



**POLICY AND GUIDANCE
FOR THE
APPLICATION AND DISTRIBUTION
OF THE
GEAUGA COUNTY
MUNICIPAL MOTOR VEHICLE LICENSE TAX**

ADOPTED:

DECEMBER 30, 2014

BY:

THE GEAUGA COUNTY BOARD OF COUNTY COMMISSIONERS

POLICY AND GUIDANCE FOR APPLICATION AND DISTRIBUTION OF THE GEAUGA
COUNTY MUNICIPAL MOTOR VEHICLE LICENSE TAX

ADOPTED: DECEMBER 30, 2014

Article 1.00 BACKGROUND

In accordance with Section 4504.02 of the Ohio Revised Code, the Geauga County Motor Vehicle License Tax was adopted by the Board of County Commissioners on May 5, 1968. This tax brings in \$5.00 per motor vehicle registered within the county less enforcement and administrative expenses. No other Motor Vehicle Taxes under Section 4504 of the Ohio Revised Code have been levied in Geauga County.

This document establishes the policy for the administration of the Municipal Road Fund and guidance for administering the applicable Sections of Chapter 4504 of the Ohio Revised Code.

In accordance with Section 4504.03 of the Ohio Revised Code, the Geauga County Engineer has prepared comprehensive maps approved by the Board of County Commissioners. These maps depict roads and streets located within municipalities that are necessary and conducive to the orderly and efficient flow of traffic through the county. All roads within the municipalities have been designated as Primary, Secondary or Local based upon their relative importance.

Following the procedures outlined within Section 4504.04 of the Ohio Revised Code, the Board of County Commissioners may approve funding for a municipality to cover expenses related to the planning, construction, improving, maintaining, and repairing of public roads, highways, streets, bridges and viaducts within Geauga County from the Municipal Road Fund.

A portion of this tax is allocated to the Municipal Road Fund on the behalf of the six (6) incorporated subdivisions within the county. The Village of Aquilla, Village of Burton, City of Chardon, Village of Hunting Valley, Village of Middlefield and Village of South Russell each are allocated funding per Paragraph B(1) of Section 4504.05 of the Ohio Revised Code.

All funds deposited into the fund shall remain for the intended purpose as required by law. Unexpended balances within the fund shall carryover from year to year. The Municipal Road Fund will be applied solely to projects or portions thereof within the incorporated areas of the County and for the reimbursement of county administration and enforcement expenses as outlined in Section 4504.05 of the ORC.

Municipalities are cautioned that the statutes do not permit an automatic pro rata annual allocation of funds. Only approved projects are eligible for the allocation of such monies.

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Article 2.00 ACRONYMS AND DEFINITIONS

BOCC – Geauga County Board of County Commissioners

GCE – Geauga County Engineer

ORC – Ohio Revised Code

MRF – Geauga County Municipal Road Fund

ODOT – Ohio Department of Transportation

OBMV – Ohio Bureau of Motor Vehicles

C&MS - Construction and Material Specifications published by ODOT

OMUTCD - Ohio Manual of Uniform Traffic Control Devices

Eligible Municipalities – Village of Aquilla, Village of Burton, City of Chardon , Village of Hunting Valley, Village of Middlefield and Village of South Russell.

Project Manager – A single point of contract for the Eligible Municipality placed in responsible charge for the project.

Comprehensive Road Map – A comprehensive map of the roadways in Geauga County designating interstate highways, state highways, county routes and township roads, focusing on the Geauga County highway system as established in accordance with Section 5541 of the ORC. This map includes detailed supplemental maps depicting the roads and streets designated as primary and secondary within a municipality based upon their relative importance to provide orderly and efficient flow of traffic through the county.

Primary Roads – Major thoroughfare roads located within an eligible municipality as determined by the GCE. These roads should provide orderly and efficient flow of traffic through the county and connectivity to important state and county roads.

Secondary Road – Collector type roads located within an eligible municipality as determined by the GCE. These roads should provide orderly and efficient flow of traffic though the county along bypass types of roads within the municipality.

Local Road – All remaining municipal roads and streets not identified as primary or secondary, within the county.

MRF Funding Application – A detailed document to be provided to the BOCC to request MRF funding of a highway improvement project. See Appendix B.

Project Improvement Plans – Detailed engineering plans prepared by a registered engineer for complicated roadway and bridge projects. These projects shall be designed to ODOT C&MS and OMUTCD standards. Project Improvement plans may also mean a detailed scope of work description for simple roadway or bridge repairs.

Local Match – Any funds provided on the behalf of an eligible municipality to help fund a project utilizing MRF funding.

Final Report – A detailed report notifying the GCE that an approved MRF project has been completed. See Appendix E.

