



**AGENDA**  
**CUYAHOGA COUNTY COUNCIL REGULAR MEETING**  
**TUESDAY, JUNE 26, 2012**  
**CUYAHOGA COUNTY JUSTICE CENTER**  
**COUNCIL CHAMBERS – 1<sup>ST</sup> FLOOR**  
**5:00 PM**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SILENT MEDITATION**
- 5. PUBLIC COMMENT RELATED TO AGENDA**
- 6. APPROVAL OF MINUTES**
  - a) June 12, 2012 Regular Meeting
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. RECEPTION OF REPORT SUBMITTED TO COUNCIL**
  - a) Proposed Charter amendment recommended by the Court of Common Pleas
- 10. CONSIDERATION OF A MOTION OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE**
  - a) M2012-0021: A Motion confirming the County Executive's appointment of individuals to serve on the District One Public Works Integrating

Committee of Cuyahoga County, and declaring the necessity that this Motion become immediately effective:

- 1) Bonita Teeuwen
- 2) Stanley Kosilesky

Sponsor: Council President Connally

#### **11. CONSIDERATION OF MOTIONS OF COUNCIL FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES**

- a) M2012-0019: A Motion confirming the County Executive's appointment of individuals to serve on the Gateway Economic Development Corporation of Greater Cleveland Board of Trustees, and declaring the necessity that this Motion become immediately effective:

- 1) William J. Reidy
- 2) Timothy Offtermatt

Sponsor: Council President Connally

Committee Assignment and Chair: Human Resources, Appointments & Equity – Conwell

- b) M2012-0020: A Motion confirming the County Executive's reappointment of Patricia Carey to serve on the Western Reserve Resource Conservation and Development Council, and declaring the necessity that this Motion become immediately effective.

Sponsor: Council President Connally

Committee Assignment and Chair: Human Resources, Appointments & Equity – Conwell

#### **12. CONSIDERATION OF A RESOLUTION OF COUNCIL FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES**

- a) R2012-0120: A Resolution urging the United States Congress and the Ohio General Assembly to fully support, fund and build a State Veterans Home in Northeast Ohio; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Gallagher, Connally, Greenspan, Miller, Brady and County Executive FitzGerald

**13. CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE**

- a) R2012-0121: A Resolution approving the City of Cleveland to retain certain City Land Bank parcels for devotion to public use as a Southern Service Center for Cleveland Public Power, and declaring the necessity that this Resolution become immediately effective:

- 1) No. 126-14-018
- 2) No. 126-14-019
- 3) No. 126-14-020
- 4) No. 126-14-021
- 5) No. 126-14-024
- 6) No. 126-14-025
- 7) No. 126-14-026
- 8) No. 126-14-027
- 9) No. 126-14-028
- 10) No. 126-14-029
- 11) No. 126-14-030
- 12) No. 126-14-031
- 13) No. 126-14-032
- 14) No. 126-14-042
- 15) No. 126-14-100
- 16) No. 126-14-101
- 17) No. 126-14-102
- 18) No. 126-14-103
- 19) No. 126-14-105
- 20) No. 126-14-106
- 21) No. 126-14-107
- 22) No. 126-14-108
- 23) No. 126-14-109
- 24) No. 126-14-110
- 25) No. 126-14-111
- 26) No. 126-14-112
- 27) No. 126-14-113
- 28) No. 126-14-114

Sponsor: Council President Connally

- b) R2012-0122: A Resolution approving the City of Cleveland to retain certain City Land Bank parcels for devotion to public use to expand and improve League Park, and declaring the necessity that this Resolution become immediately effective:

- 1) No. 106-13-039
- 2) No. 106-13-042

- 3) No. 106-13-043
- 4) No. 106-13-076
- 5) No. 106-13-074
- 6) No. 106-13-073
- 7) No. 106-13-072
- 8) No. 106-13-071
- 9) No. 106-13-102
- 10) No. 106-13-070
- 11) No. 106-13-069
- 12) No. 106-13-067

Sponsor: Council President Connally

#### **14. CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE**

- a) O2012-0017: An Ordinance establishing a County Road Maintenance Program for the Department of Public Works in order to reinstate the financial responsibility of the County for design, construction, repair and road surface maintenance projects for County Roads, effective March 1, 2014.

Sponsor: Councilmember Greenspan

#### **15. COMMITTEE REPORTS AND CONSIDERATION OF ORDINANCES OF COUNCIL FOR SECOND READING**

- a) O2012-0007: An Ordinance establishing and providing for the administration of a Cuyahoga County Educational Assistance Program for County residents for the purposes of increasing the number of skilled workers into the County's workforce, encouraging completion of college degrees among County residents and enhancing economic development opportunities for the region; and declaring the necessity that this Ordinance become immediately effective.

Sponsors: Councilmembers Rogers, Miller, Connally, Conwell and Gallagher and County Executive FitzGerald

Committee Assignment and Chair: Environment & Sustainability – Rogers

- b) O2012-0013: An Ordinance establishing a Veterans Services Fund to provide workforce development and other assistance to veterans residing in Cuyahoga County and devoting all unspent monies budgeted each previous fiscal year for the Veterans Services Commission in Cuyahoga County to such a fund.

Sponsors: Councilmembers Greenspan, Germana, Connally, Rogers, Conwell, Schron, Simon, Gallagher and Miller

Committee Assignment and Chair: Finance & Budgeting – Miller

**16. CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR THIRD READING ADOPTION**

- a) O2012-0008: An Ordinance amending Ordinance No. O2011-0019, which established the Agency of Inspector General and the responsibilities and duties of said Agency, and declaring the necessity that this Ordinance become immediately effective.

Sponsor: Councilmember Greenspan

**17. CONSIDERATION OF RESOLUTIONS FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES**

- a) R2012-0123: A Resolution amending the 2012/2013 Biennial Operating Budget for 2012 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts, and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices, and agencies; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management

- b) R2012-0124: A Resolution amending the 2012/2013 Biennial Operating Budget for 2012 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts, and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices, and agencies; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management

- c) R2012-0125: A Resolution authorizing an agreement with State of Ohio Attorney General for collection services of delinquent debt owed to Cuyahoga County Clerk of Courts; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that the Resolution become immediately effective.

Sponsors: County Executive FitzGerald and Councilmembers Gallagher and Connally

**18. CONSIDERATION OF RESOLUTIONS FOR FIRST READING AND REFERRAL TO COMMITTEE**

- a) R2012-0126: A Resolution authorizing amendments to agreements and contracts with various providers for the Workforce Investment Act In-School and Out-of-School Youth Training Programs for various time periods to extend the time periods to 6/30/2013, and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:
- 1) for the period 9/1/2011 - 6/30/2012, to change the terms effective 9/1/2011:
    - i) No. CE1100660-01 with Baldwin-Wallace College in the amount not-to-exceed \$95,000.00.
    - ii) No. AG1100142-01 with Cuyahoga Community College District in the amount not-to-exceed \$198,000.00.
    - iii) No. CE1100667-01 with Guidestone (fka) Berea Children's Home amount not-to-exceed \$460,000.00.
    - iv) No. CE1100669-01 with Lutheran Metropolitan Ministry in the amount not-to-exceed \$164,000.00.
    - v) No. AG1100141 with Mayfield City School District in the amount not-to-exceed \$357,000.00.
    - vi) No. CE1100700-01 with Towards Employment, Incorporated amount not-to-exceed \$150,000.00.
  - 2) for the period 9/1/2011 - 8/31/2012:
    - i) No. AG1100140-01 with Cuyahoga Community College District in the amount not-to-exceed \$360,000.00.
    - ii) No. CE1100662-01 with Esperanza, Incorporated in the amount not-to-exceed \$164,000.00.
    - iii) No. CE1100663-01 with Linking Employment, Abilities & Potential in the amount not-to-exceed \$189,000.00.
    - iv) No. CE1100665-01 with Open Doors, Inc. in the amount not-to-exceed \$120,000.00.
    - v) CE1100666-01 with Youth Opportunities Unlimited in the amount not-to-exceed \$434,000.00.

Sponsor: County Executive FitzGerald/Department of Workforce Development

- b) R2012-0127: A Resolution authorizing an agreement with Village of Glenwillow for participation in the Cuyahoga County Benefits Regionalization Program for the period 7/1/2012 - 12/31/2014; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Human Resources

- c) R2012-0128: A Resolution amending Resolution No. R2011-0277 dated 9/27/2011, which made awards on RQ20292 to various providers for group healthcare benefits for County employees and their eligible dependents, including medical and pharmacy benefit management services with Kaiser Foundation Health Plan of Ohio to change the amount from \$26,113,651.00 to \$8,191,200.00, to change the time period from 1/1/2012 - 12/31/2014 to 1/1/2012 - 12/31/2012 and to change the terms effective 5/1/2012; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Human Resources

- d) R2012-0129: A Resolution authorizing an amendment to Contract No. CE0900553-01 with Catholic Charities Services Corporation for comprehensive pre-employment screening services for Ohio Works First applicants for the period 7/1/2009 - 6/30/2012 to extend the time period to 6/30/2013 and for additional funds in the amount not-to-exceed \$532,667.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Health and Human Services/Division of Employment and Family Services/Cuyahoga Support Enforcement Agency

## **19. COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES**

- a) R2012-0090: A Resolution authorizing an amendment to Contract No. CE0700407-02, 03, 04 with Halle Industrial Park, LLC, for the lease of Type 1 warehouse and storage space for use by various County departments for the period 4/1/2007 - 3/31/2012 to extend the time period to 3/31/2015, to change the terms, effective 4/1/2012, and for additional

funds in the amount of \$1,562,552.88; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Public Works

Committee Assignment and Chair: Capital Improvements & Facilities Ad Hoc – Connally

- b) R2012-0105: A Resolution declaring that public convenience and welfare requires resurfacing of Solon Road from Maple Street to Solon North Corporation Line in the Villages of Bentleyville and Chagrin Falls; total estimated construction cost \$1,500,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and authorizing the County Executive to enter into agreements of cooperation with said municipalities in connection with said project.

Sponsor: County Executive FitzGerald/Department of Public Works/  
Division of County Engineer

Committee Assignment and Chair: Public Works, Procurement & Contracting – Jones

- c) R2012-0106: A Resolution declaring that public convenience and welfare requires reconstruction of Pleasant Valley Road from Brecksville Road to Kichler Lighting Drive in the City of Independence; total estimated construction cost \$2,614,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project.

Sponsor: County Executive FitzGerald/Department of Public Works/  
Division of County Engineer

Committee Assignment and Chair: Public Works, Procurement & Contracting – Jones

- d) R2012-0109: A Resolution establishing County Sewer District No. 3A, located in the City of Shaker Heights, in accordance with Ohio Revised Code Sections 6117.01 and 6117.03, effective 7/1/2012; authorizing a revenue generating agreement with said municipality for maintenance of storm sewerage systems located in said sewer district for the period 7/1/2012 - 12/31/2012; authorizing the County Executive to execute the



agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Public Works/  
Division of County Engineer

Committee Assignment and Chair: Public Works, Procurement &  
Contracting – Jones

- e) R2012-0110: A Resolution making a revenue generating award on RQ22467 to AVI Foodsystems, Inc. for food service operations at the Cuyahoga County Justice Center Cafeteria for the period 7/1/2012 - 6/30/2017; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution.

