, Ohio 44883

Seneca County
111 Madison St.
Tiffin, Ohio 44883

Subject: Local Government Innovation Fund –
Grant Application for **Courthouse Co-location/Shared Space Study**

Dear Fellow Applicants:

This letter of intent (this "**Letter**") sets forth the terms and conditions of the proposed partnership and application relationship by and among North Central Ohio Regional Council Of Governments, an Ohio not-for-profit corporation ("**NCORcog**"), The City of Tiffin, a municipal corporation ("**CITY OF TIFFIN**") and the County of Seneca, an Ohio County ("**SENECA COUNTY**"). In this Letter, the term "Party" is used to refer to each party individually and the term "Parties" is used to refer to them collectively.

This Letter confirms that it is the Parties' intention to enter into an application to received grant money from the Local Government Innovation Fund (the "**LGIF Funding**") and, if applicable, other related agreements with respect to the relationship outlined in this Letter as soon as possible, but in no event later than thirty (30) days after the date hereof. For the purposes of the LGIF Funding, NCORcog will serve as the main applicant on the LGIF Funding application and this Letter will serve as an agreement of partnership between the Parties.

Dr. Jim Lahoski, Chair – Lynette Cameron, Fiscal Officer – John Davoli, Director

1. Overall Nature of the Partnership. The Parties agree to participate in a feasibility study to explore co-locating their courts and its' various functions. The City of Tiffin and Seneca County agree to collaborate and cooperate in data collection and development of operational protocols necessary for implementation in a shared public facility. It is agreed that the NCORcog shall bear the costs associated with the LGIF grant application, take responsibility for administering the grant award, and will coordinate data collection during the study.
2. Collaborative Effort between the Parties. The NCORcog, as lead applicant, shall coordinate and facilitate data collection, drafting of grant application and submission to the Ohio Department of Development. The City of Tiffin and Seneca County agree to commit staff resources necessary to data collection. They agree to consider modifications to operational protocols related to the functions and plans for this shared facility.
3. Expenses. The main applicant, NCORcog, shall pay respective fees and expenses, including, but not limited to, all such application fees, legal fees and expenses, incurred in connection with the LGIF Funding.
4. Non-Compete Restrictions. Each Party agrees that it is only a party to the application for LGIF Funding as set forth in this Letter. Each Party may not be a party to any other application for LGIF Funding.
5. Public Announcements. No Party shall make any press release or other public statement concerning the matters covered by this Letter unless each Party has agreed upon the form and the contents of the release or statement prior to dissemination.
6. Confidentiality. The Parties acknowledge that they shall not share any proprietary or trade secret information of any other Party, unless required by law or a court order.
7. Binding Provisions. Upon the execution of this Letter, if the LGIF Funding application is denied, then this Letter and all of its provisions shall be non-binding upon the Parties. It is understood between the Parties that the provisions of this Letter are not intended to create or constitute any legally binding obligation of any Party should the LGIF Funding application be denied, and no Party shall have any liability to any other Party with respect to such provisions except for Section 6. Upon execution of this Letter, if the LGIF Funding application is accepted, then Sections 1-6 of this Letter (collectively, the "***Binding Provisions***") shall constitute a legally binding and enforceable partnership agreement between the Parties. The Binding Provisions may be terminated by the mutual written consent of all of the Parties; provided, however, that the termination of the Binding Provisions shall not affect the liability of a Party for breach of any of the Binding Provisions prior to termination. Upon termination of the Binding Provisions, the Parties shall have no further obligations under the Binding Provisions, except for Section 6, which shall survive the termination of this Letter.

8. Miscellaneous. This Letter may be executed in one or more counterparts, each of which will be deemed to be an original copy of this Letter, and all of which, when taken together, shall be deemed to constitute one and the same. The exchange of copies of this Letter and of signature pages by facsimile transmission (or in PDF copies transmitted via e-mail) shall constitute effective execution and delivery of this Letter as to the Parties and may be used in lieu of the original Letter for all purposes. Signatures of the Parties transmitted by facsimile or in PDF copies transmitted via e-mail shall be deemed to be their original signatures for any purpose whatsoever. The Binding Provisions shall be interpreted and enforced in accordance with the laws of the State of Ohio, United States of America, without regard to conflict of laws principles. The Parties irrevocably submit to the exclusive jurisdiction of the state courts of Seneca County, Ohio, United States of America, to resolve any dispute arising out of or relating to the Binding Provisions and irrevocably waive, to the fullest extent permitted by applicable law, any objection that they may now or hereafter have to the laying of venue in such court or any defense of inconvenient forum. The Binding Provisions contain the entire agreement of the Parties and are the only agreements between the Parties with respect to the subject matter thereof and the Binding Provisions supersede all prior agreements and understandings between the Parties. This Letter shall not be amended or modified except by a writing signed by all of the Parties.

[The remainder of this page has been intentionally left blank.]

If the foregoing correctly sets forth our mutual understanding, please so indicate by signing in the spaces provided below and returning one fully executed copy to the undersigned.

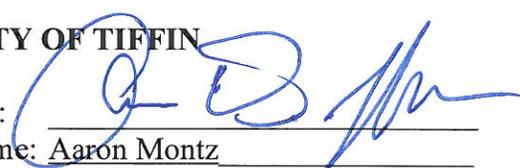
Very truly yours,

**NORTH CENTRAL OHIO REGIONAL
COUNCIL OF GOVERNMENTS**

By: 
Name: Dr. James Lahoski
Its: Chair
Date: 8-13-12

Agreed and Acknowledged:

CITY OF TIFFIN

By: 
Name: Aaron Montz
Its: Mayor
Date: 8/20/2012

SENECA COUNTY

By: 
Name: Benjamin E. Nutter
Its: President of Commissioners
Date: 8/14/12



North Central Ohio Regional Council of Governments

*"A Regional Source For
Shared Services"*

928 West Market Street – Suite A Tiffin, Ohio 44883 419-447-2927

MEMORANDUM OF UNDERSTANDING

August 10, 2012

Subject: Local Government Innovation Fund –

Grant for **Courthouse Co-location/Shared Space Study**

This Memorandum of Understanding is entered as of the 10th day of August, 2012, by and among North Central Ohio Regional Council of Governments, an Ohio not-for-profit corporation (“**NCORcog**”), the City of Tiffin, a municipal corporation (“**CITY OF TIFFIN**”) and the County of Seneca, an Ohio County (“**SENECA COUNTY**”). In this Memorandum of Understanding, the term “Party” is used to refer to each party individually and the term “Parties” is used to refer to them collectively.

WHEREAS, in August 2012, each Party adopted, approved and authorized a Resolution showing support to become an applicant to an application for a grant through the Local Government Innovation Project (the “*LGIF Funding*”), with the NCORcog being the main applicant;

WHEREAS, the Parties have had the opportunity to discuss their roles as applicants for the LGIF Funding; and

WHEREAS, the parties have determined that they desire to enter into this Memorandum of Understanding.

NOW, THEREFORE, in consideration of the promises and covenants set forth below, the Parties agree as follows:

1. The Parties agree to participate in a feasibility study to explore co-locating their courts and its’ various functions. The City of Tiffin and Seneca County agree to collaborate and cooperate in data collection and development of operational protocols necessary for implementation in a shared public facility. It is agreed that the NCORcog shall bear the costs associated with the LGIF grant application, take responsibility for administering the grant award, and will coordinate data collection during the study.

Dr. Jim Lahoski, Chair – Lynette Cameron, Fiscal Officer – John Davoli, Director

2. The NCORcog, as lead applicant, shall coordinate and facilitate data collection, drafting of grant application and submission to the Ohio Department of Development. The City of Tiffin and Seneca County agree to commit staff resources necessary to data collection. They agree to consider modifications to operational protocols related to the functions and plans for this shared facility.

3. That this Memorandum of Understanding contains the entire understanding of the Parties, with respect to the subjects contained herein, and there are no representations, promises, warranties, covenants, agreements or undertakings other than those expressly set forth or provided for in this Memorandum of Understanding; it being understood that this Memorandum of Understanding supersedes all prior agreements and understandings between the Parties, except for those set forth in that certain Letter of Intent, dated August 9th, 2012, which was required for the LGIF Funding.

4. That should any provision or provisions of this Memorandum of Understanding be determined to be unlawful or unenforceable by any arbitrator, any court or any agency having competent jurisdiction, said provision or provisions shall be null and void, the remaining provisions hereof remaining in full force and effect.

5. That the Parties hereby warrant and represent to each other that they understand and agree to each and every term hereof and that they enter into this Memorandum of Understanding of their own free will, without duress or coercion.

6. That the Parties have had a full opportunity to discuss the matters contained in this Memorandum of Understanding, but they do not intend to create any precedent on whether the parties were obligated to discuss these matters or to discuss these matters any more than they already had, and they do not intend to create any new mandatory subjects of bargaining.

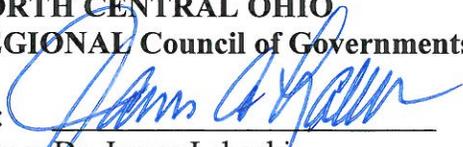
7. That it is agreed that this Memorandum of Understanding is made on a non-precedential basis and shall not be utilized by any party hereto in connection with any matter or proceeding among the parties, except with respect to the matter of enforcing and/or interpreting its express terms.

[Signature Page to Follow]

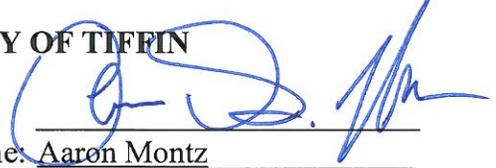
IN WITNESS WHEREOF, the Parties have executed copies of this Memorandum of Understanding, each of which constitutes an original, but each of which, when taken together, will constitute the same document.

AGREED:

**NORTH CENTRAL OHIO
REGIONAL Council of Governments**

By: 
Name: Dr. James Lahoski
Its: Chair
Date: 8-13-12

CITY OF TIFFIN

By: 
Name: Aaron Montz
Its: Mayor
Date: 8/20/2012

SENECA COUNTY

By: 
Name: Benjamin E. Nutter
Its: President of Commissioners
Date: 8/14/12



DP-1

Profile of General Population and Housing Characteristics: 2010

2010 Demographic Profile Data

NOTE: For more information on confidentiality protection, nonsampling error, and definitions, see <http://www.census.gov/prod/cen2010/doc/dpsf.pdf>.

Geography: Tiffin city, Seneca County, Ohio

Subject	Number	Percent
SEX AND AGE		
Total population	17,963	100.0
Under 5 years	1,065	5.9
5 to 9 years	1,089	6.1
10 to 14 years	998	5.6
15 to 19 years	1,727	9.6
20 to 24 years	1,954	10.9
25 to 29 years	1,048	5.8
30 to 34 years	1,056	5.9
35 to 39 years	915	5.1
40 to 44 years	839	4.7
45 to 49 years	1,112	6.2
50 to 54 years	1,189	6.6
55 to 59 years	1,155	6.4
60 to 64 years	970	5.4
65 to 69 years	685	3.8
70 to 74 years	524	2.9
75 to 79 years	558	3.1
80 to 84 years	524	2.9
85 years and over	555	3.1
Median age (years)	35.2	(X)
16 years and over	14,623	81.4
18 years and over	14,239	79.3
21 years and over	12,491	69.5
62 years and over	3,363	18.7
65 years and over	2,846	15.8
Male population		
Under 5 years	570	3.2
5 to 9 years	563	3.1
10 to 14 years	519	2.9
15 to 19 years	883	4.9
20 to 24 years	1,056	5.9
25 to 29 years	540	3.0
30 to 34 years	530	3.0
35 to 39 years	452	2.5
40 to 44 years	436	2.4
45 to 49 years	548	3.1
50 to 54 years	585	3.3
55 to 59 years	578	3.2
60 to 64 years	447	2.5
65 to 69 years	311	1.7
70 to 74 years	212	1.2
75 to 79 years	214	1.2
80 to 84 years	193	1.1
85 years and over	153	0.9

Subject	Number	Percent
Median age (years)	32.2	(X)
16 years and over	7,046	39.2
18 years and over	6,854	38.2
21 years and over	5,947	33.1
62 years and over	1,323	7.4
65 years and over	1,083	6.0
Female population	9,173	51.1
Under 5 years	495	2.8
5 to 9 years	526	2.9
10 to 14 years	479	2.7
15 to 19 years	844	4.7
20 to 24 years	898	5.0
25 to 29 years	508	2.8
30 to 34 years	526	2.9
35 to 39 years	463	2.6
40 to 44 years	403	2.2
45 to 49 years	564	3.1
50 to 54 years	604	3.4
55 to 59 years	577	3.2
60 to 64 years	523	2.9
65 to 69 years	374	2.1
70 to 74 years	312	1.7
75 to 79 years	344	1.9
80 to 84 years	331	1.8
85 years and over	402	2.2
Median age (years)	38.4	(X)
16 years and over	7,577	42.2
18 years and over	7,385	41.1
21 years and over	6,544	36.4
62 years and over	2,040	11.4
65 years and over	1,763	9.8
RACE		
Total population	17,963	100.0
One Race	17,682	98.4
White	16,871	93.9
Black or African American	467	2.6
American Indian and Alaska Native	31	0.2
Asian	175	1.0
Asian Indian	20	0.1
Chinese	98	0.5
Filipino	22	0.1
Japanese	24	0.1
Korean	5	0.0
Vietnamese	2	0.0
Other Asian [1]	4	0.0
Native Hawaiian and Other Pacific Islander	7	0.0
Native Hawaiian	2	0.0
Guamanian or Chamorro	2	0.0
Samoan	2	0.0
Other Pacific Islander [2]	1	0.0
Some Other Race	131	0.7
Two or More Races	281	1.6
White; American Indian and Alaska Native [3]	44	0.2
White; Asian [3]	17	0.1
White; Black or African American [3]	135	0.8
White; Some Other Race [3]	52	0.3
Race alone or in combination with one or more other races: [4]		
White	17,138	95.4
Black or African American	624	3.5
American Indian and Alaska Native	87	0.5

Subject	Number	Percent
Asian	206	1.1
Native Hawaiian and Other Pacific Islander	17	0.1
Some Other Race	188	1.0
HISPANIC OR LATINO		
Total population	17,963	100.0
Hispanic or Latino (of any race)	551	3.1
Mexican	460	2.6
Puerto Rican	31	0.2
Cuban	2	0.0
Other Hispanic or Latino [5]	58	0.3
Not Hispanic or Latino	17,412	96.9
HISPANIC OR LATINO AND RACE		
Total population	17,963	100.0
Hispanic or Latino	551	3.1
White alone	349	1.9
Black or African American alone	14	0.1
American Indian and Alaska Native alone	10	0.1
Asian alone	0	0.0
Native Hawaiian and Other Pacific Islander alone	2	0.0
Some Other Race alone	110	0.6
Two or More Races	66	0.4
Not Hispanic or Latino	17,412	96.9
White alone	16,522	92.0
Black or African American alone	453	2.5
American Indian and Alaska Native alone	21	0.1
Asian alone	175	1.0
Native Hawaiian and Other Pacific Islander alone	5	0.0
Some Other Race alone	21	0.1
Two or More Races	215	1.2
RELATIONSHIP		
Total population	17,963	100.0
In households	16,243	90.4
Householder	7,086	39.4
Spouse [6]	2,903	16.2
Child	4,361	24.3
Own child under 18 years	3,353	18.7
Other relatives	591	3.3
Under 18 years	247	1.4
65 years and over	70	0.4
Nonrelatives	1,302	7.2
Under 18 years	117	0.7
65 years and over	46	0.3
Unmarried partner	546	3.0
In group quarters	1,720	9.6
Institutionalized population	136	0.8
Male	33	0.2
Female	103	0.6
Noninstitutionalized population	1,584	8.8
Male	878	4.9
Female	706	3.9
HOUSEHOLDS BY TYPE		
Total households	7,086	100.0
Family households (families) [7]	4,115	58.1
With own children under 18 years	1,781	25.1
Husband-wife family	2,903	41.0
With own children under 18 years	1,024	14.5
Male householder, no wife present	346	4.9
With own children under 18 years	212	3.0
Female householder, no husband present	866	12.2
With own children under 18 years	545	7.7

Subject	Number	Percent
Nonfamily households [7]	2,971	41.9
Householder living alone	2,429	34.3
Male	1,009	14.2
65 years and over	250	3.5
Female	1,420	20.0
65 years and over	844	11.9
Households with individuals under 18 years	1,941	27.4
Households with individuals 65 years and over	2,085	29.4
Average household size	2.29	(X)
Average family size [7]	2.91	(X)
HOUSING OCCUPANCY		
Total housing units	8,007	100.0
Occupied housing units	7,086	88.5
Vacant housing units	921	11.5
For rent	433	5.4
Rented, not occupied	28	0.3
For sale only	178	2.2
Sold, not occupied	21	0.3
For seasonal, recreational, or occasional use	38	0.5
All other vacants	223	2.8
Homeowner vacancy rate (percent) [8]	3.8	(X)
Rental vacancy rate (percent) [9]	13.9	(X)
HOUSING TENURE		
Occupied housing units	7,086	100.0
Owner-occupied housing units	4,440	62.7
Population in owner-occupied housing units	10,460	(X)
Average household size of owner-occupied units	2.36	(X)
Renter-occupied housing units	2,646	37.3
Population in renter-occupied housing units	5,783	(X)
Average household size of renter-occupied units	2.19	(X)

X Not applicable.

[1] Other Asian alone, or two or more Asian categories.

[2] Other Pacific Islander alone, or two or more Native Hawaiian and Other Pacific Islander categories.

[3] One of the four most commonly reported multiple-race combinations nationwide in Census 2000.

[4] In combination with one or more of the other races listed. The six numbers may add to more than the total population, and the six percentages may add to more than 100 percent because individuals may report more than one race.

[5] This category is composed of people whose origins are from the Dominican Republic, Spain, and Spanish-speaking Central or South American countries. It also includes general origin responses such as "Latino" or "Hispanic."

[6] "Spouse" represents spouse of the householder. It does not reflect all spouses in a household. Responses of "same-sex spouse" were edited during processing to "unmarried partner."

[7] "Family households" consist of a householder and one or more other people related to the householder by birth, marriage, or adoption. They do not include same-sex married couples even if the marriage was performed in a state issuing marriage certificates for same-sex couples. Same-sex couple households are included in the family households category if there is at least one additional person related to the householder by birth or adoption. Same-sex couple households with no relatives of the householder present are tabulated in nonfamily households. "Nonfamily households" consist of people living alone and households which do not have any members related to the householder.

[8] The homeowner vacancy rate is the proportion of the homeowner inventory that is vacant "for sale." It is computed by dividing the total number of vacant units "for sale only" by the sum of owner-occupied units, vacant units that are "for sale only," and vacant units that have been sold but not yet occupied; and then multiplying by 100.

[9] The rental vacancy rate is the proportion of the rental inventory that is vacant "for rent." It is computed by dividing the total number of vacant units "for rent" by the sum of the renter-occupied units, vacant units that are "for rent," and vacant units that have been rented but not yet occupied; and then multiplying by 100.

Source: U.S. Census Bureau, 2010 Census.



DP-1

Profile of General Population and Housing Characteristics: 2010

2010 Demographic Profile Data

NOTE: For more information on confidentiality protection, nonsampling error, and definitions, see <http://www.census.gov/prod/cen2010/doc/dpsf.pdf>.

Geography: Seneca County, Ohio

Subject	Number	Percent
SEX AND AGE		
Total population	56,745	100.0
Under 5 years	3,553	6.3
5 to 9 years	3,767	6.6
10 to 14 years	3,739	6.6
15 to 19 years	4,432	7.8
20 to 24 years	3,986	7.0
25 to 29 years	3,114	5.5
30 to 34 years	3,305	5.8
35 to 39 years	3,225	5.7
40 to 44 years	3,320	5.9
45 to 49 years	4,021	7.1
50 to 54 years	4,454	7.8
55 to 59 years	4,083	7.2
60 to 64 years	3,321	5.9
65 to 69 years	2,340	4.1
70 to 74 years	1,802	3.2
75 to 79 years	1,590	2.8
80 to 84 years	1,359	2.4
85 years and over	1,334	2.4
Median age (years)	38.8	(X)
16 years and over	44,918	79.2
18 years and over	43,377	76.4
21 years and over	40,267	71.0
62 years and over	10,258	18.1
65 years and over	8,425	14.8
Male population	28,337	49.9
Under 5 years	1,852	3.3
5 to 9 years	1,950	3.4
10 to 14 years	1,943	3.4
15 to 19 years	2,288	4.0
20 to 24 years	2,109	3.7
25 to 29 years	1,601	2.8
30 to 34 years	1,719	3.0
35 to 39 years	1,641	2.9
40 to 44 years	1,704	3.0
45 to 49 years	2,032	3.6
50 to 54 years	2,235	3.9
55 to 59 years	2,062	3.6
60 to 64 years	1,650	2.9
65 to 69 years	1,118	2.0
70 to 74 years	830	1.5
75 to 79 years	663	1.2
80 to 84 years	528	0.9
85 years and over	412	0.7

Subject	Number	Percent
Median age (years)	37.1	(X)
16 years and over	22,206	39.1
18 years and over	21,416	37.7
21 years and over	19,788	34.9
62 years and over	4,437	7.8
65 years and over	3,551	6.3
Female population	28,408	50.1
Under 5 years	1,701	3.0
5 to 9 years	1,817	3.2
10 to 14 years	1,796	3.2
15 to 19 years	2,144	3.8
20 to 24 years	1,877	3.3
25 to 29 years	1,513	2.7
30 to 34 years	1,586	2.8
35 to 39 years	1,584	2.8
40 to 44 years	1,616	2.8
45 to 49 years	1,989	3.5
50 to 54 years	2,219	3.9
55 to 59 years	2,021	3.6
60 to 64 years	1,671	2.9
65 to 69 years	1,222	2.2
70 to 74 years	972	1.7
75 to 79 years	927	1.6
80 to 84 years	831	1.5
85 years and over	922	1.6
Median age (years)	40.6	(X)
16 years and over	22,712	40.0
18 years and over	21,961	38.7
21 years and over	20,479	36.1
62 years and over	5,821	10.3
65 years and over	4,874	8.6
RACE		
Total population	56,745	100.0
One Race	55,678	98.1
White	53,183	93.7
Black or African American	1,305	2.3
American Indian and Alaska Native	109	0.2
Asian	324	0.6
Asian Indian	52	0.1
Chinese	142	0.3
Filipino	43	0.1
Japanese	40	0.1
Korean	15	0.0
Vietnamese	10	0.0
Other Asian [1]	22	0.0
Native Hawaiian and Other Pacific Islander	10	0.0
Native Hawaiian	4	0.0
Guamanian or Chamorro	2	0.0
Samoan	3	0.0
Other Pacific Islander [2]	1	0.0
Some Other Race	747	1.3
Two or More Races	1,067	1.9
White; American Indian and Alaska Native [3]	180	0.3
White; Asian [3]	64	0.1
White; Black or African American [3]	549	1.0
White; Some Other Race [3]	155	0.3
Race alone or in combination with one or more other races: [4]		
White	54,187	95.5
Black or African American	1,945	3.4
American Indian and Alaska Native	345	0.6

Subject	Number	Percent
Asian	410	0.7
Native Hawaiian and Other Pacific Islander	28	0.0
Some Other Race	951	1.7
HISPANIC OR LATINO		
Total population	56,745	100.0
Hispanic or Latino (of any race)	2,524	4.4
Mexican	2,182	3.8
Puerto Rican	82	0.1
Cuban	7	0.0
Other Hispanic or Latino [5]	253	0.4
Not Hispanic or Latino	54,221	95.6
HISPANIC OR LATINO AND RACE		
Total population	56,745	100.0
Hispanic or Latino	2,524	4.4
White alone	1,444	2.5
Black or African American alone	78	0.1
American Indian and Alaska Native alone	25	0.0
Asian alone	3	0.0
Native Hawaiian and Other Pacific Islander alone	4	0.0
Some Other Race alone	696	1.2
Two or More Races	274	0.5
Not Hispanic or Latino	54,221	95.6
White alone	51,739	91.2
Black or African American alone	1,227	2.2
American Indian and Alaska Native alone	84	0.1
Asian alone	321	0.6
Native Hawaiian and Other Pacific Islander alone	6	0.0
Some Other Race alone	51	0.1
Two or More Races	793	1.4
RELATIONSHIP		
Total population	56,745	100.0
In households	54,211	95.5
Householder	21,774	38.4
Spouse [6]	11,235	19.8
Child	15,865	28.0
Own child under 18 years	11,867	20.9
Other relatives	2,156	3.8
Under 18 years	1,077	1.9
65 years and over	245	0.4
Nonrelatives	3,181	5.6
Under 18 years	377	0.7
65 years and over	121	0.2
Unmarried partner	1,667	2.9
In group quarters	2,534	4.5
Institutionalized population	870	1.5
Male	426	0.8
Female	444	0.8
Noninstitutionalized population	1,664	2.9
Male	916	1.6
Female	748	1.3
HOUSEHOLDS BY TYPE		
Total households	21,774	100.0
Family households (families) [7]	14,870	68.3
With own children under 18 years	6,141	28.2
Husband-wife family	11,235	51.6
With own children under 18 years	3,939	18.1
Male householder, no wife present	1,165	5.4
With own children under 18 years	664	3.0
Female householder, no husband present	2,470	11.3
With own children under 18 years	1,538	7.1

Subject	Number	Percent
Nonfamily households [7]	6,904	31.7
Householder living alone	5,720	26.3
Male	2,697	12.4
65 years and over	652	3.0
Female	3,023	13.9
65 years and over	1,793	8.2
Households with individuals under 18 years	6,837	31.4
Households with individuals 65 years and over	5,823	26.7
Average household size	2.49	(X)
Average family size [7]	2.97	(X)
HOUSING OCCUPANCY		
Total housing units	24,122	100.0
Occupied housing units	21,774	90.3
Vacant housing units	2,348	9.7
For rent	810	3.4
Rented, not occupied	82	0.3
For sale only	429	1.8
Sold, not occupied	89	0.4
For seasonal, recreational, or occasional use	121	0.5
All other vacants	817	3.4
Homeowner vacancy rate (percent) [8]	2.6	(X)
Rental vacancy rate (percent) [9]	12.3	(X)
HOUSING TENURE		
Occupied housing units	21,774	100.0
Owner-occupied housing units	16,054	73.7
Population in owner-occupied housing units	40,176	(X)
Average household size of owner-occupied units	2.50	(X)
Renter-occupied housing units	5,720	26.3
Population in renter-occupied housing units	14,035	(X)
Average household size of renter-occupied units	2.45	(X)

X Not applicable.