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Article 3.00 POLICY AND PROCEDURE

3.01: Funding Guideline Overview

The MRF fund shall only be used for allowable statutory purposes. Income into the fund is collected by the OBMV and distributed to the county. The amount allocated to each municipality is based upon the population within each municipality, using the most current census information. The GCE shall keep track of the balances of income from each eligible Municipality. These balances will serve as a guideline to the GCE with regards to determining maximum project funding approval for any approved MRF project.

Unexpended balances within the fund shall carryover from year to year. MRF funds will be applied solely to projects or portions thereof within the incorporated areas of the County and reimburse county administration expenses.

3.02: Application for MRF Project Funding

Eligible Municipalities may request funding by completing the Application for MRF Funding found within this document and submitting to the BOCC, see Appendix B. A Project Manager shall be assigned to represent the Municipality throughout the entire funding process. The MRF Funding application shall include legislation from the Municipality authorizing the project. The application must be fully completed and all required supplemental information provided in order for the project to be considered for funding. A preliminary set of Project Improvement Plans may be required for large improvement projects. Digital Submissions are encouraged. A preliminary Estimate of Cost prepared by a Registered Engineer shall accompany the request.

3.03: MRF Project Funding Considerations

The GCE will recommend project applications based on, but not limited to the following criteria:

- Current balance of the overall fund
- Current balance in the fund for the applicant, Eligible Municipality
- Project location, whether on a Primary, Secondary or Local municipal road
- Amount of funding requested
- Whether the project promotes the orderly and efficient flow of traffic through the county
- The planned use of the funding (planning, engineering, administration, construction)
- The amount of local match proposed
- The overall good of the project for the county
- The project type (improvement or repair)
- The design standards used for the project
- Other factors determined to be important

Projects requesting construction funding will be given highest priority. Smaller Eligible Municipalities that provide minimal income in the MRF will be considered for small repair projects on Local Roads.

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3.04: Funding Encumbrance for Approved Projects

The GCE shall make a recommendation to the BOCC regarding project funding approval. The recommendation will include the maximum amount of funding that may be approved.

Upon review of the recommendation from the GCE, the BOCC shall approve or deny the funding request. In the case of project approval, the BOCC shall encumber and allocate funds from the MRF fund not to exceed the maximum amount approved as recommended by the GCE.

If the project request approved involves planning or preliminary engineering work, the applicant shall follow the provisions of the ORC to pick a qualified Consultant or Engineer to complete the preliminary work. After a Proposal for the preliminary planning or engineering work is accepted, the applicant shall make a formal request of encumbrance using Appendix C found in this document to the BOCC. A copy of the proposed Consultant or Engineering Services Agreement must accompany the encumbrance request.

If the project request approved is for the payment of construction work, the applicant shall take bids or receive quotes as required by law to undertake the work contemplated by the project. After a Proposal for the construction work is accepted, the applicant shall make a formal request of encumbrance using Appendix C found in this document. A copy of the Final bidding plans and specifications and proposed contract form must accompany the encumbrance request.

3.05: Release of MRF Funding for Approved Projects

The approved Eligible Municipality shall notify GCE using the form provided in Appendix D - Notification of Commencement of Work within this document that the Consultant, Engineering or Construction work has begun as applicable. The GCE shall notify the BOCC, County Auditor and County Treasurer that the encumbered funds may be released to the approved applicant.

Encumbered funds shall only be used for the purpose for which it was encumbered.

There shall be no further adjustment in funding, unless there is a significant reduction in the scope of the project. In which case, the GCE shall review the change in scope and recommend an amount to be returned to the MRF fund.

The approved Eligible Municipality shall provide a Final Report as provided on the form in Appendix E detailing the final project disposition and reflecting any significant changes upon project completion.

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Article 4.00 BASIC FUNDING BALANCE FORMULA

Funds are expended annually from the MRF and therefore it is the intent of the GCE to keep track of the balances of income from each Eligible Municipality. The GCE and BOCC have total discretion to determine the approval of projects and amount of funds approved for any particular project. It is the intent of the GCE to remain open and transparent to intended methods planned to be utilized to keep track of funding balances for each particular Eligible Municipality.

The current philosophy of balance recording was generated from past historical data dating back to 1988 and may require to be modified from time to time.

As of the approval of this document the following population percentages will be the basis of funding shares:

Aquilla Village:	2.5%
Burton Village:	11.0%
City of Chardon:	42.0%
Middlefield Village:	16.5%
South Russell Village:	27.0%
Hunting Valley Village:	1.0%

Funds received will be allocated based on the above percentages. These percentages will be reviewed periodically and will be modified as necessary

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Article 5.00 APPENDICES

5.01 APPENDIX A – MRF Funding Checklist

5.02 APPENDIX B – Application for MRF Funding

5.03 APPENDIX C – Request for MRF Funding Encumbrance

5.04 APPENDIX D – Request for MRF Funding Release

5.05 APPENDIX E – MRF Project Final Report

5.06 APPENDIX F – Primary and Secondary Road Maps

- a. VILLAGE OF AQUILLA
- b. VILLAGE OF BURTON
- c. CITY OF CHARDON
- d. VILLAGE OF HUNTING VALLEY
- e. VILLAGE OF MIDDLEFIELD
- f. VILLAGE OF SOUTH RUSSELL