Sponsor: County Executive FitzGerald/Department of Public Works

Committee Assignment and Chair: Finance & Budgeting – Miller

- f) R2012-0111: A Resolution making a revenue generating award on RQ22321 to DLAJ, Inc. for coffee and limited beverage and food service operations at the Justice Center Galleria for the period 7/1/2012 - 6/30/2017; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution.

Sponsor: County Executive FitzGerald/Department of Public Works

Committee Assignment and Chair: Finance & Budgeting – Miller

- g) R2012-0114: A Resolution making awards on RQ23233 to various providers for SAP Human Capital Management professional services; authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:

- 1) Sage Group Consulting, Inc. in the amount not-to-exceed \$890,000.00 for the period 7/2/2012 - 7/1/2014.
- 2) Unify Solutions, Inc. in the amount not-to-exceed \$110,000.00 for the period 7/2/2012 - 7/1/2013.

Sponsor: County Executive FitzGerald/Information Services Center

Committee Assignment and Chair: Human Resources, Appointments &  
Equity – Conwell

- h) R2012-0116: A Resolution adopting the Annual Tax Budget, including the Cuyahoga County Library Budget, for the year 2013, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management

Committee Assignment and Chair: Finance & Budgeting – Miller

- i) R2012-0117: A Resolution making awards on RQ22544 to various providers for the Staff Secure Shelter Program and Placement Planning Day Report services for various time periods; authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:

1) for the period 3/1/2012 - 2/28/2014:

- i) Carrington Youth Academy LLC in the amount not-to-exceed \$1,618,852.00.
- ii) The Cleveland Christian Home Incorporated in the amount not-to-exceed \$534,000.00.

2) for the period 6/1/2012 - 5/31/2014:

- i) Applewood Centers, Inc. in the amount not-to-exceed \$100,000.00.

Sponsors: County Executive FitzGerald on behalf of Juvenile Court

Committee Assignment and Chair: Justice Affairs – Simon

- j) R2012-0118: A Resolution authorizing amendments to contracts with various providers for placement services for the period 10/1/2011 - 6/30/2012 for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- 1) No. CE1100618-01 with Beech Brook in the amount of \$280,000.00.
- 2) No. CE1100619-01 with BHC Belmont Pines Hospital, Inc. in the amount of \$300,000.00.

- 3) No. CE1100630-01 with The Cleveland Christian Home Incorporated in the amount of \$404,000.00.

Sponsor: County Executive FitzGerald/Department of Health and Human Services/Division of Children and Family Services

Committee Assignment and Chair: Health, Human Services & Aging – Brady

- k) R2012-0119: A Resolution authorizing and directing the Cuyahoga County Fiscal Officer to make the necessary levy pursuant to Ohio Revised Code Section 5901.11, and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management on behalf of Veterans Service Commission

Committee Assignment and Chair: Finance & Budgeting – Miller

## **20. COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE FOR SECOND READING**

- a) O2012-0016: An Ordinance providing for adoption of various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Ordinance become immediately effective.

Sponsors: County Executive FitzGerald on behalf of Human Resource Commission

Committee Assignment and Chair: Human Resources, Appointments & Equity – Conwell

## **21. MISCELLANEOUS COMMITTEE REPORTS**

## **22. MISCELLANEOUS BUSINESS**

## **23. PUBLIC COMMENT UNRELATED TO AGENDA**

## **24. ADJOURNMENT**

NEXT MEETINGS

COMMITTEE OF THE WHOLE:

TUESDAY, JULY 10, 2012  
1:00 PM / COUNCIL CHAMBERS

REGULAR MEETING:

TUESDAY, JULY 10, 2012  
5:00 PM / COUNCIL CHAMBERS

\*In accordance with Ordinance No. O2011-0020, complimentary parking in the Huntington Park Garage will be available for the public **beginning at 4:00 p.m.** on any day when the Council or any of its committees holds evening meetings. Please see the Clerk to obtain a parking pass.



## **MINUTES**

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING  
TUESDAY, JUNE 12, 2012  
CUYAHOGA COUNTY JUSTICE CENTER  
COUNCIL CHAMBERS – 1<sup>ST</sup> FLOOR  
5:00 PM**

**1. CALL TO ORDER**

**The meeting was called to order by Council President Connally at 5:02 p.m.**

**2. ROLL CALL**

**Council President Connally asked Clerk Schmotzer to call the roll. Councilmembers Gallagher, Schron, Conwell, Jones, Rogers, Simon, Greenspan, Miller, Brady, Germana and Connally were in attendance and a quorum was determined.**

**3. PLEDGE OF ALLEGIANCE**

**The Pledge of Allegiance was recited.**

**4. SILENT MEDITATION**

**Council President Connally called on Ms. Simon, who requested a moment of silent mediation be dedicated in memory of Janet Kronenberg, Manager of the Witness Victim Program, who passed away recently.**

**Council President Connally then called on Mr. Rogers, who requested a moment of silent mediation be dedicated in memory of Councilwoman Mildred Brewer of the East Cleveland City Council.**

**5. PUBLIC COMMENT RELATED TO AGENDA**

**Mr. Ken Lanci addressed Council regarding issues of concern to him relating to Resolution Nos. R2012-0091, a Resolution making awards on RQ21514 to various**

providers for residential treatment services for the Youth and Family Community Partnership Program; and R2012-0092, a Resolution making awards on RQ21516 to various providers for residential treatment services.

6. APPROVAL OF MINUTES

- a) May 22, 2012 Regular Meeting

**A motion was made by Mr. Greenspan, seconded by Ms. Conwell and approved by unanimous vote to approve the minutes of the May 22, 2012 regular meeting.**

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

**Council President Connally reported the following:**

- 1) Attended a statewide meeting of the County Commissioners' Association of Ohio (CCAO) on Friday, June 8, 2012. Various topics were discussed and she encouraged other Councilmembers to attend future meetings;**
- 2) Recognized the Medical Examiner's Administrator Hugh Shannon and his son, Matt. Matt was featured on Cleveland.com for being a bone marrow donor;**
- 3) Recognized Vince Fratus, a summer intern with the County Council;**
- 4) Wished Justin Bibb well as he departs for a new endeavor.**

8. MESSAGES FROM THE COUNTY EXECUTIVE

**County Executive FitzGerald reported the following:**

- 1) Echoed the sentiments of Ms. Simon and Mr. Rogers on the passing of Janet Kronenberg and Mildred Brewer;**
- 2) Attended the "Topping Off" Ceremony last Thursday for the Flats East Bank project; there are noticeable changes in downtown Cleveland and that there was a story by NPR regarding Cleveland becoming a destination city;**
- 3) Complimented Council regarding ongoing discussions in connection with the issue of Casino funding; met with the Mayors and Managers delegation last week regarding this issue;**
- 4) Mentioned a report by Tom Meyer on Channel 3 regarding the County's Emergency Response Plan for a radiological emergency. The County has a plan in place, 2400 first responders have been trained, exercises have**

been conducted and radiation detection equipment has been distributed to responders;

5) NOACA's Executive Director, Howard Maier has retired and Grace Gallucci will now fill the position; and

6) For the second year the County will host a Summer Fellowship Program. Fellows have begun working and are available to assist Council if needed.

9. RECEPTION OF REPORT SUBMITTED TO COUNCIL

a) 5-Year Economic Development Plan Annual Update

**Council President Connally referred the 5-Year Economic Development Plan Annual Update to the Economic Development & Planning Committee for review.**

10. CONSIDERATION OF MOTIONS OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE

a) M2012-0019: A Motion confirming the County Executive's appointment of individuals to serve on the Gateway Economic Development Corporation of Greater Cleveland Board of Trustees, and declaring the necessity that this Motion become immediately effective:

- 1) William J. Reidy
- 2) Timothy Offtermatt

Sponsor: Council President Connally

**Council President Connally referred Motion No. M2012-0019 to the Human Resources, Appointments & Equity Committee.**

b) M2012-0020: A Motion confirming the County Executive's reappointment of Patricia Carey to serve on the Western Reserve Resource Conservation and Development Council, and declaring the necessity that this Motion become immediately effective.

Sponsor: Council President Connally

**Council President Connally referred Motion No. M2012-0020 to the Human Resources, Appointments & Equity Committee.**

11. CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE

- a) R2012-0097: A Resolution providing for submission to the electors of the County of Cuyahoga an amendment to Article 2, Section 4, and Article 3 Section 7 of the Charter of Cuyahoga County; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Miller

**Council President Connally referred Resolution No. R2012-0097 to the Committee of the Whole.**

- b) R2012-0098: A Resolution providing for submission to the electors of the County of Cuyahoga an amendment to Article 3, Section 10, Subsection 5 of the Charter of Cuyahoga County; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Miller

**Council President Connally referred Resolution No. R2012-0098 to the Committee of the Whole.**

- c) R2012-0099: A Resolution providing for submission to the electors of the County of Cuyahoga an amendment to Article 6, Section 2 of the Charter of Cuyahoga County; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Miller

**Council President Connally referred Resolution No. R2012-0099 to the Committee of the Whole.**

- d) R2012-0100: A Resolution providing for submission to the electors of the County of Cuyahoga an amendment to Article 9, Section 1 of the Charter of Cuyahoga County; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Conwell and Miller

**Council President Connally referred Resolution No. R2012-0100 to the Committee of the Whole.**

- e) R2012-0101: A Resolution providing for submission to the electors of the County of Cuyahoga an amendment to Article 11, Sections 1 and 3 of the Charter of Cuyahoga County; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Council President Connally and Councilmember Miller



**Council President Connally referred Resolution No. R2012-0101 to the Committee of the Whole.**

12. CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE

- a) O2012-0014: An Ordinance adopting an Equity Plan for Cuyahoga County.

Sponsors: Councilmembers Conwell, Miller and Rogers

**Council President Connally referred Ordinance No. O2012-0014 to the Human Resources, Appointments & Equity Committee.**

13. CONSIDERATION OF A RESOLUTION FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES

**A motion was made by Ms. Simon, seconded by Mr. Gallagher and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution No. R2012-0102.**

- a) R2012-0102: A Resolution amending the 2012/2013 Biennial Operating Budget for 2012 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts, and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices, and agencies; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management

**On a motion by Mr. Miller with a second by Mr. Gallagher, Resolution No. R2012-0102 was considered and adopted by unanimous vote.**

14. CONSIDERATION OF RESOLUTIONS FOR FIRST READING AND REFERRAL TO COMMITTEE

- a) R2012-0103: A Resolution providing for submission to the electors of the County of Cuyahoga an amendment to Article 2, Section 2.03(1) and Article 9, Section 4 of the Charter of Cuyahoga County; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald

**Council President Connally referred Resolution No. R2012-0103 to the Committee of the Whole.**

- b) R2012-0104: A Resolution providing for submission to the electors of the County of Cuyahoga an amendment to Article 5, Section 2, Section 7 and Article 10, Section 1 of the Charter of Cuyahoga County; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive FitzGerald/Fiscal Officer/County Treasurer/  
Office of Procurement & Diversity and Councilmember Miller

**Council President Connally referred Resolution No. R2012-0104 to the Committee of the Whole.**

- c) R2012-0105: A Resolution declaring that public convenience and welfare requires resurfacing of Solon Road from Maple Street to Solon North Corporation Line in the Villages of Bentleyville and Chagrin Falls; total estimated construction cost \$1,500,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and authorizing the County Executive to enter into agreements of cooperation with said municipalities in connection with said project.