[1] Other Asian alone, or two or more Asian categories.

[2] Other Pacific Islander alone, or two or more Native Hawaiian and Other Pacific Islander categories.

[3] One of the four most commonly reported multiple-race combinations nationwide in Census 2000.

[4] In combination with one or more of the other races listed. The six numbers may add to more than the total population, and the six percentages may add to more than 100 percent because individuals may report more than one race.

[5] This category is composed of people whose origins are from the Dominican Republic, Spain, and Spanish-speaking Central or South American countries. It also includes general origin responses such as "Latino" or "Hispanic."

[6] "Spouse" represents spouse of the householder. It does not reflect all spouses in a household. Responses of "same-sex spouse" were edited during processing to "unmarried partner."

[7] "Family households" consist of a householder and one or more other people related to the householder by birth, marriage, or adoption. They do not include same-sex married couples even if the marriage was performed in a state issuing marriage certificates for same-sex couples. Same-sex couple households are included in the family households category if there is at least one additional person related to the householder by birth or adoption. Same-sex couple households with no relatives of the householder present are tabulated in nonfamily households. "Nonfamily households" consist of people living alone and households which do not have any members related to the householder.

[8] The homeowner vacancy rate is the proportion of the homeowner inventory that is vacant "for sale." It is computed by dividing the total number of vacant units "for sale only" by the sum of owner-occupied units, vacant units that are "for sale only," and vacant units that have been sold but not yet occupied; and then multiplying by 100.

[9] The rental vacancy rate is the proportion of the rental inventory that is vacant "for rent." It is computed by dividing the total number of vacant units "for rent" by the sum of the renter-occupied units, vacant units that are "for rent," and vacant units that have been rented but not yet occupied; and then multiplying by 100.

Source: U.S. Census Bureau, 2010 Census.



May 31, 2011

Honorable James W. Boroff, Mayor
 City of Tiffin
 51 East Market Street
 Tiffin, Ohio 44883

Re: Professional Design Services Proposal – Phase One (Revised)
 Municipal Court Renovation Project

Dear Mayor Boroff:

DLZ OHIO, INC. (DLZ) offers this Professional Design Services Proposal to the City of Tiffin (City), to perform professional architectural and engineering services associated with the renovation of the property known as 45 S. Monroe Street (Facility) to accommodate the Tiffin Municipal Court (Project). This Proposal is based on our understanding of the project scope, including a kick off meeting attended on April 12, 2011, information collected in preparation of our initial letter of interest, a growing knowledge of the property, and several site visits. This revised proposal reflects adjustments to the scope based on a review session of the initial proposal draft held on May 10, 2011 between the City Administrator, Engineer and Finance Director and Rob Green, and a brief meeting between you, the City Administrator and Kathy Streng on May 23, 2011.

PROJECT DESCRIPTION

It is understood that the overall project objective is to renovate the building to make it suitable for occupancy and perform the necessary modifications to accommodate the municipal court, including court-associated functions and operations within the building. Phase One is limited to development of options of how the Court may occupy the facility upon completion of subsequent project phases.

SCOPE OF WORK – PHASE ONE PROJECT SERVICES

A conceptual layout plan will be developed to convey the feasibility of how a renovated facility may potentially accommodate the needs of the Municipal Court. The following activities are required:

1. DLZ will require one more visit of the current court facilities to verify some information and previously obtained data. Also we need to observe the current court operation. This task will only require one visit to be accompanied by a representative of the court.
2. Based on information previously obtained and that above, DLZ will develop three (3) conceptual layout plans for the occupancy of the renovated space for municipal court operations and activities. A preliminary probable cost of construction estimate will be developed for each concept. A written narrative will accompany the graphic layouts and will outline utilization and needs assumptions, key elements, attributes and limitations for each concept, and a recommended plan with steps for moving forward to continue the project development.



May 31, 2011

**City of Tiffin: Municipal Court Renovation Project
Professional Design Services Proposal (Revised) – Phase One**

Page 2 of 3

FEE

Phase One Services as described herein shall be provided for the following lump sum fee:

Eighteen Thousand Five Hundred Fifty Dollars	\$18,550.00
Reimbursable Expense Allowance	<u>\$200.00</u>
TOTAL PHASE SERVICES AND REIMBURSABLES	\$18,750.00 ✓

Reimbursable expenses shall be invoiced at direct cost. Reimbursable expenses include such items as printing and reproduction, project mileage and toll costs, postage and shipping. Reimbursable expense invoicing will be accompanied by supporting documentation. The allowance for reimbursable expenses is based on the current understanding of the project scope and role of DLZ.

ADDITIONAL SERVICES / FUTURE PHASES

DLZ will provide Additional Professional Services to the Project as requested and authorized in writing by the Owner. Such services shall consist of providing any other services not otherwise customarily furnished in accordance with generally accepted Architectural or Engineering practice or as described in this Proposal.

Upon satisfactory completion of Phase One, the following activities will be proposed to be completed:

Facility Assessment: Including a review and assessment of the physical condition of the facility to determine needs and associated budget to extend the life of the facility to serve the City's long term occupancy needs. The assessment will include review of physical conditions and available records as well as strategic testing of select conditions, systems and components to confirm adequacy or degree of necessary repair or replacement. The completed report will include estimated costs to support sound decisions regarding proposed actions.

Master Plan Development: DLZ will develop a master plan including cost projections which will propose the means to implement the selected concept from Phase One over time and will include facility needs identified in the Phase One design and the facility assessment process.

Design, Bid and Construction Documents: The selected design concept will be developed into more detail. Upon approval, bid and construction documents will be developed to direct the renovations related to the integrity of the building and occupancy by the Municipal Court and other potential uses. These will include improvements to extend the serviceable life of the building, security provisions and space requirements of the Courts, increased code compliance and accessibility characteristics, and make it suitable for occupancy.



May 31, 2011

**City of Tiffin: Municipal Court Renovation Project
Professional Design Services Proposal (Revised) – Phase One**

Page 3 of 3

CHANGE IN SERVICES

Change in Services including services required of DLZ may be accomplished after execution of this agreement without invalidating the agreement and shall entitle DLZ to additional Compensation based upon the following circumstances:

1. Changes in the Instructions or Approvals that are inconsistent with those previously given by the Owner that necessitate revisions in Project Documents or Services.
2. An enactment or revision of Codes, Laws or Regulations or Official Interpretations, which necessitate revisions to previously prepared Project Documents or Services.
3. Decisions of the Owner not rendered in a timely manner.
4. Providing Services required because of significant changes in the Project including, but not limited to, size, quality, complexity, the Owner's schedule or Budget, or Procurement method.
5. Failure of performance on part of the Owner or the Owner's Consultants or Contractors

SCHEDULE

The terms of this proposal are valid for thirty (30) days from the above-noted date. Based on the described project scope, we propose the following schedule. All dates will be adjusted to correspond to the date of authorization to proceed:

Activity	Complete by
DLZ receive authorization (letter of intent or Contract)	6/10/11
DLZ Site Visit	6/17/11
DLZ Present Concept Layouts and Narrative	7/22/11

Please refer to our attached (Exhibit B) Standard Terms and Conditions for additional information.

If the contents contained herein meet your approval, please provide an authorization signature on this document as indicated below or issue a purchase order/contract for our review/execution and this will serve as our written notice to proceed.

Very truly yours,
DLZ OHIO, INC.

James D. Seiple, RA
Director of Architecture

CITY OF TIFFIN	
_____	_____
<i>Authorized Signature</i>	<i>Date</i>

<i>Printed Name and Title</i>	

JDS/RAG

Cc: R. Green, K. Streng, R. Kirkley, T. Sisley, File

EXHIBIT B

STANDARD TERMS AND CONDITIONS

1. INVOICE AND PAYMENT PROCEDURES: DLZ shall submit invoices, once a month, at a minimum, to the OWNER for Services accomplished during each calendar month.

The OWNER, as OWNER or authorized agent for the OWNER hereby agrees that payment will be made for said Services within thirty (30) days from the date of the invoice; and, in default of such payment, hereby agrees to pay all cost of collection, including reasonable attorney's fees, regardless of whether legal action is initiated. The OWNER hereby acknowledges that unpaid invoices shall accrue interest at 18 percent per annum after they have been outstanding for over thirty (30) days. If an invoice remains unpaid sixty (60) days after the date of the invoice, DLZ may, upon giving seven (7) days written notice of its intent to do so, suspend all Services on the OWNER's project. This suspension shall remain in effect until all unpaid invoices are paid in full. If an invoice remains unpaid ninety (90) days after the date of the invoice, DLZ may, upon giving seven (7) days written notice of its intent to do so, declare OWNER to be in breach of this Agreement and pursue its remedies for collection.

2. CONSTRUCTION SERVICES: Construction Phase Services are not intended to be exhaustive detailed inspections but site observations to become generally familiar with and to keep Owner informed about the progress and quality of work. The Contractor is totally responsible for compliance with the Contract Documents. If, under this Agreement, professional services are provided during the construction phase of the project, DLZ shall not be responsible for or have control over means, methods, techniques, sequences, or procedures; or for safety precautions and programs in connection with the Work. Nor shall DLZ be responsible for the Contractor's failure to carry out the Work in accordance with the Contract Documents or for Contractor's failure to comply with applicable laws, ordinances, rules or regulations. Under no circumstances will DLZ have any direct contractual relationship with the Construction Manager, Contractor, any subcontractors, material suppliers or other consultants unless DLZ and the Owner expressly agree otherwise in writing. OWNER agrees that DLZ will perform on-site construction review for this project and that such services will not be performed by others.

3. SUBSURFACE INVESTIGATION: DLZ makes no representations concerning soil conditions unless specifically included in writing in this agreement, and DLZ is not responsible for any liability that may arise out of the making or failure to make soil surveys, or sub-surface soil tests, or general soil testing.

4. AGENCY REVIEW: In the event that the plans, specifications, and/or field work covered by this contract are those required by various governmental agencies and in the event, that due to change of policy of said agencies after the date of this agreement, additional office or field work is required, the said additional work shall be paid for by OWNER as extra work.

5. SURVEY STAKING: In the event that any staking is destroyed by an act of God or parties other than DLZ, the cost of restaking shall be paid for by OWNER as extra work.

6. MISCELLANEOUS EXPENSES: The OWNER shall pay the costs of checking and inspection fees, zoning and annexation application fees, assessment fees, soils engineering fees, soils testing fees, aerial topography fees, and all other fees, permits, bond premiums, title company charges, blueprints and reproductions, and all other charges not specifically covered by the terms of this agreement.

7. CHANGE OF SCOPE: The Scope of Services set forth in this Agreement is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by DLZ and OWNER. DLZ will promptly notify OWNER of any perceived changes of scope in writing and the parties shall negotiate modifications to this Agreement before commencement of change in scope.

8. SAFETY: DLZ shall establish and maintain programs and procedures for the safety of its employees. DLZ specifically disclaims any authority or responsibility for general job site safety and safety of persons other than DLZ employees.

9. REUSE OF PROJECT DELIVERABLES: Reuse of any documents or other deliverables, including electronic media, pertaining to the Project by OWNER for any purpose other than that for which such documents or deliverable were originally prepared, or alternation of such documents or deliverables without written verification or adaption by DLZ for the specific purpose intended, shall be at OWNER's sole risk.

10. OPINIONS OF CONSTRUCTION COST: Any opinion of construction costs prepared by DLZ is supplied for the general guidance of the OWNER only. Since DLZ has no control over competitive bidding or market conditions, DLZ cannot guarantee the accuracy of such opinions as compared to contract bids or actual cost to OWNER.

11. INSURANCE: DLZ will maintain insurance coverage for Professional, Comprehensive General, Automobile, Worker's Compensation and Employer's Liability in amounts in accordance with legal, and DLZ business, requirements. Certificates evidencing such coverage will be provided to OWNER upon request. For projects involving construction, OWNER agrees to require its construction contractor, if any, to include DLZ as an additional insured on its policies relating to the Project. DLZ coverage referenced above shall, in such case, be excess over contractor's primary coverage.

12. INDEMNITY: To the fullest extent permitted by law, DLZ shall indemnify and save harmless from and against loss, liability, and damages sustained by OWNER, its employees, and representatives by reason of injury or death to persons or damage to tangible property to the extent caused directly by the negligence of DLZ or its employees.

13. LIMITATIONS OF LIABILITY: No employee of DLZ shall have individual liability to OWNER. OWNER agrees that, to the fullest extent permitted by law, DLZ's total liability to OWNER for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to the Project or this Agreement from any causes including, but not limited to, DLZ's negligence, error, omissions, strict liability, or breach of contract shall not exceed the total compensation received by DLZ under this Agreement. If OWNER desires a limit of liability greater than provided above, OWNER and DLZ shall include in the Agreement the amount of such limit and the additional compensation to be paid to DLZ for assumption of such risk.

14. PREVAILING PARTY LITIGATION COSTS: In the event any actions are brought to enforce this Agreement, the prevailing party shall be entitled to collect its litigation costs from the other party. Any litigation shall be governed by the laws of the s\State of Ohio.

15. AUTHORITY: The persons signing this Agreement warrant that they have the authority to sign as, or on behalf of, the party for whom they are signing.

16. STATUTE OF LIMITATIONS: To the fullest extent permitted by law, parties agree that, except for claims for indemnification, the time period for bringing claims regarding DLZ's performance under this Agreement shall expire one year after Project Completion.

17. SCHEDULE: DLZ shall not be responsible for the Contractor's schedule or failure to carry out the Work in accordance with the Contract documents. DLZ shall not have control over or charge of acts or omissions of the Contractor, Subcontractors, or their agents or employees, or any other persons performing portions of the Work.

18. SHOP DRAWINGS: Review of such submittals is not conducted for the purpose of determining the accuracy or completeness of other details such as dimensions and quantities, or for substantiating and/or coordinating instructions for installation or performance of equipment of systems with other contract disciplines, all of which remain the responsibility of the Contractor as required by the Contract. DLZ's review shall not constitute approval of safety precautions or, of any construction means, methods, techniques, sequences or procedures. DLZ's approval of a specific item shall not indicate approval of an assembly of which the item is a component.



PROJECT APPROACH

Following programming and the development of a master plan—in close collaboration with representatives of the Court and Administration, we will identify and prioritize strategic projects that will respond to the limitations of available or anticipated funding forecasts. This will give the City a road map to follow and will result in investing funds in the areas of greatest need first. We understand that the initial objective is to establish the Municipal Court functions in the 45 S. Monroe Building. To get to that point, we suggest that the following must be at the fore of our planning activities:

Building envelope renovations: Protecting the City's investment from deterioration.

Controlled entry and circulation: Consistent with Homeland Security considerations as well as the Ohio Supreme Court Survey and their Rules of Superintendence.

Construction of the new Municipal Court: To relieve congestion and risk of victim/accused interactions; safe work environment for court (and other City personnel).

Other court support offices and spaces: Accessible primary function areas and support facilities allowing easy access to those with disabilities.

Crediting Judge Repp for much of the thought behind the following, these issues must be addressed in order to bring the Court into compliance with the Ohio Supreme Court:

COURT SECURITY SURVEY – from the Ohio Supreme Court

1. One public entrance to building: Will allow for security post with magnometer and ability to screen all subjects entering the building.
2. One public entry into courtroom: Allow for security screening for all entering courtroom.
3. Holding cell: for holding prisoners and probationers; in proximity to probate office, prefer separate entry into courtroom.

COURT FACILITY STANDARDS – Ohio Supreme Court Rules of Superintendence

1. Separate jury deliberation room with private bathroom; prefer private entry into courtroom.
2. Separate court chamber adjacent to courtroom; with private entry to bench; separate bathroom adjoining chambers.
3. Private staff facilities bathroom and break area.
4. Consultation rooms off public areas for counsel to meet clients.

ADDITIONAL RECOMMENDATIONS – identified by Judge Repp

1. Secure pay window near front entrance.
2. Private entrance to court chambers from outside.
3. Separate parking for court staff.
4. Private entrance for court personnel.
5. Separate areas for civil/small claims and traffic/criminal claims.
6. Separate bailiff office in conjunction with court chambers.
7. Short term document storage area in proximity to clerk's office.
8. Waiting area for probationers adjoining probate office.
9. Separate probate offices with closed door for privacy.
10. Separate secure entry to courtroom/probate for prisoners and probationers.

Municipal Court Renovation Project

City of Tiffin, Ohio
PHASE ONE - ESTIMATE OF CONSTRUCTION COST
Preliminary Design Phase

Summary

Prepared By:

Rob Green

Date:

9/12/2011

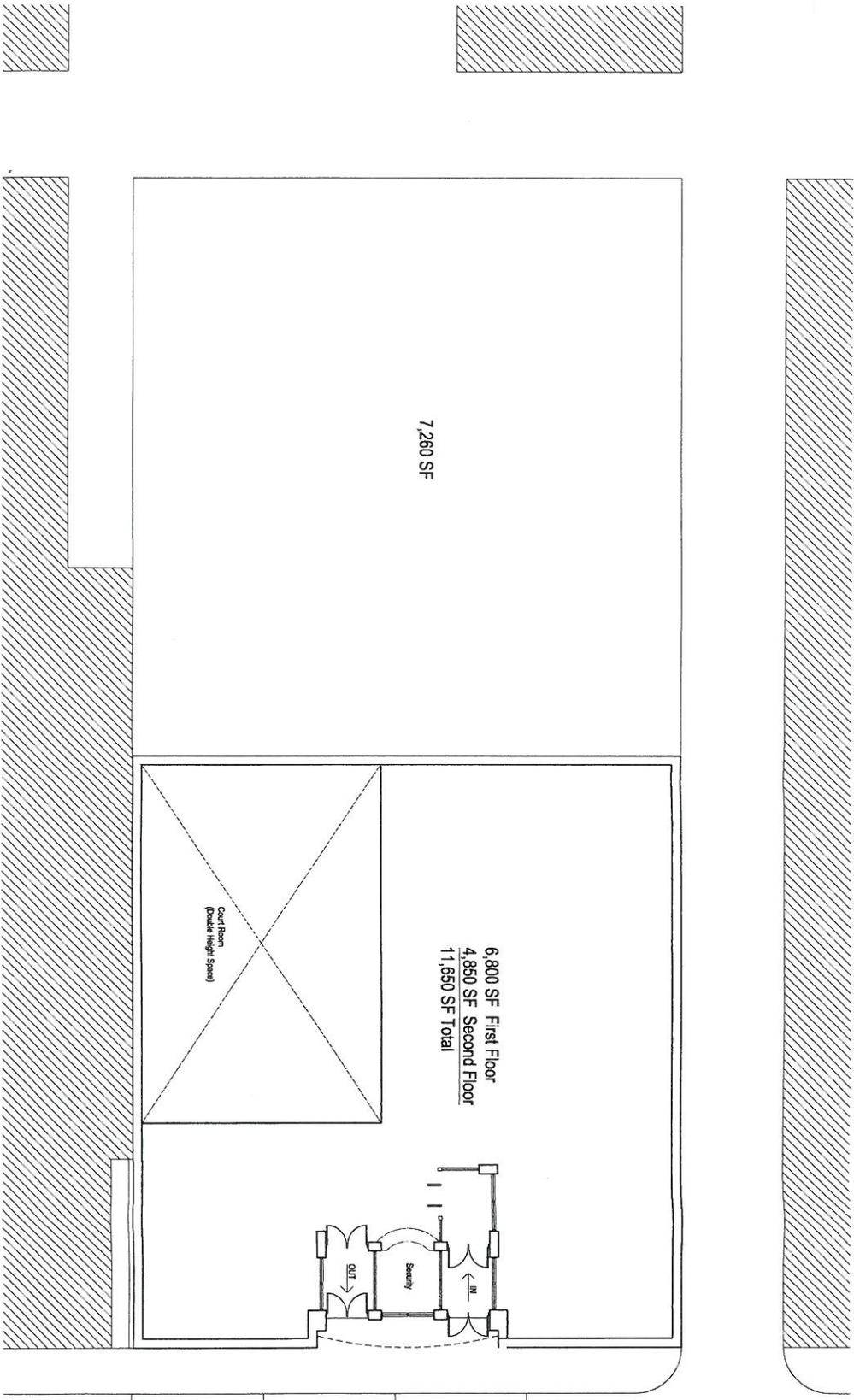
TASK DESCRIPTION	Quantity (SF)	Unit Cost	Extended	TOTAL CONSTRUCTION COSTS (Including Contingency)*
RAZE EXISTING BUILDING/SITE PREPARATION				\$256,530
Abate any Hazardous Materials	(Allowance)	\$	100,000	
Demolish & haul all existing construction (Allowar	13,153	\$10	\$ 131,530	
Prepare site for new construction; Utilities	(Allowance)	\$	25,000	
Paving, Sidewalks, Site Repiars and Courtyard Landscaping				
NEW CONSTRUCTION				\$2,480,000
New Court Facility Construction	11,650	\$200	\$ 2,330,000	
Technology & Furnishings	(Allowance)	\$	100,000	
Site Improvements/Landscaping	(Allowance)	\$	50,000	
<i>w/ elevator</i>				
Assumptions				
1 This initial estimate is preliminary and precedes any technical review of the property, structure or any site characteristics, features or requirements. It includes order-of-magnitude allowances for most elements and will change as additional information is available. It is based on the "SCHEME 4" conceptual plans dated 9/12/11.				
TOTAL Construction Cost Estimate, including contingency*				\$2,736,530
(* rounded to nearest thousand)				
TOTAL Soft Costs, not including financing costs				\$250,000
TOTAL Order-of-Magnitude Estimate, including contingency*				\$2,986,530
(* rounded to nearest thousand)				
Contingency Calculation (Preliminary Design Phase)				
General Contingency (Unknowns; Conceptual Design Only)			7%	
Contractor's General Conditions, Bonds, Insurance, OH & P			12%	
Compounded Contingencies	(Construction Cost Only)		20%	\$547,306



This preliminary estimate is based on preliminary design initial information and is provided for reference ONLY.