**Office of the Geauga County Engineer
Gauga County Board of Commissioners
MRF Funding Checklist**

Construction Project

- _____ Applicant Meets with County Engineer to discuss the Merits of a Proposed Project
- _____ Complete MRF Funding Application and Preliminary Improvement Plans
- _____ Submit MRF Funding Application to BOCC
- _____ Copy MRF Funding Application to GCE with Preliminary Improvement Plans
- _____ GCE Reviews the Merits of the Request and Makes a Funding Recommendation
- _____ BOCC Approves or Denies the MRF Funding Request
- _____ If Approved, the BOCC also sets the Maximum Allocation for the Project
- _____ Municipality completes the Improvement Plans and Bids the Project
- _____ Municipality Requests Encumbrance of the MRF Funds (Appendix C)
- _____ Final Bidding Improvement Plans are required to be submitted with Request
- _____ Contractor Begins Construction
- _____ Municipality Requests the Release of MRF Funds (Appendix D)
- _____ Project Completion
- _____ Municipality Submits a Final Report Detailing Final Project Costs (Appendix E)

Planning or Engineering MRF Funding

- _____ Applicant Meets with County Engineer to discuss the Merits of a Proposed Project
- _____ Complete MRF Funding Application and Planning or Engineering Scope of Work
- _____ Submit MRF Funding Application to BOCC
- _____ Copy MRF Funding Application to GCE with Scope of Work Document
- _____ GCE Reviews the Merits of the Request and Makes a Funding Recommendation
- _____ BOCC Approves or Denies the MRF Funding Request
- _____ If Approved, the BOCC also sets the Maximum Allocation for the Project
- _____ Municipality secures a Consultant for the Planning Study or Engineering Work
- _____ Municipality Requests Encumbrance of the MRF Funds (Appendix C)
- _____ Consultant Begins the Study or Engineering Work
- _____ Municipality Requests the Release of MRF Funds (Appendix D)
- _____ Study or Engineering Work Completion
- _____ Municipality Submits a Final Report Detailing Final Project Costs (Appendix E)

**Office of the Geauga County Engineer
Gauga County Board of Commissioners
Application for MRF Funding**

Date: _____

Eligible Municipality: _____

Project Name: _____

Project Manager: _____

Mailing Address: _____

City, State & Zip: _____

Phone: _____ **Email:** _____

Funding Request For: (Check all Applicable)

Planning: _____ Construction Improvement: _____

Engineering: _____ Construction Repair: _____

Project Cost Information:

Final Project Cost: \$ _____

MRF Funding: \$ _____

Local Match: \$ _____

Project Schedule Information:

Planning Complete: _____ (date)

Engineering Complete: _____ (date)

Bid Date: _____ (date)

Construction Complete: _____ (date)

Project Description:

Note: Add Preliminary Improvement Plans or Planning / Engineering Scope

GCE USE ONLY	Date Received: _____
Approved Date: _____	GCE MRF # _____
Denied Date: _____	_____

**Office of the Geauga County Engineer
Gauga County Board of Commissioners
Request for MRF Funding Encumbrance**

Date: _____

Eligible Municipality: _____

Project Name: _____

Project Manager: _____

Mailing Address: _____

City, State & Zip: _____

Phone: _____ **Email:** _____

Approved GCE MRF #: _____

We request approval to encumber the MRF funding for the subject project.

Project Manager Signature

**Office of the Geauga County Engineer
Gauga County Board of Commissioners
Request for MRF Funding Release**

Date: _____

Eligible Municipality: _____

Project Name: _____

Project Manager: _____

Mailing Address: _____

City, State & Zip: _____

Phone: _____ Email: _____

Approved GCE MRF #: _____

**Please be advised that Work has begun on the subject project.
We request the MRF be released and paid.**

Project Manager Signature

**Office of the Geauga County Engineer
Gauga County Board of Commissioners
MRF Final Report**

Date: _____

Eligible Municipality: _____

Project Name: _____

Project Manager: _____

Mailing Address: _____

City, State & Zip: _____

Phone: _____ Email: _____

Approved GCE MRF #: _____

**Please be advised that Work has been completed on the subject project.
The final costs were as listed below.**

Project Cost Information:

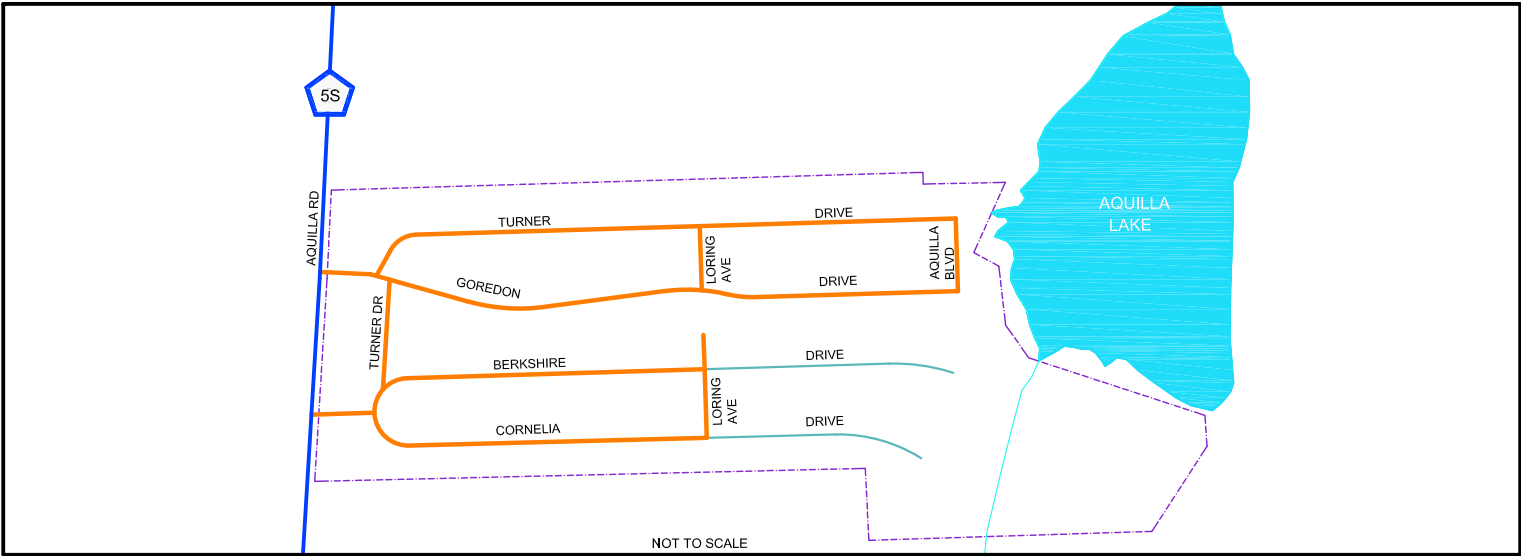
Final Project Cost: \$ _____

MRF Funding: \$ _____

Local Match: \$ _____

Project Manager Signature

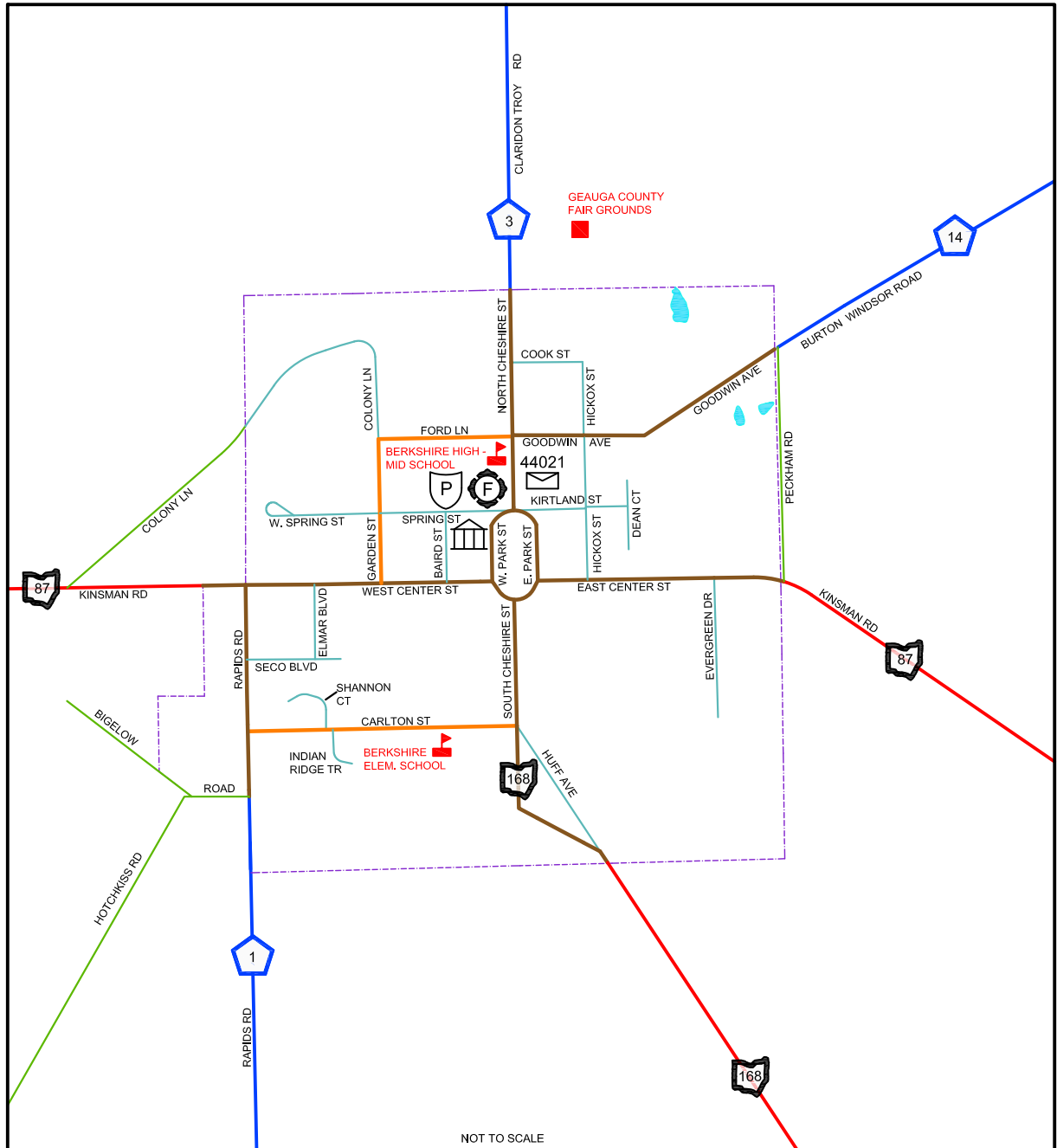
VILLAGE OF AQUILLA



MAP LEGEND

POLICE STATION		TOWN HALL		SCHOOL		POINT OF INTEREST		PRIVATE ROAD		PRIMARY ROAD		TOWNSHIP ROAD		STATE ROUTE	
FIRE STATION		POST OFFICE		AIRPORT		PARK LANDS		VILLAGE ROAD		SECONDARY ROAD		COUNTY ROAD		FEDERAL HIGHWAY	