Sponsors: County Executive FitzGerald/Department of Public Works/  
Division of County Engineer

**Council President Connally referred Resolution No. R2012-0105 to the Public Works, Procurement & Contracting Committee.**

- d) R2012-0106: A Resolution declaring that public convenience and welfare requires reconstruction of Pleasant Valley Road from Brecksville Road to Kichler Lighting Drive in the City of Independence; total estimated construction cost \$2,614,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project.

Sponsor: County Executive FitzGerald/Department of Public Works/  
Division of County Engineer

**Council President Connally referred Resolution No. R2012-0106 to the Public Works, Procurement & Contracting Committee.**

- e) R2012-0107: A Resolution making an award on RQ23394 to Fabrizi Trucking & Paving Co., Inc. in the amount not-to-exceed \$806,847.80 for

rehabilitation of Prospect Road Culvert No. 9 in the City of Strongsville; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$5.00 License Tax Funds in the amount of \$645,478.24 to fund said contract.

Sponsors: County Executive FitzGerald/Department of Public Works/  
Division of County Engineer **and Councilmember Gallagher**

**Council President Connally referred Resolution No. R2012-0107 to the Public Works, Procurement & Contracting Committee.**

- f) R2012-0108: A Resolution authorizing a revenue generating agreement with City of North Olmsted for maintenance of storm sewerage systems located in County Sewer District No. 7; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Public Works/  
Division of County Engineer

**Council President Connally referred Resolution No. R2012-0108 to the Public Works, Procurement & Contracting Committee.**

- g) R2012-0109: A Resolution establishing County Sewer District No. 3A, located in the City of Shaker Heights, in accordance with Ohio Revised Code Sections 6117.01 and 6117.03, effective 7/1/2012; authorizing a revenue generating agreement with said municipality for maintenance of storm sewerage systems located in said sewer district for the period 7/1/2012 - 12/31/2012; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Public Works/  
Division of County Engineer

**Council President Connally referred Resolution No. R2012-0109 to the Public Works, Procurement & Contracting Committee.**

- h) R2012-0110: A Resolution making a revenue generating award on RQ22467 to AVI Foodsystems, Inc. for food service operations at the Cuyahoga County Justice Center Cafeteria for the period 7/1/2012 -

6/30/2017; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution.

Sponsor: County Executive FitzGerald/Department of Public Works

**Council President Connally referred Resolution No. R2012-0110 to the Finance & Budgeting Committee.**

- i) R2012-0111: A Resolution making a revenue generating award on RQ22321 to DLAJ, Inc. for coffee and limited beverage and food service operations at the Justice Center Galleria for the period 7/1/2012 - 6/30/2017; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution.

Sponsor: County Executive FitzGerald/Department of Public Works

**Council President Connally referred Resolution No. R2012-0111 to the Finance & Budgeting Committee.**

- j) R2012-0112: A Resolution authorizing an Economic Development Loan in the amount not-to-exceed \$1,260,000.00 to Swift Filters, Inc. for construction of a facility at 24040 Forbes Road, Oakwood Village; authorizing the Deputy Chief of Staff of Development or Director of Development to execute all documents consistent with said loan and this Resolution.

Sponsor: County Executive FitzGerald/Department of Development

**Council President Connally referred Resolution No. R2012-0112 to the Economic Development & Planning Committee.**

- k) R2012-0113: A Resolution authorizing the issuance of not-to-exceed \$21,000,000.00 County of Cuyahoga, Ohio, Health Care Facilities Mortgage Revenue Bonds, Series 2012 (Menorah Park Center for Senior Living – Wiggins Place Project), for the purpose of (1) refunding the outstanding principal amount of Series 2003 Revenue Bonds that were issued to provide funds to assist Menorah Park Center for Senior Living in financing costs of Wiggins Place and (2) providing funds to make improvements and expansions to Wiggins Place; authorizing the execution and delivery of a base lease, a lease, a trust indenture and an assignment to secure and provide for the payment of the bonds; authorizing the execution and delivery of a bond purchase agreement and authorizing the execution and delivery of certain other documents and actions in connection with the issuance of such bonds.

Sponsor: County Executive FitzGerald/Department of Development

Bond Counsel: Squire, Sanders & Dempsey, L.L.P.

**Council President Connally referred Resolution No. R2012-0113 to the Economic Development & Planning Committee.**

- l) R2012-0114: A Resolution making awards on RQ23233 to various providers for SAP Human Capital Management professional services; authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:
  - 1) Sage Group Consulting, Inc. in the amount not-to-exceed \$890,000.00 for the period 7/2/2012 - 7/1/2014.
  - 2) Unify Solutions, Inc. in the amount not-to-exceed \$110,000.00 for the period 7/2/2012 - 7/1/2013.

Sponsor: County Executive FitzGerald/Information Services Center

**Council President Connally referred Resolution No. R2012-0114 to the Human Resources, Appointments & Equity Committee.**

- m) R2012-0115: A Resolution authorizing an agreement with Mayfield Village for participation in the Cuyahoga County Benefits Regionalization Program for the period 6/12/2012 - 12/31/2014; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Human Resources

**Council President Connally referred Resolution No. R2012-0115 to the Human Resources, Appointments & Equity Committee.**

- n) R2012-0116: A Resolution adopting the Annual Tax Budget, including the Cuyahoga County Library Budget, for the year 2013, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management

**Council President Connally referred Resolution No. R2012-0116 to the Finance & Budgeting Committee.**

- o) R2012-0117: A Resolution making awards on RQ22544 to various providers for the Staff Secure Shelter Program and Placement Planning Day Report services for various time periods; authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:
  - 1) for the period 3/1/2012 - 2/28/2014:
    - i) Carrington Youth Academy LLC in the amount not-to-exceed \$1,618,852.00.
    - ii) The Cleveland Christian Home Incorporated in the amount not-to-exceed \$534,000.00.
  - 2) for the period 6/1/2012 - 5/31/2014:
    - i) Applewood Centers, Inc. in the amount not-to-exceed \$100,000.00.

Sponsors: County Executive FitzGerald on behalf of Juvenile Court

**Council President Connally referred Resolution No. R2012-0117 to the Justice Affairs Committee.**

- p) R2012-0118: A Resolution authorizing amendments to contracts with various providers for placement services for the period 10/1/2011 - 6/30/2012 for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:
  - 1) No. CE1100618-01 with Beech Brook in the amount of \$280,000.00.
  - 2) No. CE1100619-01 with BHC Belmont Pines Hospital, Inc. in the amount of \$300,000.00.
  - 3) No. CE1100630-01 with The Cleveland Christian Home Incorporated in the amount of \$404,000.00.

Sponsor: County Executive FitzGerald/Department of Health and Human Services/Division of Children and Family Services

**Council President Connally referred Resolution No. R2012-0118 to the Health, Human Services & Aging Committee.**

- q) R2012-0119: A Resolution authorizing and directing the Cuyahoga County Fiscal Officer to make the necessary levy pursuant to Ohio Revised Code Section 5901.11, and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management on behalf of Veterans Service Commission

**Council President Connally referred Resolution No. R2012-0119 to the Finance & Budgeting Committee.**

15. COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

**A motion was made by Ms. Simon, seconded by Mr. Gallagher and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution Nos. R2012-0087, R2012-0088, R2012-0089, R2012-0091, R2012-0092, R2012-0093, R2012-0094, R2012-0095 and R2012-0096.**

- a) R2012-0086: A Resolution authorizing an amendment to Contract No. CE1000462-02 with The Brewer-Garrett Company for implementation of energy conservation measures in various County buildings, in accordance with Ohio Revised Code Section 307.041 and American Recovery and Reinvestment Act of 2009 reporting requirements, for the period 7/1/2010 - 6/30/2020 for additional funds in the amount not-to-exceed \$1,225,000.00; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Public Works

Committee Assignment and Chair: Public Works, Procurement & Contracting – Jones

**Resolution No. R2012-0086 was held at the request of the County Executive.**

- b) R2012-0087: A Resolution declaring that public convenience and welfare requires replacement of Rockside Road Bridge No. 3.23 in the City of Independence; total estimated construction cost \$4,000,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project.

Sponsor: County Executive FitzGerald/Department of Public Works/  
Division of County Engineer

Committee Assignment and Chair: Public Works, Procurement & Contracting – Jones

**On a motion by Mr. Jones with a second by Mr. Schron, Resolution No. R2012-0087 was considered and adopted by unanimous vote.**

- c) R2012-0088: A Resolution making an award on RQ23213 to Terrace Construction Company, Inc. in the amount not-to-exceed \$2,197,758.00 for the Sewer and Lateral Repair Program for various County Sewer Districts; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution.

Sponsor: County Executive FitzGerald/Department of Public Works/  
Division of County Engineer and Councilmember Germana

Committee Assignment and Chair: Public Works, Procurement & Contracting – Jones

**On a motion by Mr. Jones with a second by Mr. Germana, Resolution No. R2012-0088 was considered and adopted by unanimous vote.**

- d) R2012-0089: A Resolution making an award on RQ22973 to Perk Company, Inc. in the amount not-to-exceed \$3,212,023.08 for resurfacing, restoration and rehabilitation of Snow/Rockside Road from Broadview Road to Lombardo Road in the Cities of Parma and Seven Hills; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$5.00 License Tax Funds in the amount of \$642,404.61 to fund said contract.

Sponsors: County Executive FitzGerald/Department of Public Works/  
Division of County Engineer and Councilmember Germana

Committee Assignment and Chair: Public Works, Procurement & Contracting – Jones

**On a motion by Mr. Jones with a second by Mr. Germana, Resolution No. R2012-0089 was considered and adopted by unanimous vote.**

- e) R2012-0091: A Resolution making awards on RQ21514 to various providers for residential treatment services for the Youth and Family Community Partnership Program for the period 1/1/2012 - 12/31/2013; authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:



- 1) Applewood Centers, Inc. in the amount not-to-exceed \$500,000.00.
- 2) Beech Brook in the amount not-to-exceed \$350,000.00.
- 3) Bellefaire Jewish Children's Bureau in the amount not-to-exceed \$400,000.00.
- 4) Carrington Youth Academy LLC in the amount not-to-exceed \$300,000.00.
- 5) The Cleveland Christian Home Incorporated in the amount not-to-exceed \$400,000.00.
- 6) New Directions, Inc. in the amount not-to-exceed \$250,000.00.
- 7) The Village Network in the amount not-to-exceed \$250,000.00.
- 8) Catholic Charities Services Corporation dba Parmadale in the amount not-to-exceed \$250,000.00.