NEW BUILDING
NEW MUNICIPAL COURT FACILITY

CONCEPTUAL FOOTPRINT
SCALE: 1/8" = 1'-0"



CITY OF TIFFIN, OHIO

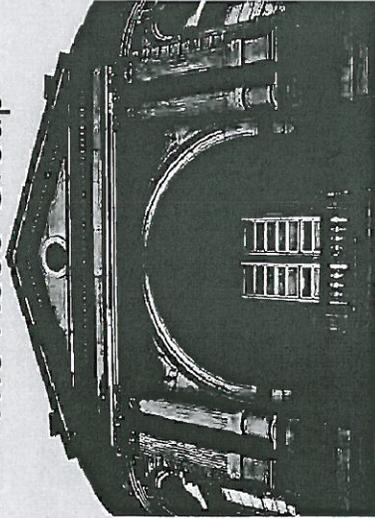


SENECA County

“Planning the Future” Seneca County Courthouse: Facility Options Report

June 2007

Prepared by
MKC Associates, Inc.
in conjunction with
The Rose Group



architects
engineers
planners



EXECUTIVE SUMMARY

SENECA County

MKC Associates, Inc. was contracted by the Seneca County Commissioners to provide factual data concerning demolition options, and any other realistic options, for the Seneca County Courthouse located at the intersections of South Washington Street and East Market Street in downtown Tiffin, Ohio.

The MKC team included the Rose Group, a nationally-recognized demolition firm experienced in the challenges of historic component salvage as well as the accompanying environmental issues and complex regulatory matters in a project of this scope. MKC Associates, as a full-serve architectural, engineering and planning firm, is well experienced in renovation, addition and new construction design, process, scheduling and budgeting.

Because MKC Associates, Inc. has worked in the public sector for more than 80 years, the firm recognizes the importance of fiscal responsibility in all public funding projects—and has conducted this assignment based on that responsibility.

The Seneca County Commissioners were very clear in the assignment: The MKC team was to provide factual information based upon professional expertise—with no bias or prejudice as to the outcome. This report represents the result of that assignment.

“...provide factual information based upon professional expertise—with no bias or prejudice as to the outcome.”

Constructed in 1884, the 33,472 square-foot County Courthouse consists of four floors. It was designed by Detroit architect Elijah E. Myers, who is recognized for designing four US state capital buildings. As data was gathered, the options were narrowed down to four scenarios which were explored in detail—referred to in the following report as **Option A, Option B, Option C and Option D.**

As the means to organize a complex subject and a vast amount of information, this report is divided into the following sections:

1. **Executive Summary**
2. **Team**
3. **Project Approach**
4. **Building History**
5. **Impact and Guideline/Restrictions for the Historical District**
6. **Summary of Existing Space**
7. **Photographs**
8. **Floor Plans**
9. **Structural Considerations**
10. **Environmental Issues / Suspected Hazards**
11. **Inventory Recovery**
12. **Solutions**
13. **Probable Project Cost by Design Approach**
14. **Potential Loans/Grants**

It has been a privilege to conduct this investigation of facts on behalf of the Seneca County community. It is with sincere respect for the challenge of balancing respect for the past with preparation for the future, that we offer this report.

Sincerely, The MKC Associates Team





TEAM

SENECA County

JAMES M. SCHMIDT, AIA PRINCIPAL-IN-CHARGE



Mr. Schmidt joined MKC in 1983 and presently serves as the managing Principal of MKC's Civic and Governmental projects. Jim's responsibilities include project development, programming, construction budgeting, document preparation, bidding, negotiations and construction contract administration, in both the office and the field. Jim concentrates on the conceptual design and design implementation phase.

In addition to being a talented designer, Jim is perceptive to client's needs, which has resulted in various innovative and award winning designs for both new and existing facilities.

Following is a partial listing of Jim's project experience:

Richland County Commissioners, Mansfield, Ohio

New County jail facility
Adaptive reuse of a former hospital creating an alternative jail facility
County Courthouse renovations

Delaware County Commissioners, Ohio

Renovations and a substantial addition to the existing county jail
New Sheriffs Administration Building
Master plan for various County offices.

City of Mansfield, Ohio

Facility needs assessment and conceptual design for a new 130,000 SF Justice Center Annex
Study for new Fire facility, additions and renovations to existing Fire facilities

City of New Philadelphia, Ohio

Renovation of 1928 historic building for conversion into Municipal

Huron County Commissioners, Norwalk, Ohio

Additions and renovations to County Administration building

Flesh Public Library, Piqua, Ohio

Renovation of 1891 Fort Piqua Hotel to serve as downtown public library

Tuscarawas County Justice Center, New Philadelphia, Ohio

54,000 SF county administrative office addition designed to reflect the character of the existing courthouse
New County Justice Center; 68,000 SF

Huron County Commissioners, Norwalk, Ohio

Additions and renovations to County Administration building

Knox County Commissioners,

Mount Vernon, Ohio

County Courthouse renovations
Adaptive reuse of a former hospital into County Administration offices





TEAM

SENECA County

BRADLEY CURTIS, AIA PROJECT MANAGER



Title: Project Manager

Registration: Architect, State of Ohio

Education: BS Architecture, 1990,

The Ohio State University

Memberships: American Institute of Architects (AIA)

Mr. Curtis joined MKC in 2002, bringing over 10 years of experience in criminal justice, healthcare, government, and corporate and private developments. As Project Manager, Brad is responsible for the successful completion of projects through total project management, contract administration and negotiation, scheduling, cost control and value estimating, design and client liaison.

Brad has served as both Project Architect and Project Manager for the renovation, expansion and new construction of jail and justice facilities, governmental projects, office buildings, assisted living facilities, foodservice facilities and shopping malls. He is well practiced in all phases of architectural/engineering design process; from early phases of programming and preliminary design through construction documentation and cost estimating to on-site observation and contract administration.

Brad's recent experience includes the following:

Richland County Commissioners, Mansfield, Ohio

Project Manager for a new 188-bed, full service jail facility

Adaptive reuse of a former hospital creating an Alternative jail facility

County Courthouse renovations

City of Mansfield, Ohio

Facility needs assessment and conceptual design for a new 130,000 SF Justice Center Annex facility

Delaware County Commissioners, Delaware, Ohio

Project Manager for a 196-bed male dormitory addition and a 24-bed female dormitory addition to the existing County Jail New Sheriff's Administration Building Master Planning for County Offices

Flesh Public Library, Piqua, Ohio

Renovation of 1891 Fort Piqua Hotel to serve as downtown public library

Huron County Commissioners, Norwalk, Ohio

Additions and renovations to County Administration building

Ohio State University, Columbus, Ohio

PM for major mid-life renovations to Ovalwood Hall at the Mansfield Campus New 3,000-seat stadium with expansion capacity for 8,000 seats.





TEAM

SENECA County

EUGENE B. ROSE PRESIDENT & CEO



The Rose Group Environmental Management & Construction Services, LLC

Education:
Training in Civil and Environmental Engineering, Vanderbilt University
Completed 41 courses in hazardous material removal, asbestos abatement, and building demolition.

Memberships:
Member of the Investment Recovery Association (IRA)
National Demolition Association (NDA)
Health and Safety Committee and Scholarship Committee
"Who's Who Among America's Executives"
Cincinnati Bankers Club (CBC)
Member, University of Cincinnati, Executive MBA Program participant and case study
President & Board Member, Warren County, Mentally Retarded & Developmental Disabilities (MRDD) Program

Eugene Rose has more than 30 years of diversified experience in positions of management, contracting, training, field work, supervision, estimating, sales and marketing.

Having trained in Civil and Environmental Engineering at Vanderbilt University, Gene uses his background to best benefit his clients. Formerly Executive VP of the world's largest demolition contractor, Gene's experience includes all aspects of demolition, investment recovery and environmental management.

His experience includes project management, procurement and HazMat & Asbestos worker and supervisor training. He has organized sales of entire industrial facilities including hotels, warehouses, hospitals and office buildings in coordination with demolition activities.

Partial list of Mr. Roses' Project Management and Supervisory responsibilities includes:

- Sears Roebuck Catalogue Warehouse** - Kansas City, MO
- Lockheed Martin, Burbank Airport** - Burbank, CA

Union Carbide Chemicals & Plastics Corporation - internationally

E. I. DuPont de Nemours & Company - nationally

Monsanto - nationally

American Electric Power Company - central Ohio

Kiel Auditorium - City of St. Louis Redevelopment Corporation

C & S (Bank of America) Bank Tower - Atlanta, Georgia

Coca-Cola Company - Atlanta, Georgia

Mercy Hospital - Davenport, Iowa

Good Samaritan Hospital - Phoenix, Arizona

Radisson Center Mart - Minneapolis, Minnesota

Arlington Park Racetrack - Arlington Heights, Illinois

Montgomery Ward Building - Chicago, Illinois

Vanderbilt University, Dudley Stadium - Nashville, Tennessee

Fernald Environmental Management (Nuclear) Project (FEMP) - Ross, Ohio





TEAM

SENECA County

DICK H. DADOURIAN VICE PRESIDENT



The Rose Group
INCORPORATED **LTD.**

Dick Dadourian is an experienced professional with over 20 years of successful demolition contracting experience, 16 years of successful environmental remediation contracting experience, and Demolition Investment Recovery (DIR)[™] throughout his career.

Dick has a proven 'track record' of performing on projects to the highest industry standards, including the design and planning of projects in the safest, most effective ways.

Dick holds a B.S. in engineering, and has built on this foundation with continuing education in business, safety, and environmental remediation.

- Education:**
Bachelor of Science, Engineering
- Memberships:**
National Demolition Association (NDA)
Environmental Information Association (EIA)

- Member of the National Demolition Association (NDA)
- Past Member of the NDA Board of Directors
- Member of the Environmental Information Association (EIA)
- Past member of EIA Board of Directors
- Member & Honorary Director of the Pasadena Tournament of Roses Association, Burbank, CA





TEAM

SENECA County

WILLIAM O. DICKEY, JR., P.E. VICE PRESIDENT, CIVIL AND STRUCTURAL ENGINEER

Mr. Dickey currently manages the regional civil engineering operations from the Beckley, West Virginia office; providing senior management experience as well as bringing expertise in bridges, heavy industrial structures, and fatigue of weldments and forensics. He is responsible for the full project process, from business development, marketing, staffing, scheduling through design, project and quality control.

His Buildings and Specialty Structures Experience includes:

Education:
Master of Science – Civil Engineering
Drexel University, Philadelphia, PA, 1966
Bachelor of Science – Civil Engineering
Lehigh University, Bethlehem, PA, 1972

Certifications and Training:

Registered Professional Engineer, Virginia, West Virginia, Ohio, Pennsylvania, and Maryland

Memberships:

American Society of Civil Engineers
National Society of Professional Engineers

Taylor Packing Co. Meat Processing Plant Additions & Renovations, Wyalusing, Pennsylvania

Wyoming Valley Pump Station Modifications, US Army COE, Wilkes-Barre, Pennsylvania

Pollution abatement stacks on roof of Kodak Building #53, Rochester, New York

Lever beam design for lifting 90-ton reel of wire rope, Williamsport, PA

Load factor evaluation of overloaded roof trusses at Xerox Building #204, Rochester, New York

Stonewall Jackson Hotel Renovation & Addition, Staunton, Virginia

Pocahontas High School Auditorium, Dunmore, West Virginia

Information Services Building,

Bethlehem Steel Corp, Sparrow's Point, Maryland

J.A. Baker Institute Addition, Cornell University, Ithaca, New York

WSKG Television Studio Design/Build Conversion, Binghamton, New York



TEAM

STEVEN M. CARPENTER BROWNFIELD / CLEAN OHIO SPECIALIST

Mr. Carpenter is responsible for project management and supervision of environmental, engineering and construction projects including design/planned & emergency scenarios.

He is skilled in providing clients with regulatory/ compliance guidance. His experience includes corporate level Health & Safety, Construction and QA/QC oversight, as well as providing consultation and services to Federal (DoD, DoE, NASA, USEPA) and State agencies, municipalities and private industry regarding various environmental and engineering issues.

His experience includes:

Project Manager for Hamilton County Regional Business Park, responsible for the preparation of \$3M Ohio VAP CORF Grant, solicitation and management of demolition of 245,000 SF buildings and remediation of 20,000 tons of contaminated soil. Responsible for the re-development of the site including 10 new buildings.

Project Manager for the Eaker AFB, Arkansas, AFCEE Indefinite Delivery, Indefinite Quantity Full Services Contract. \$30 MM, 5 year, Cost Plus, Award Fee Based Contract including multiple sites, multiple technology effort contract.

Education:

Bachelor of Arts – Physics
Earlham College, Richmond, Indiana,
1987

Certifications and Training:

40 Hour HazMat Training, 2006
MSH Contractor Safety Training, 2006
Certified Mold Abatement Specialist,
2004

Project Manager for the Emergency Response to the Shell Chemical styrene fire in Beipre, OH. Responsible for the deployment, set-up and operation of 100 man crew accomplishing over 50,000 man-hours in 175 days, totaling in excess of \$3.5 MM in support of remediation and mitigation of styrene, EDB, hydrocarbon and associated chemical releases

Sr. Estimator/PM for lead stabilization projects at three former DuPont ammunition facilities (Chicago, Newark, NJ & Lonoke, AR). Project included 25,000 CY stabilization, backfill, site work and closure of facilities

Project Manager for the Ohio VAP COAF investigation of the Former Ohio Brass facility, Mansfield, OH. Project included investigation to identify the source and extent of VOC, metals and PCB contamination after the demolition of the former manufacturing facility



PROJECT APPROACH

SENECA County

PROJECT UNDERSTANDING

The Seneca County Commissioners have preliminarily determined that it would be in the best interest of the County to demolish all or part of the Seneca County Courthouse. To that end, the Commissioners would like a detailed plan developed that explores the following four (4) options:

Option A:

Demolition of the existing building salvaging as many historic artifacts as *economically feasible*. The artifacts may be incorporated into the construction of a new facility.

Option B:

Demolition of the complete interior of the building including floors and structure, while preserving the integrity of all or part of the building façade.

Option C:

This option would explore demolition of the existing building as well as deconstructing main elements of the exterior façade. These elements would be stored and reconstructed as part of the new building design.

Option D:

This option included internal and external renovations/restorations to the existing courthouse.



PROJECT APPROACH

SENECA County

PROJECT APPROACH

MKC's approach to the demolition plan of the courthouse will focus upon four distinctively different studies. The tasks required to complete each study are as outlined to the right.

-- Information gathering and fact finding (Note: These tasks are common to all four options being considered.)

Field work on site including:

- Physical inspection of the facility
- Quantity take off of materials
- Visual inspection of suspect environmentally hazardous materials including asbestos, PCB's, lead, lead paints, etc.
- Identification, quantification and market valuation estimation of potentially historically significant finish assets.
- Photograph existing construction details
- Research existing documentation with regards to building drawings and site information
- Local zoning and building code requirements

Office work including:

- Review of available construction drawings
- Impact and guidelines/restrictions for the historical district.
- Interface information from construction drawings with field take-off information to firm up quantities
- Develop budget estimate for cost of conducting pre-demolition independent environmental "Phase I Audit."
- Asbestos Inspection
- PCB Quantifications
- Lead Inspection Report
- Any other suspect environmental hazards
- Research and review of available state and federal funding resources
- Develop budget estimate for cost of conducting research report preparation necessary for application submittal for Clean Ohio Vertical Brownfield Grant.
- Review & modify current program of requirements for the new courts building





PROJECT APPROACH

SENECA County

ADDITIONAL TASKS

Listed to the right are additional tasks we will perform that are unique to each of the four options identified.

Option “A”

During demolition of the existing building, MKC would recommend the selection of salvageable historic artifacts as economically feasible.

Additional field work on the site, including:

- Evaluation of items identified by MKC to be saved in terms of how saving them may affect demolition means and methods.
- Evaluation of existing grade to final grade with respect to building removal.
- Evaluation of voids to be created in grade proximate to building removal.
- Estimation of available fill-in available in final grade.

Additional office work, including:

- Identify building material disposal options and costs.
- Suggest plan for redeployment of recovering building assets.
- Develop concept designs for a new building on site that includes:

- Site Plans
- Floor Plan
- Exterior Elevations

- Develop budget estimate for building demolition
- Develop budget estimate for new building.
- Provide opinion of “Bottom Line” estimated cost to county considering estimated demolition costs less estimated recovery income.





PROJECT APPROACH

ADDITIONAL TASKS

Listed to the right are additional tasks we will perform that are unique to each of the four options identified.

Option “B”

MKC Associates, Inc. would identify significant architectural exterior building elements to be saved as part of a total demolition of the building.

Additional field work on the site including:

- Evaluation of items identified by MKC as needing to be saved in terms of how saving them may affect demolition means and methods.

Additional office work, including:

- Identify how saving building appurtenances may affect demolition means and methods. Estimate revised demolition costs accordingly.
- Estimate cost of saving, removing, match-marking, packaging and protecting save appurtenances for reuse in future buildings.
- Identify building material disposal options and costs.
- Suggest plan for redeployment of recoverable building assets.
- Develop concept designs including re-use of significant recovered exterior elements:

- Site Plan
- Floor Plans
- Building Elevations

Develop budget estimates

Provide opinion of “bottom line” estimated cost to county, estimated demolition costs less estimated recover income



PROJECT APPROACH

SENECA County

ADDITIONAL TASKS

Listed to the right are additional tasks we will perform that are unique to each of the four options identified.

Option “C”

Total demolition of the building interior leaving all or part of the building façade.

Additional office work, including:

- Structural analysis to determine feasibility level. Determine engineering economy of potential options based upon the outcome and advice of structural engineer.
- Identify building material disposal options and costs.
- Suggest plan for redeployment of recoupable assets.
- Develop concept designs for implementation including:
 - Site Plans
 - Floor Plans
 - Building
- Develop budget estimates for Option “C”
- Provide opinion of “bottom line” estimated cost to County considering estimated demolition costs less estimated recovery income.



PROJECT APPROACH

SENECA County

ADDITIONAL TASKS

Listed to the right are additional tasks we will perform that are unique to each of the four options identified.

Option “D”

Internal and external renovations/restorations to the existing courthouse.

Additional field work on the site including:

- Preliminary structural examination of the building
- Evaluation of de-lamination of sandstone face
- Evaluation of environmental issues/suspect hazards
- Adaptability for future use

Additional office work, including:.

- Develop budget estimates
- Provide opinion of “bottom line” estimated cost to County considering estimated demolition costs less estimated recovery income.



BUILDING HISTORY

SENECA County

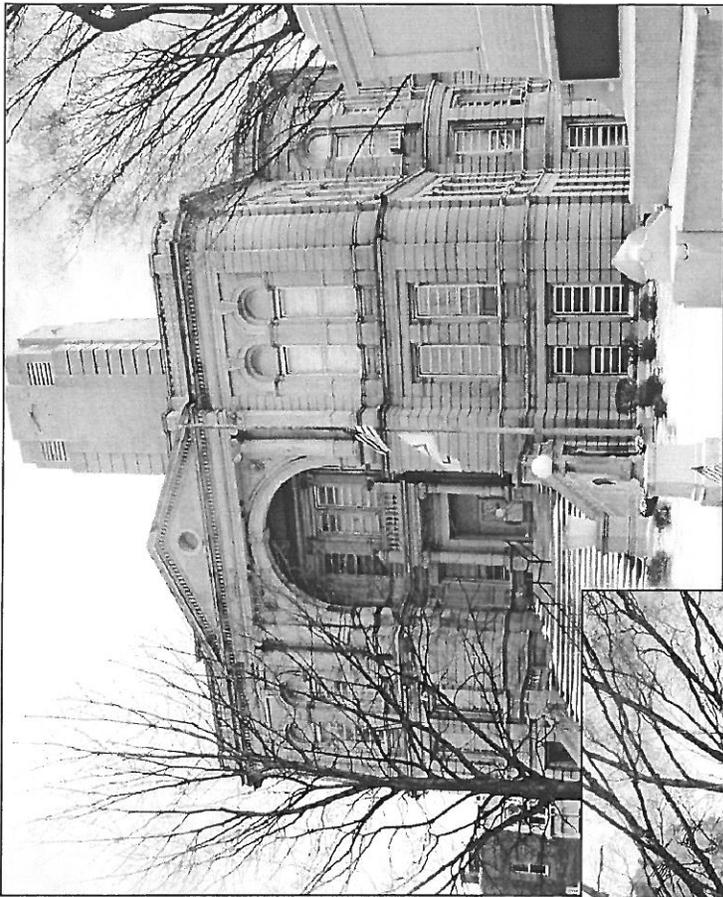
The Seneca County Courthouse was constructed beginning in 1884 at a cost in excess of \$200,000.

The building was designed by Elijah E. Myers, a Detroit architect who designed four US state capitol buildings -- the Idaho Territorial Capitol (1885), and the current state capitol buildings in Michigan (1879), Colorado (1887) and Texas (1882). Myers is probably one of the foremost architects to design an Ohio county courthouse.

The courthouse was classically designed, and topped with a massive clock tower. In the 1940s, the outer portion of the clock tower was removed, and although the original structure remains underneath, it was covered by a then modern exterior.

In the 1990s, a fire in an adjacent county building allowed for funds to build a large annex to which some county operations were relocated. Since the annex opening, the courthouse has had limited use.

Past attempts to raise monies to restore the building have been unsuccessful.





IMPACT & GUIDELINE / Restrictions for the Historical District

SENECA COUNTY

The Seneca County Courthouse is located within an area of the downtown central business district of Tiffin, Ohio that has been declared a National Register of Historic Places District. A copy of the property description by the Ohio Historical Preservation Office is included at the end of this section (see appendix 'A'). Design guidelines and restrictions for contributing buildings to Historic Districts are governed by local legislation in the area.

The city of Tiffin has an Architectural Review Board (ARB) in place and a copy of their design guidelines is included at the end of this section (see appendix 'B'). Design requirements for Tiffin's Historic District for the most part must conform to the Secretary of the Interior's Standards for Rehabilitation, a copy of the (10) key points of which is also included at the end of this section (see appendix 'c').

New construction and alterations to existing buildings require a Seneca County building permit with compliance to local zoning restrictions. Plan submission for project review is required for all public buildings as outlined in the Ohio Building Code. Currently projects for review are submitted to Richland County with the Plumbing portion to the Toledo Division of Building Inspection.

Public funding may trigger strict compliance to other government project guidelines and certain modifications to historically designated buildings may not be permitted without approval of the Ohio Historical Preservation Office due to the historical nature or evolution of the building as well as the impact on other buildings within the district.

“The Seneca County Courthouse is located within an area of the downtown central business district of Tiffin, Ohio that has been declared a National Register of Historic Places District”





IMPACT & GUIDELINE / Restrictions for the Historical District

SENECA County

HISTORIC PROPERTIES DEFINITIONS

The standards for the treatment of historic properties will be used by the National Park Service and State historic preservation officers in planning, undertaking and supervising grant-assisted projects*

*Source: The Secretary of the Interior's standards for the treatment of historic properties

PRESERVATION means the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

REHABILITATION means the act or process of making possible an efficient compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

RESTORATION means the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

RECONSTRUCTION means the act of process of depicting, by means of new construction, the form, features and detailing of a non-surviving site, landscape building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.