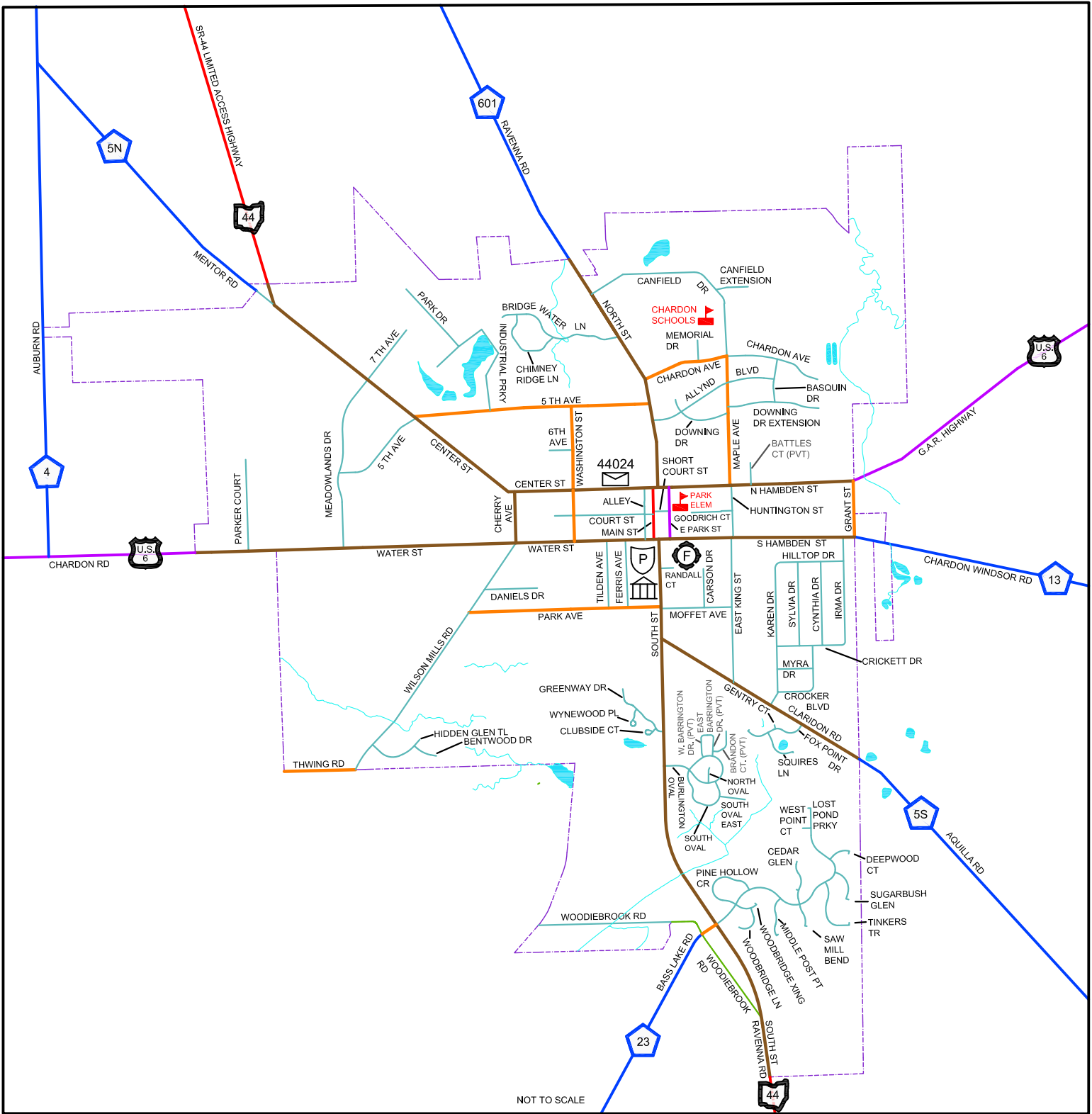
VILLAGE OF BURTON



MAP LEGEND

POLICE STATION		TOWN HALL		SCHOOL		POINT OF INTEREST		PRIVATE ROAD		PRIMARY ROAD		TOWNSHIP ROAD		STATE ROUTE	
FIRE STATION		POST OFFICE		AIRPORT		PARK LANDS		VILLAGE ROAD		SECONDARY ROAD		COUNTY ROAD		FEDERAL HIGHWAY	

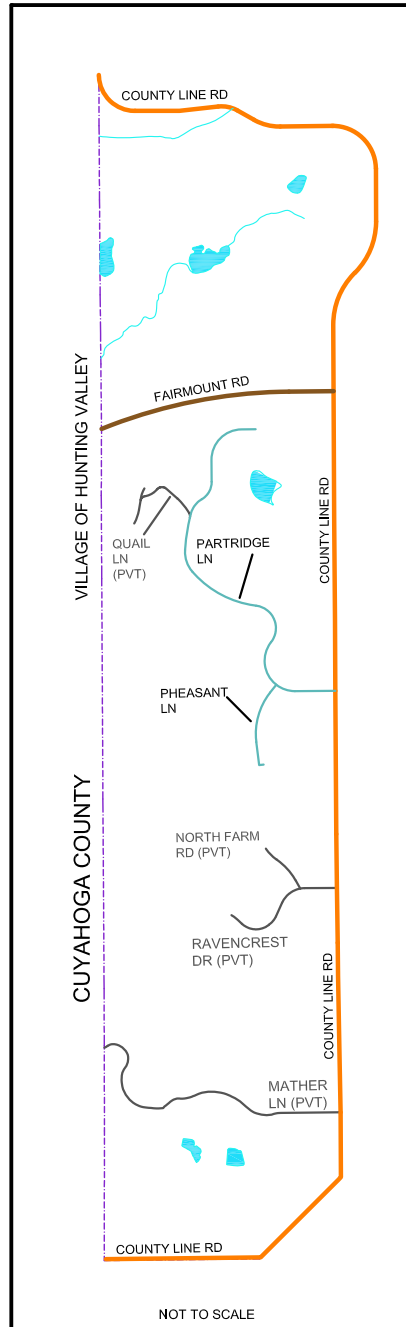
CITY OF CHARDON



MAP LEGEND

POLICE STATION		TOWN HALL		SCHOOL		POINT OF INTEREST		PRIVATE ROAD		PRIMARY ROAD		TOWNSHIP ROAD		STATE ROUTE	
FIRE STATION		POST OFFICE		AIRPORT		PARK LANDS		VILLAGE ROAD		SECONDARY ROAD		COUNTY ROAD		FEDERAL HIGHWAY	