Sponsor: County Executive FitzGerald on behalf of Juvenile Court

Committee Assignment and Chair: Justice Affairs – Simon

**On a motion by Ms. Simon with a second by Mr. Rogers, Resolution No. R2012-0091 was considered and adopted by unanimous vote.**

- f) R2012-0092: A Resolution making awards on RQ21516 to various providers for residential treatment services for the period 2/1/2012 - 1/31/2014; authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:

- 1) Applewood Centers, Inc. in the amount not-to-exceed \$30,000.00.
- 2) Beech Brook in the amount not-to-exceed \$30,000.00.
- 3) Bellefaire Jewish Children's Bureau in the amount not-to-exceed \$130,000.00.
- 4) Berea Children's Home aka Guidestone in the amount not-to-exceed \$130,000.00.
- 5) Carrington Youth Academy LLC in the amount not-to-exceed \$30,000.00.
- 6) The Cleveland Christian Home Incorporated in the amount not-to-exceed \$200,000.00.
- 7) Cornell Abraxas Group, Inc. in the amount not-to-exceed \$250,000.00.
- 8) The Glen Mills Schools in the amount not-to-exceed \$720,000.00.
- 9) The House of Emmanuel Inc. in the amount not-to-exceed \$100,000.00.
- 10) Keystone Richland Center LLC dba Foundations for Living in the amount not-to-exceed \$125,000.00.
- 11) New Directions, Inc. in the amount not-to-exceed \$30,000.00.

- 12) Safe House Ministries, Inc. in the amount not-to-exceed \$75,000.00.
- 13) The Village Network in the amount not-to-exceed \$300,000.00.
- 14) Catholic Charities Services Corporation dba Parmadale in the amount not-to-exceed \$100,000.00.

Sponsor: County Executive FitzGerald on behalf of Juvenile Court

Committee Assignment and Chair: Justice Affairs – Simon

**On a motion by Ms. Simon with a second by Mr. Jones, Resolution No. R2012-0092 was considered and adopted by unanimous vote.**

- g) R2012-0093: A Resolution authorizing an agreement with Cuyahoga County District Board of Health in the amount not-to-exceed \$553,000.00 for the Newborn Home Visiting Program for the period 4/1/2012 - 2/1/2013; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood

Committee Assignment and Chair: Health, Human Services & Aging – Brady

**On a motion by Mr. Brady with a second by Mr. Miller, Resolution No. R2012-0093 was considered and adopted by unanimous vote.**

- h) R2012-0094: A Resolution making an award on RQ22685 to MHS, Inc. in the amount not-to-exceed \$1,034,798.00 for transitional housing program services for the period 6/1/2012 - 3/31/2013; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services

Committee Assignment and Chair: Health, Human Services & Aging – Brady

**On a motion by Mr. Brady with a second by Mr. Miller, Resolution No. R2012-0094 was considered and adopted by unanimous vote.**

- i) R2012-0095: A Resolution making awards on RQ21578 to various providers for various services for the Cuyahoga OPTIONS for Elders

Program for the period 7/1/2012 - 6/30/2014; authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:

- 1) Chore Services and Grab Bar Services
  - i) ABC International Services, Inc. in the amount not-to-exceed \$14,496.00.
- 2) Emergency Response Services
  - i) Critical Signal Technologies, Inc. in the amount not-to-exceed \$192,364.00.
  - ii) Valued Relationships, Inc. in the amount not-to-exceed \$115,625.00.
- 3) Home Delivered Meals Services
  - i) Casleo Corporation dba Global Meals in the amount not-to-exceed \$195,624.00.
  - ii) Mobile Meals, Inc. in the amount not-to-exceed \$507,983.00.
  - iii) The Golden Age Centers of Greater Cleveland in the amount not-to-exceed \$295,311.00.
- 4) Homemaker Services
  - i) A-1 Health Care, Inc. in the amount not-to-exceed \$271,253.00.
  - ii) Absolute Home Health Care Agency, Inc. in the amount not-to-exceed \$260,479.00.
  - iii) Agape Home Health Care in the amount not-to-exceed \$105,956.00.
  - iv) B & B Launch, Inc. dba Home Instead Senior Care in the amount not-to-exceed \$140,140.00.
  - v) BZKZ Inc. dba Heritage Home Healthcare of Elyria & Rocky River in the amount not-to-exceed \$149,760.00.
  - vi) First Choice Medical Staffing of Ohio, Inc. in the amount not-to-exceed \$218,294.00.
  - vii) Geocare, Inc. in the amount not-to-exceed \$100,100.00.
  - viii) Health Care Bridge Inc. in the amount not-to-exceed \$60,695.00.
  - ix) Home Care Relief, Inc. in the amount not-to-exceed \$422,519.00.
  - x) Rx Home Healthcare Inc. in the amount not-to-exceed \$65,936.00.

- xi) Xcel Healthcare Providers, Inc. in the amount not-to-exceed \$229,632.00.
- 5) Home Delivered Meals Services and Homemaker Services
    - i) Senior Outreach Services in the amount not-to-exceed \$179,619.00.
  - 6) Medical Transportation Services
    - i) Ace Taxi Service Inc. in the amount not-to-exceed \$163,200.00.
    - ii) Future Age, Inc. dba Provide-A-Ride in the amount not-to-exceed \$160,532.00.

Sponsor: County Executive FitzGerald/Department of Health and Human Services/Division of Senior and Adult Services

Committee Assignment and Chair: Health, Human Services & Aging – Brady

**On a motion by Mr. Brady with a second by Mr. Schron, Resolution No. R2012-0095 was considered and adopted by unanimous vote.**

- j) R2012-0096: A Resolution making awards on RQ22613 to various providers for Job Readiness, Job Search, Job Placement and Job Retention Services for the period 7/1/2012 - 6/30/2013; and authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution:
  - 1) El Barrio, Incorporated fka Westside Ecumenical Ministry in the amount not-to-exceed \$515,000.00.
  - 2) LNE & Associates, LLP in the amount not-to-exceed \$505,512.00.

Sponsor: County Executive FitzGerald/ Department of Health and Human Services/Division of Employment and Family Services/Cuyahoga Support Enforcement Agency

Committee Assignment and Chair: Health, Human Services & Aging – Brady

**On a motion by Mr. Brady with a second by Mr. Miller, Resolution No. R2012-0096 was considered and adopted by unanimous vote.**

16. CONSIDERATION OF ORDINANCES FOR FIRST READING AND REFERRAL TO COMMITTEE

- a) O2012-0015: An Ordinance amending Ordinance No. O2011-0014, as amended, which enacted the Cuyahoga County Contracting and Purchasing Procedures Ordinance; and declaring the necessity that this Ordinance become immediately effective.

Sponsors: County Executive FitzGerald/Department of Law and Councilmember Miller

**Council President Connally referred Ordinance No. O2012-0015 to the Public Works, Procurement & Contracting Committee.**

- b) O2012-0016: An Ordinance providing for adoption of various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Ordinance become immediately effective.

Sponsors: County Executive FitzGerald on behalf of Human Resource Commission

**Council President Connally referred Ordinance No. O2012-0016 to the Human Resources, Appointments & Equity Committee.**

17. CONSIDERATION OF AN ORDINANCE FOR THIRD READING ADOPTION

- a) O2012-0012: An Ordinance establishing the Department of Information Technology under the direction of a Chief Information Officer who shall serve at the pleasure of the County Executive, and declaring the necessity that this Ordinance become immediately effective.

Sponsors: County Executive FitzGerald **and Councilmembers Germana and Miller**

**Mr. Greenspan introduced a written amendment on the floor to Ordinance No. O2012-0012.**

**A motion was then made by Mr. Greenspan, seconded by Mr. Schron and approved by unanimous vote to accept the written amendment.**

**On a motion by Mr. Schron with a second by Mr. Miller, Ordinance No. O2012-0012 was considered and adopted by unanimous vote, as amended.**

18. MISCELLANEOUS COMMITTEE REPORTS

**Mr. Greenspan reported that Charter Amendment proposals will be discussed at the following meetings:**

- 1) June 14, 2012 at 7:00 p.m. at a Town Hall meeting at the German-American Cultural Center in Olmsted Falls;**
- 2) June 14, 2012 at 1:00 p.m. at a Committee of the Whole meeting;**
- 3) June 28, 2012 at 7:00 p.m. at a Town Hall meeting at the Stephanie Tubbs Jones Community Building in Shaker Heights.**

**Mr. Miller reported that the Finance & Budgeting Committee will meet on Monday, June 18, 2012 at 1:00 p.m.**

**Mr. Germana reported that the Public Works Department gave a presentation on sanitary and storm water issues to the Parma City Council.**

**Mr. Rogers reported that the Environment and Sustainability Committee will meet on Friday, June 15, 2012 at 2:15 p.m. and there will be a Beyond Pesticides Forum at the Cleveland Botanical Gardens at 8:00 a.m. on Friday, June 15, 2012.**

**Ms. Simon reported that there will be Justice Affairs Committee meeting on Friday, June 22, 2012 at 1:00 p.m.**

**Ms. Connally reported that she will be attending the Cuyahoga County Fatherhood Initiative Conference on Friday, June 15, 2012.**

#### **19. MISCELLANEOUS BUSINESS**

**There was no miscellaneous business.**

#### **20. PUBLIC COMMENT UNRELATED TO AGENDA**

**No public comments were given.**

#### **21. ADJOURNMENT**

**On a motion by Mr. Miller with a second by Mr. Greenspan, the meeting was adjourned at 6:53 p.m., without objection.**



THE COURT OF COMMON PLEAS

COUNTY OF CUYAHOGA

JUSTICE CENTER

1200 ONTARIO STREET

CLEVELAND, OHIO 44113

NANCY A. FUERST

Presiding Judge

(216) 443-8687

Administrative Judge

General Division

June 19, 2012

JUN 20 2012

Cuyahoga County Council

Cuyahoga County Council

c/o C. Ellen Connally, Council President

c/o Councilmembers Sunny M. Simon, Vice-President, Dave Greenspan, Dan Brady, Michael J. Gallagher,  
Yvonne M. Conwell, Dale Miller, Chuck Germana, Jack Schron, Pernel Jones, Jr., Julian Rogers

1219 Ontario Street – Room 424

Cleveland, Ohio 44113

Re: Proposed Charter Amendment – Clerk of Courts

Dear President Connally, Vice President Simon and Members of Council,

Enclosed is a Charter Review Form with a request for consideration by Council of proposed changes in the appointment of the Clerk of Courts. The proposal is submitted on behalf of and with the consent of my colleagues, Administrative Judge Diane Palos, Domestic Relations and Administrative Judge Patricia Blackmon, Eighth District Court of Appeals, who are also served by the Clerk of Courts. We hope to initiate meaningful discussion on this important issue and are prepared to testify before your Council Committee whenever needed.

We look forward to providing you additional information and ask that you keep us apprised of the status of our proposal. It is my understanding that the National Center for State Courts will issue a report on the subject in the near future.

Please feel free to contact me at 443-8687 if you have any questions or concerns. Thank you.