SUMMARY OF EXISTING SPACES

SENECA County

1884 Courthouse

Total Gross Square Feet: 33,472

Number of Levels: 4 (four)

First Floor: 9,362 Square Feet

Second Floor: 8,870 Square Feet

Third Floor: 8,870 Square Feet

Fourth Floor: 6,370 Square Feet

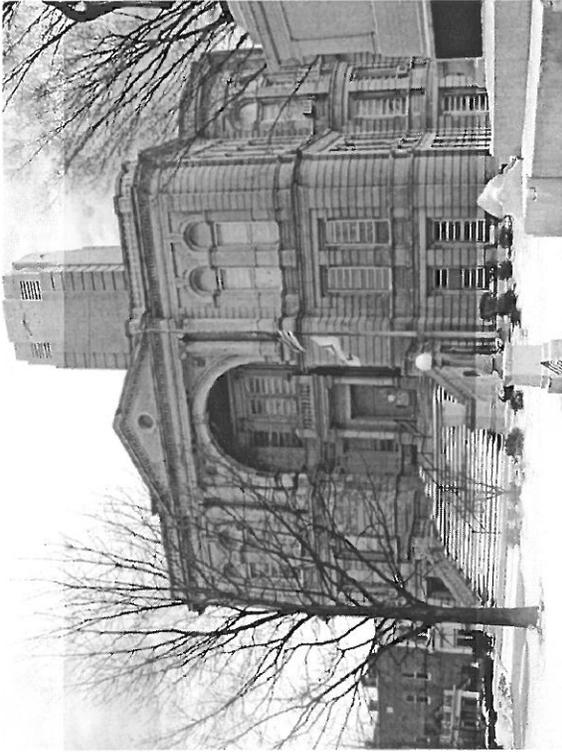
Site: Urban, 1.44 Acre Parcel (located on the same parcel of land as a Courthouse Annex)

Use: Currently not being used



PHOTOS / Salvageable Elements

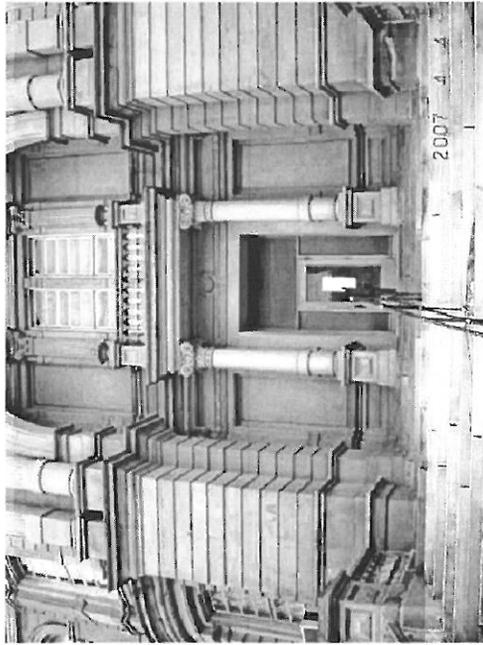
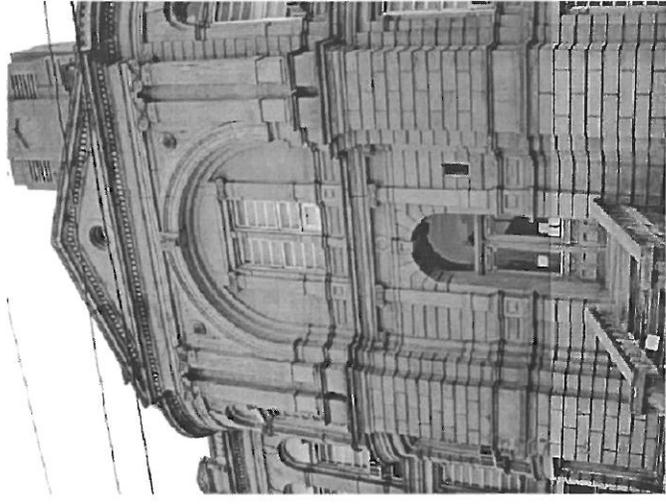
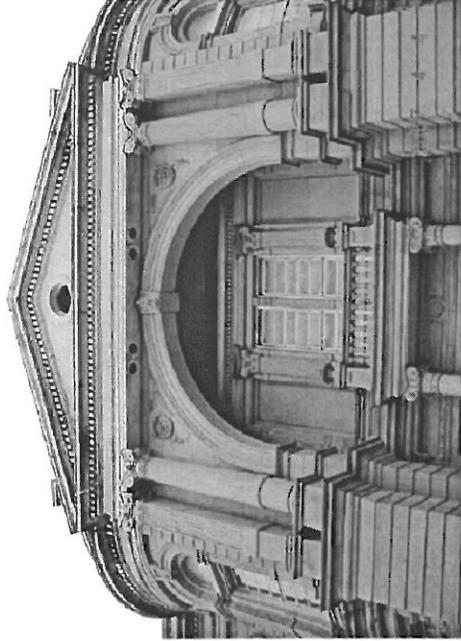
SENECA County





PHOTOS / Salvageable Elements

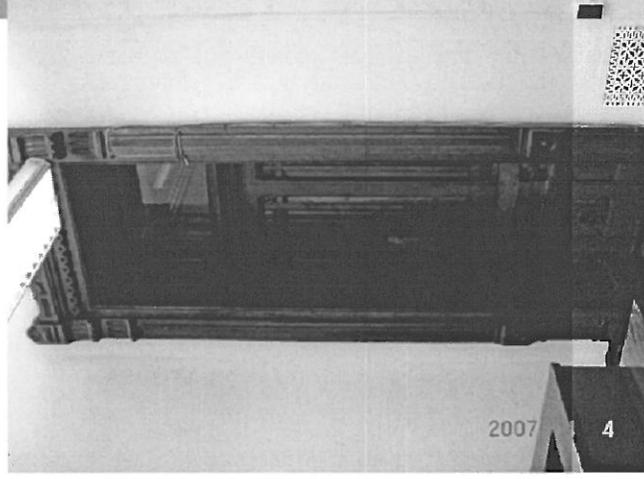
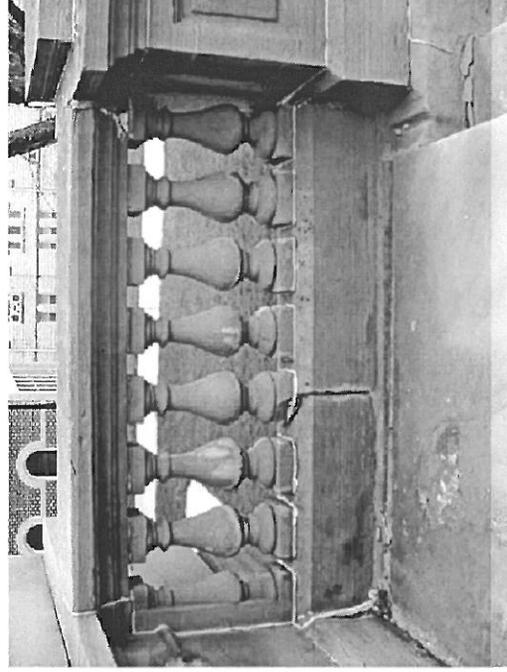
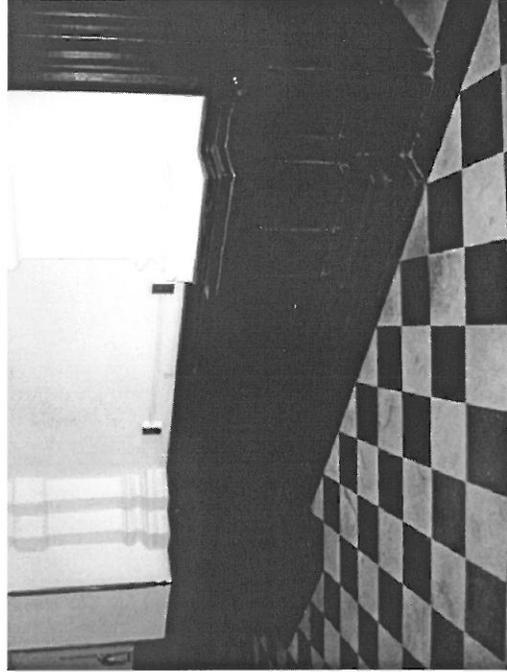
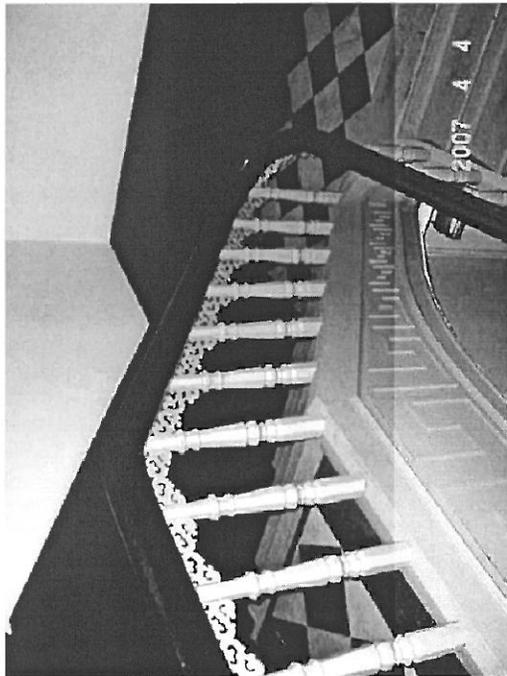
SENECA County





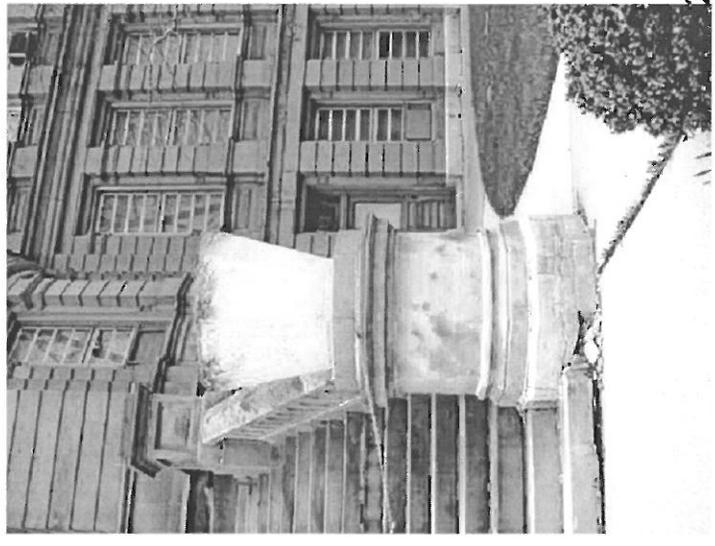
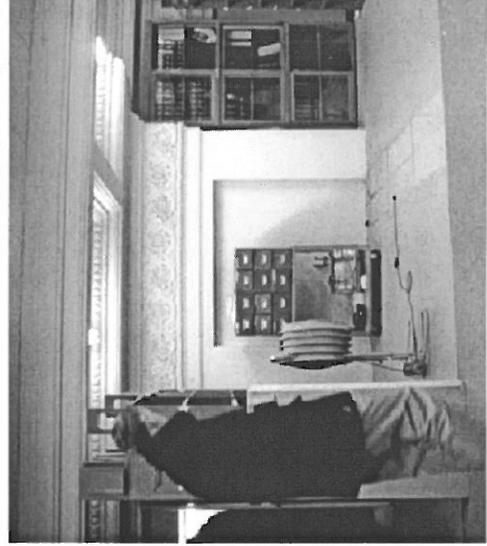
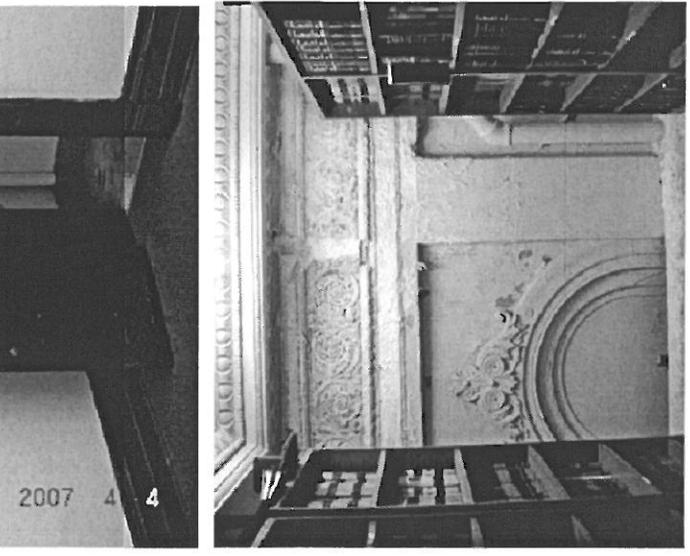
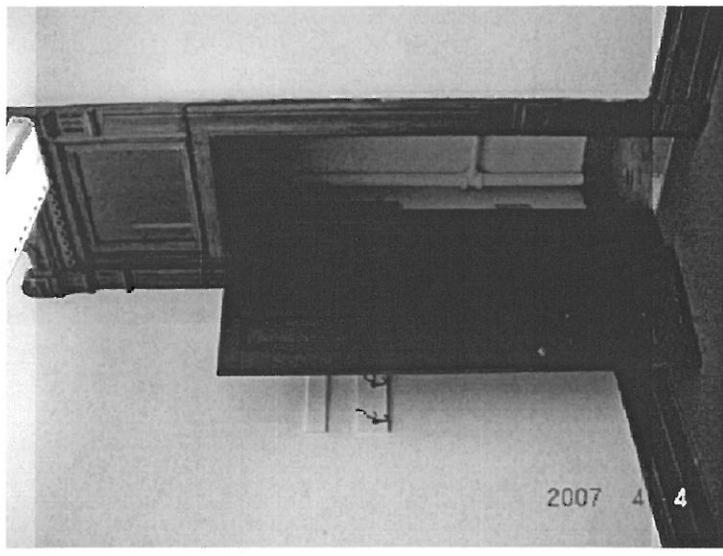
PHOTOS / Salvageable Elements

SENECA County



PHOTOS / Salvageable Elements

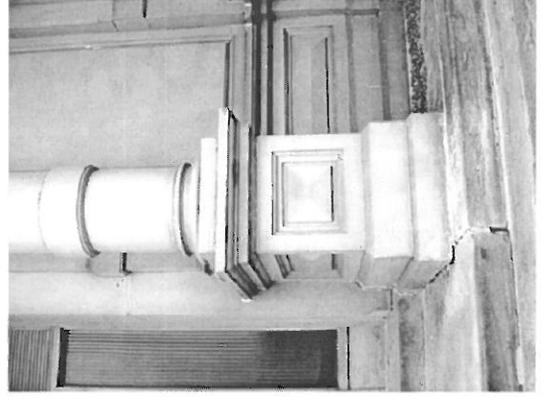
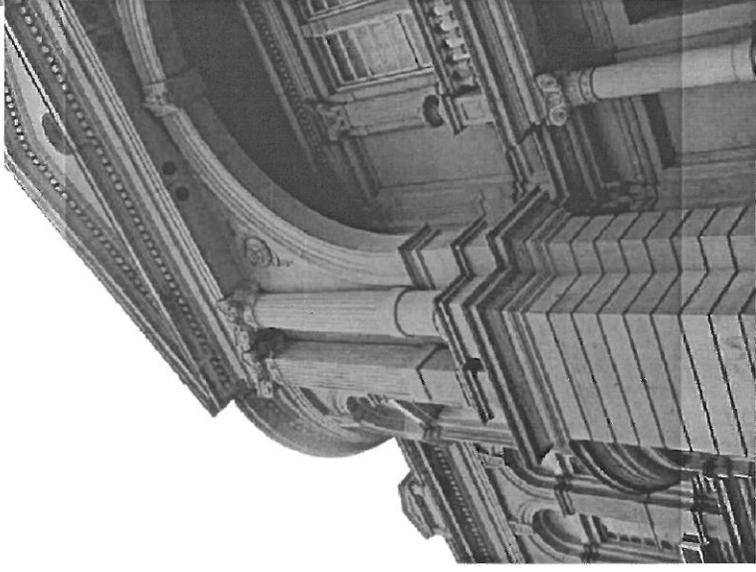
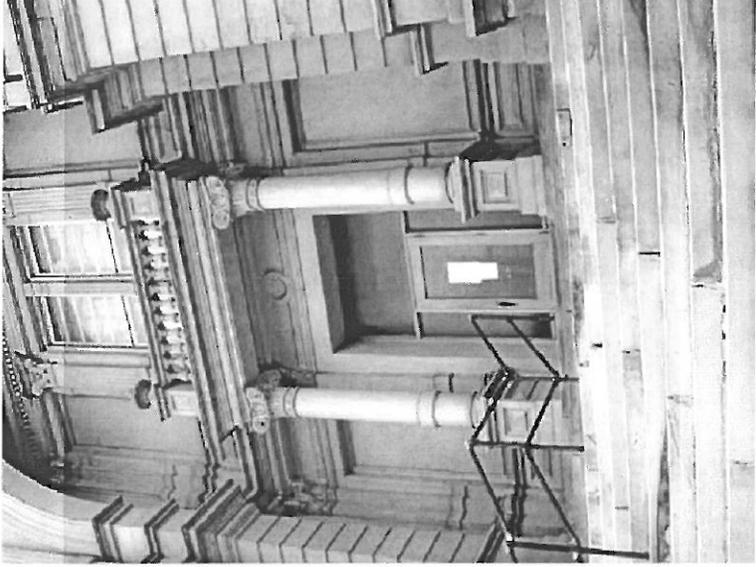
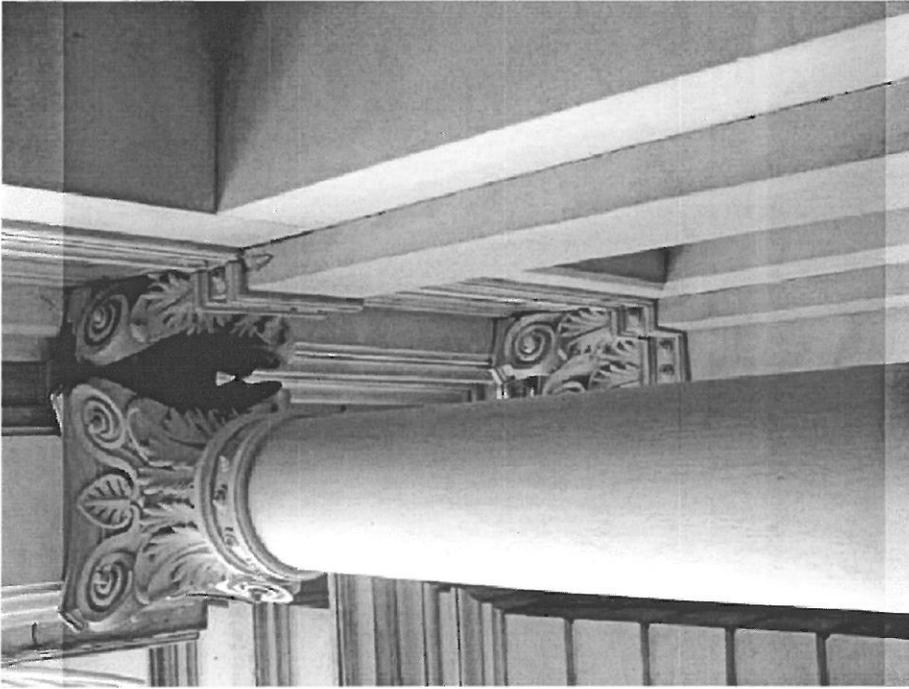
SENECA County





PHOTOS / Salvageable Elements

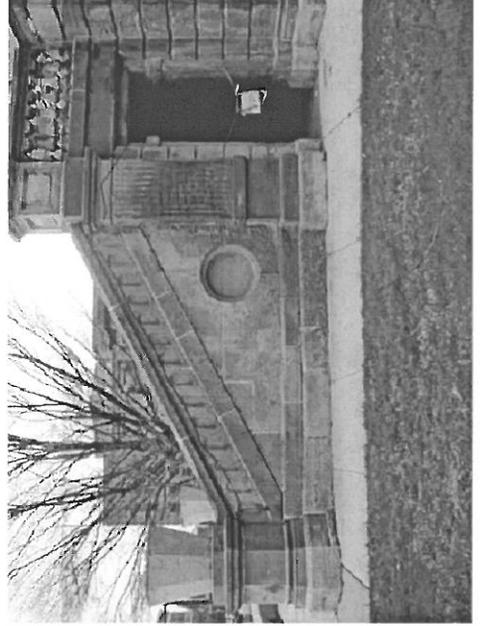
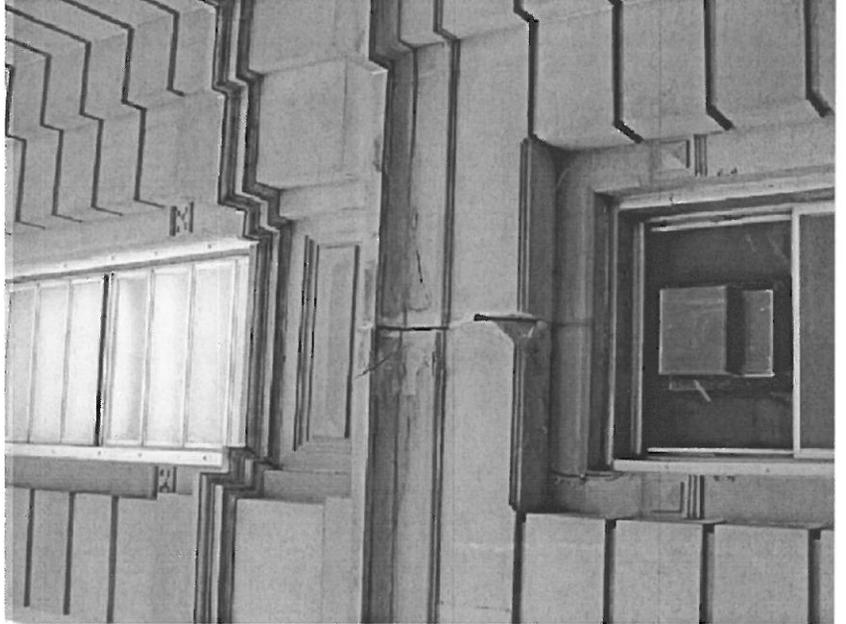
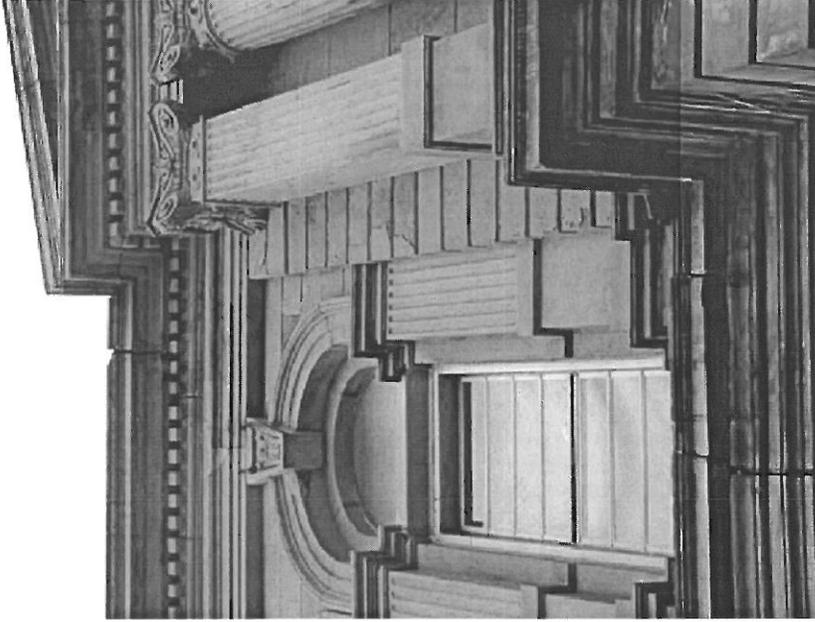
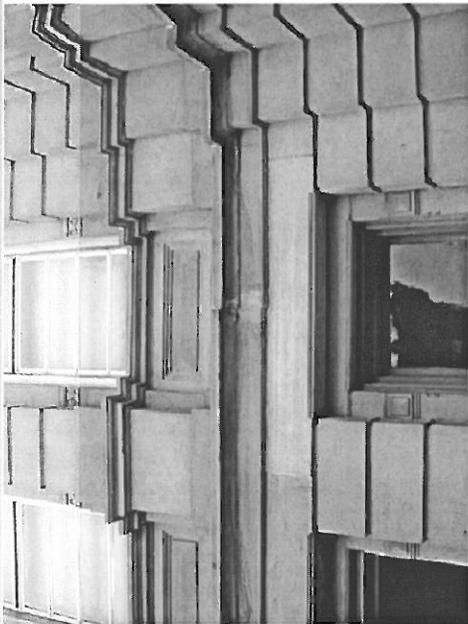
SENECA County