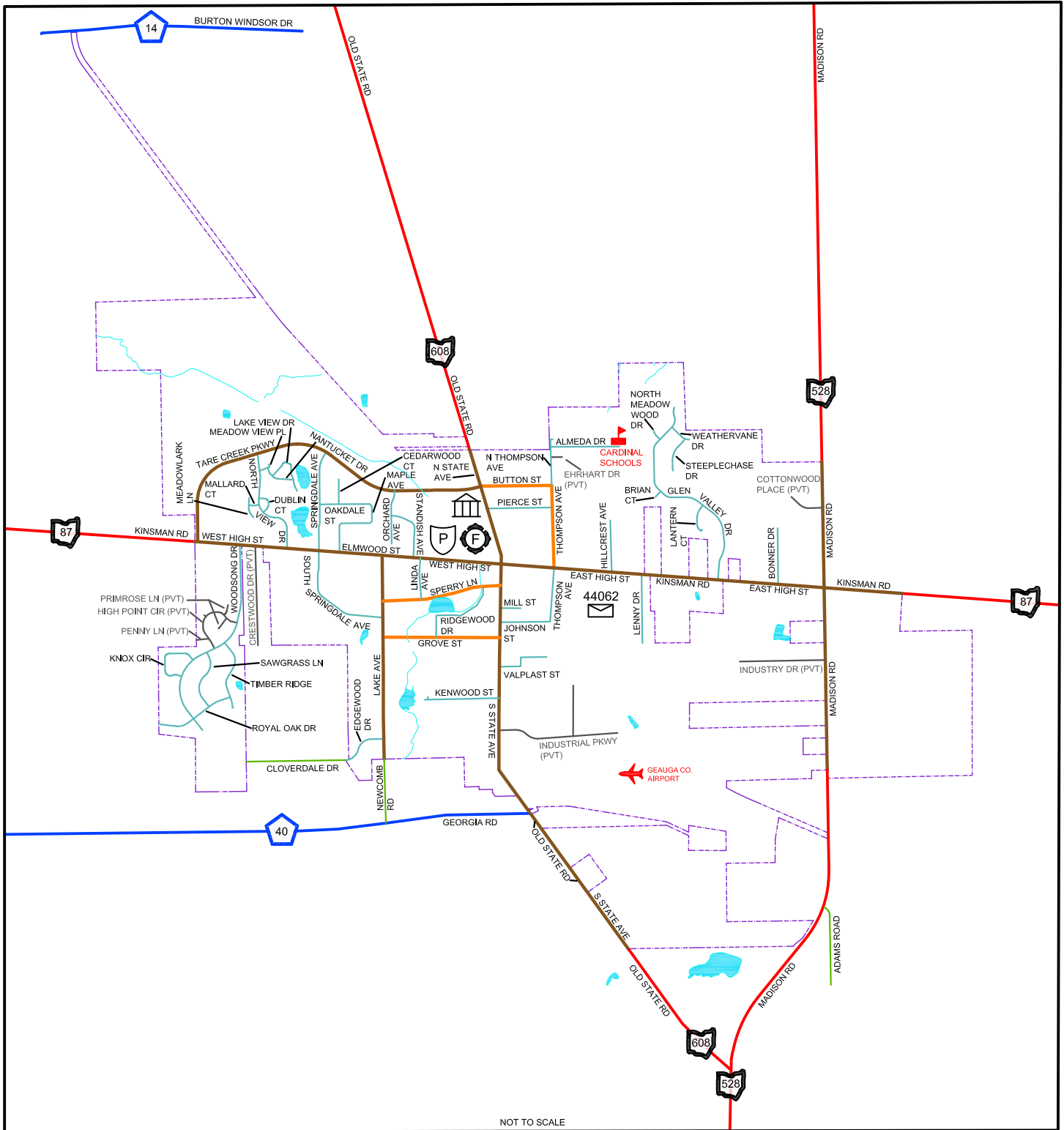
VILLAGE OF HUNTING VALLEY



MAP LEGEND

POLICE STATION		TOWN HALL		SCHOOL		POINT OF INTEREST		PRIVATE ROAD		PRIMARY ROAD		TOWNSHIP ROAD		STATE ROUTE	
FIRE STATION		POST OFFICE		AIRPORT		PARK LANDS		VILLAGE ROAD		SECONDARY ROAD		COUNTY ROAD		FEDERAL HIGHWAY	