Sincerely,

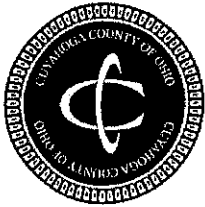
Nancy A. Fuerst

Presiding/Administrative Judge

Cuyahoga County Common Pleas Court, General Division

Encl:

cc: Judge Diane Palos, Judge Patricia Blackmon, Clerk of Council, County Executive Edward FitzGerald



## CHARTER REVIEW FORM

<b>Sponsor's Name:</b> Cuyahoga County Common Pleas Court, General and Domestic Relations Divisions & Eighth District Court of Appeals c/o Presiding/Administrative Judge Nancy A. Fuerst
<b>Date Submitted:</b> June 19, 2012
<b>Sponsor's Phone:</b> 216-443-8687
<b>Sponsor's Email:</b> <a href="mailto:CP1NF@cuyahogacounty.us">CP1NF@cuyahogacounty.us</a>
<b>GENERAL TOPIC (e.g. Council Redistricting)</b>
Clerk of Courts – Charter Amendment to confer appointment of Clerk of Courts to the Administrative Judges served by the Clerk.
<b>CHARTER SECTION(S) AFFECTED (e.g. Sections 3.04 (2) &amp; (3) – Council Districts)</b>
5.01 Appointment: Confirmation by Council 5.04 Clerk of Courts: Power and Duties
<b>CURRENT LANGUAGE OF SECTIONS AFFECTED</b>
<b>5.01 APPOINTMENT; CONFIRMATION BY COUNCIL.</b> Each of the officers provided for in this Article V shall be appointed by the County Executive, subject to confirmation by Council, and shall serve at the pleasure of the County Executive.
<b>5.04 CLERK OF COURTS; POWERS AND DUTIES.</b> All powers and duties now or hereafter vested in or imposed by general law upon the office of clerk of common pleas relating to serving the operation of the courts shall be exercised and carried out by the appointed Clerk of Courts. The Clerk of Courts shall also have such powers and duties as shall be established by this Charter or by ordinance that are not inconsistent with those provided by general law for the office of clerk of court of common pleas.
<b>SUMMARY AND RATIONALE FOR CHANGE</b>
1. By law, the Clerk of Courts serves the Common Pleas Court, General and Domestic Relations Divisions, O.R.C. 2303.01 and the Eighth District Court of Appeals, O.R.C. 2303.03. The clerk of courts is only the arm of the court issuing its process, entering its judgments and performing like duties which the court itself might perform. The Clerk performs no functions for the County Executive or County Council.



2. The clerk's responsibilities are specifically enumerated in O.R.C. Chapter 2303. In the event the clerk fails to perform certain tasks, the court has authority to remove the clerk. O.R.C. 2903.17. The clerk of the common pleas shall exercise the powers conferred and perform the required statutory and common law duties; and in the performance of his duties, he shall be under the direction of his court. O.R.C. 2303.26. While the current relationship between the courts and the new County government has been open and respectful, it is plausible that at some point in time, a legal challenge will ensue.
3. While Article X, Section 3 of the Ohio Constitution confers the right of the people to adopt a charter form of government, it appears that Ohio statutes only grant the county executive the power to appoint county personnel pursuant to O.R.C. 302.18 (B) & (C). Compare Charter Section 1.02 POWERS LIMITED. Acknowledgment that there are divisions of government which by law cannot be affected by the Charter.
4. Recommendations to adopt an amendment to shift the appointment of the Clerk of Courts to the Administrative Judges served by the Clerk were made by members of the Justice Service Workgroup at the formation of the charter form of government. This request is now submitted to efficiently integrate and properly align the Clerk's functions while the Courts implement e-filing (now in progress), adopt streamlined processes to issue notices and incorporate available technologies, i.e. electronic transcripts, record keeping and performance outcomes pursuant to changes in the law.
5. The three courts presently served by the Clerk of Courts have enjoyed unprecedented collaboration for the past two years and are eager to discuss, increase and incorporate changes which will improve and enhance the clerk and court functions, including the collection of costs. Currently, the clerk function is woven into the court operations. For instance, our bailiffs, schedulers and judges enter orders which are e-signed and submitted to the clerk. Court adoption of new technologies and new rules of operation, compilation of required reports and outcomes, establishment of fees, fines and costs, and the storage and security of court records, directly affect the Clerk's operation. Further, resources are shared between the Clerk and the Courts. The appointment of the Clerk of Courts by the Administrative Judges will promote accountability and improve efficiencies and service to the public in the future.

The Clerk should be chosen by agreement of the Administrative Judges of the divisions served. Those Judges should establish criteria for the qualification and selection of the Clerk of Courts.

**PROPOSED LANGUAGE (WITH DELETIONS CROSSED OUT AND ADDITIONS BOLDED)**

**5.01 APPOINTMENT; ~~CONFIRMATION BY COUNCIL.~~**

~~Each of the officers provided for in this Article V shall be appointed by the County Executive, subject to confirmation by Council, and shall serve at the pleasure of the County Executive.~~ **The Administrative Judges of the General and Domestic Relations Divisions of the Common Pleas Court and the Eighth District Court of Appeals shall appoint the Clerk of Courts, who shall serve under the supervision of and at the pleasure of the Administrative Judges.**

**5.04 CLERK OF COURTS; POWERS AND DUTIES.**

All powers and duties now or hereafter vested in or imposed by general law upon the office of clerk of common pleas relating to serving the operation of the courts shall be exercised and carried out by the appointed Clerk of Courts. ~~The Clerk of Courts shall also have such powers and duties as shall be~~

established by this Charter or by ordinance that are not inconsistent with those provided by general law for the office of clerk of court of common pleas.

## **Chapter 2303: CLERK OF THE COURT OF COMMON PLEAS**

### **2303.01 Clerk of the court of common pleas.**

There shall be elected quadrennially in each county, a clerk of the court of common pleas, who shall assume office on the first Monday of January next after his election and who shall hold said office for a period of four years.

Effective Date: 10-01-1953

### **2303.02 Bond of clerk.**

Before entering upon the discharge of the duties of his office, the clerk of the court of common pleas shall give a bond signed by a bonding or surety company authorized to do business in this state, or, at his option, by two or more freeholders having real estate in the value of double the amount of the bond over and above all encumbrances to the state in a sum not less than ten thousand nor more than forty thousand dollars, to be fixed by the board of county commissioners, the surety company to be approved by the board, and conditioned that such clerk will enter and record all the orders, decrees, judgments, and proceedings of the courts of which he is the clerk, pay over all moneys received by him in his official capacity, and faithfully and impartially discharge the duties of his office. The expense or premium for such bond shall be paid by the board and charged to the general fund of the county. Such bond, with the oath of office and the approval of the board indorsed thereon, shall be deposited with the county treasurer and kept in his office.

Effective Date: 10-01-1953

### **2303.03 Clerk of court of appeals.**

(A) The clerk of the court of common pleas in each county also shall be clerk of the court of appeals of the county and, subject to division (B) of this section and while acting as the clerk of the court of appeals of the county and assuming the duties of that office, shall collect the same fees that the clerk otherwise collects and perform the same general duties that the clerk otherwise performs. In addition to the annual compensation that the clerk receives pursuant to sections 325.08 and 325.18 of the Revised Code for the performance of the duties of the clerk of the court of common pleas, the clerk, for acting as the clerk of the court of appeals of the county and assuming the duties of that office, shall receive an additional amount equal to one-eighth of the annual compensation that the clerk receives pursuant to sections 325.08 and 325.18 of the Revised Code, as determined by the population of the county and the rates set forth in those sections. The additional amount shall be payable from the state treasury upon the certificate of the presiding or administrative judge of the district in which the clerk serves in the same manner that the compensation of other employees of the court of appeals is paid pursuant to section 2501.17 of the Revised Code.

(B) Under the circumstances described in sections 2969.21 to 2969.27 of the Revised Code, the clerk of the court of common pleas, while acting as the clerk of the court of appeals, shall charge the fees and perform the other duties specified in those sections.

Effective Date: 10-17-1996

**2303.04 [Repealed].**

Effective Date: 10-12-1961

**2303.05 Clerk may appoint deputies.**

The clerk of the court of common pleas may appoint one or more deputies. Such appointment or appointments shall be in writing signed by the clerk and entered on the journal of the court.

Effective Date: 08-30-1957

**2303.06 Books, stationery, and dockets.**

The board of county commissioners shall furnish the clerk of the court of common pleas all blankbooks, including the printed trial dockets, blanks, stationery, and all things necessary for the prompt discharge of his duty.

Effective Date: 10-01-1953

**2303.07 Oaths and acknowledgments.**

The clerk of the court of common pleas may administer oaths and take and certify affidavits, depositions, and acknowledgments of deeds, mortgages, powers of attorney, and other instruments in writing.

Effective Date: 10-01-1953

**2303.08 General duties.**

The clerk of the court of common pleas shall indorse on each pleading or paper in a cause filed in the clerk's office the time of filing, enter all orders, decrees, judgments, and proceedings of the courts of which such individual is the clerk, make a complete record when ordered on the journal to do so, and pay over to the proper parties all moneys coming into the clerk's hands as clerk. The clerk may refuse to accept for filing any pleading or paper submitted for filing by a person who has been found to be a vexatious litigator under section 2323.52 of the Revised Code and who has failed to obtain leave to proceed under that section.

Effective Date: 03-18-1997

**2303.09 Filing and preserving papers.**

The clerk of the court of common pleas shall file together and carefully preserve in his office all papers delivered to him for that purpose in every action or proceeding.

Effective Date: 10-01-1953

### **2303.10 Indorsement of papers.**

The clerk of the court of common pleas shall indorse upon every paper filed with him the date of the filing thereof, and upon every order for a provisional remedy and upon every undertaking given thereunder, the date of its return to his office.

Effective Date: 10-01-1953

### **2303.11 Writs to issue on praecipe.**

All writs and orders for provisional remedies, and process of every kind, shall be issued by the clerk of the court of common pleas, or directly by an order or local rule of a court, or by a county board of revision with jurisdiction pursuant to section 323.66 of the Revised Code; but before they are issued a praecipe shall be filed with the clerk demanding the same.

Effective Date: 10-01-1953; 2008 HB138 09-11-2008

### **2303.12 Books to be kept by clerk.**

The clerk of the court of common pleas shall keep at least four books. They shall be called the appearance docket, trial docket and printed duplicates of the trial docket for the use of the court and the officers thereof, journal, and execution docket. He shall also keep a record in book form or he may prepare a record by using any photostatic, photographic, miniature photographic, film, microfilm, or microphotographic process, electrostatic process, perforated tape, magnetic tape, or other electromagnetic means, electronic data processing, machine readable media, graphic or video display, or any combination thereof, which correctly and accurately copies or reproduces the original document, paper, or instrument in writing. He shall use materials that comply with the minimum standards of quality for permanent photographic records prescribed by the National Bureau of Standards. He shall keep an index to the trial docket and to the printed duplicates of the trial docket and of the journal direct, and to the appearance docket, record, and execution docket, direct and reverse. All clerks keeping records and information by the methods described in this section shall keep and make readily available to the public the machine and equipment necessary to reproduce the records and information in a readable form.

Effective Date: 08-19-1975

### **2303.13 Entries on appearance docket and their effect.**

The clerk of the court of common pleas shall enter upon the appearance docket at the time of the commencement of an action or proceeding, the names of the parties in full, with names of counsel, and forthwith index the case direct and reverse in the name of each plaintiff and defendant. In like manner and at the time it occurs, he shall also index the name of each person who becomes a party to such action or proceeding. At the time it occurs and under the case so docketed, he shall also enter the issue of the summons or other mesne process or order and the filing of each paper, and he shall record in full the return of such writ or order with the date of its return to the court, which entry shall be evidence of such service.