PHOTOS / Salvageable Elements

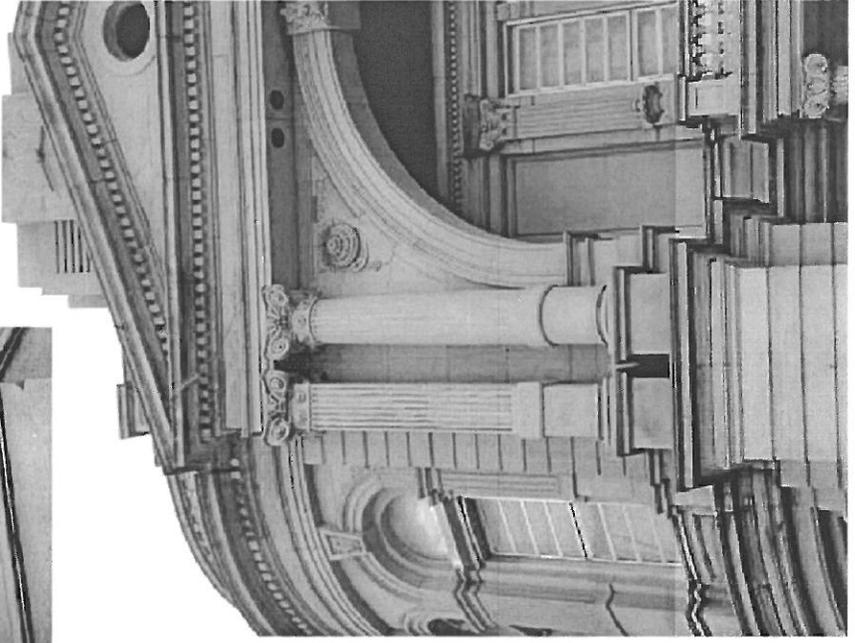
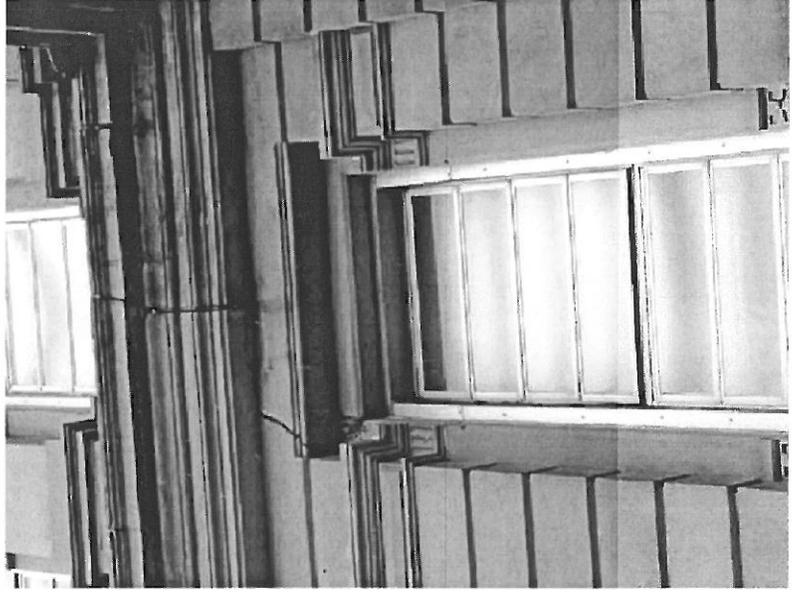
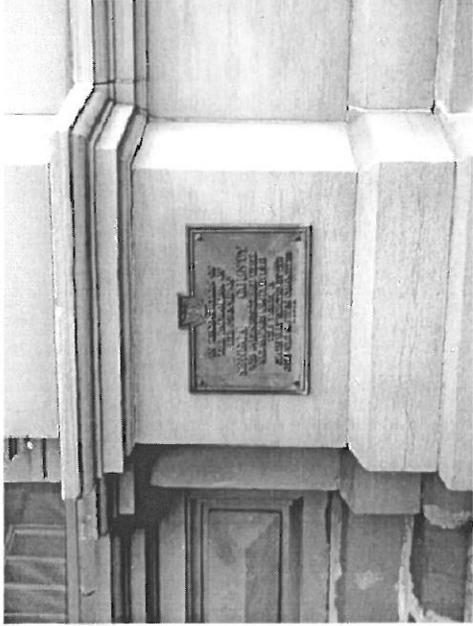
SENECA County





PHOTOS / Salvageable Elements

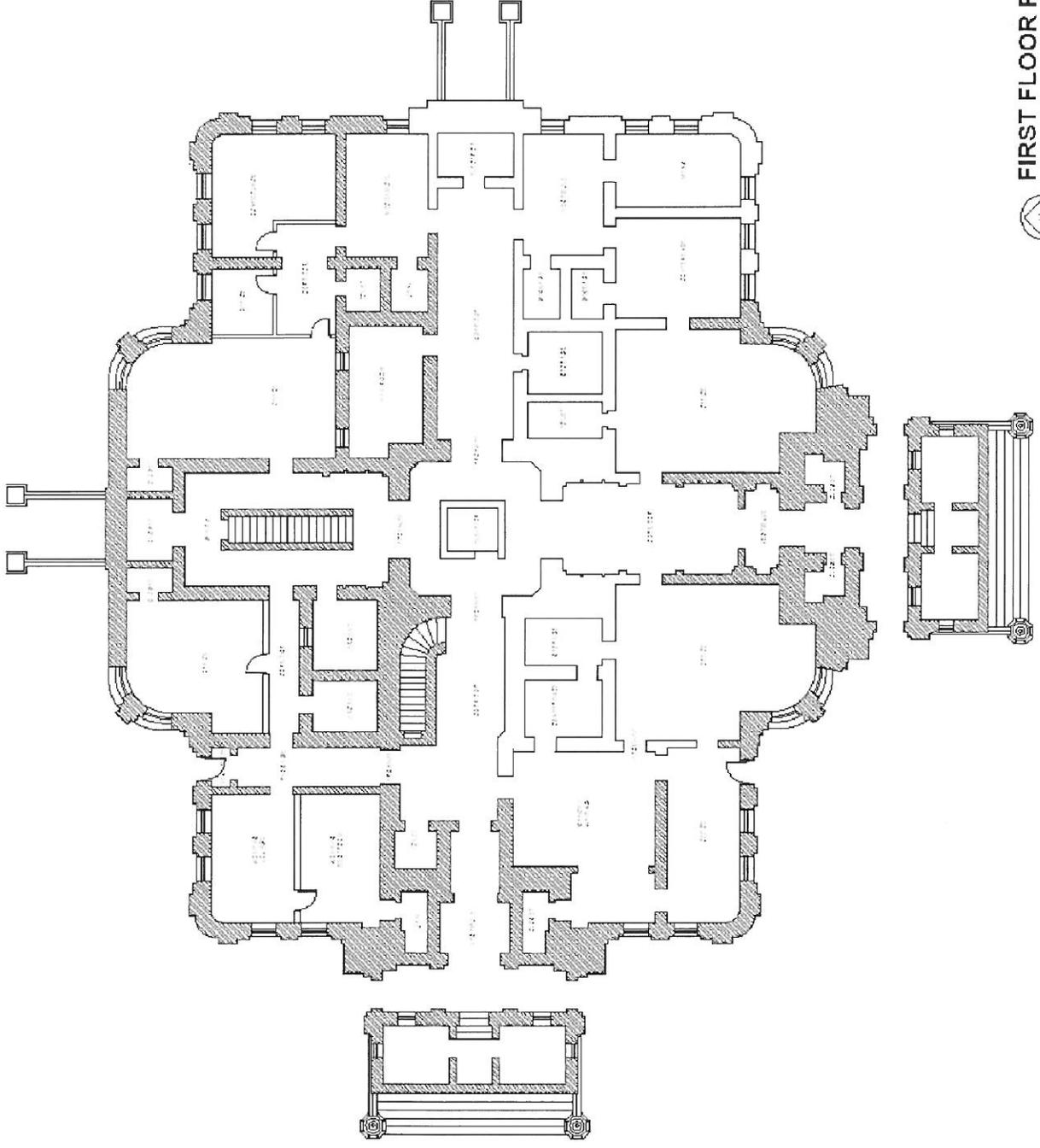
SENECA County





FLOOR PLANS - Existing Courthouse

SENECA County



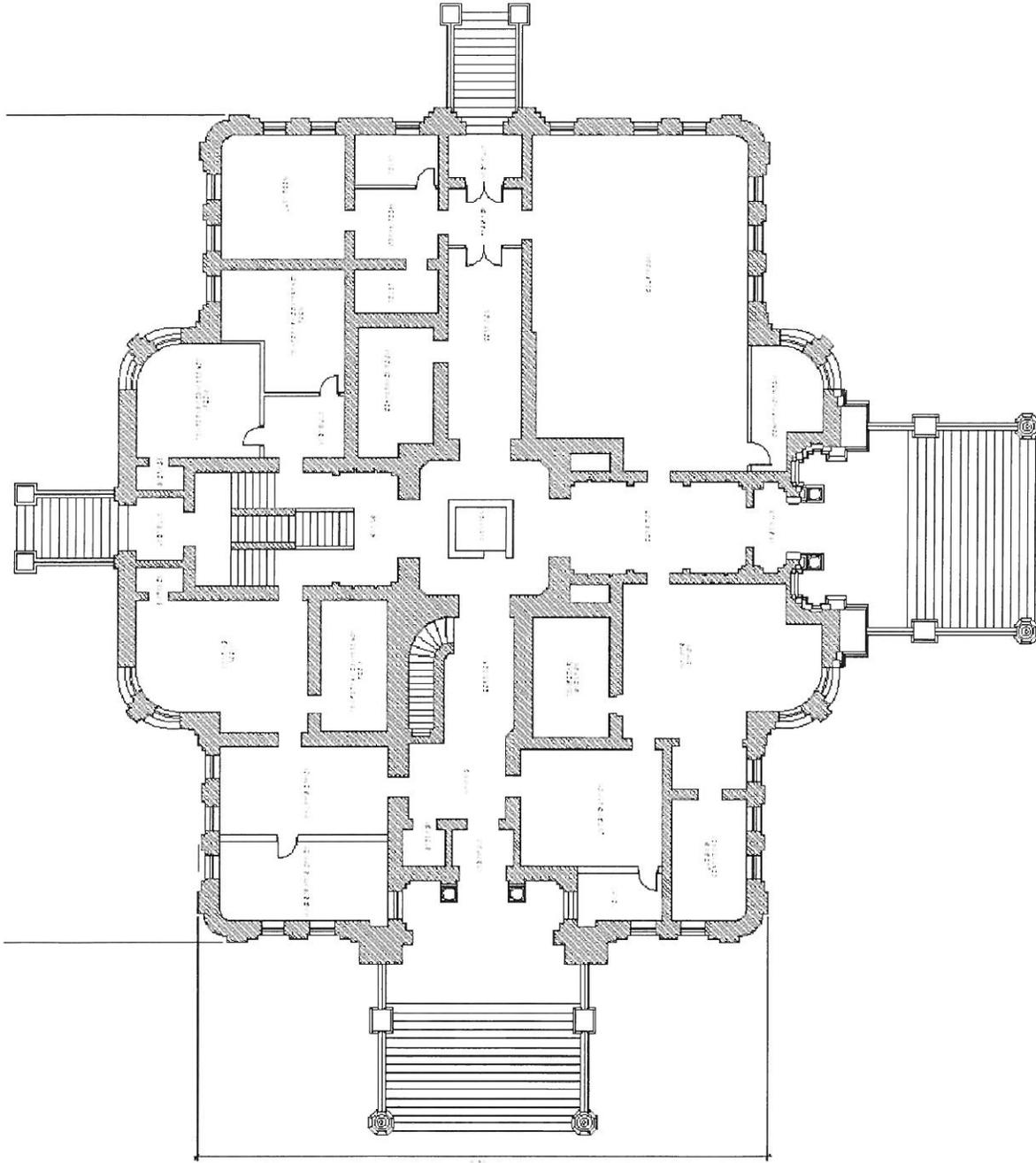
FIRST FLOOR PLAN
 3/27/13 3' = 1" 0'





FLOOR PLANS - Existing Courthouse

SENECA County

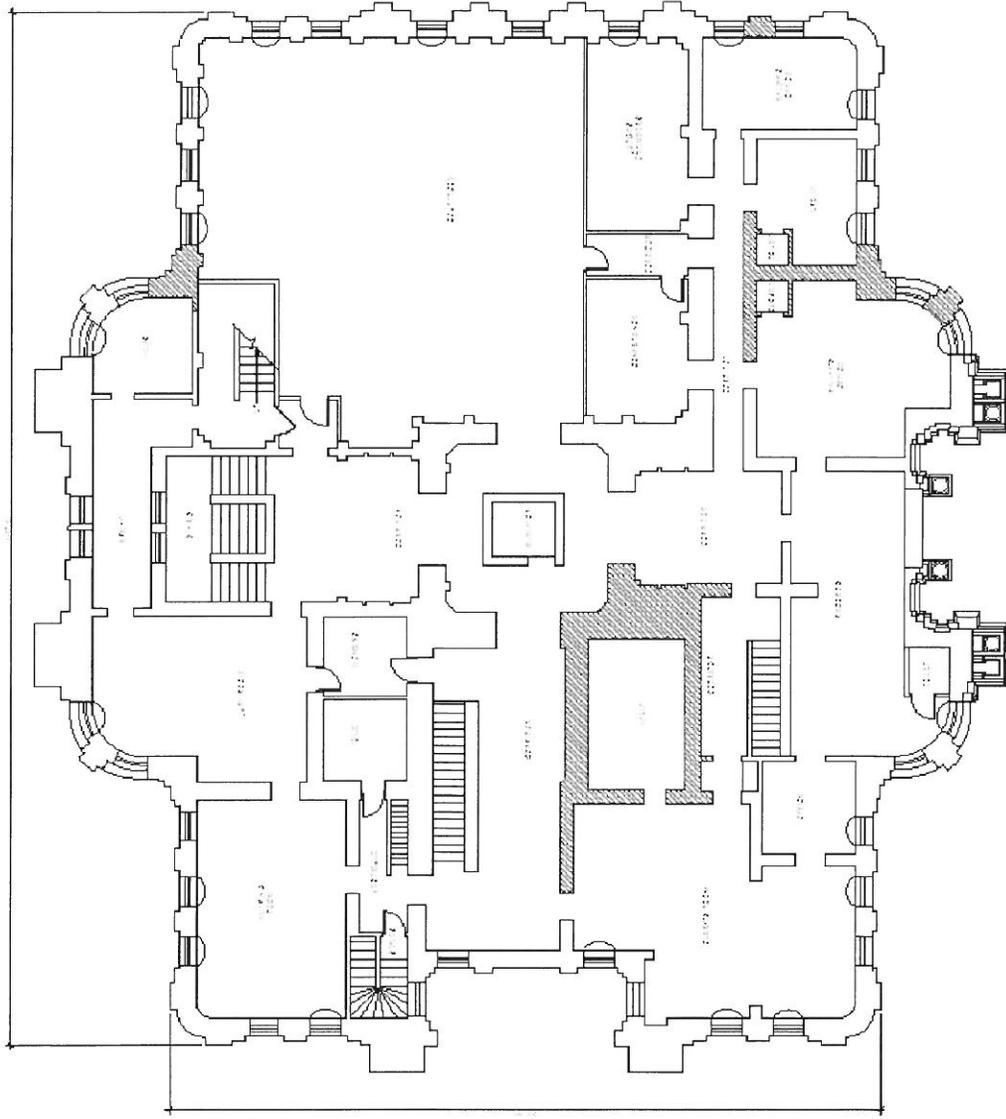


SECOND FLOOR PLAN



FLOOR PLANS - Existing Courthouse

SENECA County



THIRD FLOOR PLAN





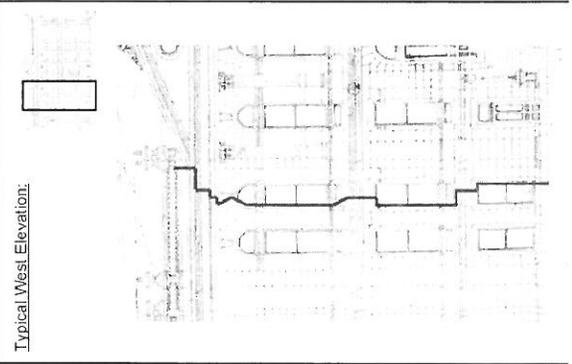
STRUCTURAL CONSIDERATIONS

SENECA County

On April 17, 2007 a visit was made to Seneca County Courthouse site. Although a structural inspection was not part of the scope of that visit, some observations were made that affect the assessment of the alternatives. Deterioration near the entrance steps on the west side already had protective warning tape in place at the time of the visit.

The structural system consists of a load bearing brick building with a sandstone veneer façade. The general condition of the load bearing brick structure is good; however, some isolated areas of deterioration were observed.

The most serious condition that was observed is a full height crack in the façade on the west side of the building. This is depicted graphically by the heavy red line in Figure 1 and Photographs 2 – 4. Also, evidence of leakage and deterioration was apparent at the top of this crack on the inside at the roof line which indicates extension of the crack beyond the limits of the façade. See Photo 13.



Typical West Elevation:

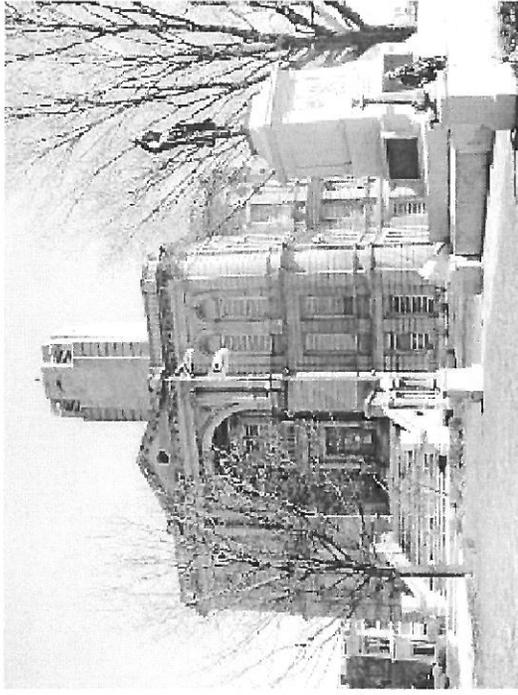
The façade shows signs of cracking and shifting which is most notable on the north and west sides of the courthouse. See Photos 3, 4 and 7 – 9. There also appears to be a bowing of the façade on the north face of the building that may be associated with the full height crack on the west side.

“The most serious condition...is a full height crack in the façade on the west side of the building.”

Site Name: Seneca County Courthouse

Project Number: SP930

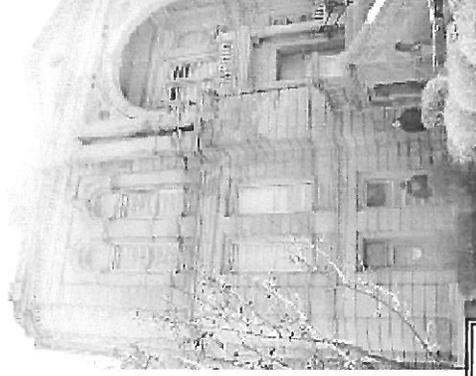
PHOTO 1



Date: 4/17/07

Description:
West
Elevation from
Market Street

PHOTO 2



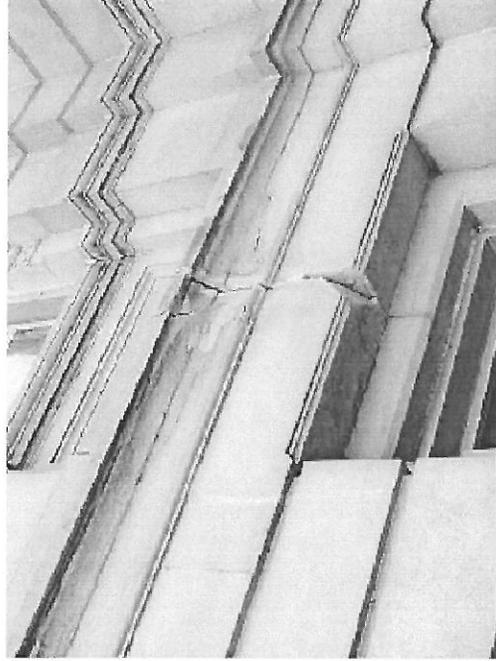
Date: 4/17/07

Description:
Full height
crack following
window line on
west elevation.
See Figure 1.



STRUCTURAL CONSIDERATIONS

SENECA County

Site Name: Seneca County Courthouse	Project Number: SP939
<p>Date: 4/17/07</p> <p>Description: Close-up of full height crack.</p>	<p>PHOTO 3</p> 
<p>Date: 4/17/07</p> <p>Description: Close-up of full height crack.</p>	<p>PHOTO 4</p> 

The floor system is comprised of rolled beam and concrete jack arch construction. Although a thorough inspection of the ceilings below was not conducted, no evidence of deterioration or distress was observed. See Photo 16. The floor system appears to be in generally good condition.

The roof joist and trusses, as well as the beams in the Jack Arch floor system, are believed to be wrought iron. This was a common material used at the time of construction and there are material indications on the drawings for some of these components. By the turn of the century wrought iron had been completely replaced by steel.

Further research would be conducted as part of the structural survey to determine if there should be any long term concerns about the wrought iron materials used in the floor and roof construction. This may involve engaging a metallurgical consultant.

Wrought iron properties can be highly variable as compared to steel, depending on the source of supply. Also, wrought iron is more susceptible to failure associated with heat caused by fire than is steel. The connections in the roof structural system will be given particular attention during the inspection and evaluation phase of the structural survey.

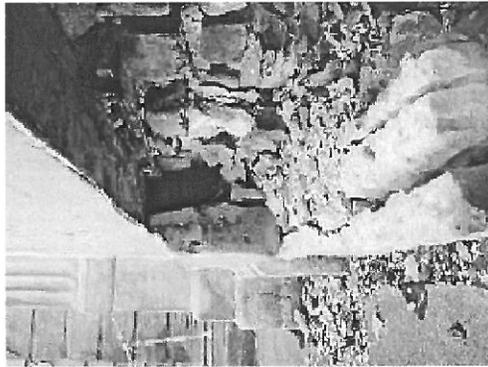
See Photos 14 & 15.

