

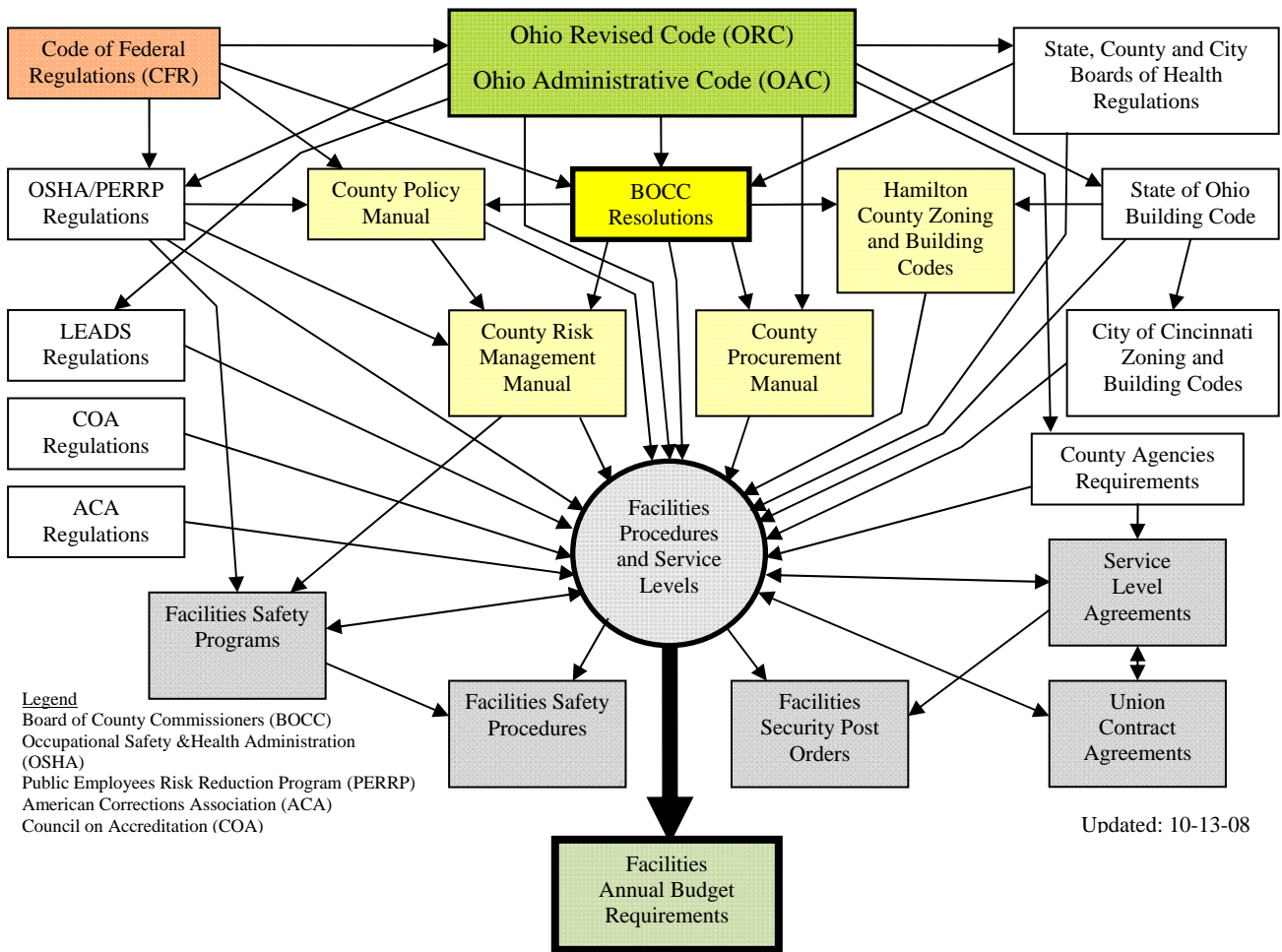
2009 Non-Mandated Expenditures Department Response

DEPARTMENT: COUNTY FACILITIES
 DEPARTMENT HEAD: Ralph Linne
 OCA TITLE: 060020 Administration

Hamilton County departments and agencies have the opportunity to respond and provide insight to the Office of Budget and Strategic Initiatives (BSI) initial assessment as to non-mandated services. This response form should be used for each specific BSI assessment; not a general response for entire department. Take as much space as necessary for each question.

1. Are there elements of the BSI non-mandated services that you believe are mandated? If so, provide the specific Ohio Revised Code (ORC) citation, Code of Federal Regulation (CFR) and/or relevant case law information. Please be especially diligent if there is a specific service or staffing level prescribed by law.

Below is a Flow Chart showing the Laws, Rules, and Agreements which determine the budget and staffing levels for the Hamilton County Facilities Department (HCFD).



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The Director of County Facilities feels that **ALL SERVICES AND STAFFING**, provided under this OCA, the support services provided are required in order to support the maintenance, construction, and renovation of BOCC owned and leased facilities as listed below:

- 230 East Ninth Street
- 237 William Howard Taft
- 250 William Howard Taft
- 264 William Howard Taft
- 2611 Highland Avenue
- Administration Building
- Alms & Doepke Building
- B&B Parking Lot
- 800 Broadway Building
- Clerk of Court's Record Center
- Communication Center
- Coroner's Office
- Courthouse - Hamilton County
- County Engineer's Garage
- Hillcrest Training School Campus
- Justice Center – North Building
- Justice Center – South Building
- Juvenile Youth Detention Center
- Memorial Hall
- Parkhaus Garage
- Patrol Headquarters Complex
- Public Works Garage – Burlington
- Sheriff's Target Range

The following facility is owned by the City of Cincinnati and leased to Cincinnati Museum Center:

- Cincinnati Union Terminal – Project Management Services per Contract with BOCC

The following facility is owned by BOCC and leased to Southwest Ohio Workforce Investment Board:

- 1916 Central Parkway – Project Management Services per Lease with BOCC

Below are several sections of the ORC which clearly states this opinion:

ORC 307.01(A) states “(A) A courthouse, jail, public comfort station, offices for county officers, and a county home shall be provided by the board of county commissioners when, in its judgment, any of them are needed. The buildings and offices shall be of such style, dimensions, and expense as the board determines. All new jails and renovations to existing jails shall be designed, and all existing jails shall be operated in such a manner as to comply substantially with the minimum standards for jails in Ohio adopted by the department of rehabilitation and correction.