VILLAGE OF MIDDLEFIELD

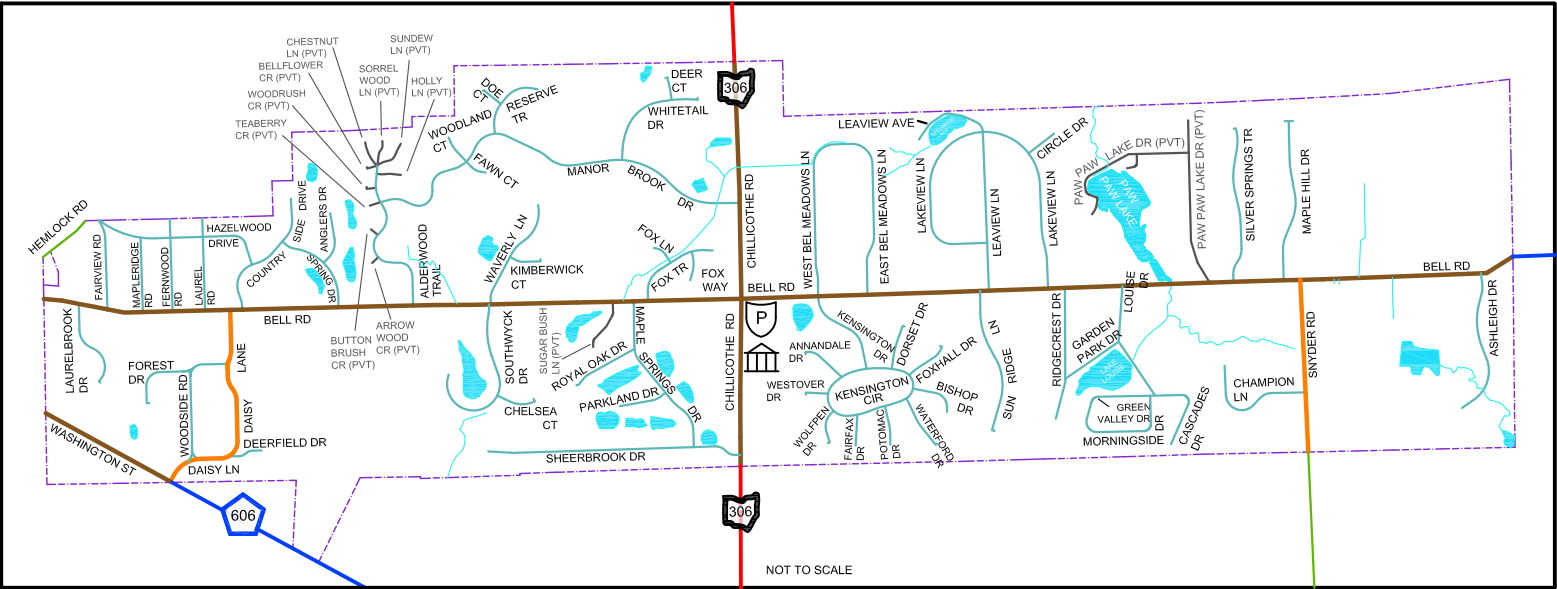


NOT TO SCALE

MAP LEGEND

POLICE STATION		TOWN HALL		SCHOOL		POINT OF INTEREST		PRIVATE ROAD		PRIMARY ROAD		TOWNSHIP ROAD		STATE ROUTE	
FIRE STATION		POST OFFICE		AIRPORT		PARK LANDS		VILLAGE ROAD		SECONDARY ROAD		COUNTY ROAD		FEDERAL HIGHWAY	

VILLAGE OF SOUTH RUSSELL



MAP LEGEND

POLICE STATION		TOWN HALL		SCHOOL		POINT OF INTEREST		PRIVATE ROAD		PRIMARY ROAD		TOWNSHIP ROAD		STATE ROUTE	
FIRE STATION		POST OFFICE		AIRPORT		PARK LANDS		VILLAGE ROAD		SECONDARY ROAD		COUNTY ROAD		FEDERAL HIGHWAY	

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STATEMENT OF POLICY

Within the boundaries of Geauga County, six municipalities are eligible to make application for funding through the Municipal Road Fund (MRF). These Municipalities include: Village of Aquilla, City of Chardon, Village of Middlefield, Village of Burton, Village of South Russell, and Village of Hunting Valley.

The GCE will recommend project applications based on, but not limited to the following criteria:

- to give priority to those roads, streets, and highways designated as primary or secondary on the Comprehensive Roadway Map.
- to give priority to those projects which will significantly improve the flow of traffic, or contribute significantly to traffic safety.
- to give low priority to requests for ordinary maintenance or repair of streets.
- to give low priority to requests that will result in annual reoccurring cost

In order to receive a priority rating, an applicant must propose a class of improvement compatible with the traffic conditions it proposes to serve.

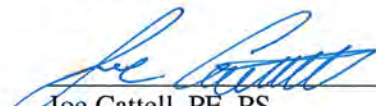
Unless the County Engineer provides otherwise, applications shall be governed by the standards and specifications contained in the current manuals of the State of Ohio Department of Transportation relating to design criteria, construction, and uniform traffic control devices.


On projects other than state highways, the municipality shall furnish the necessary right-of-way, and other property rights, at no cost to the project. The same requirement shall govern utility relocation costs.

These Guidelines for the Municipal Road Fund, shall govern application and distribution of the Municipal Road Fund until amended or change by the Board of County Commissioners.

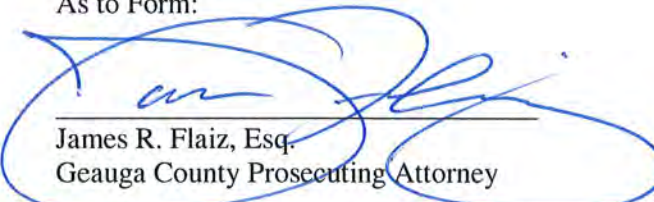
By order of the Board of Geauga County Commissioners

Approved:

 11-14-14
Joe Cattell, PE, PS
Gauga County Engineer


Ralph Spidalieri
Gauga County Commissioner

As to Form:


James R. Flaiz, Esq.
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Blake A. Rear
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Mary E. Samide
Gauga County Commissioner