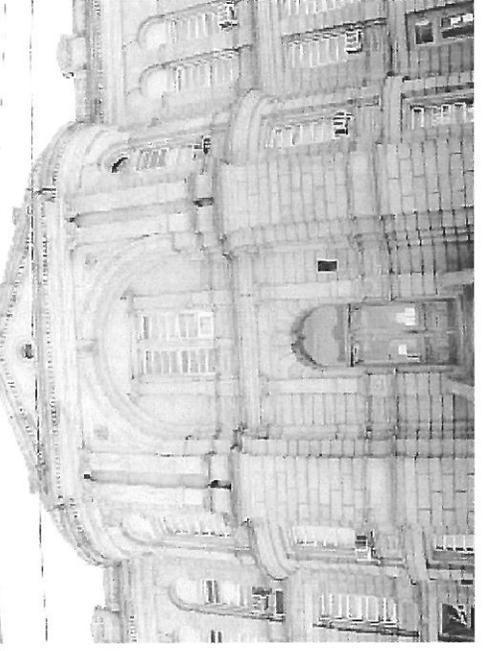
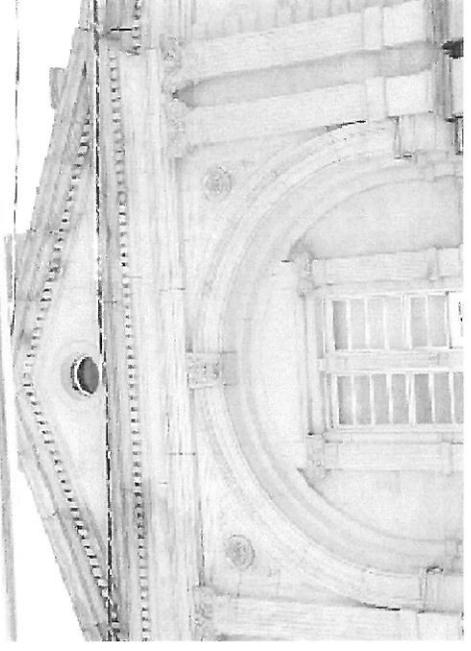
See additional Structural Photos on following page



STRUCTURAL CONSIDERATIONS

SENECA County

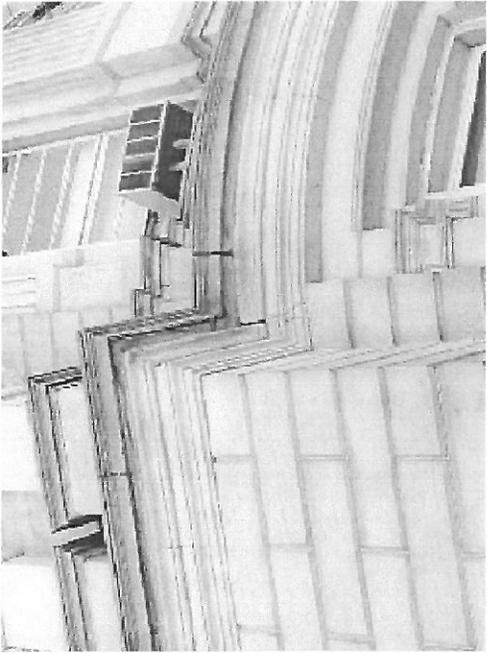
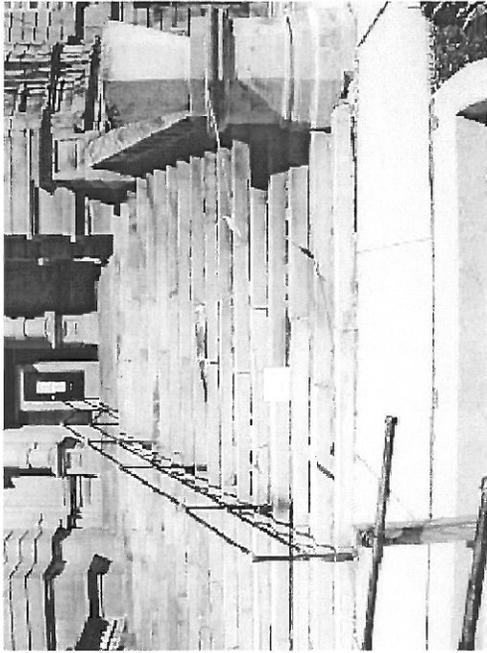
<p>Site Name: Seneca County Courthouse Project Number: 5P930</p>	<p>PHOTO 5</p>  <p>Date: 4/17/07</p> <p>Description: Deterioration of sandstone veneer façade along outside of staircase at south entrance.</p>
<p>PHOTO 6</p>  <p>Date: 4/17/07</p> <p>Description: Different angle of PHOTO 5.</p>	<p>PHOTO 6</p>

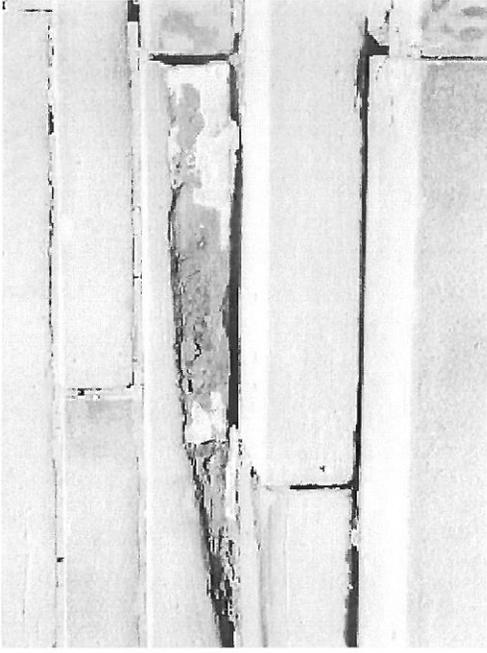
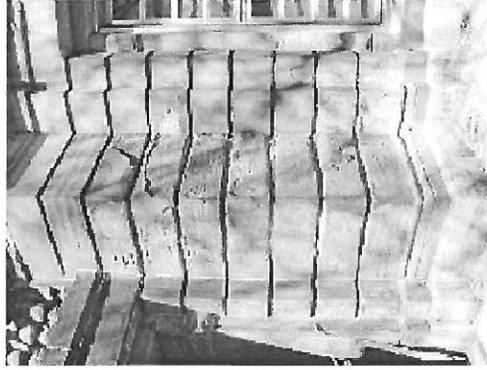
<p>Site Name: Seneca County Courthouse Project Number: 5P930</p>	<p>PHOTO 7</p>  <p>Date: 4/17/07</p> <p>Description: North Elevation. Gap, cracking and shifting of sandstone veneer.</p>
<p>PHOTO 8</p>  <p>Date: 4/17/07</p> <p>Description: Close up of PHOTO 7.</p>	<p>PHOTO 8</p>



STRUCTURAL CONSIDERATIONS

SENECA County

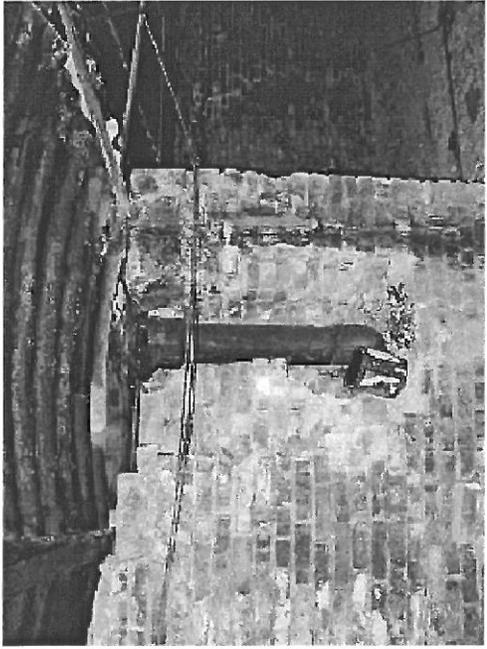
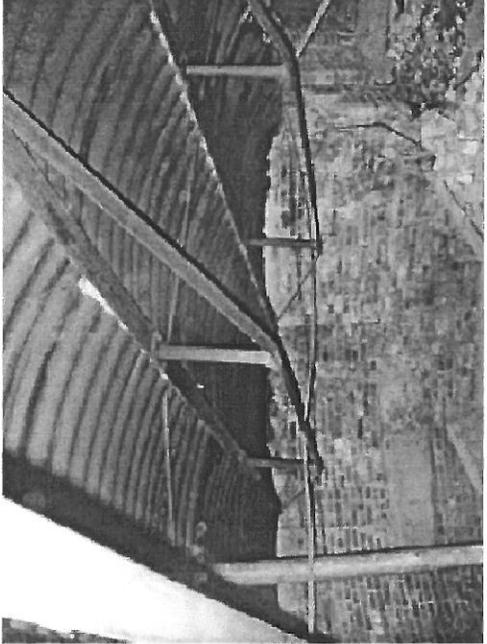
<p>Site Name: Seneca County Courthouse</p> <p>Project Number: SP930</p> <p>PHOTO 9</p> <p>Date: 4/17/07</p> <p>Description: Close up of PHOTO 7.</p>	
<p>Date: 4/17/07</p> <p>Description: Entrance stairs on south side.</p>	<p>PHOTO 10</p> 

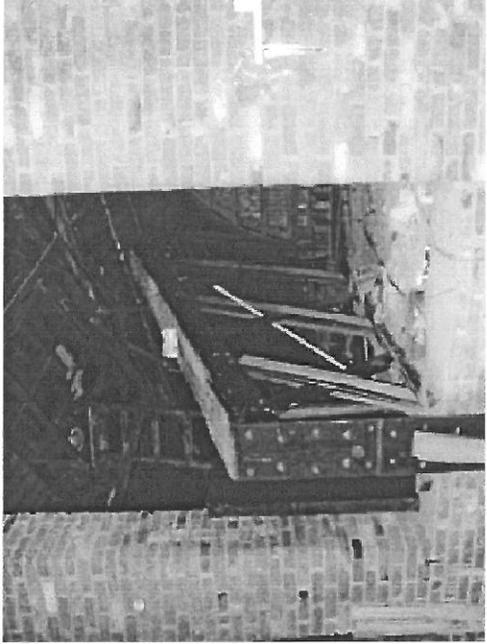
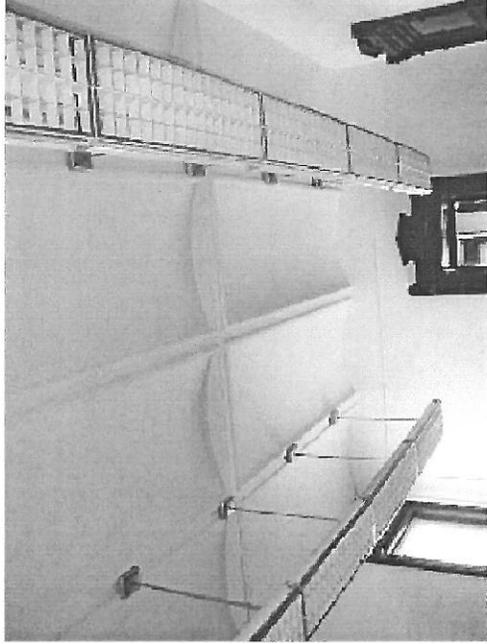
<p>Site Name: Seneca County Courthouse</p> <p>Project Number: SP930</p> <p>PHOTO 11</p> <p>Date: 4/17/07</p> <p>Description: Close up of PHOTO 10.</p>	
<p>Date: 4/17/07</p> <p>Description: Sealing and pitting of sandstone veneer; typical on south side.</p>	<p>PHOTO 12</p> 



STRUCTURAL CONSIDERATIONS

SENECA County

Site Name: Seneca County Courthouse	Project Number: SP930
PHOTO 13	
Date: 4/17/07 Description: Inside view at roof line of full height crack on West elevation. See Figure 1 and PHOTOS 2-4	
PHOTO 14	
Date: 4/17/07 Description: Typical wrought iron roof "joist" within Jack Arch system.	

Site Name: Seneca County Courthouse	Project Number: SP930
PHOTO 15	
Date: 4/17/07 Description: Typical wrought iron roof truss.	
PHOTO 16	
Date: 4/17/07 Description: Typical ceiling below Jack Arch floor system.	



ENVIRONMENTAL ISSUES / Suspected Hazards

SENECA County

As part of the overall evaluation of options, environmental issues/hazards must be considered. **The five (5) main considerations under this level of effort consist of lead, asbestos, mold, PCBs and mercury.** Each hazard or issue will be discussed and implications as they pertain to the demolition tasks will be explored. Any cost associated with these options are in addition to those previously stated and are not part of the demolition tasks.

Lead (Pb) – Lead comes predominantly in the form of lead based paints. These contaminants can be handled in a number of ways. Specifically, if the plan is to keep in place most of the internal structures, that is to say, most of the work will not disturb the painted surface, then one alternative would be to maintain the lead in place (in situ) by maintaining it, specifically, painting over it and protecting the lead based paint from chipping off and becoming air-borne. Based on practicality, cost and on-going maintenance issues, this option is generally discouraged.

If however, one of the options is to remove/refurbish or demolish some of the interior surfaces/structures, then the recommendation would be to remove the lead based paint prior to the demolition task, thus removing the exposure potential for both the exposed worker and the contamination and demolition debris, thereby causing an increase in disposal costs (as lead waste instead of construction debris).

As part of this evaluation, we performed two (2) qualitative sample collection and analysis. Both samples were identified as containing levels of lead that would, depending on the regulatory framework under

which this work would be performed, may would most likely require some form of remediation. Specific data and sampling information can be found in Attachment A: Lead Sample Data. In order to accurately quantify the impact of the lead contamination, a full lead survey is required.

Estimated Costs:

Complete building lead survey:	\$30,000
Removal of radiators:	\$20,000
Removal of lead based paint: (\$5/SF)	<u>\$167,360</u>
Total Estimate:	<u>\$217,360</u>

Asbestos Containing Materials (ACM) – Asbestos comes predominantly in the form of wall/pipe/utility insulation. Asbestos can generally be broken down into two main categories – friable and non-friable. Essentially, the difference is based on whether the ACM can be broken down into smaller pieces, thereby allowing for greater exposure and mobility. Friable (hand-breakable asbestos) must be removed prior to any demolition/rehabilitation project. Non-friable (non-hand-breakable) asbestos, if properly maintained can be left in place and maintained, thus eliminating the need for removal. This option however, does come with the obligation to properly document and maintain the asbestos in place.

As part of this evaluation, we performed two (2) qualitative sample collection and analysis. One sample was identified as containing between 10% - 20% asbestos fibers. In the other sample, no asbestos fibers were detected. Based on the existence of asbestos and depending on the regulatory framework under which this work would be performed, it is very likely that some form of remediation will be required. Specific data and sampling information can be found in Attachment B: Asbestos Sample Data.





ENVIRONMENTAL ISSUES / Suspected Hazards

SENECA County

In order to accurately quantify the impact of the asbestos contamination, a full ACM survey is required. In fact an ACM survey is required prior to any and all demolition or renovation. If this quantitative survey indicates any ACM (e.g. flooring, window caulking, insulation, etc) remediation (removal) costs would have to be estimated. Since they are presently not quantified, it is not possible to estimate the cost for removal at this time.

Estimated Costs:

Complete building ACM survey: **\$20,000**
Removal of known Transite®: **\$10,000**
Total Estimate: **\$30,000**

Mold – The courthouse has been vacant for several years. As a result of non-occupancy, it is possible for mold to grow and accumulate in areas where the utilities (heat, water and light) have been turned off, or not maintained. Subsequently, prior to any work effort in the building or re-occupancy, it is recommended that a full mold evaluation be completed. This will ensure the safety of the occupants and determine if any remedial efforts are necessary.

In addition to mold, the clock tower and attic area allow for bird and animal occupancy. Along with occupancy comes animal waste (dung). As part of this effort, we did not complete any mold or biological testing. If this quantitative survey would uncover any mold or biological contaminants requiring any remedial actions; the costs associated with those remedial efforts would have to be estimated at the time the quantification is completed.

Estimated Costs:

Complete mold & biological survey: **\$5,000**
Total Estimate: **\$5,000**

Poly Chlorinated Biphenyl (PCB) – PCB's come in several forms. The most common forms are electrical equipment insulation (transformer fluid) and fluorescent lighting ballasts (starters). Based on the age of the building, it is recommended that a complete PCB survey of the electrical system be undertaken to confirm or deny the existence of PCB's in the building.

We did not complete any PCB testing. If this quantitative survey would uncover any items requiring removal; the costs associated with those remedial efforts would have to be estimated at the time the quantification is completed.

Estimated Costs:

Complete PCB survey: **\$4,000**
Total Estimate: **\$4,000**

Mercury (Hg) – Mercury is a poisonous heavy metal. It can be found in non-solid state thermostats in the form of float switches. Mercury left un-removed from demolition can cause worker exposure and contaminate otherwise "clean" construction debris, thus escalating the cost of disposal. Prior to the demolition or deconstruction of the building or portions thereof, is it recommended that a complete mercury survey be completed to determine the existence and quantification of any mercury.

We did not complete any mercury survey as part of this effort. If this quantitative survey would uncover any items requiring removal; the costs associated with those remedial efforts would have to be estimated at the time the quantification is completed.

Estimated Costs:

Complete mercury survey: **\$2,000**
Total Estimate: **\$2,000**

ENVIRONMENTAL ISSUES / Suspected Hazards

SENECA County

TEST REPORT
Page 1 of 2
3/8/07

Attachment A-1 Lead Sample Data



Submitted to: Steve Carpenter
Marshall Miller & Associates
6960 Sales Edge Court #42
Cincinnati, OH 45247

Reference Data:
Client Sample No.: 01 through 04
P.O. No.: Not Available
Sample Location: Seneca County Court House; Project No.:
MS02-SMC-01
Sample Type: Paint
Method Reference: 3050E/6010B
DCL Set up No.: 07-S-1189
DCL Sample ID No.: 07-07179 through 07-07182
Sample Receipt Date: 3/2/2007
Preparation Date: 3/1/2007
Analysis Date: 3/7/2007

The samples were prepared in accordance with EPA method 3050B. Sample condition was acceptable upon receipt except where noted. The samples were then analyzed in accordance with EPA method 6010E using a Trace (ICP) charged spectrometer.

The results are provided in the enclosed data table. Results relate only to the items tested and are not blank corrected unless indicated in the data table.

This report shall not be reproduced except in full, without the written approval of the laboratory.

Kelly Hagen
Kelly Hagen
263 WEST
CINCINNATI OFFICE
4981 GLENDALE MILFORD ROAD
CINCINNATI, OH 45242-3708
513.733.5595 FAX 513.733.5581

[Signature]
Reviewer

WEST COAST OFFICE
2000 W. 10TH AVE.
MOUNTAIN VIEW, CALIFORNIA 91041
800.280.4071 FAX 415.852.4469

Results Lead

Client #	DCL #	mg/Kg (ppm)	% by weight
01	07-07179	3700.	0.37
04	07-07182	3300.	0.33
	Prep Blank	ND	
% Recovery	ICS	89.	
% Recovery	07-07179 MS	85.	
% Recovery	07-07179 MSD	84.	
RPL		25.	0.0025

ND = not detected at or above the reporting limit (RPL).
ICS = laboratory control sample.
MS/MSD = matrix spike/matrix spike duplicate.

Kelly Hagen
Kelly Hagen
Analyst

[Signature]
Reviewer



ENVIRONMENTAL ISSUES / Suspected Hazards

SENECA County

Attachment A-2 Lead Sample Data



DataChem Laboratories
Field Chain-of-Custody Record

Page 07 of 1187
Center Temp (Lab only)

Client Name & Address	Project No.	Inspector Name	Sample Location	Sample Type	Remarks	Analysis Method	Lab. No.
Steve Carpenter Marshall Miller & Associates 513 460 2921	MB02-SMC-01	Seneca County Courthouse	07-AS-1187	paint	total lead (Pb)	asbestos	
Shipping Address (if different than above): 680 Skies Edge Court #92 Cincinnati, OH 45297 PO number				board			
				plank			
				metal			
				Canalyze paint on radiators per se 3/2/07			

Requested by (Signature)	Date Time	Received by (Signature)	Date Time	Lab. No.
[Signature]	3/2/07 1605	[Signature]	3/2/07	1605





INVENTORY RECOVERY

SENECA County

We have performed thorough inspections of the Courthouse for the purpose of identifying and determining value of building assets having surplus secondary market value. Generally speaking, in structures we evaluate and we examine electrical, mechanical and architectural systems for value.

The opinions we express are those based upon existing market conditions. Like any market, the present situation can change for the better or worse. Therefore, our opinion of value is considered a 'snapshot' in time. Further we estimate our values based upon the assumptions that all assets are offered for sale to the best bidder on an "as-is, where-is, with all faults" basis and without warranty of fitness for purpose or use.

Buyers must remove or cause to be removed all of their purchases and must maintain liability and workers compensation insurance. The buyers' costs of removals are presumed in the estimated values. Having a working elevator to manage many of these items to the ground floor will increase the chances of obtaining values in line with our estimates.

Electrical systems within the building appear to be approximately fifty (50) years old and in quantities and capacities so low that they have no value. Some electrical cable may have value but this material, like building iron and piping are considered 'salvage' materials and normally are recovered by the demolition or renovation contractor.

Likewise, mechanical systems in the building have no recoverable value with two exceptions: 1) the radiators in the building may have architectural surplus value; 2) the temporary boiler recently installed to maintain warmth in the building has some value.

Practically all of the surplus asset value existing in and on the building are architectural items. Which of the four (4) options are chosen will dictate what potential values are available. Generally, it is likely that greater values and more interested buyers can be attracted as a function of having the most assets available. Thus the Option 1 approach likely will deliver the most buyer-interest and highest financial value.

Options for Investment Recovery follow the same options as the solutions presented.

Option A – Demolition of the building; historical artifacts salvaged as economically feasible—may be reused in new structure

Option B – Identified exterior architecturally significant items desired to be saved as part of a total demolition of the building.

Option C – Total demolition the interior of the building only leaving all or part of the building exterior walls and facade. (Additional study/estimate required)

Option D – Deconstruction as needed to accommodate renovation -- Sandstone façade removal/repair/replacement and revamping interior areas including only limited internal structural changes

SEE FOLLOWING PAGE FOR RECAP OF INVENTORY RECOVERY VALUES.