ORC 307.02 states “The board of county commissioners of any county, in addition to its other powers, may purchase, for cash or by installment payments, enter into lease-purchase agreements, lease with option to purchase, lease, appropriate, construct, enlarge, improve, rebuild, equip, and furnish a courthouse, county offices, jail, county home, juvenile court building, detention facility, public market houses, retail store rooms and offices, if located in a building acquired to house county offices, for which store rooms or offices the board of county commissioners may establish and collect rents or enter into leases as provided in section 307.09 of the Revised Code, county children’s home, community mental health facility, community mental retardation or developmental disability facility, facilities for senior citizens, alcohol treatment and control center, other necessary buildings, public stadiums, public auditorium, exhibition hall, zoological park, public library buildings, golf courses, and off-street parking facilities determined by the board of county commissioners to be so situated as to be useful for any of such purposes or any combination of such purposes, for the use of which parking facilities the board of county commissioners may establish and collect rates, charges, or rents, and sites

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therefor, such real estate adjoining an existing site as is necessary for any of such purposes, including real estate necessary to afford light, air, protection from fire, suitable surroundings, ingress, and egress; such copies of any public records of such county, made or reproduced by miniature photography or microfilm, as are necessary for the protection and preservation of public records of such county.”

ORC 305.16 states “The board of county commissioners may employ a superintendent, and such watchmen, janitors, and other employees as are necessary for the care and custody of the court house, jail, and other county buildings, bridges, and other property under its jurisdiction and control.”

ORC 307.92 states “As used in sections 307.86 to 307.91, inclusive, of the Revised Code, “contracting authority” means any board, department, commission, authority, trustee, official, administrator, agent, or individual which has authority to contract for or on behalf of the county or any agency, department, authority, commission, office, or board thereof.”

ORC 305.18 states “Each county officer or department head shall make an inventory, on the second Monday in January of each year, of all the materials, machinery, tools, and other county supplies under the jurisdiction of such county officer or department head. Such inventory shall be a public record, made in duplicate, and one copy shall be filed with the clerk of the board of county commissioners and one copy with the county auditor.”

ORC 5901.22 states “The board of county commissioners, the board of township trustees, or the legislative authority of a municipal corporation may enter into contracts with cemetery associations providing for the purchase and maintenance, in cemeteries within the county, of plots of ground for the burial of deceased veterans and the deceased spouses of veterans. Any such purchase may be made either by cash or by installment payments. The purchase price and maintenance cost of all such burial plots shall be paid from the treasury of the county, township, or municipal corporation contracting for such plots.”

FEDERAL REQUIREMENTS

The following are Federal Laws that must be followed by the administrative staff that provides the services required to support the maintenance, design, construction, and/or renovation of a County building:

Below are County Procurement Requirements when Using Federal Money in Whole or in Part

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<p>Written acquisition standards. Must develop written standards to ensure that all applicable procurement requirements – state, federal and county – are met.</p>	<p>29 CFR 97.36(g) 45 CFR 92.36(g) OAC 5101:9-4-02</p>
<p>Competition. All procurement transactions will be conducted in a manner providing full and open competition consistent with the [applicable federal] standards."</p>	<p>29 CFR 97.36(c)(1) 45 CFR 92.36(c)(1) OAC 5101:9-4-07(J)(5)</p>
<p>Must have enough qualified sources to ensure maximum open and free competition.</p>	<p>29 CFR 97.36(c)(4) 45 CFR 92.36(c)(4) OAC 5101:9-4-07</p>
<p>Follow procurement standards which reflect applicable state laws, provided that the procurements conform to applicable federal law and the standards in 45 CFR 92.36.</p>	<p>29 CFR 97.36(b)(1) 45 CFR 92.36(b)(1) OAC 5101:9-4-07(A)(1)</p>
<p>Contract monitoring. Maintain a contract administration system which ensures contractors perform according to their contracts.</p>	<p>29 CFR 97.36(b)(2) 45 CFR 92.36(b)(2) OAC 5101:9-4-07(J)(8)</p>
<p>Written code of conduct. Maintain a written code of standards or conduct regarding award and administration of contracts. Copy of code of conduct and training must be provided to all individuals it governs.</p>	<p>29 CFR 97.36(b)(3) 45 CFR 92.36(b)(3) OAC 5101:9-4-04 OAC 5101:9-4-07(J)(6)</p>
<p>Maintain sufficient records to demonstrate the details and justification for the ultimate selection.</p>	<p>29 CFR 97.36(b)(9) 45 CFR 92.36(b)(9) OAC 5101:9-4-02 OAC 5101:9-4-07</p>
<p>Conduct a cost or price analysis in every instance.</p>	<p>29 CFR 97.36(f) 45 CFR 92.36(f) OAC 5101:9-4-07(F)</p>
<p></p>	<p></p>

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<p>Ensure that all contracts contain the provisions found in the federal regulations applicable to the source of funding to be spent. Each county’s family service agency and workforce development agency contract must contain the following provisions:</p> <ul style="list-style-type: none"> • Administrative, contractual or legal remedies in instances where contractors violate or breach terms. • Termination Clause • Compliance with Executive Order 11246 (EEOC) • Compliance with Copeland “Anti-Kickback” act. • Compliance with Davis-Bacon Act. • Compliance with sections 103 and 107 of the Contract work hours and Safety Standards act • Notice of awarding agency requirements and regulations pertaining to patent rights. • Notice of requirements and regulations pertaining to reporting. • Notice of requirements and regulations pertaining to copyrights. • Records access for audit purposes. • Compliance with the Clean Air Act and Environmental Protection agency regulations. • Compliance with the Energy Policy and Conservation Act. • Retention of records. 	<p>29 CFR 97.36(i) 45 CFR 92.36(i) OAC 5101:9-4-07(K)</p>
<p>Articulate a protest procedure for interested vendors.</p>	<p>29 CFR 97.36(b)(12) 45 CFR 92.36(b)(12) OAC 5101:9-4-02</p>
<p>Make generally available to any vendor the procurement opportunity by at least posting the opportunity on the county’s website.</p>	<p>29 CFR 97.36(c)(1);(4) 45 CFR 92.36(c)(1);(4) OAC 5101:9-4-07(C); (D);(E)</p>
<p>Comply with the guidelines governing the types of competitive procurements identified in the federal regulations and the procedural steps for each of them</p>	<p>29 CFR 97.36(d) 45 CFR 92.36(d) OAC 5101:9-4-07(B);</p>

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<p>found in the applicable rule. Some especially important factors are:</p> <p>a. "Procurement by <i>small purchase procedures</i>" (1) Simple and informal; (2) Under \$100,000. (<i>Important: This is a maximum price ceiling for small purchases. It may be more appropriate to utilize one of the other competitive procurement processes for purchases under \$100,000 when circumstances merit.</i>); and (3) Price or quotations required "from an adequate number of qualified sources." ODJFS requires at least three valid price or rate quotations be obtained from qualified sources.</p> <p>b. "Procurement by <i>sealed bids</i>" (1) Firm fixed-price contract; (2) Awarded to the responsible bidder whose price is lowest. The procurement must be "principally" based in price [7 CFR 3016.36(d)(2)(i)(C); 29 CFR 97.36(d)(2)(i)(C); 45 CFR 92.36(d)(2)(i)(C)] but elements of technical merits may be assessed to determine "responsibility;" and (3) Two or more responsible bidders. Complete evaluation must be made of at least two sealed bids. If more than one bid is received, but only one bid is completely evaluated on its technical and price merits, that is insufficient.</p> <p>c. "Procurement by <i>competitive proposals</i>" (1) More than one source must submit a proposal; (2) Firm fixed price or cost reimbursement contract; and (3) Award made to the "responsible firm whose proposal is most advantageous to the program, with price and other factors considered" [7 CFR 3016.36(d)(3)(iv); 29 CFR 97.36(d)(3)(iv); 45 CFR 92.36(d)(3)(iv)].</p>	<p>(C);(D)</p>
<p>Completely, adequately and realistically describe all procurement opportunities in the posted announcement.</p>	<p>29 CFR 97.36(c)(3) 45 CFR 92.36(c)(3) OAC 5101:9-4-07</p>