Effective Date: 10-01-1953

**2303.14 Keeping of books and making of records.**

The clerk of the court of common pleas shall keep the journals, records, books, and papers appertaining to the court and record its proceedings.

Effective Date: 10-01-1953

**2303.15 Record of orders out of court.**

Orders made out of court shall be forthwith entered by the clerk of the court of common pleas in the journal of the court in the same manner as orders made in term.

Effective Date: 10-01-1953

**2303.16 Deposit of fees for foreign writ.**

The clerk of the court of common pleas shall not issue a writ in a civil action to another county until the party requiring the issuing thereof has deposited with him sufficient funds to pay the officer to whom it is directed for executing it, and the clerk shall indorse thereon the words, "Funds deposited to pay for the execution of this writ." On the return thereof, the clerk shall pay to such officer the fees for executing such writ, and no officer shall be required to serve such writ unless it is so indorsed.

Effective Date: 10-01-1953

**2303.17 Clerk shall make complete record.**

When ordered on the journal to do so, the clerk of the court of common pleas shall make a complete record within six months after final judgment or order of the proper court. On his failing to make such record within such time, the clerk may be removed by the court of common pleas.

Effective Date: 08-04-1961

**2303.18 Indexes of judgments not dormant.**

Each clerk of the court of common pleas shall make an alphabetical index of the names of all plaintiffs and defendants to pending suits and living judgments, showing therein in separate columns the names, court, and number of the suit or execution. When there is more than one suit or judgment for or against the same party, it shall be sufficient to index the name but once and make entries opposite thereto, of the court and the number of the suit or execution. No such index shall be made in counties where it has already been done.

Effective Date: 10-01-1953

**2303.19 Index to be made.**

All suits shall be indexed at the time of the filing of the petition and all judgments shall be indexed at the time of the entry on the journal, revival, or the filing of a transcript thereof as required by section 2303.18 of the Revised Code. Whenever the court of common pleas of a county directs, the clerk of the court of common pleas shall make a re-index, in the manner provided in such section, of all pending suits and living judgments, then on the dockets of either the court of common pleas or the

court of appeals, in which re-index all new suits and judgments shall be indexed at the time provided in this section.

Effective Date: 10-01-1953

### **2303.20 Fees.**

Under the circumstances described in sections 2969.21 to 2969.27 of the Revised Code, the clerk of the court of common pleas shall charge the fees and perform the other duties specified in those sections. In all other cases, the clerk shall charge the following fees and no more:

- (A) Twenty-five dollars for each cause of action which shall include the following:
- (1) Docketing in all dockets;
  - (2) Filing necessary documents, noting the filing of the documents, except subpoena, on the dockets;
  - (3) Issuing certificate of deposit in foreign writs;
  - (4) Indexing pending suits and living judgments;
  - (5) Noting on appearance docket all papers mailed;
  - (6) Certificate for attorney's fee;
  - (7) Certificate for stenographer's fee;
  - (8) Preparing cost bill;
  - (9) Entering on indictment any plea;
  - (10) Entering costs on docket and cash book.
- (B) Two dollars for taking each undertaking, bond, or recognizance;
- (C) Two dollars for issuing each writ, order, or notice, except subpoena;
- (D) Two dollars for each name for issuing subpoena, swearing witness, entering attendance, and certifying fees;
- (E) Twenty-five dollars for calling a jury in each cause;
- (F) Two dollars for each page, for entering on journal, indexing, and posting on any docket;
- (G) Three dollars for each execution or transcript of judgment, including indexing;
- (H) One dollar for each page, for making complete record, including indexing;
- (I) Five dollars for certifying a plat recorded in the county recorder's office;
- (J) Five dollars for issuing certificate to receiver or order of reference with oath;
- (K) Five dollars for entering satisfaction or partial satisfaction of each lien on record in the county recorder's office, and the clerk of courts' office;

- (L) One dollar for each certificate of fact under seal of the court, to be paid by the party demanding it;
- (M) One dollar for taking each affidavit, including certificate and seal;
- (N) Two dollars for acknowledging all instruments in writing;
- (O) Five dollars for making certificate of judgment;
- (P) Ten dollars for filing, docketing, and endorsing a certificate of judgment, including the indexing and noting the return of the certificate;
- (Q) Twenty-five dollars for each cause of action for each judgment by confession, including all docketing, indexing, and entries on the journal;
- (R) Five dollars for recording commission of mayor or notary public;
- (S) One dollar for issuing any license except the licenses issued pursuant to sections 1533.101, 1533.11, 1533.13, and 1533.32 of the Revised Code;
- (T) Fifteen dollars for docketing and indexing each aid in execution or petition to vacate, revive, or modify judgment, including the filing and noting of all necessary documents;
- (U) Twenty-five dollars for docketing and indexing each appeal, including the filing and noting of all necessary documents;
- (V) A commission of two per cent on the first ten thousand dollars and one per cent on all exceeding ten thousand dollars for receiving and disbursing money, other than costs and fees, paid to or deposited with the clerk of courts in pursuance of an order of court or on judgments, including moneys invested by order of the court and interest earned on them;
- (W) Five dollars for numbering, docketing, indexing, and filing each authenticated or certified copy of the record, or any portion of an authenticated or certified copy of the record, of an extra county action or proceeding;
- (X) Two dollars for each certificate of divorce, annulment, or dissolution of marriage to the bureau of vital statistics;
- (Y) Two dollars for each electronic transmission of a document, plus one dollar for each page of that document. These fees are to be paid by the party requesting the electronic transmission.
- (Z) One dollar for each page, for copies of pleadings, process, record, or files, including certificate and seal.

Effective Date: 10-17-1996

### **2303.201 Computerizing court of paying cost of computerized legal research.**

(A)(1) The court of common pleas of any county may determine that for the efficient operation of the court additional funds are required to computerize the court, to make available computerized legal research services, or to do both. Upon making a determination that additional funds are required for either or both of those purposes, the court shall authorize and direct the clerk of the court of common



pleas to charge one additional fee, not to exceed three dollars, on the filing of each cause of action or appeal under divisions (A), (Q), and (U) of section 2303.20 of the Revised Code.

(2) All fees collected under division (A)(1) of this section shall be paid to the county treasurer. The treasurer shall place the funds from the fees in a separate fund to be disbursed either upon an order of the court, subject to an appropriation by the board of county commissioners, or upon an order of the court, subject to the court making an annual report available to the public listing the use of all such funds, in an amount not greater than the actual cost to the court of procuring and maintaining computerization of the court, computerized legal research services, or both.

(3) If the court determines that the funds in the fund described in division (A)(2) of this section are more than sufficient to satisfy the purpose for which the additional fee described in division (A)(1) of this section was imposed, the court may declare a surplus in the fund and, subject to an appropriation by the board of county commissioners, expend those surplus funds, or upon an order of the court, subject to the court making an annual report available to the public listing the use of all such funds, expend those surplus funds, for other appropriate technological expenses of the court.

(B)(1) The court of common pleas of any county may determine that, for the efficient operation of the court, additional funds are required to computerize the office of the clerk of the court of common pleas and, upon that determination, authorize and direct the clerk of the court of common pleas to charge an additional fee, not to exceed ten dollars, on the filing of each cause of action or appeal, on the filing, docketing, and endorsing of each certificate of judgment, or on the docketing and indexing of each aid in execution or petition to vacate, revive, or modify a judgment under divisions (A), (P), (Q), (T), and (U) of section 2303.20 of the Revised Code. Subject to division (B)(2) of this section, all moneys collected under division (B)(1) of this section shall be paid to the county treasurer to be disbursed, upon an order of the court of common pleas and subject to appropriation by the board of county commissioners, in an amount no greater than the actual cost to the court of procuring and maintaining computer systems for the office of the clerk of the court of common pleas.

(2) If the court of common pleas of a county makes the determination described in division (B)(1) of this section, the board of county commissioners of that county may issue one or more general obligation bonds for the purpose of procuring and maintaining the computer systems for the office of the clerk of the court of common pleas. In addition to the purposes stated in division (B)(1) of this section for which the moneys collected under that division may be expended, the moneys additionally may be expended to pay debt charges on and financing costs related to any general obligation bonds issued pursuant to division (B)(2) of this section as they become due. General obligation bonds issued pursuant to division (B)(2) of this section are Chapter 133. securities.

(C) The court of common pleas shall collect the sum of twenty-six dollars as additional filing fees in each new civil action or proceeding for the charitable public purpose of providing financial assistance to legal aid societies that operate within the state and to support the office of the state public defender. This division does not apply to proceedings concerning annulments, dissolutions of marriage, divorces, legal separation, spousal support, marital property or separate property distribution, support, or other domestic relations matters; to a juvenile division of a court of common pleas; to a probate division of a court of common pleas, except that the additional filing fees shall apply to name change, guardianship, adoption, and decedents' estate proceedings; or to an execution on a judgment, proceeding in aid of execution, or other post-judgment proceeding arising out of a civil action. The filing fees required to be collected under this division shall be in addition to any other filing fees imposed in the action or proceeding and shall be collected at the time of the filing of the action or proceeding. The court shall

not waive the payment of the additional filing fees in a new civil action or proceeding unless the court waives the advanced payment of all filing fees in the action or proceeding. All such moneys collected during a month except for an amount equal to up to one per cent of those moneys retained to cover administrative costs shall be transmitted on or before the twentieth day of the following month by the clerk of the court to the treasurer of state in a manner prescribed by the treasurer of state or by the Ohio legal assistance foundation. The treasurer of state shall deposit four per cent of the funds collected under this division to the credit of the civil case filing fee fund established under section 120.07 of the Revised Code and ninety-six per cent of the funds collected under this division to the credit of the legal aid fund established under section 120.52 of the Revised Code. The court may retain up to one per cent of the moneys it collects under this division to cover administrative costs, including the hiring of any additional personnel necessary to implement this division. If the court fails to transmit to the treasurer of state the moneys the court collects under this division in a manner prescribed by the treasurer of state or by the Ohio legal assistance foundation, the court shall forfeit the moneys the court retains under this division to cover administrative costs, including the hiring of any additional personnel necessary to implement this division, and shall transmit to the treasurer of state all moneys collected under this division, including the forfeited amount retained for administrative costs, for deposit in the legal aid fund.

(D) On and after the thirtieth day after December 9, 1994, the court of common pleas shall collect the sum of thirty-two dollars as additional filing fees in each new action or proceeding for annulment, divorce, or dissolution of marriage for the purpose of funding shelters for victims of domestic violence pursuant to sections 3113.35 to 3113.39 of the Revised Code. The filing fees required to be collected under this division shall be in addition to any other filing fees imposed in the action or proceeding and shall be collected at the time of the filing of the action or proceeding. The court shall not waive the payment of the additional filing fees in a new action or proceeding for annulment, divorce, or dissolution of marriage unless the court waives the advanced payment of all filing fees in the action or proceeding. On or before the twentieth day of each month, all moneys collected during the immediately preceding month pursuant to this division shall be deposited by the clerk of the court into the county treasury in the special fund used for deposit of additional marriage license fees as described in section 3113.34 of the Revised Code. Upon their deposit into the fund, the moneys shall be retained in the fund and expended only as described in section 3113.34 of the Revised Code.