INVENTORY RECOVERY

SENECA County

DESCRIPTION	ESTIMATED VALUE	ESTIMATED VALUE	ESTIMATED VALUE
	Option A	Options B or C	Option D
Vault Doors	\$1,500	\$1,500	
Doorways with transom and fascia molding	\$2,000	\$2,000	
Interior wood frame window molding	\$5,625	\$5,625	
Bathroom stall doors	\$325	\$325	
Radiators	\$886	\$886	
Wainscoating	\$8,050	\$8,050	
Vestibule doors	\$2,800	\$2,800	
Stacking bookcases 3-high	\$825	\$825	
Staircase ballusters with railings	\$500	\$500	
4-door bookcases	\$350	\$350	
Courtroom veneer paneling	\$200	\$200	
Modern-style 3-high bookcases	\$575	\$575	
Stacking bookcases	\$2,850	\$2,850	
Exterior stone pilasters	\$22,400		
Exterior stone full round columns	\$1,600		
Skylights	\$1,200	\$1,200	
Temporary boiler	\$2,000	\$2,000	\$2,000
TOTAL	\$53,686	\$29,686	\$2,000





**PROGRAM OF REQUIREMENTS -
For New or Renovated Facility**

SENECA County

<i>Ident. #</i>	<i>Space Description</i>	<i>Proposed</i>		<i>Existing</i>	
		<i>Assignable Square Feet</i>	<i>Gross Square Feet</i>	<i>Assignable Square Feet</i>	<i>Assignable Square Feet</i>
2.0	Common Pleas Court 1	6,749	9,044	4,849	0
3.0	Common Pleas Court 2	6,749	9,044	4,849	0
4.0	Clerk of the Courts	4,326	5,797	3,164	0
6.0	Prosecuting Attorney	6,482	8,686	5,174	0
	Total Proposed Program Space	24,306	32,571		



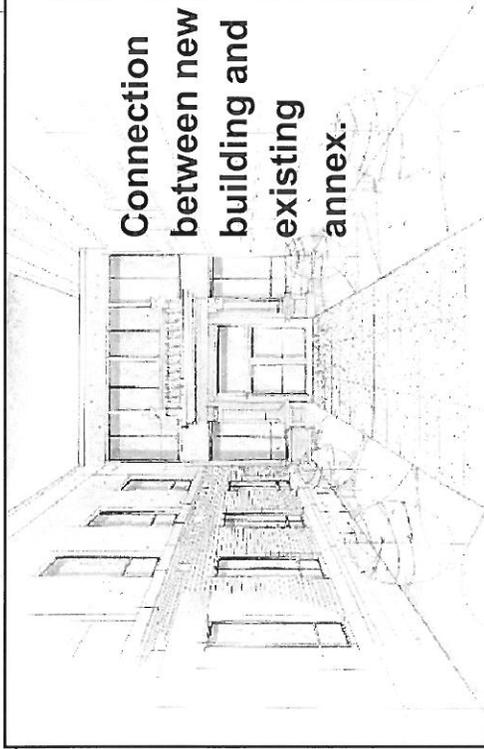
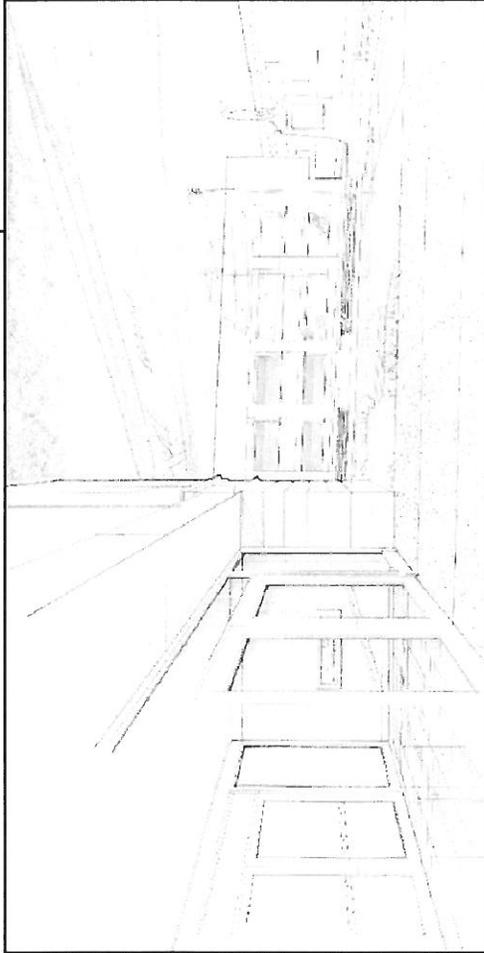
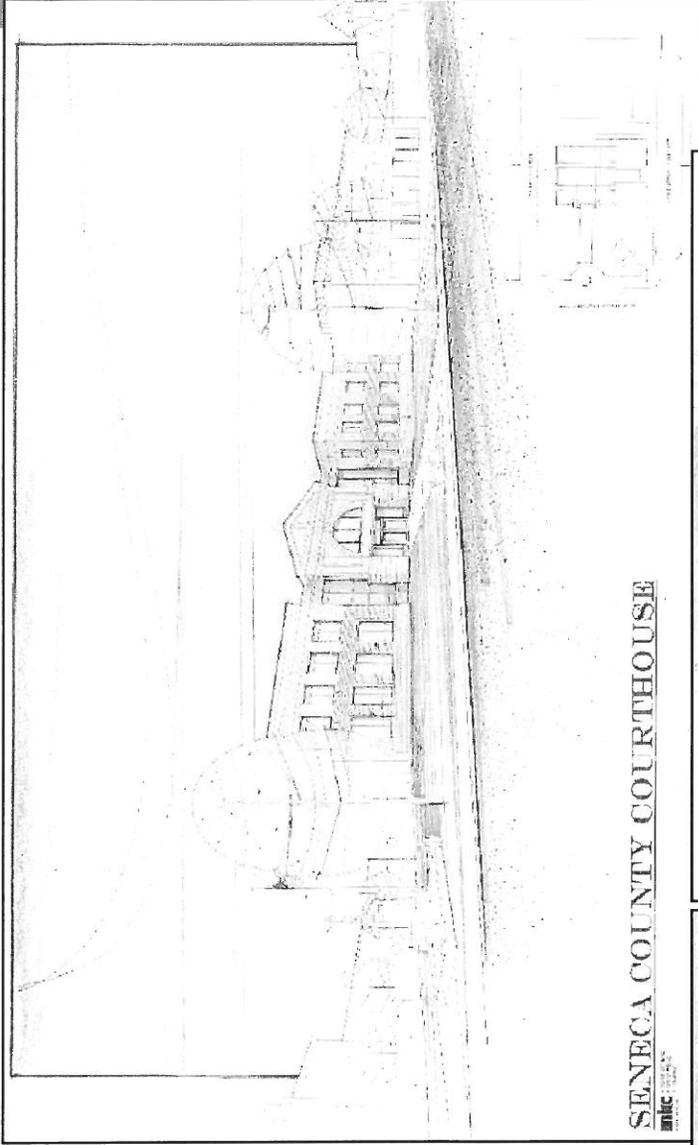


SOLUTIONS

SENECA County

Option A Description

1. Total demolition of the existing building; preserving as many historic artifacts as **economically feasible**.
2. Construct a new building to house Common Pleas Court 1, Common Pleas Court 2, Prosecutor and Clerk of Courts for a total of 32,000 square feet of new construction.
3. Re-program Courthouse Annex, minor renovations. Continuing use of Annex will serve Juvenile and Probate Court and Juvenile Probate.



Connection between new building and existing annex.

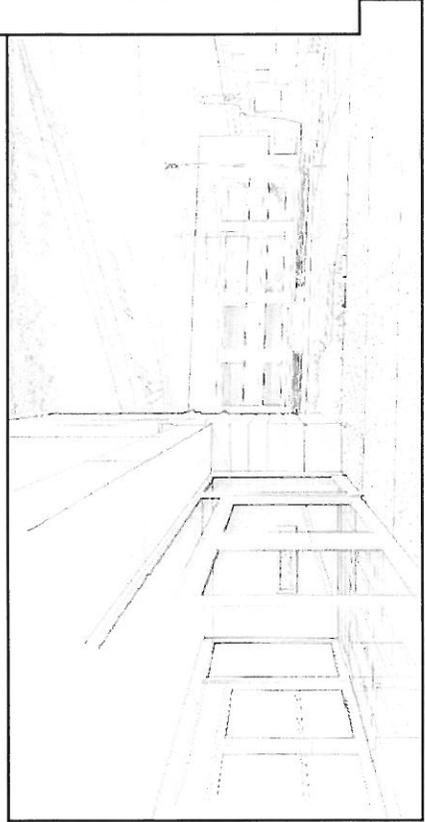
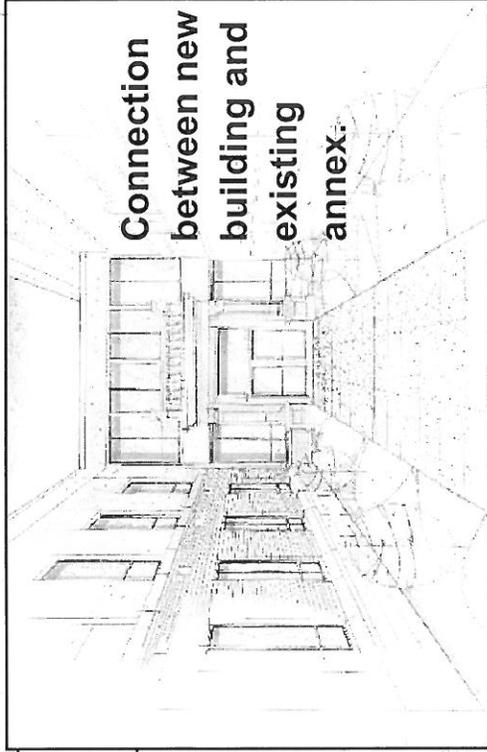
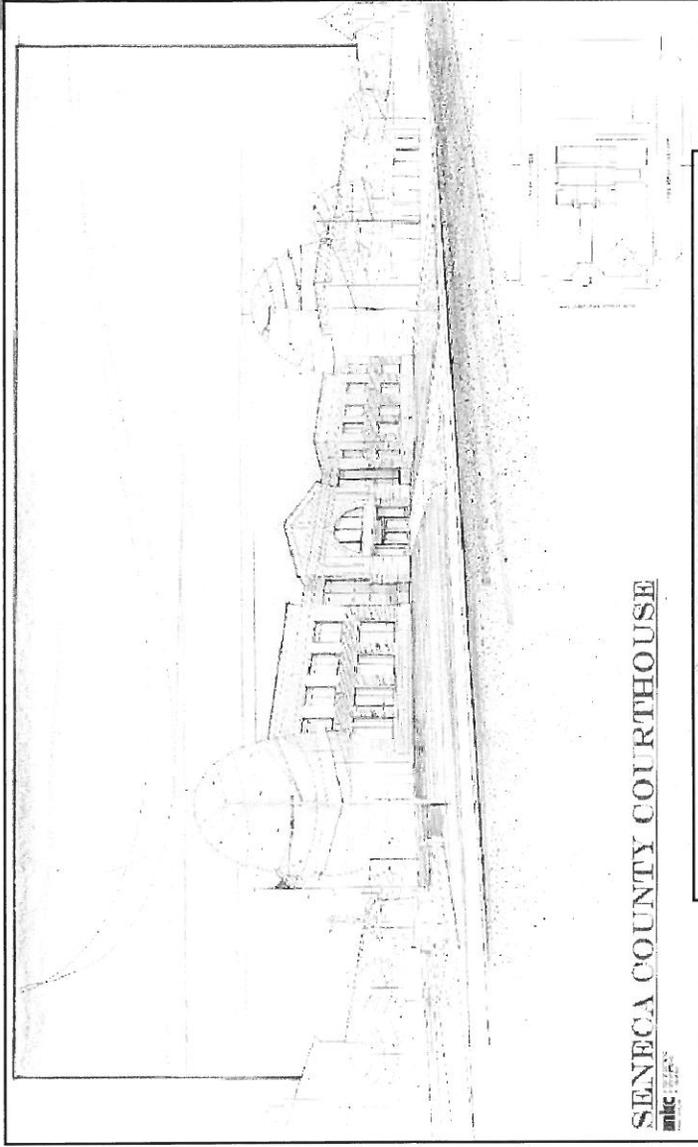


SOLUTIONS

SENECA County

Option B Description

1. Deconstruction of the existing building, salvaging significant exterior architectural elements to be incorporated in a new building.
2. The three trim exterior pediments would be deconstructed, match-marked, packaged and reconstructed as part of the new building design.
3. Construction of a new 32,000SF addition to house Common Pleas 1 and 2, Prosecutor and Clerk of Courts..
4. Re-program Courthouse Annex, minor renovations. Continuing use of Annex will serve Juvenile and Probate Court and Juvenile Probate.



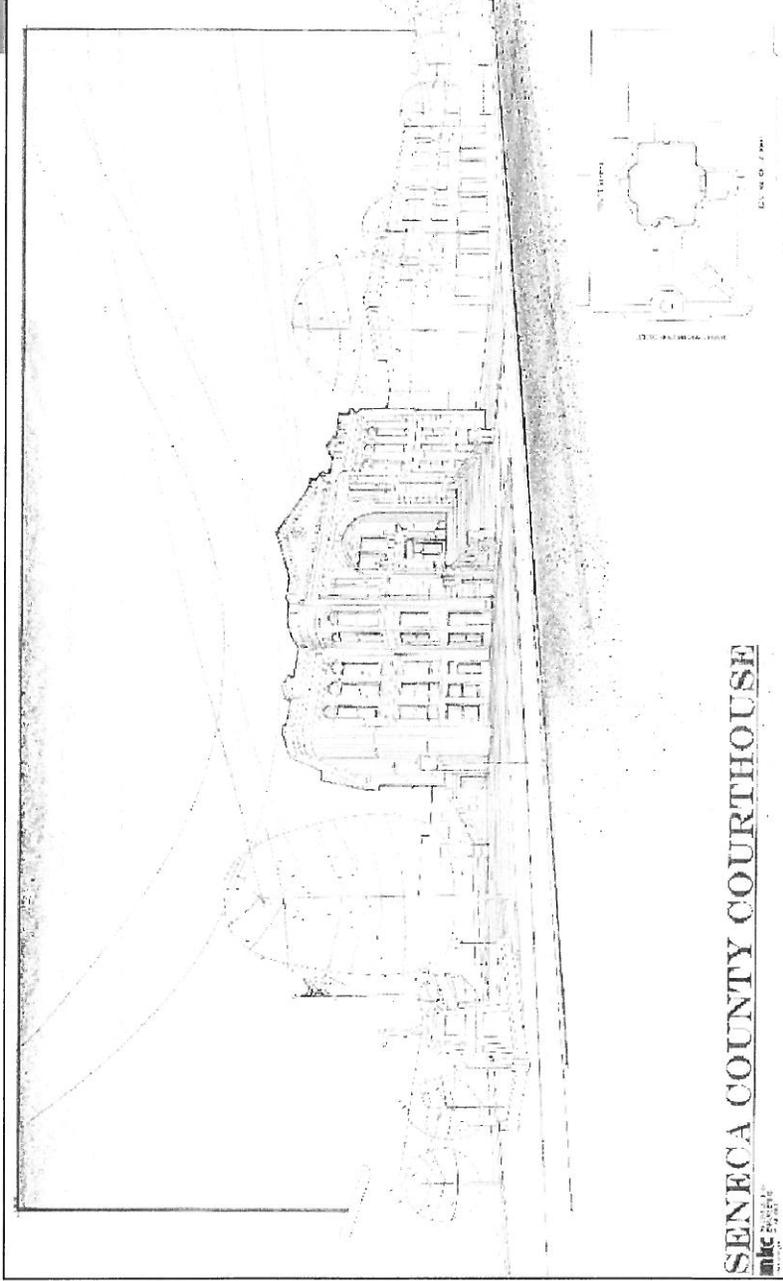


SOLUTIONS

SENECA County

Option C Description

1. Total demolition of the existing building **interior** leaving all or part of the building façade.
 - Involves bracing of three or more sides of the exterior façade and removing the existing roof structure, tower and all internal structures
 - Includes salvaging significant architecture items
2. Construct a new interior of 32,000 square feet building interior within the existing three to four walls of the existing courthouse.
 - New Interior space to house: Common Pleas Court 1 and 2, Prosecutor and Clerk of Courts
2. Re-program Courthouse Annex, minor renovations. Continuing use of Annex will serve Juvenile and Probate Court and Juvenile Probate.



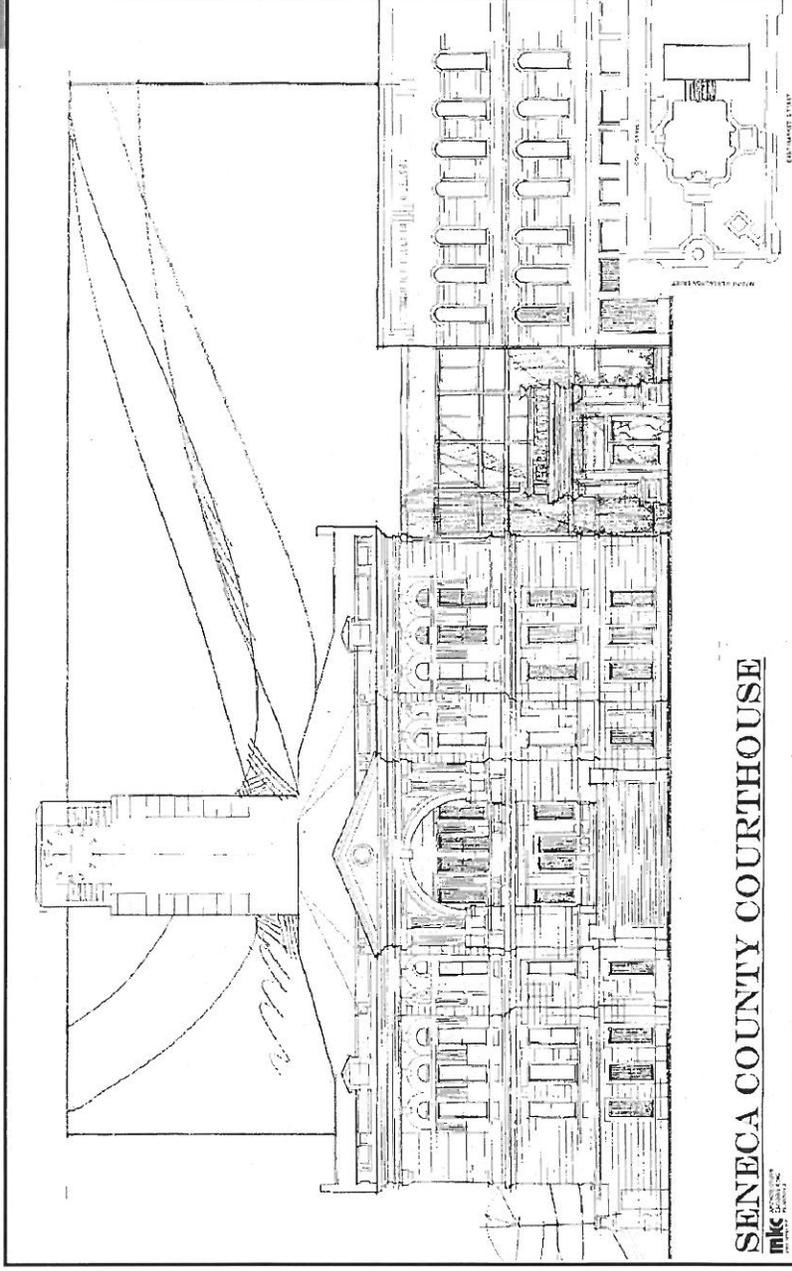


SOLUTIONS

SENECA County

Option D Description

1. Complete renovation/restoration of the existing building.
 - Exterior restoration
 - Interior renovation
 - Remove 4th floor to open the 3rd floor back to its original design
 - Modifications of existing interior structure to support the Program of Requirements of a modern Courts facility.
 - Completely new mechanical/electrical, plumbing and technological infrastructure



SENECA COUNTY COURTHOUSE

mkc



Probable Project Costs by Design Approach

SENECA County

		Gross Square Feet	Cost per Square Feet	Probable Construction Costs
Option A Demolition of existing courthouse preserving historic artifacts as economically feasible	1. Demolition of existing courthouse salvaging historic elements as economical 2. Construction of new 32,000 SF addition to courthouse annex 3. Reprogram existing annex; minor renovation	33,472	\$18.	\$602,496.
		32,000	\$225	\$7,200,000.
		18,184	\$25. Sub-total	\$454,600.
			Additional Associated Costs	\$8,257,096.
			Option A Total	\$1,238,564.
Option B Demolition of existing building and deconstructing elements of the exterior façade to be stored and reconstructed as part of the new building design	1. Demolition of existing courthouse salvaging significant architectural elements to be re-used 2. Construction of new 32,000 SF addition to courthouse annex 3. Reprogram existing annex; minor renovation	33,472	\$36.	\$1,204,992.
		32,000	\$235	\$7,520,000
		18,184	\$25. Sub-total	\$454,600
			Additional Associated Costs	\$9,179,592
			Option B Total	\$1,376,848
Option C Demolition of existing courthouse interior while preserving all or part of the facade	1. Selective demolition or complete interior 2. Bracing of exterior walls 3. New construction of interior 4. Reprogram existing annex; minor renovation	33,472	\$20.	\$669,440.
		32,000	\$250.	\$750,000.
		18,184	\$25. Sub-total	\$8,000,000.
			Additional Associated Costs	\$454,600.
			Option C Total	\$9,874,040
			Additional Associated Costs	\$1,481,100
			Option C Total	\$11,355,146
Option D Internal and external renovations/restorations to the existing courthouse—selective demolition of limited interior elements to accommodate renovation	1. Structural survey 2. Repair of structural unknowns 3. Repair of facade 4. Deconstruction 5. Interior renovations 6. Add new addition 7. Reprogram existing annex; minor renovations	6,370	\$10.	\$700,000.
		27,102	\$220.	\$300,000.
		5,000	\$225.	\$450,000.
		18,184	\$25. Subtotal	\$63,700.
				\$5,962,440
				\$1,125,000
				\$454,600.
		Additional Associated Costs	\$7,820,740.	
		Option D Total	\$1,173,111.	
			Option D Total	\$8,993,351.