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<p>Publicize and identify all evaluation factors, their relative importance, and the selection procedures for the procurement opportunity.</p>	<p>29 CFR 97.36(c)(3) 45 CFR 92.36(c)(3) OAC 5101:9-4-07</p>
<p>Make available to ODJFS upon request the technical specifications on proposed procurements.</p>	<p>29 CFR 97.36(g) 45 CFR 92.36(g) OAC 5101:9-4-02</p>
<p>Comply with the bonding requirements for construction or facility improvement projects.</p>	<p>29 CFR 97.36(h) 45 CFR 92.36(h) R.C. 307.88; 307.89 OAC 5101:9-4-07</p>
<p>Counties may not simply select one vendor from an STS and negotiate with that vendor alone.</p>	<p>29 CFR 97.36(c) 45 CFR 92.36(c) OAC 5101:9-4-07(J)(5)</p>
<p>Limit competition in any of the enumerated ways described in the applicable rules, including the catch all: "any arbitrary action in the procurement process."</p>	<p>7 CFR 3016.36(c)(1) 29 CFR 97.36(c)(1) 45 CFR 92.36(c)(1) OAC 5101:9-4-07(J)(5)</p>
<p>Debarment and suspension. Must ensure that no contracts or purchases are made through an entity which is debarred or suspended or otherwise ineligible for participation under Executive Order 12549.</p>	<p>29 CFR 97.36(b)(2) 45 CFR 92.36(b)(2) OAC 5101:9-4-07(J)(8)</p>
<p>Written selection procedures. Must have written selection procedures for procurement transactions.</p>	<p>29 CFR 97.36(b)(3) 45 CFR 92.36(b)(3) OAC 5101:9-4-04 OAC 5101:9-4-07(J)(6)</p>
<p>Small, minority, women's and areas of labor surplus. County agency shall make efforts to utilize small and minority-owned businesses, women's business enterprises and labor surplus area firms when they are potential resources for supplies, equipment, construction and services.</p>	<p>OAC 5101:9-4-06</p>

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BOCC RESOLUTIONS

The following are resolutions (copies in reference materials) that must be followed by the administrative staff that provides the services required to support the maintenance, design, construction, and/or renovation of a County building:

- Resolutions Adopting Hamilton County Risk Manual – Dated 4-5-1995, 5-31-1995, 10-27-1995, 10-4-1995, and 8-20-2003
- Resolution Adopting Hamilton County Purchasing Manual – Dated 4-15-1995
- Resolution Approving the Hamilton County's GREEN Building Policy for New Construction and Major Renovations – Dated 4-23-2008
- Resolution Approving an Energy Policy for Hamilton County – Dated 4-23-2008
- Resolution Modifying Selection Procedures for Building Equipment Based on Life Cycle Costing – Dated 9-27-2000
- Resolution Modifying Selection Procedures for Professional Services of Architects, Engineers, Construction Managers and Environmental Professional – Dated 9-30-1998 – Per ORC

SUPPORT SERVICE LEVELS

The following are BOCC Policies, Internal Procedures, and Service Level Agreements that must be followed by the administrative staff that provides the services required to support the maintenance, design, construction, and/or renovation of a County building:

- **BOCC Policies** which apply – Support Staff must process and/or administer tasks as a requirement of the following:

- | | | | |
|------|---|------|---|
| 2.0 | Application and Selection for Employment (w/ SOP) | 3.0 | Compensation (w/ SOP) |
| 2.1 | Residency | 3.1 | In-Range Pay Adjustments |
| 2.2 | Immigration Reform and Control Act (w/ SOP) | 3.2 | Shift Differential |
| 2.3 | Employee Appointment and Status Types | 3.3 | Workweek and Work Scheduling |
| 2.4 | Probationary Period | 3.4 | Emergency Scheduling |
| 2.5 | Medical Examination | 3.5 | Overtime and Hours of Work/Hourly Employees |
| 2.7 | Job Classification Plan (w/ SOP) | 3.6 | Top Management and Other Salaried Positions |
| 2.8 | Temporary Assignments | 3.7 | Pay and Pay Period |
| 2.9 | Transfer | 3.8 | Payroll Deductions |
| 2.10 | Outside Employment | 3.9 | Project Gain |
| 2.11 | Reductions in Force | | Fresh Ideas: An Employee Suggestion Program |
| 2.12 | Resignation | 3.10 | |
| 2.13 | Public Records Policy (w/ SOP) | 4.0 | Family and Medical Leave (w/ SOP) |
| 2.15 | Performance Development (w/ SOP) | 4.1 | Sick Leave |
| 2.16 | Training and Development | 4.2 | Administrative Leaves |
| | | 4.3 | Court/Poll Worker Leave |

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4.4	Military Leave	6.3	Personal Appearance
4.5	Leave of Absence Without Pay	6.4	Whistle-Blower Policy
4.6	Employee Disability	6.5	Public Policy and Legislative Lobbying
4.7	Disability Separation	6.6	Telecommunications Policy
4.8	Leave Donation (w/ SOP)	6.7	Telephone Usage Policy (Desk Phones & Cellular Phones)
5.0	Vacation (w/ SOP)	6.8	Solicitations / Distributions / Postings
5.1	Holidays / Personal Days	6.9	Smoke-Free Workplace Policy
5.2	Group Health Insurance Benefits	6.10	Alcohol Consumption
5.3	COBRA / Continuation of Medical Insurance (w/ SOP)	6.11	Drug-Free Workplace Policy (w/ SOP)
5.4	Workers' Compensation Policy (w/ SOP)	6.12	Commercial Driver's License Alcohol and Drug Testing
5.5	Employee Assistance Program	6.13	Safety
5.6	Retirement Participation / Benefits	6.14	Preventing Violence in the Workplace (w/ SOP)
5.7	Sick Leave Conversion	6.15	Employee Identification (w/SOP)
5.8	Tuition Reimbursement Program	7.0	Employee Discipline (w/ SOP)
5.9	Employee Transportation Reimbursement Account (EXTRA)	7.1	Grounds for Discipline
5.11	Earned Personal Days	7.2	Pre-Disciplinary Hearing
6.0	Ethics of Public Employment	7.3	Appeals
6.1	Fair Employment Rights and Responsibilities	7.4	Internal Grievances (w/ SOP)
6.2	Absenteeism	8.0	Travel (w/ SOP)
			Vehicle Use Policies and Procedures
		APPENDIX	