(E)(1) The court of common pleas may determine that, for the efficient operation of the court, additional funds are necessary to acquire and pay for special projects of the court, including, but not limited to, the acquisition of additional facilities or the rehabilitation of existing facilities, the acquisition of equipment, the hiring and training of staff, community service programs, mediation or dispute resolution services, the employment of magistrates, the training and education of judges, acting judges, and magistrates, and other related services. Upon that determination, the court by rule may charge a fee, in addition to all other court costs, on the filing of each criminal cause, civil action or proceeding, or judgment by confession.

If the court of common pleas offers a special program or service in cases of a specific type, the court by rule may assess an additional charge in a case of that type, over and above court costs, to cover the special program or service. The court shall adjust the special assessment periodically, but not retroactively, so that the amount assessed in those cases does not exceed the actual cost of providing the service or program.

All moneys collected under division (E) of this section shall be paid to the county treasurer for deposit into either a general special projects fund or a fund established for a specific special project. Moneys

from a fund of that nature shall be disbursed upon an order of the court, subject to an appropriation by the board of county commissioners, in an amount no greater than the actual cost to the court of a project. If a specific fund is terminated because of the discontinuance of a program or service established under division (E) of this section, the court may order, subject to an appropriation by the board of county commissioners, that moneys remaining in the fund be transferred to an account established under this division for a similar purpose.

(2) As used in division (E) of this section:

(a) "Criminal cause" means a charge alleging the violation of a statute or ordinance, or subsection of a statute or ordinance, that requires a separate finding of fact or a separate plea before disposition and of which the defendant may be found guilty, whether filed as part of a multiple charge on a single summons, citation, or complaint or as a separate charge on a single summons, citation, or complaint. "Criminal cause" does not include separate violations of the same statute or ordinance, or subsection of the same statute or ordinance, unless each charge is filed on a separate summons, citation, or complaint.

(b) "Civil action or proceeding" means any civil litigation that must be determined by judgment entry.

Amended by 129th General Assembly File No. 28, HB 153, § 101.01, eff. 9/29/2011.

Amended by 128th General Assembly File No. 9, HB 1, § 101.01, eff. 10/16/2009.

Effective Date: 09-05-2001; 10-01-2005

### **2303.202 [Repealed].**

Effective Date: 07-06-2001

### **2303.21 Expenses of transcript or exemplification shall be taxed in costs.**

When it is necessary in an appeal, or other civil action to procure a transcript of a judgment or proceeding, or exemplification of a record, as evidence in such action or for any other purpose, the expense of procuring such transcript or exemplification shall be taxed in the bill of costs and recovered as in other cases.

Effective Date: 10-01-1953

### **2303.22 Clerk shall receive and pay over all costs and fees taxed upon writs.**

The clerk of the court of common pleas shall receive from the sheriff, or other officer of the court, all costs taxed upon any writ or order issued from the court, such as appraisers' fees, printers' fees, or any other fees necessarily incurred in the execution of such writ or order, and on demand pay them to the persons entitled thereto. The sheriff, or other officer of the court, shall tax such costs and collect and pay them to the clerk of the court from which the writ or order issued, giving the name of each individual, and the amount which each is entitled to receive.

Effective Date: 10-01-1953

**2303.23 [Repealed].**

Effective Date: 09-13-2004

**2303.24 [Repealed].**

Effective Date: 09-11-1961

**2303.25 Posting notice of federal short term interest rate.**

Upon receiving the notification of the interest rate per annum from the county auditor pursuant to section 319.19 of the Revised Code, the clerk of the court of common pleas shall post or cause to be posted notice of that interest rate per annum in a conspicuous and public location in or near the office of the clerk of the court in the courthouse or building in which the court of common pleas is located.

Effective Date: 06-02-2004

**2303.26 Duties of clerk.**

The clerk of the court of common pleas shall exercise the powers conferred and perform the duties enjoined upon him by statute and by the common law; and in the performance of his duties he shall be under the direction of his court.

Effective Date: 10-01-1953

**2303.27 Services without compensation.**

The clerk of the court of common pleas shall make no charge for certificates made for pensioners of the United States government, or any oath administered in pension and bounty cases, or on pension vouchers, applications, or affidavits.

Effective Date: 10-01-1953

**2303.28 Clerk shall file itemized bill of costs.**

In every case immediately on the rendition of judgment, the clerk of the court of common pleas shall make out and file with the papers in the cause, an itemized bill of his costs therein, including the judgment. He shall not issue an execution in any cause for the costs of himself or of any other officer, or receive any costs for himself or any other officer, unless an itemized statement has been rendered.

Effective Date: 10-01-1953

**2303.29 Appropriations for issuing motor vehicle titles.**

(A) A clerk of the court of common pleas may, or upon the request of the board of county commissioners by the first day of June shall, submit a request for an appropriation to the board of county commissioners detailing the costs required to administer his responsibilities under Chapter 4505. of the Revised Code. If such a request is submitted, the request shall include an itemized schedule of personnel and supply costs. In addition, the request shall include a summary of the cost of administering Chapter 4505. of the Revised Code during the most recent appropriation period; a

detailed estimate of new costs that will result from new responsibilities pursuant to Substitute House Bill 275 of the 114th general assembly or from any subsequent legislation changing fees or poundage established under Chapter 4505. of the Revised Code. If such a request is submitted, it shall be filed with the clerk of the board of county commissioners not later than the first day of November. The board of county commissioners shall consider the request of the clerk and the intent of the legislature prior to adopting the appropriation resolution pursuant to section 5705.28 of the Revised Code.

(B) The board of county commissioners shall budget and appropriate funds for the operation of the office of the clerk of the court of common pleas in an amount sufficient for the prompt discharge of the clerk's duties under Chapter 4505. of the Revised Code.

Effective Date: 08-01-1981

### **2303.30 [Repealed].**

Effective Date: 09-11-1961

### **2303.31 Clerks of other courts.**

The duties prescribed by law for the clerk of the court of common pleas shall, so far as they are applicable, apply to the clerks of other courts of record.

Effective Date: 10-01-1953

## **Chapter 302: ALTERNATIVE FORM OF COUNTY GOVERNMENT**

### **302.01 Electors may adopt alternative form of county government.**

The electors of any county may adopt an alternative form of county government authorized by the provisions of sections 302.01 to 302.24, inclusive, of the Revised Code. Upon adoption as provided by such sections, said alternative form of government shall take the place of the form of government then existing in such county and the provisions of sections 302.01 to 302.24, inclusive, of the Revised Code, applicable to the adopted alternative form of government shall be controlling in such county as to all matters to which they relate, and other provisions of the general laws of the state shall be operative therein only insofar as they are not inconsistent with the aforesaid provisions.

Effective Date: 10-16-1961

### **302.02 County executive in alternative form of county government.**

An alternative form of county government shall include either an elective county executive as provided for by section 302.15 of the Revised Code or an appointive county executive as provided by section 302.16 of the Revised Code, and all those provisions of sections 302.01 to 302.24, inclusive, of the Revised Code, which have not been specifically designated as applicable only to the elective county executive plan or the appointive county executive plan.

The alternative form of county government providing for the office of the elective county executive shall be known as the elective executive plan, and the alternative form providing for the office of appointive county executive shall be known as the appointive executive plan.

Effective Date: 10-16-1961

### **302.03 Petition on question of adopting one of the alternative forms of county government.**

(A) The board of county commissioners of any county may, by a two-thirds vote of the board, or shall, upon petition by three per cent of the electors of the county as determined by the number of votes cast therein for the office of governor at the most recent gubernatorial election, by resolution, cause the board of elections in the county to submit to the electors of the county the question of adopting one of the alternative forms of county government authorized by sections 302.01 to 302.24 of the Revised Code. The question shall be voted upon at the next general election occurring not less than ninety days after the certification of the resolution to the board of elections.

(B) If, in any county, a resolution is adopted by the board of county commissioners requiring that the question of choosing a commission to frame a county charter be submitted to the electors thereof prior to the resolution provided for in this section, the proposition to adopt an alternative form of county government provided in sections 302.01 to 302.24 of the Revised Code, shall not be submitted in that

county as long as the question of choosing such commission or of adopting a charter framed by such commission is pending therein.

(C) Any proposition for an alternative form of county government shall specify the number of members of the board of county commissioners, how many shall be elected at large, or how many shall be elected by districts.

Amended by 128th General Assembly File No. 29, HB 48, § 1, eff. 7/2/2010.

Effective Date: 08-22-1995

**302.04 Ballot language commissioners elected at large.**

In submitting to the electors of any county the question of adopting an alternative form of county government whereby the entire board of county commissioners are elected at large, the board of elections shall submit the question in language substantially as follows:

"Shall the county of . . . . . adopt the form of county government known as the county (name of plan) plan with a board of (number) county commissioners elected as provided for in sections 302.01 to 302.24, inclusive, of the Revised Code?

- ( ) For adoption of the county (name of plan) plan.
- ( ) Against adoption of the county (name of plan) plan."

At least forty-five days prior to the election thereon the board of county commissioners shall cause a copy of the alternative form to be distributed to each elector of the county so far as may be reasonably possible. Immediately following said election the board of elections shall file a certificate of the results thereof with the secretary of state.

Effective Date: 12-13-1967

**302.041 Ballot language commissioners elected by district.**

In submitting to the electors of any county the question of adopting an alternative form of county government whereby any members of the board of county commissioners are elected by district, the board of elections shall submit the question in language substantially as follows:

"Shall the county of . . . . . adopt the form of county government known as the county (name of plan) plan with a board of (number) county commissioners, of which (number) shall be elected at large and (number) shall be elected by districts, as provided for in sections 302.01 to 302.24, inclusive, of the Revised Code, under which form each county commissioner shall receive annual compensation equal to (number) per cent of that provided in section 325.10 of the Revised Code?

- ( ) For adoption of the county (name of plan) plan.
- ( ) Against adoption of the county (name of plan) plan."

The proposition for such alternative form shall establish the percentage of the annual compensation provided in section 325.10 of the Revised Code which each county commissioner shall receive as annual compensation in lieu of the amount provided in section 325.10 of the Revised Code.

If the proposition for the alternative form fails to divide the county into county commissioner districts, the board of elections shall divide the county into such districts in the manner provided in section 302.082 of the Revised Code, within forty-five days prior to the election on the question of adopting an alternative form.

At least forty-five days prior to the election thereon the board of county commissioners shall cause a copy of the alternative form to be distributed to each elector of the county so far as may be reasonably possible. The board of elections shall display a map indicating the boundaries of each county commissioner district, in a conspicuous place at each polling place at such election. Immediately following such election the board of elections shall file a certificate of the results thereof with the secretary of state.

Effective Date: 12-13-1967

### **302.05 Process when alternative form adopted.**

If a majority of the votes cast on the proposition of adopting an alternative form of county government is in the affirmative, then such form shall thereby be adopted and become the form of government of the county. If more than one alternative form receives a majority of votes cast on the proposition in an election, the form receiving the largest number of votes shall be adopted. The provisions of sections 302.01 to 302.24, inclusive, of the Revised Code, as they apply to the nomination and election of county officers, shall be in effect immediately. All other provisions of sections 302.01 to 302.24, inclusive, of the Revised Code, shall take effect on the first Monday in January following the next regular state election.