POTENTIAL LOANS / GRANTS

SENECA COUNTY

Funding Sources - Seneca County Courthouse, Tiffin, OH

Source of Money	Amount Available	Type	Likelihood of Success	Lloyds's Rule (\$ * %)	Success to Cost Ratio	Based on Affording the Cost of Entry - Prioritized Choices
Clean Ohio Assistant Fund (COAF)	\$ 750,000	Grant	75%	\$ 562,500	56	1
Clean Ohio Revitalization Fund (CORE)	\$ 3,000,000	Grant	50%	\$ 1,500,000	15	2
USEPA Brownfields Revolving Loan Fund (BRLF)	\$ 2,000,000	Loan	75%	\$ 1,500,000	15	3
USEPA Brownfields Cleanup Grant	\$ 1,000,000	Grant	75%	\$ 750,000	8	4
Jobs Ready Sites	\$ 5,000,000	Grant	25%	\$ 1,250,000	8	5
Industrial Site Improvement Fund (ISIF)	\$ 500,000	Grant	25%	\$ 125,000	3	6
BEDI - Brownfield Economic Development Initiative - HUD	\$ 1,000,000	Grant	5%	\$ 50,000	1	7
Community Development Block Grant - HUD	\$ 100,000	Grant	5%	\$ 5,000	0	-
Ohio Historical Preservation - Certified Local Government Grants	various from \$2,000 to \$500,000	Grant & Loan	5%		varies	-

NOTE: Likelihood of Success Choices limited to: 5%, 25%, 50% or 75%





POTENTIAL LOANS / GRANTS

SENECA County

Funding Sources - Seneca County Courthouse, Tiffin, OH

Source of Money	Amount Available	Type	Time	Cost	Duration of Funds	Required Prior Tool	Use of Money	website
Clean Ohio Revitalization Fund (CORF)	\$ 3,000,000	Grant	L	M/H	30 months	OEPA VAP	acquisition, demolition, remediation, infrastructure	http://www.odod.state.oh.us/ud/CORF.htm
Clean Ohio Assistant Fund (COAF)	\$ 750,000	Grant	S	L	24 months	OEPA VAP	assessment, demolition, remediation	http://www.odod.state.oh.us/ud/COAF.htm
USEPA Browfields Revolving Loan Fund (BRLF)	\$ 2,000,000	Loan	L	M/H	24 months	OEPA VAP	assessment, demolition, remediation	http://www.odod.state.oh.us/ud/BCRLF.htm
USEPA Browfields Cleanup Grant	\$ 1,000,000	Grant	L	M/H	24 months	OEPA VAP	assessment, demolition, remediation	http://www.odod.state.oh.us/ud/BCRLF.htm
Industrial Site Improvement Fund (ISIF)	\$ 500,000	Grant	M	M	none	OEPA VAP	acquisition, renovation, assessment, demolition, remediation & infrastructure	http://www.odod.state.oh.us/eadd/obd/IndustrialSiteImprovementFund/
Jobs Ready Sites	\$ 5,000,000	Grant	M/L	H	36 months	Certification under the JRS Program	acquisition, renovation, assessment, demolition, remediation, infrastructure & design/planning	http://www.odod.state.oh.us/eadd/obd/jrs/
BEDI - Browfield Economic Development Initiative - HUD	\$ 1,000,000	Grant	M	M	TBD	HUD Section 108	assessment, remediation	http://www.hud.gov/offices/cpd/economicdevelopment/programs/bedi/
Community Development Block Grant - HUD	\$ 100,000	Grant	M	L/M	TBD	HUD Certification	acquisition, renovation, assessment, demolition, remediation, infrastructure & design/planning	http://www.hud.gov/offices/cpd/communitydevelopment/programs/stateadmin/
Ohio Historical Preservation Certified Local Government Grants	various from \$2,000 to \$500,000	Grant & Loan	varies	varies	varies	varies	planning, acquisition, rehabilitation & renovation	http://www.ohiohistory.org/resource/histpres/toolbox/cfggrants.html

Time:

S = Short = Less than 3 months
M = Medium = 3 months to 1 year
L = Long = greater than 1 year

Cost:

L = Low = Less than \$10,000
M = Medium = \$10,000 to \$100,000
H = High = Greater than \$100,000



POTENTIAL LOANS / GRANTS

SENECA County

Additional Research – source: Ohio Historical Preservation Organization

Source	Grant	Amounts	Process	Applicable to Seneca County Courthouse?	Possibility (on scale of 1 to 5)
Ohio Dept. of Development	Community Development Block Grants	varies	Passes through local authorities—they decide how to spend	No--Funds cannot be used for a Public Administration Building, and often are, sponsored by State	0
Option: Judy Krasniewski, Ohio OHPO	“Get your State Legislators’ attention” through legislation passed. “More State dollars are allocated this way than any State grant program.”		-- Public historical projects		
Federal Preserve America	Save America Treasures Grants	Min. \$125,000 Max. \$700,000	*Two levels of qualification: #1—Building must have national significance; or #2—Political, sponsored by your Senator or Representative *In both cases, building must be in an “eligible” community, which Tiffin is not at this time	Possibly if Tiffin becomes “eligible” community	Level #1—rate at “2” possibility Level #2 – rate at “3” possibility *Ratings dependent on Tiffin becoming classified as “eligible.”
National Park Service	Certified Local Govt. Grants—admin. by OHPO	\$80,000	One program administered by State...building has to be located in “certified local government”—Tiffin is not.	No	0





POTENTIAL LOANS / GRANTS

SENECA County

Attachment: Loan-Grant Discussion Details

Clean Ohio Revitalization Fund (CORF)
 Program Funds available: \$2,000,000/project
 Type of Funds: Grant
 Effort required to secure funds:

Effort requires participation in the Ohio EPA Voluntary Action Program (VAP) which requires the completion of VAP Certified Phase I & II using VAP Certified Laboratory for all sampling efforts.

Duration and Cost of Effort:
 VAP Phase I & II costs can range from \$25,000 to \$300,000 for both depending on Level of Effort to complete. Application process includes another \$10,000 to \$100,000 for the use of VAP Certified Professional to submit the application. Process usually takes 6-12 months. Matching funds may be required in the amount of 25% of the total project/grant.

Use of Funds:
 acquisition, demolition, remediation & infrastructure

Clean Ohio Assistant Fund (COAF)
 Program Funds available: \$1,070,000/project
 \$5,000 for Phase I
 \$15,000 for Asbestos Survey
 \$300,000 Phase II
 \$750,000 Remediation
 Type of Funds: Grant
 Effort required to secure funds:

Effort requires participation in the Ohio EPA Voluntary Action Program (VAP) which requires the completion of VAP Certified Phase I & II using VAP Certified Laboratory for all sampling efforts.

Duration and Cost of Effort:
 VAP Phase I & II costs can range from \$25,000 to \$300,000 for both depending on Level of Effort to complete. Application process includes another \$10,000 to \$20,000 for the use of VAP Certified Professional to submit the application. Process usually takes 3-6 months. Matching funds may be required in the amount of 25% of the total project/grant.

Use of Funds:
 acquisition, demolition & remediation





POTENTIAL LOANS / GRANTS

SENECA County

Attachment: Loan-Grant Discussion Details

USEPA Browfields Revolving Loan Fund (BRLF)
 Program Funds available: \$2,000,000/project
 Type of Funds: Loan
 Effort required to secure funds:

Effort requires participation in the Ohio EPA Voluntary Action Program (VAP) which requires the completion of VAP Certified Phase I & II using VAP Certified Laboratory for all sampling efforts or Memorandum of Agreement (MOA) Track which mimics the VAP.

Duration and Cost of Effort:

VAP Phase I & II costs can range from \$25,000 to \$300,000 for both depending on Level of Effort to complete. Application process includes another \$10,000 to \$100,000 for the use of VAP Certified Professional to submit the application. Process usually takes 6-12 months. Matching funds may be required in the amount of 25% of the total project/grant.

Use of Funds: assessment, demolition & remediation

USEPA Browfields Grant Fund (BRGF)
 Program Funds available: \$1,000,000/project
 Type of Funds: Grant
 Effort required to secure funds:

Effort requires participation in the Ohio EPA Voluntary Action Program (VAP) which requires the completion of VAP Certified Phase I & II using VAP Certified Laboratory for all sampling efforts or Memorandum of Agreement (MOA) Track which mimics the VAP.

Duration and Cost of Effort:

VAP Phase I & II costs can range from \$25,000 to \$300,000 for both depending on Level of Effort to complete. Application process includes another \$10,000 to \$100,000 for the use of VAP Certified Professional to submit the application. Process usually takes 6-12 months. Matching funds may be required in the amount of 25% of the total project/grant.

Use of Funds: assessment, demolition & remediation





POTENTIAL LOANS / GRANTS

SENECA COUNTY

Attachment: Loan-Grant Discussion Details

Industrial Site Improvement Fund (ISIF)
 Program Funds available: \$800,000
 Type of Funds: Grant
 Effort required to secure funds: Effort requires participation in the Ohio EPA Voluntary Action Program (VAP) which requires the completion of VAP Certified Phase I & II using VAP Certified Laboratory for all sampling efforts or Memorandum of Agreement (MOA) Track which mimics the VAP.

Duration and Cost of Effort:
 VAP Phase I & II costs can range from \$25,000 to \$300,000 for both depending on Level of Effort to complete. Application process includes another \$10,000 to \$100,000 for the use of VAP Certified Professional to submit the application. Process usually takes 6-12 months. Matching funds may be required in the amount of 25% of the total project/grant.

Use of Funds:
 acquisition, renovation, assessment, demolition, remediation & infrastructure

Jobs Ready Sites (JRS)
 Program Funds available: \$5,000,000
 Type of Funds: Grant
 Effort required to secure funds: Effort requires participation in and certification under the Jobs Ready Sites Program.

Duration and Cost of Effort:
 Phase I & II costs can range from \$10,000 to \$300,000 for both depending on Level of Effort to complete. Application process includes another \$10,000 to \$100,000 depending on the level of effort under the Certification Program. Process usually takes 6-12 months. Matching funds may be required in the amount of 25% of the total project/grant.

Use of Funds:
 acquisition, renovation, assessment, demolition, remediation, infrastructure & design/planning



POTENTIAL LOANS / GRANTS

SENECA County

Attachment: Loan-Grant Discussion Details

BEDI - Brownfield Economic Development Initiative - HUD
 Program Funds available: \$1,000,000
 Type of Funds: Grant
 Effort required to secure funds: Effort requires participation in and certification under the HUD Section 108.
 Duration and Cost of Effort: Duration of Funds determined under HUD Section 108 rules. Matching funds may also be required in the range of 25% to 50%. Process usually takes 6-12 months.
 Use of Funds: assessment & remediation

County Development Block Grant - State HUD
 Program Funds available: \$100,000
 Type of Funds: Grant
 Effort required to secure funds: Effort requires participation in and certification under the State HUD.
 Duration and Cost of Effort: Duration of Funds determined under State HUD rules. 50% matching funds may also be required. Process usually takes 6-12 months.
 Use of Funds: acquisition, renovation, assessment, demolition, remediation, infrastructure & design/planning

Ohio Historical Preservation - CLG Grants
 Program Funds available: \$2,000 to \$500,000
 Type of Funds: Grant/Loans
 Effort required to secure funds: Effort requires participation in and certification under the State Historical CLG Program.
 Duration and Cost of Effort: Duration of Funds determined under State CLG rules. 50% matching funds may also be required. Process usually takes 6-12 months
 Use of Funds: planning, acquisition, rehabilitation & renovation

Miscellaneous
 Program Funds available: varies
 Type of Funds: Grant/Loans
 Effort required to secure funds: There are several other options to consider relative to funding. Those "other sources" include:
 Private Fund Raising
 AIA 150th Anniversary options - AIA 150
 Manufacturer of the Sell (yerdin - local)
 Duration and Cost of Effort: Duration of Funds determined under specific program requirements
 Use of Funds: Determined by program



**North Central Ohio Regional
Council of Governments**

*"A Regional Source For
Shared Services"*

**SENECA COUNTY AND CITY OF TIFFIN COURTHOUSE
CO-LOCATION / SHARED SPACE STUDY**

August 24, 2012

B&N ARCHITECTURAL & PLANNING SERVICES

(see Burgess and Niple fee proposal)

	TOTAL B&N FEE	\$80,000
Grant Administration / Data Collection / Interviews / Coordination		\$15,000
P3: Project Management		\$5,000
	GRANT TOTAL	\$100,000

BURGESS & NIPLE

5085 Reed Road | Columbus, OH 43220 | 614.459.2050

Mr. John Davoli
 Director of NCORcog
 North Central Ohio Regional Council of Governments
 928 W. Market Street, Suite A
 Tiffin, OH 44883

Re: Seneca County and City Of Tiffin
 Courthouse Co-Location / Shared Space Study
 Fee Proposal

August 23, 2012

Dear Mr. Davoli:

Burgess & Niple, Inc. (B&N) is pleased to submit this proposal to provide professional architectural, engineering and planning services for the Seneca County and City Of Tiffin Courthouse Co-Location / Shared Space Study. The purpose of the study is to assist Seneca County and City of Tiffin in evaluating the feasibility and in acquiring programming information regarding co-location / shared space of court facilities. The facilities to be considered include two Common Pleas courts and offices of the County Clerk for Seneca County and the Municipal Court in the City of Tiffin.

B&N proposes to perform the work for a lump sum fee including reimbursable expenses of \$80,000. The fee breakdown by task is as follows:

	Task Fee
STEP 1	
1 Kickoff Meeting & Field Verifications Includes meeting prep, minutes and follow-up	\$ 5,910
2 Data Gathering & Literature Review	<u>\$ 7,590</u>
Step 1 Subtotal	\$13,500
STEP 2	
3 Conduct Interviews Includes preparation and documentation	\$ 6,200
4 Facility Assessments Existing and potential sites	\$ 9,690
5 Draft Existing Conditions Documentation	\$ 6,220
6 Draft Program For Separate Facilities	\$ 3,560
7 Receive Comments & Revise Documentation	<u>\$ 1,710</u>
Step 2 Subtotal	\$27,380

Courthouse Co-Location / Shared Space Study Fee Proposal
 August 23, 2012
 Page 2

STEP 3

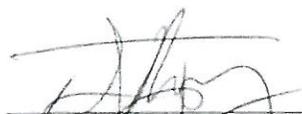
8 Workshop	\$ 5,130	
Including prep and follow-up		
9 Draft Program & Study For Co-Located Facilities	\$17,310	
Including cost estimates		
10 Renderings	\$ 5,520	
11 Review Meeting	\$ 2,725	
Includes meeting prep, minutes and follow-up		
12 Final Study & Revise Rendering	\$ 4,300	
13 Project Management	\$ 3,080	
Including administration, coordination and QA/QC		
Step 3 Subtotal	\$38,065	
SUBTOTAL		\$78,945
Expenses (Mileage and Lodging)	\$1,055	
Includes one overnight trip by architect and planner		
TOTAL B&N FEE	\$80,000	

B&N is prepared to begin work immediately upon your authorization. If you have any questions, do not hesitate to call. If you are in agreement with this proposal, please sign and return one copy to us.

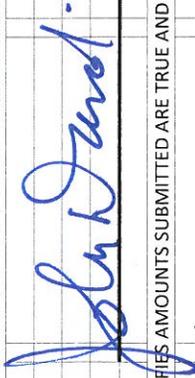
Sincerely,



 Robert A. Draper, Jr., AIA, NCARB
 Vice President



 Thomas J. Mignery, V A P C G, C P G
 Client Representative

NAME:		John Davoli									
ADDRESS:		928 West Market St. Tiffin, Ohio 44883									
PHONE NUMBER:		419-447-2927 ext. 136									
OCCUPATION:		NCORCOG									
TITLE		Director									
COURTHOUSE-LGIF											
DATE	DESCRIPTION OF IN-KIND SERVICES PROVIDED	TIME	PAY RATE	AMOUNT	MEDICARE	BWC	RETIREMENT	TOTAL IN-KIND			
8/1/12	Internet research/phone calls	4.00	37.19	148.76	2.16	0.94	20.83	172.69			
8/3/12	Emails/Internet	3.00	37.19	111.57	1.62	0.71	15.62	129.51			
8/6/12	Group meeting	4.00	37.19	148.76	2.16	0.94	20.83	172.69			
8/6/12	Tiffin City Council Meeting	3.00	37.19	111.57	1.62	0.71	15.62	129.51			
8/8/12	Work on Narrative	4.00	37.19	148.76	2.16	0.94	20.83	172.69			
8/9/12	Work on Narrative	4.00	37.19	148.76	2.16	0.94	20.83	172.69			
8/16/12	Email/Supporting Documents/Scan Studies	3.50	37.19	130.17	1.89	0.82	18.22	151.10			
8/20/12	Group meeting	4.00	37.19	148.76	2.16	0.94	20.83	172.69			
8/22/12	Work on Narrative	2.00	37.19	74.38	1.08	0.47	10.41	86.34			
8/24/12	Paperwork/Phone Calls	2.50	37.19	92.98	1.35	0.59	13.02	107.93			
8/25/12	Work on Narrative	2.00	37.19	74.38	1.08	0.47	10.41	86.34			
8/27/12	Phone calls/Inter Office work	3.00	37.19	111.57	1.62	0.71	15.62	129.51			
8/28/12	Application Work	4.00	37.19	148.76	2.16	0.94	20.83	172.69			
8/29/12	Scan and Format Application	4.00	37.19	148.76	2.16	0.94	20.83	172.69			
8/30/12	Final Group Meeting	4.00	37.19	148.76	2.16	0.94	20.83	172.69			
8/31/12	Final Proof sent to ODO	3.00	37.19	111.57	1.62	0.71	15.62	129.51			
				2,008.26	29.12	12.71	281.16	2,331.25			
*TIME - RECORD HOURS AND MINUTES - 15 MINUTE INCREMENTS				15 MINUTES							
				30 MINUTES							
				45 MINUTES							
SIGNATURE				DATE							
SIGNATURE CERTIFIES AMOUNTS SUBMITTED ARE TRUE AND ACCURATE.											
 MARGARET A HOERIG, Notary Public In and for the State of Ohio My Commission Expires Oct. 23, 2016											

8-31-12

8/31/12

Courthouse Co-location/Shared Space Study

Program Budget

<u>ACTUAL</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>
Salary and Benefits - Possible personnel changes			
Seneca County	114,063	120,277	119,905
City of Tiffin	111,300	111,300	111,300
<i>Total Salary and Benefits</i>	<u>\$225,363</u>	<u>\$231,577</u>	<u>\$231,205</u>
Occupancy - Utilities, Maintenance			
Seneca County	50,774	51,485	49,624
City of Tiffin	34,707	32,623	35,317
<i>Total Occupancy</i>	<u>\$85,481</u>	<u>\$84,108</u>	<u>\$84,941</u>
Insurance			
Seneca County	3,012	3,198	3,086
City of Tiffin	850	850	850
<i>Total Insurance</i>	<u>\$3,862</u>	<u>\$4,048</u>	<u>\$3,936</u>
Capital and Equipment Expenses			
Seneca County	0	0	0
City of Tiffin - Purchase Salvation Army building	75,050	0	0
<i>Total Insurance</i>	<u>\$75,050</u>	<u>\$0</u>	<u>\$0</u>
Evaluation			
Seneca County	0	0	5,363
City of Tiffin	0	0	18,740
<i>Total Evaluation</i>	<u>\$0</u>	<u>\$0</u>	<u>\$24,103</u>
Total Expenses	<u>\$389,756</u>	<u>\$319,733</u>	<u>\$344,185</u>
Revenues			
General Fund - Seneca County	167,849	174,960	177,978
- City of Tiffin	221,907	144,773	166,207
Total Revenues	<u>\$389,756</u>	<u>\$319,733</u>	<u>\$344,185</u>

Courthouse Co-location/Shared Space Study

Program Budget

<u>PROJECTED</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FT 2014</u>	
Salary and Benefits - Possible personnel changes				
Seneca County	60,210	60,467	60,737	
City of Tiffin	55,650	55,650	55,650	
<i>Total Salary and Benefits</i>	<u>\$115,860</u>	<u>\$116,117</u>	<u>\$116,387</u>	
Unadjusted Projected Costs	231,719	232,233	232,773	
Cost Savings	(115,860)	(116,117)	(116,387)	
Occupancy - Utilities, Maintenance				
Seneca County	29,580	30,171	30,775	
City of Tiffin	20,850	21,280	22,030	
<i>Total Occupancy</i>	<u>\$50,429</u>	<u>\$51,451</u>	<u>\$52,805</u>	
Unadjusted Projected Costs	85,848	87,591	89,992	
Cost Savings	(35,419)	(36,140)	(37,187)	
Insurance				
Seneca County	2,186	2,102	2,208	
City of Tiffin	425	425	425	
<i>Total Insurance</i>	<u>\$2,611</u>	<u>\$2,527</u>	<u>\$2,633</u>	
Unadjusted Projected Costs	4,113	3,988	4,145	
Cost Savings	(1,502)	(1,461)	(1,512)	
Capital and Equipment Expenses				
Seneca County - Courthouse Demolition	409,859	0	0	
City of Tiffin	0	0	0	
<i>Total Insurance</i>	<u>\$409,859</u>	<u>\$0</u>	<u>\$0</u>	
Evaluation				
Seneca County - Courthouse Demolition	0	0	0	
City of Tiffin	0	0	0	
<i>Total Evaluation</i>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	
Total Expenses	<u>\$578,759</u>	<u>\$170,095</u>	<u>\$171,824</u>	
Unadjusted Projected Costs	731,539	323,812	326,910	Total
Cost Savings	(152,780)	(153,717)	(155,086)	1,382,261
				(461,583)
				0.3339335
Revenues				
General Fund - Seneca County	501,835	92,740	93,719	
- City of Tiffin	76,925	77,355	78,105	
Total Revenues	<u>\$578,759</u>	<u>\$170,095</u>	<u>\$171,824</u>	



**North Central Ohio Regional
Council of Governments**

*"A Regional Source For
Shared Services"*

928 West Market Street – Suite A Tiffin, Ohio 44883 419-447-2927

To: ODSA
Re: LGIF "Cure Letter" ROUND 3 Application-
"Courthouse Co-location/ Shared Space Study"

Issues for Response

480. Breakdown detail outlining the specific match contribution of each collaborative partner-
SEE ATTACHMENTS H 1-3

481. In addition to our narrative for "Program Budget" on page 15 –

The new, combined county/municipal courthouse will be built on the green space that formerly occupied the 1884 courthouse. Land acquisition costs are zero based on the land being owned by Seneca County. No rent and/or loan servicing is included in the program budget, as the feasibility study will provide clarity on costs and cost avoidance. The study will also refine the optimal number of partners and show the specific construction costs and cost per sq/ft. It is assumed that the City and County will save 50% on security and reception personnel to staff the reception area. Assuming each entity currently employs 2 people to fill these positions, by consolidation each entity would be able to eliminate one person and cost share the remaining people. This consolidation would reduce costs in this area by 50%.

Maintenance and Insurance Costs can be reduced by 33-50% by combining the City of Tiffin Municipal Court with the Seneca County Common Pleas Courts. With three courts sharing the building it would be a logical assumption that the City would share one-third of the building expenses, reducing the County's burden of maintenance by that amount. By moving to a modern, more energy efficient building, the City would realize a larger saving of approximately 50%.

482. In addition to our narrative for "Return on Investment" on page 16 –

The return on investment will be enhanced by maximizing the number of potential public and private partners discovered in the study. Once the number of partners has been identified and the new structure is designed, further empirical data will emerge to quantify the efficiency factor of a co-location strategy.

Dr. Jim Lahoski, Chair – Lynette Cameron, Fiscal Officer – John Davoli, Director

www.NCORcog.org

SENECA COUNTY AND CITY OF TIFFIN COURTHOUSE
CO-LOCATION / SHARED SPACE STUDY

SCHEDULE OF CITY AND COUNTY IN-KIND HOURS

August 20, 2012

	CITY			COUNTY				Hours
	Mayor	Council members	Staff*	Commissioner	Administrator	Staff	Courts Personnel**	
STEP 1	2	2	6	2	2	2		16
1 KICKOFF MEETING & FIELD VERIFICATIONS (lead tour of the facilities)			3			3		6
2 DATA GATHERING (provide existing facilities, operations and demographic information)			4			4		8
STEP 2								
3 INTERVIEWS	2	2	6	2	2	2	12	28
4 FACILITY ASSESSMENTS			4			4		8
5								
6								
7 REVIEW DRAFT & PROVIDE COMMENTS	3	3	9	3	3	3	18	42
STEP 3								
8 WORKSHOP	6	6	18	6	6	6	36	84
9								
10 REVIEW DRAFT & PROVIDE COMMENTS	3	3	9	3	3	3	18	42
11 REVIEW MEETING	2	2	6		2	2		14
12 REVIEW FINAL STUDY	2		2	2	2			8
13								
Total hrs	20	18	67	0	20	29	84	256
Rate	\$75	\$75	\$75	\$75	\$75	\$75	\$100	\$100
Total	\$1,500	\$1,350	\$5,025	\$0	\$1,500	\$2,175	\$8,400	\$8,400

TOTAL NUMBER OF CITY AND COUNTY IN-KIND HOURS 256
TOTAL \$21,300

*Staff = 3 people (Fiscal Agent, Engineer, Facilities Manager)

** Court Staff = 6 people (2 Common Pleas Judges, County Court Clerk, Municipal Judge, 2 Court security)





Message

Fri, Aug 24, 2012 8:44 AM

From:  **John Davoli**
"Gwynn Reinhart" <financedirector@tiffinohio.gov>
To:  **Lynette Cameron**



Attachment H-2

Subject: Fwd: RE: Salvation Army Building/LGIF Grant

John Davoli
Director of NCORcog
North Central Ohio Regional Council of Governments
www.NCORcog.org

928 W. Market Street, Suite A
Tiffin, OH 44883
419-447-2927 x136
419-619-9999 cell
419-447-2825 (Fax)

jdavoli@ncoesc.org

----- Original Message -----

John:

The Salvation Army building was purchased 7/29/09 at a cost of \$75,049.50. We have had one study done for the feasibility of using it for a Municipal Court which cost \$18,739.75 that was in 2011. Since we purchased the building thru the end of May 2012 we have spent the following on utilities & maintenance.

Water 1,964.70
Gas 10,221.91
Electric 2,637.18
Maintenance 5,603.29

The average cost per year of normal salary and benefits (including health) for an officer is \$71,000.00.

Gwynn A. Reinhart
City of Tiffin
Director of Finance
53 E Market St.
P.O. Box 455
Tiffin, Ohio 44883
Phone: 419-448-5403
FAX: 419-448-5406