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Departmental Procedures which apply – Support Staff must process and/or administer tasks as a requirement of the following:

- Commissioners' Agenda Items
- Rules and Regulations Governing the Use of County Facilities or Property
- Purchasing
- Cellular Phones
- Employee References
- Request for Special Funding
- Request for Leave
- Procedure for Press Contact
- Procedure for Handling Customer Calls & Requests
- Technical Support
- Travel Procedure
- Charging Fees For Copies of Public Records
- Procedure for Background Checks of Employees and Contractors
- Driving and Motor Vehicle Usage
- Inventory Control and Process
- BOMA Reporting and Benchmarking
- Collection of Costs for Indirect Cost Plan
- Indigent Burial Protocol
- Hourly Time Sheets
- Overtime Approval
- Call-In Compensation for Winter Weather Duties
- Smoke-Free Workplace
- Dress Code
- Service Interruptions
- Radio Transmissions
- Housekeeping
- Courtesy Call Procedure
- Emergency Operations
- Medical Emergencies
- 911 Emergency
- Elevator Emergency
- Emergency Closing Procedure
- Towing at B&B Parking Lot
- Lost and Found
- Vehicle Usage
- After Hours Incident Communications
- Parking Assignments – Facilities Employees
- Procedure for Fuel Cards
- Service Level Agreements
- CAFM Management
- Employee Safety Orientation Training
- Employee Mandated Training and Development
- Project Record Retention
- ARCHIBUS Documentation and Updating
- Operations Manuals and Training
- Warranties – Future
- Sustainability Program
- Purchase of Environmentally Friendly Vehicles
- Responsibilities for General Services for JFS
- Council on Accreditation (COA) Requirements
- Mail Services
- Copier Services
- Fleet Management Services
- Office Supplies
- Furniture Purchase
- Furniture Appraisal and Annual Inventory
- Furniture Relocation and Moves
- Furniture: Offsite Storage
- Receiving and Deliveries for JFS

Service Level Agreements which apply – Support Staff must process and/or administer tasks as a requirement of the following:

- Service Level Agreement (SLA) between BOCC and Job and Family Services

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2. Who are the recipients of the service or activity for the non-mandated service? How many recipients?

- County Facilities Staff - 144
- County Employees – over 6,000
- Public – over 10,000 per workday
- Inmates and Juveniles – over 1,600

Please note any internal customers, other county departments, jurisdictions, businesses, etc. If the service is geographic specific (i.e., a satellite probation office), please identify the neighborhood, township or municipality.

- Board Of County Commissioners
- Auditor
- Administrative Services
- Board of Elections
- Budget and Strategic Initiatives
- Building Inspections
- CAGIS
- Cincinnati Museum Center (CMC)
- Communications Center (911)
- Community Development
- Coroner's Office
- Court of Appeals
- Court of Common Pleas
- Court of Domestic Relations
- Court Jury Commissioner
- CLEAR
- Clerk of Courts
- Economic Development
- Emergency Management Agency
- Engineer's Office
- Environmental Services
- Fairgrounds
- Family and Children First
- General Health District (Board of Health)
- Greater Cincinnati Automobile Dealers Association
- Homeland Security (Regional)
- Job and Family Services
- Juvenile Court
- Law Library
- Mental Retardation and Developmental Disabilities Board (MR/DD)
- Municipal Court
- Personnel
- Planning, Zoning and Community Development
- Probate Court
- Prosecutor's Office
- Public Works
- Public Defender's Office
- Purchasing
- Recorder's Office
- River City Correctional Center
- Sheriff's Office
- Soil and Water
- Treasurer
- Veterans Service Commission

3. Are there county revenues associated with the non-mandated services? If so, please provide the methodology for any lost revenues. Please consider state or federal reimbursements, grants, fees, etc. Please note if the service or activity is included in the county's indirect cost plan.

- All services/activities under this OCA are in the county's indirect cost plan
- Services provided to MRDD, Cincinnati Museum Center (CMC), and other County organizations for when services are funded with restricted funds are charged back to that funding source

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4. If the county did not provide the non-mandated service, is there the potential for increased expenditures in another jurisdiction within Hamilton County? If so, please list the specific municipality and/or township. - No
5. Does the non-mandated service include Board of County Commissioner policy via resolution or motion? – Yes, see list in response to question 1.
6. Are there contracts or agreements that preclude the elimination of a non-mandated service? If so, please provide the specific language as to termination and/or amendment terms. – Yes,
 - Service Level Agreement (SLA) with JFS – Draft copy in Reference Manuals
 - Contracts – See Other Considerations and Comments:
7. What are the equipment/non-personnel expenditure considerations with discontinuing a non-mandated service? (i.e., surplus equipment). – No
8. Do any of the non-mandated services include employees represented by a bargaining unit? If so, please note the union and provide information as to reduction-in-force and job abolishment considerations. - No
9. For positions within non-mandated services, are there are special circumstances that preclude a traditional job abolishment process? Separation costs will be addressed centrally including leave balance payouts, unemployment compensation and severance (based on current Commission policy). – No
10. In addition to positions associated with non-mandated services, the Budget Office included a review of management layers, support staff, and currently vacant positions. Please comment on the impact of eliminating these positions.

Without an **OFFICE OPERATIONS MANAGER** there will be **NO ONE** in Facilities to perform the following:

- Ensures smooth and efficient operation of office; coordinates and monitors work flow; ensures work is completed in proper and timely manner; participates in the coordination and implementation of department activities, procedures and programs; responds to complaints and inquiries from departmental personnel.
- Supervises work activities of subordinates; schedules, assigns and reviews work; assists employees in completing difficult or complex assignments; performs duties associated with the interviewing of potential new hires; provides employee orientation and training regarding work duties; assists employees with questions regarding technical or procedural matters.

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- Prepares and maintains related records and reports; analyzes data, findings and/or statistical information and compiles reports in accurate, timely manner; interprets reports and information and makes recommendations to assist in decision making; may prepare, maintain and/or process personnel and payroll records (e.g., time records accrual/usage, personnel action forms, position descriptions, performance evaluations and applications); prepares and maintains detailed or routine financial, statistical or personnel records and reports (e.g., insurance and benefit records, tax records, attendance records, etc.); may assist in the preparation of budget requests.
- Completes special administrative and confidential projects as assigned; performs duties of co-workers as work load dictates or as requested.
- Provides administrative and secretarial support to administrative personnel (e.g., assists in administering department programs, takes meeting minutes, schedules and maintains appointment schedules, arranges meetings and conferences, composes correspondence); completes special administrative or confidential projects as requested; coordinates special functions and events; types on computer or typewriter variety of complex detailed, technical, confidential and/or routine materials (e.g., correspondence, reports, agendas, contracts and other documents).

Without a **CUSTOMER SERVICE REPRESENTATIVE** there will be **NO ONE** in Facilities to perform the following:

- Accepts, processes, compiles and verifies documents and information of a precise, technical or special nature (e.g., financial, statistical, vehicle usage log, contractor time sheets); reviews documents to ensure accuracy and completeness; collects and evaluates information to make recommendations or prepare written reports; processes documents and information received in accordance with established procedures; schedules appointments as required.
- Prepares, maintains and updates various records and reports; gathers, compiles and summarizes data; searches, retrieves and files documents.
- Performs routine clerical duties (e.g., types correspondences, forms, reports and other documents using typewriter or computer; proofreads material and makes necessary corrections; reproduces and distributes documents); schedules conference rooms; maintains Director files; accepts and records payment/monies received.
- Receives telephone calls and responds to inquiries and complaints; refers difficult or sensitive issues to appropriate personnel; may operate base radio to receive and transmit calls to field personnel; input work requests into ARCHIBUS; performs other related duties as assigned.
- Schedules and monitors vehicle usage and related records; reviews and audits mileage log sheets;

Without an **ACCOUNTANT 1** there will be **NO ONE** in Facilities to perform the following:

- Compiles and prepares complex financial reports, statements, payment records, investment records and other financial documents, assist in preparation and implementation of annual budget; develops and implements fiscal controls; may authorize payment of accounts payable; may coordinate department purchasing activities (e.g., completes forms and bid specifications, reviews purchase orders and verifies availability of funds); may conduct cost analysis of contracts and proposals in collective bargaining negotiations; may assist in planning and developing county accounting procedures.
- Reviews financial records and program activities to ensure compliance with state and federal laws and regulations; audits internal records to ensure sound bookkeeping practices, conducts research, compiles data and prepares reports to assist director in making informed decisions on agency budget; assists with calculation of department's annual asset evaluation inventory.

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- Posts accounting data (e.g., disbursements, appropriations, budget accounts, warrants, accounts receivable and payable); balances and reconciles accounts; processes various accounting documents for the receipt and disbursement of funds; may monitor departmental federal funds continuing eligibility level; verifies department expenditures vs. Auditor's figures in performance series
- Supervises activities of clerical personnel (e.g., assigns and reviews work; provides direction to employees engaged in bookkeeping and fiscal operations; ensures work is completed in accurate and timely manner; trains new employees; assumes responsibility for operation of department in absence of supervisor.)
- Calculates and tracks contributions for services to be rendered; prepares reports for JFS; bills agencies as required; records receipts and deposit of funds received.
- Supervises assigned office personnel (e.g., authorizes assignments, schedules and assigns work, recommends discipline and commendation, recommends new and revised policy; interviews and recommends selection to department head).

Without the two **ACCOUNTANT CLERK 3s** there will be **NO ONE** in Facilities to perform the following:

- Compiles, posts, updates, balances and verifies financial information of a detailed and complex nature (e.g., budget accounts, taxation distribution, payroll, accounts receivable and payable, capital improvement accounts); calculates and verifies amounts to be collected and disbursed; issues and/or verifies warrants, duplicate warrants, invoices, vouchers and other accounting documents.
- Prepares, maintains, interprets and analyzes complex and detailed financial records and reports (e.g., financial worksheets, budget projections, expense reports, bank reconciliation statements, accounts receivable and payable reports, operational reports, tax apportionment sheets, books of accounts for fee); analyzes and interprets financial data and makes recommendations regarding financial matters; prepares and maintains detailed or routine financial, statistical or personnel records and reports (e.g., leave time accrual/usage, insurance and benefit records, tax records, attendance records, journal entries, etc.); prepares forms for filing with County Treasurer and County Auditor; operates personal computer to create and maintain financial records and reports.
- Assists co-workers with difficult or complex assignments; performs duties of co-workers; develops a working relationship with County budget department and County Auditor's Office, financial institutions, legal counsel and contracted parties; responds to fiscal inquiries and questions; answers questions from county officials, employees and general public; performs related clerical duties (e.g., types, files and reproduces documents generated by department)

Without the **ADMINISTRATIVE ASSISTANT** *there* will be **NO ONE** in Facilities to perform the following:

- Performs a variety of administrative support functions to ensure efficient operation of department; purchases supplies and equipment within established guidelines; assist in administering personnel function.
- Researches, compiles and analyzes materials, information, financial data, publications, programs, legislation, etc.; prepares reports and recommendation; provides technical information and advice to aid in decision making; prepares cost analysis and special studies; may prepare material for use in collective bargaining negotiations; prepares and maintains various operational, financial, statistical and/or personnel records and reports; maintains information of a confidential or sensitive nature.
- Serves as liaison with County officials, department heads, and general public; transmits decisions and directives to involved parties; receives and responds to inquiries and

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complaints from officials, constituents and general public; attends meetings; represents supervisor in his/her absence.

- Performs complex and routine secretarial duties (e.g., utilizes computer to create a variety of material from rough drafts, recordings, written or oral instructions; composes routine correspondence; schedules and maintains appointment schedules; arranges meetings, conferences and travel arrangements; receives, sorts and distributes incoming mail; receives and forwards incoming telephone calls; reproduces, files and distributes documents).

Without the **CAFM PROJECT MANAGER** there will be **NO ONE** in Facilities to perform the following:

- Manages department's data base system related to work management program (e.g., updates and changes system fields; sets-up preventative maintenance schedules; tests for accuracy; assists administrative personnel in establishing goals and developing plans; keeps supervisor/administrative personnel informed of progress; trains department personnel in computer systems and applications).
- Exports detailed data from work order system by means of a report system for production of desired reports for management planning and operational needs (e.g., staff scheduling; production control; labor cost control; evaluation reports; manpower/staffing requirements and program budgeting); analyzes data to find data entry errors; available labor hours; work order cycle time; productivity per man hours; work order aging reports; etc. to determine work management inefficiencies/discrepancies; validates information and recommends efficient alternatives to supervisor and/or appropriate personnel.
- Develops and/or assists with developing and implementing procedures for operation and maintenance of work management systems; analyzes automation requirements for work planning information systems; oversees daily operation of information systems; monitors and manages the department's contracts and system design, development and maintenance; contacts vendor(s) to obtain information or software and resolves problems.
- Performs routine duties of Systems Administrator (Director) in his/her absence.

Without the **FACILITIES SYSTEM SPECIALIST** there will be **NO ONE** in Facilities to perform the following:

- Assists in establishing goals and developing plans and procedures; independently carries out the design and implementation of projects and operational assignments in managing the department's automation program, and keeps supervisor informed of progress; assists in preparation and review of segments of annual budget (e.g., technology requirements and program budgeting).
- Responsible for bar-coding, reporting and control of department inventory (e.g., software, parts and supplies, computers, etc.).
- Develops information systems and office automation plans and procedures; analyzes automation requirements; oversees daily operation of all automated information systems; monitors data processing personnel and interacts with systems users; assists in developing and implementing procedures for operation and maintenance of computerized systems (i.e., project costing, inventory control, leave records and generating evaluation reports).
- Plans and coordinates purchase, installation and use of computer systems and software applications for the department; implements procedures to improve equipment efficiency; ensures and provides proper training of personnel regarding systems and applications; monitors and manages the department's contracts for software design, development and

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maintenance, and equipment maintenance; contacts vendor(s) to obtain information or equipment and resolve problems.

- Plans, organizes, coordinates and controls the operation of computer and peripheral data processing equipment, and provides technical assistance for repair and maintenance; develops procedures, controls and security provisions necessary to ensure the efficient daily operations of office automation functions in the department and the integrity of data files maintained by the department.

Without the **FACILITIES SYSTEM ADMINISTRATOR** there will be **NO ONE** in Facilities to perform the following:

- Develops, administers, implements and reviews departmental computer systems (e.g., work order, preventive maintenance, inventory bar-coding, accounting and control, etc.); assists in establishing goals and developing plans and procedures; independently carries out the design and implementation of projects and operational assignments in managing the department's automation program, and keeps supervisor informed of progress; assists in preparation and review of segments of annual budget (e.g., technology requirements and program budgeting).
- Manages work order system (i.e., monitors data entry, generation of work orders, preventive maintenance scheduling, quality control, inventory control and generating reports for evaluation).
- Provides training and responses to questions in the daily usage of the work order system
- Develops information systems and office automation plans and procedures; analyzes automation requirements; oversees daily operation of all automated information systems; monitors data processing personnel and interacts with systems users; assists in developing and implementing procedures for operation and maintenance of computerized systems (i.e., project costing, inventory control, leave records and generating evaluation reports).

11. What is the performance impact of not providing the non-mandated service? For example, wait times, waiting lists, case loads, operating hours and other consequences of not providing the service. - The Director of County Facilities feels that **ALL SERVICES AND STAFFING ARE MANDATED**

There will be **NO STAFF** available to update and maintain the Performance Measures as required by BOCC 2008 Goals

There will be **NO STAFF** available to meet the requirements of the Public Records Act per ORC 149.43 placing the BOCC in non-conformance with Ohio Law; this would include filing of records, retrieve of records, and destruction per retention schedules.

- The law requires every public office to maintain its records in accordance with statutory requirements or record retention schedules approved by the county records commission.
- County offices are required to promptly prepare and make available for public inspection all public records at all reasonable times during regular business hours. If the office keeps records on microfilm, optical disk or on electronic or magnetic tapes, equipment must be provided to reproduce the record in a readable form (ORC 9.01). If a person requests a copy of a public record, it must be made available at cost and within a reasonable amount of time.
- Finally, a county office is required to organize its filing system so that its records can be made available within a reasonable amount of time. In addition, each

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county office can only make such records as are necessary to the proper and adequate documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the office and for the protection of the legal and financial rights of the state and persons directly affected by the activities of the office (ORC 149.40).

There will be **NO STAFF** available to meet the requirements per ORC 305.18 placing the BOCC in non-conformance with Ohio Law; this would include filing of an annual public record of the materials, machinery, tools, and other county supplies under the jurisdiction of Director of Facilities. Such inventory shall be a public record, made in duplicate, and one copy shall be filed with the clerk of the board of county commissioners and one copy with the county auditor on the second Monday in January.

There will be **NO STAFF** available to process payroll and maintain employee records which would place the BOCC in non-conformance with Federal and State requirements to pay employees for services provided and legal contracts with the unions, resulting in additional costs and lawsuits.

There will be **NO STAFF** available to process requisitions, direct vouchers, invoices, which would place the BOCC in non-conformance with terms of legal contracts and purchase orders, resulting in additional costs and lawsuits.

There will be **NO STAFF** in Facilities to continue to provide support for the ***ENERGY MANAGEMENT SOFTWARE (WATCHDOG)*** and perform the following:

- Facilities department would not longer be able to update and maintain the software used for:
 - Utility and Energy Information Tracking
 - Utility Bill / Energy Analysis Reporting

There will be **NO STAFF** in Facilities to continue to provide support for the ***DATA PROCESSING SOFTWARE (ARCHIBUS)*** and perform the following:

- Facilities department would not longer be able to update and maintain the ARCHIBUS system that is being currently used. In attachments is a document detailing what modules are currently being used by the County, either by Facilities or other listed departments/agencies. The modules in ARCHIBUS that are currently being used by the Facilities staff, Sheriff, Cincinnati Museum Center, Emergency Management Agency, MRDD, and Great American Ballpark for the management of various aspects of their organizations would stop having data inputted and reports issued.
- Many County departments use the ARCHIBUS system, via the iFM website, for Equipment and Fleet Management, Capital Project requests, and requests for maintenance in the buildings maintained by the Facilities department, which also would no longer be available.
- ARCHIBUS is also being used by contracted vendors for reviewing and estimating projects, submitting building condition assessments, and reviewing floor plans for projects would stop having data inputted and reports issued.

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Without the ARCHIBUS software license(s), offsite server, and **NO STAFF** the following would no longer be done for the following County Organizations causing a major impact to their daily tasks and a major cost to put another system in place:

- **Emergency Management Agency –**
 - Grant & Requisition Management Module
 - Inventory Control Location Management Module
- **MR/DD –**
 - Fleet Management Module
 - Furniture & Equipment Management Module
- **Juvenile Court –**
 - Fleet Management Module
 - Furniture & Equipment Management Module
- **County Auditor –**
 - Fleet Management Module
 - Furniture & Equipment Management Module
- **Administrative Services – GABP –**
 - Furniture & Equipment Management Module
- **Sheriff's Office –**
 - Building Operations Management Module
 - Preventive Maintenance Module
- **Cincinnati Museum Center –**
 - Building Operations Management Module
 - Preventive Maintenance Module
- **Clerk Of Courts –**
 - Fleet Management Module
- **Probation –**
 - Fleet Management Module
- **Public Works -**
 - Fleet Management Module
- **Environmental Services –**
 - Fleet Management Module
- **Building Inspections –**
 - Fleet Management Module

Without the ARCHIBUS software license(s), offsite server, and **NO STAFF** the following modules would no longer be updated and maintained for the other divisions in County Facilities:

- Building Operations Management
- Preventive Maintenance
- Warranty Management
- Fleet Management
- Life Safety Plans (Evacuation Drawings)
- Hazardous Materials & MSDS Management
- Asbestos & Lead- Based Paint Tracking
- Emergency Equipment Tracking
- Roof Management Documentation
- Confined Space / Lock Out Tag Out
- Key Control
- Condition Assessment
- Capital Project Estimating
- Five Year Capital Plans
- Project Management
- Green Buildings
- Space Management / Record Drawings
- Emergency Contacts
- Facilities Accounting System
- Tracking Personnel Training
- Medical Monitoring
- Incident Reporting
- Facilities Personnel Management
- ID Badge Management
- Real Estate Information System
- Strategic Master Planning

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12. Are there any alternatives that result in savings to the general fund? – No -
13. Are there more efficient ways to deliver a mandated service that may allow for the savings to offset the cost of a non-mandated service?

The Director feels that there are little if any areas that can be cut. This is based on the following:

- Staffing decreased by 12 positions even while having major increases in responsibilities in 2007 and 2008
- Department was found to manage properties to the best, most cost-effective standards
- Project Management Division was reduced from a staffing level of four to two while still managing multi-million dollar design and construction contracts at Cincinnati Museum Center (CMC)
- Over 45% of the total Departments' Budget is from restricted funds.
- Facilities staff is being used to manage tasks for several types of funding sources; as a result the County is having the maximum amount charged back to restricted funds

This is based on the following facts:

Competition and Efficiency Committee Opinion

In 2007, County Facilities maintenance functions were reviewed by the Competition and Efficiency Committee. The report found that County Facilities managed properties to the best, most cost-effective standards and recommended that "the County Administration should move forward with encouraging consolidating property maintenance within the Facilities Department to the largest extent possible." To that end, several consolidations took place in 2007 and along with new ones in 2008.

Additional Responsibilities

In 2007, County Facilities assumed responsibilities for maintenance of the Youth Detention Center, Hillcrest Training School, and the Alms & Doepke Parkhaus Garage, the department assumed responsibility for maintenance of Queensgate Correctional Facility and the Spring Grove future jail site. 2007 expenses for these facilities, with the exception of the Youth Detention Center, Queensgate and Spring Grove, were reimbursed out of restricted funds. In addition, County Facilities, as part of the Public Works reorganization, also assumed responsibility for coordination of the county capital improvement plan (CIP).

In 2008, County Facilities assumed responsibility for the maintenance of all Job and Family Services properties. Expenses for maintaining the Youth Detention Center and Hillcrest Training School have increased due to lack of preventative maintenance in prior years (before County Facilities assumed responsibility). These additional responsibilities resulted in a \$9.7 million increase to the 2008 budget. \$2.5M of the maintenance expenses at Hillcrest Training School was deferred in mid-2008 to be included in the budget submittal for the 2010 or later.

Restricted Funds

A total of \$15.5 million (48%) of the department's 2008 budget is for reimbursable restricted fund department maintenance expenses at Hillcrest Training School (\$4.1M), Youth Detention Center (\$1.6M), JFS facilities at 222 E. Central Parkway and 237 William Howard Taft (\$7.4M), Queensgate and Spring Grove jail site (0.9M), and CMC (\$1.5M).

2008 Staffing

Through continued department reorganization, 12 positions were eliminated in the 2008 County Facilities budget for consolidation of JFS maintenance and service organizations. In mid 2007, 2 full-time equivalent positions were transferred from Public Works to County Facilities, but due to the department's efforts to manage with limited resources, the department total FTE count only increased by a half of a position in 2007 for a new part-time member on the Board of Revisions,

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due to the elimination of 2 positions. In 2008, the consolidations resulted in 36 positions being transferred from JFS into County Facilities, and an additional 3 positions for increased maintenance needs. After the aforementioned reductions, there was a net increase of 26.5 positions from 2007.

14. Is there an opportunity to transfer any non-mandated expenditures to another funding source (i.e., restricted fund or grant)? - No
15. Does your department have any fees that could be raised to offset the cost of a mandated service?
- No

Other Considerations and Comments:

- On the next several pages are the active contracts that would not have invoices process for and payment made if the staffing levels were reduced.

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Contractor/ Vendor	Service Description	Building(s) Where Services Are Performed	Original Contract Term & Renewals		Current Term	TERMINATION CLAUSE REQUIREMENTS
Abell-Irvine Elevator Co. (Oracle Elevator)	Preventive Maintenance	138 E. Court Street (CAB) 237 WHT 250 WHT 1000 Main Street (CH) Coroner's Office Justice Center Patrol Headquarters Parkhaus Garage	1	(4) 1-yr renewals	3 of 5	90 days advance written notice
ABM	Janitorial	138 Court Street (CAB)	1	(4) 1-yr renewals	5 of 5	Mutual termination; termination w/ cause; availability of funds.
ABM	Janitorial	230 E. Ninth St. (WHTC) 250 WHT	1	(4) 1-yr renewals	3 of 5	Mutual termination; termination w/ cause; availability of funds.
ABM	Janitorial	800 Broadway	1	(4) 1-yr renewals	5 of 5	Mutual termination; termination w/ cause; availability of funds.
ABS Business Products, Inc.	Copier maint (Toshiba)	222 E. Central Parkway 237 WHT 630 Main St. Mt. Airy	1	(4) 1-yr renewals	5 of 5	30 Day advance written notice
ABS Business Products, Inc.	Copier maintenance	Facilities				
ACE Exterminating	Pest control drains	Justice Center				
Allied Plumbing	Grease traps	Justice Center Facilities				
American Appraisal Assoc.	Inventory appraisal	JFS - all locations	5	No renewals	3 of 5	May terminate at any time
Applied Process Technology	Chemicals/service boiler	222 E. Central Parkway	1	(3) 1-yr renewals	2 of 4	May terminate at any time upon delivery of written notice
Applied Process Technology	HVAC chemicals	230 E. Ninth St. (WHTC) 250 WHT Aux. Building				
Aramark	Uniforms	Facilities				
AVI Foodsystems Inc.	Food service/vending	222 E. Central Parkway	1	(1) 1-yr renewal	2 of 2	180 days advance written notice
Benton Metal Cleaning	Metal cleaning	Justice Center Parkhaus Garage				

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Biederman - JFS finalizing	Fire system testing	222 E. Central Parkway	1	No renewals	1 of 1	May terminate at any time upon delivery of written notice
Blue Sky Lawn & Landscape	Landscaping	Justice Center 237 WHT 250 WHT	1	(3) 1-yr renewals	3 of 4	90 days advance written notice
Braco Window Cleaning	Window cleaning	222 E. Central Parkway	1	(5) 1-yr renewals	6 of 6	May terminate at any time upon delivery of written notice
Buckeye Power	Generator testing	Misc. County Buildings				
C + R Architects	Architectural	Misc. County Buildings	3	(2) 1-yr renewals	5 of 5	30 days advance written notice
Chardon Laboratories	chemical testing	Memorial Hall Communication Center Coroner's Office 250 WHT				
Cincinnati Park Board	Landscape in right-of-way	800 Broadway				
Cintas (Van Dyne Crotty)	Floor mat cleaning	222 E. Central Parkway	4	No renewals	4 of 4	30 days advance written notice
City of Cincinnati	Lighting assessment	B & B Parking Lot JC Parking Lot (Broadway) 800 Broadway 138 E. Court St. (CAB) 222 E. Central Parkway 1000 Main St. (Court) 138 E. Court St. (CAB) 1000 Main St. Justice Center (Ninth) 230 E. Ninth St. (Ninth) JC Parking Lot (Ninth) Justice Center (Sycamore) 230 E. Ninth St. (Sycamore) 1000 Main St. (Sycamore)				Assessment - no termination
Comtec	Maint. Security System	2020 Auburn Ave (Youth)				
Consulting Management, Inc.	Safety training	Misc. County Buildings				
COPP Systems Inc.	Maint/repair CCTV	222 E. Central Parkway 237 WHT	1	(4) 1-yr renewals	2 of 5	May terminate any time with written notice
Cummins	Generator testing	138 Court Street (CAB) Justice Center				
Eaton Electrical	UPS system maint.	Justice Center				

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Enterprise Vending	Vending services	237 WHT	1	(4) 1-yr renewals	3 of 5	May terminate any time upon delivery written notice
Environmental Quality Mgt.	Indoor air quality	All buildings				
DeBra Kuempel	HVAC maint/repair	222 E. Central Parkway	1	(4) 1-yr renewals	2 of 5	30 days advance written notice
Fuelman	Gasoline					
GBBN In4mation	ARCHIBUS	Misc. County Buildings	3	(2) 1-yr renewals	2 of 5	30 days advance written notice
HAMCO X-Ray Inc.	Maint. x-ray/scanners	222 E. Central Parkway 237 WHT	1	(2) 1-yr renewals	2 of 3	No termination language; Notice of nonrenewal 30 days in advance of term expiring to prevent automatic renewal
Hamilton Cty Sheriff's Dept.	Security services	222 E. Central Parkway 237 WHT 630 Main St.	1	No renewals	1 of 1	30 days advance written notice
Hobert/Certified/Kent	Kitchen	Justice Center				
Honeywell Building Tech.	Fire control system	1000 Main Street (CH)	1	(4) 1-yr renewals	3 of 5	90 days advance written notice
Ingersoll-Rand	PM Air compressors	Justice Center				
J II Fire Systems	Test fire/pump/sprinkler	138 Court Street (CAB)				
Jeffrey Allen	Landscaping	800 Broadway 1000 Main Street (CH) Records Center Coroner's Office	1	(3) 1-yr renewals	3 of 4	90 days advance written notice
Jeffrey Allen	Landscaping	Hillcrest	1	(4) 1-yr renewals	4 of 4	30 days advance written notice
Johnson Control Co.	Build auto system/fire	138 Court Street (CAB) Justice Center				
Merkle Lawn Care	Snow removal	138 Court Street (CAB) 230 E. Ninth St. (WHTC) 800 Broadway	1	(4) 1-yr renewals	4 of 5	30 days advance written notice
Momar Inc.	Drain cleaning chemical	138 Court Street (CAB)				
Onyx	Pest control	222 E. Central Parkway Mt. Airy	1	(4) 1-yr renewals	2 of 5	May terminate any time upon delivery of written notice
Overhead Door Company	PM Overhead doors	Justice Center 800 Broadway 237 WHT 2020 Auburn Ave. (Youth)				
Peter Paul	Fax machine maint.	Facilities				

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Pinnacle	Indoor air quality	All buildings				
Pitney Bowes	Maint/repair mail equip	222 E. Central Parkway	1	No renewals	1 of 1	May terminate by formal agreement
Pitney Bowes - PSI	Pre-sort mail services	222 E. Central Parkway	1	(1) 1-yr renewal	2 of 2	May terminate any time upon delivery of written notice
Power Ware	PM UPS systems	Justice Center				
Prax Air	Tank rental	222 E. Central Parkway Courthouse				
Prolift	Inspecting lifts	237 WHT				
Pro Source	Copier maint (Konica)	222 E. Central Parkway 237 WHT Wards Corner Mt. Airy - 2660 Diehl Road	1	(4) 1-yr renewals	2 of 5	30 days advance written notice
Queen City Electric	HEPA filter	Justice Center				
Roether & Son	Tank testing	Justice Center 1000 Main Street (CH) Communication Center Hillcrest Patrol Headquarters				
Rumpke of Ohio	Trash/waste removal	222 E. Central Parkway Mt. Airy	1	(4) 1-yr renewals	4 of 5	90 days advance written notice
Rumpke of Ohio	Trash/waste removal	138 Court Street (CAB) 230 E. Ninth St. (WHTC) 800 Broadway 1000 Main Street (CH) Justice Center Communications Cntr Parkhaus Garage Patrol Headquarters Records Center	1	(4) 1-yr renewals	4 of 5	
Securitas Security Services	Security services	138 Court Street (CAB) 230 E. Ninth St. (WHTC) 800 Broadway 1000 Main Street (CH) Justice Center 222 E. Central Parkway 237 WHT Spring Grove	1	(4) 1-yr renewals	2 of 5	Mutual termination at any time; availability of funds; Notice of non-renewal 90 days in advance of term expiring
Scioto Corporation	Janitorial	222 E. Central Parkway	1	(4) 1-yr renewals	4 of 5	30 days advance written notice
Scioto Corporation	Janitorial	1000 Main Street (CH) 237 WHT	1	(4) 1-yr renewals	5 of 5	30 days advance written notice
Shaefer & Busby	Indigent burials	222 E. Central Parkway	1	(4) 1-yr renewals	5 of 5	30 days advance written notice
Siemens Building Tech.	Maint HVAC controls	2020 Auburn Ave.	3	(1) 1-yr renewals	4 of 4	30 days advance written notice

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Siemens Building Tech.	Maint HVAC controls	222 E. Central Parkway	5	No renewals	3 of 5	30 days advance written notice
Siemens Building Tech.	Maint HVAC control	230 E. Ninth St. (WHTC) 800 Broadway Aux. Bldings				
Simplex Grinnell LP	Maint/repair	222 E. Central Parkway	1	No renewals		May terminate any time with written notice
Simplex Grinnell LP	Monitoring agreement	237 WHT 250 WHT Aux. Bldings				
Simplex Grinnell LP	Monitoring agreement	250 WHT				
Sprint Solutions, Inc.	Wireless phone	Facilities Hillcrest 2020 Auburn Ave.	1	(4) 1-yr renewals	2 of 5	30 days advance written notice
Terminix	Pest control	138 Court Street (CAB) 230 E. Ninth St. (WHTC) 237 WHT 250 WHT 264 WHT 800 Broadway 1000 Main Street (CH) Communications Ctr Justice Center Parkhaus Garage Patrol Headquarters Records Center	1	(4) 1-yr renewals	4 of 5	
ThermalTech Engineers, Inc.	Engineering	Misc. County Buildings	2	(2) 1-yr renewals	3 of 4	30 days advance written notice
THP Limited	Structural engineering	Misc. County Buildings	3	(2) 1-yr renewals	5 of 5	30 days advance written notice
Thyssen Krupp Elevator Co.	Maint/repair elevators	222 E. Central Parkway	3	(5) 1-yr renewals	8 of 8	30 days advance written notice
Thyssen Krupp Elevator Co.	Elevator maintenance	230 E. Ninth St. (WHTC) 800 Broadway	1	(4) 1-yr renewals	4 of 5	90 days advance written notice
Trane (American Standard)	maint/repair chillers	222 E. Central Parkway	1	(3) 1-yr renewals	3 of 4	30 days advance written notice
United Mail LLC	direct mail vouchers	222 E. Central Parkway	1	(4) 1-yr renewals	3 of 5	May terminate any time upon written notice
UPS	Courier Services					
Woodhull	Copier maintenance	Facilities				