Under an alternative form whereby any members of the board of county commissioners are elected by districts, each county commissioner shall receive, in lieu of the annual compensation provided by section 325.10 of the Revised Code, the percentage thereof specified in the adopted plan.

Effective Date: 12-13-1967

### **302.06 Proposition to discontinue an alternative form of county government.**

A proposition to discontinue an alternative form of county government under sections 302.02 to 302.24, inclusive, of the Revised Code, or to adopt another alternative form of county government pursuant to sections 302.01 to 302.24, inclusive, of the Revised Code, may be submitted to the electors of the county at any general election in the manner provided for the submission of an alternative form of county government pursuant to section 302.03 of the Revised Code.

Effective Date: 10-16-1961

### **302.07 Adoption or discontinuance of alternative form of county government not to affect present acts.**

The adoption or discontinuance of an alternative form of county government in any county as provided in sections 302.01 to 302.24, inclusive, of the Revised Code, shall not affect any act done, ratified, or affirmed, or any contract or other right or obligation other than contracts for personal services,



accrued or established, or any action, prosecution, or proceeding, civil or criminal, pending at the time such change in form of government takes effect; nor shall the adoption or discontinuance of such form of government affect causes of such action, prosecutions, or proceedings existing at the time it takes effect; but such rights shall attach to, and actions, prosecutions, or proceedings may be prosecuted and continued, or instituted and prosecuted against, by, or before the department having jurisdiction or power of the subject matter to which such action, prosecution, or proceedings pertains. All rules, regulations, and orders lawfully promulgated prior to such adoption shall continue in force and effect until amended or rescinded in accordance with sections 302.01 to 302.24, inclusive, of the Revised Code.

On the effective date of the adoption or discontinuance of an alternative form of county government causing a transfer of rights, duties, and powers from one department or office to another, all books, records, papers, documents, property, real and personal, funds, appropriations and balances of appropriations, and pending business in any way pertaining to such rights, powers, and duties shall be similarly transferred.

Effective Date: 10-16-1961

### **302.08 Electing of county commissioners at large in alternative form.**

(A) Under all alternative forms of county government whereby the entire board of county commissioners is elected at large there shall be a board of county commissioners who shall have the qualifications and shall be nominated and elected as provided by general law, except as otherwise provided for in this section.

(B) The board shall consist of such number of members as shall be determined by inclusion of one of the following optional provisions in the alternative form adopted pursuant to section 302.03 of the Revised Code:

Option A. Three members.

Option B. Five members.

Option C. Seven members.

Option D. Nine members.

If the electors of a county approve a proposition to adopt an alternative form of county government under section 302.06 of the Revised Code, and thereby adopt a different size of the board of county commissioners, the change in membership shall be effected as follows:

(1) Whenever the number of members of the board is increased, there shall be elected at the regular state election next following the adoptions of such provision, a sufficient number of county commissioners to bring the total membership of the board up to the number fixed. County commissioners shall serve a term of four years, except the candidates first elected under the provisions of this section.

(2) Whenever the number of members of the board is decreased, the optional provision adopted under division (B) of this section shall be effective as to half the number by which the size of the board is

decreased on the first Monday in January following the next regular state election and as to the other half on the first Monday in January two years later.

(C) The term of office of county commissioners shall be for four years, except as provided in division (C) of this section. If the alternative form as adopted provides for no change in size of the board of county commissioners, county commissioners shall continue to be elected for four-year terms.

If the alternative form as adopted provides for an increased membership on the board of county commissioners as provided by one of the optional provisions B, C, or D of division (B) of this section, the additional members shall be elected to the board at the first regular state election subsequent to the adoption of the alternative form.

If the first election under an alternative form of county government provided for in sections 302.01 to 302.24, inclusive, of the Revised Code, occurs in a year in which one county commissioner is to be elected under section 305.01 of the Revised Code, and the alternative form as adopted provides for an expansion of the board to five, seven, or nine commissioners, the required number of vacancies shall be filled as follows:

(1) If the new board is to be a five-man board, three commissioners shall be elected for four-year terms.

(2) If the new board is to be a seven-man board, five commissioners shall be elected, four commissioners for four-year terms and one commissioner for a two-year term; the four candidates receiving the most votes being awarded the four-year terms and the fifth candidate in terms of votes received being assigned the two-year term.

(3) If the new board is to be a nine-man board, seven commissioners shall be elected, five commissioners for four-year terms and two commissioners for two-year terms; the five candidates receiving the most votes being awarded the four-year terms and the two-year terms being assigned to the next two candidates in terms of votes received.

If the first election under an alternative form of county government provided for in sections 302.01 to 302.24, inclusive, of the Revised Code, occurs in a year in which two county commissioners are to be elected under section 305.01 of the Revised Code, and the alternative form as adopted provides for an expansion of the board to five, seven, or nine commissioners, the required number of vacancies shall be filled as follows:

(a) If the new board is to be a five-man board, four commissioners shall be elected, three commissioners for four-year terms and one commissioner for a two-year term; the three candidates receiving the most votes being awarded the four-year terms and the fourth candidate in terms of votes received being assigned the two-year term.

(b) If the new board is to be a seven-man board, six commissioners shall be elected, four commissioners for four-year terms and two commissioners for two-year terms; the four candidates receiving the most votes being awarded the four-year terms and the two-year terms being assigned to the next two candidates in terms of votes received.

(c) If the new board is to be a nine-man board, eight commissioners shall be elected, five commissioners for four-year terms and three commissioners for two-year terms; the five candidates receiving the most votes being awarded the four-year terms and the two-year terms being assigned to the next three candidates in terms of votes received.

At all succeeding elections, after the first regular state election subsequent to adoption of an alternative form, all members of the board of county commissioners shall continue to be elected for four-year terms.

Effective Date: 12-13-1967

**302.081 Alternative form of county government must include board of county commissioners.**

An alternative form of county government shall include a board of county commissioners, elected either at large as provided in sections 302.04 and 302.08 of the Revised Code, or by districts as provided in sections 302.041 and 302.082 of the Revised Code, and in all those provisions of sections 302.01 to 302.24 of the Revised Code, which have not been specifically designated as applicable only in the case whereby the entire board is elected at large, or in the case whereby any of the members are elected by districts.

Effective Date: 06-22-1984

**302.082 Electing of county commissioners by districts in alternative form.**

(A) Under all alternative forms of county government whereby any members of the board of county commissioners are elected by districts there shall be a board of county commissioners who shall have the qualifications and shall be nominated and elected as provided by general law, except as otherwise provided for in this section.

(B) The board shall consist of such odd number of members, not less than three nor more than twenty-one members, as is provided in the proposition for the alternative form that has been adopted. If the proposition provides for seven or more members, no more than half shall be elected at large.

Any or all districts for county commissioners may be multimember districts, but the division of the county into districts for county commissioners shall conform to the constitutional standards for division of the state into districts for election of members of the general assembly. If the proposition for the alternative form adopted provides that any county commissioners shall be elected by districts, the board of county commissioners shall, every ten years, commencing in 1971 and every ten years thereafter, divide the county into county commissioner districts, using the most recent decennial federal census.

(C) The term of office of county commissioners shall be four years, except as provided in division (C) of this section. If the proposition for the alternative form adopted changes the number of county commissioners, or changes the number of commissioners who are elected by districts, the total number of commissioners shall be elected at the first regular state election following the adoption of the alternative form. The board of elections shall assign a number to each county commissioner position established by the provisions of the alternative form. Candidates shall file for and be elected to a specifically numbered position. The odd-numbered positions shall be filled for a term of four years, and the even-numbered positions shall be filled for a term of two years at the first election and for four years thereafter.

Effective Date: 12-13-1967

### **302.09 [First of Two Versions] Vacancy in office.**

When a vacancy occurs in the board of county commissioners or in the office of county auditor, county treasurer, prosecuting attorney, clerk of the court of common pleas, sheriff, county recorder, county engineer, or coroner more than fifty-six days before the next general election for state and county officers, the vacancy shall be filled as provided for in divisions (A) and (B) of section 305.02 of the Revised Code.

Amended by 128th General Assembly File No. 29, HB 48, § 1, eff. 7/2/2010.

Effective Date: 10-10-1963

This section is set out twice. See also § 302.09, as amended by 129th General Assembly File No. 40, HB 194, § 3 This amendment is subject to referendum in the Nov. 6, 2012 election.

### **302.09 [Second of Two Versions] Vacancy in office**

When a vacancy occurs in the board of county commissioners or in the office of county auditor, county treasurer, prosecuting attorney, clerk of the court of common pleas, sheriff, county recorder, county engineer, or coroner more than forty days before the next general election for state and county officers, the vacancy shall be filled as provided for in divisions (A) and (B) of section 305.02 of the Revised Code.

Amended by 129th General Assembly File No. 40, HB 194, § 3. This amendment is subject to referendum in the Nov. 6, 2012 election.

Amended by 128th General Assembly File No. 29, HB 48, § 1, eff. 7/2/2010.

Effective Date: 10-10-1963

This section is set out twice. See also § 302.09, effective prior to amendment by HB 194 of the 129th Legislature.

### **302.10 Board rules, records and voting.**

The board of county commissioners shall determine its own rules and order of business and cause a journal of its proceedings to be kept. A majority of the members elected to the board shall constitute a quorum to do business. No action of the board shall be valid or binding unless adopted by the affirmative vote of a majority of the members elected to the board.

Effective Date: 10-16-1961

### **302.11 Board organization.**

The board of county commissioners shall organize on the first Monday of each year, by the election of one of its members as president and one other member as vice-president for terms of one year. The president shall preside at all regular and special sessions of the board.

Notwithstanding section 305.05 of the Revised Code, when the president of the board is absent from the county or unable to perform his duties, or in case of death, resignation, or removal, the vice-

president shall act as president pending any future meeting of the board at which it may select one of its members to become the president.

Except as provided by sections 302.01 to 302.24, inclusive, of the Revised Code, the president of the board shall have all powers and duties vested in or imposed upon the president of the board by general law.

Effective Date: 01-23-1963

### **302.12 Board to be policy-determining body - powers and duties.**

The board of county commissioners is the policy-determining body of the county. Except as otherwise provided by sections 302.01 to 302.24, inclusive, of the Revised Code, it has all the powers and duties vested by law in boards of county commissioners. All powers and duties which may be vested by law in counties or in county officers or agencies, or which may be transferred to the county by action of a township or municipality under authority of Section 1 of Article X, Ohio Constitution, and which are not assigned by law to any department, office, or body existing under the alternative form of government in force, shall be exercised or performed by the board or by the department, office, or body designated by resolution of the board.

Effective Date: 01-23-1963

### **302.13 Specific powers of board.**

Pursuant to and in conformity with the Constitution of Ohio and without limiting the powers and duties otherwise vested in the board of county commissioners, the board may:

(A) Establish a department of finance, a department of human services, a department of health which shall exercise the powers and perform the duties of the general health district according to policies established by the board of county commissioners notwithstanding Chapter 3709. of the Revised Code, a purchasing department, a department of public works, a department of law, a department of personnel, a department of detention and correction, a department of water and sewers, and such other departments, divisions, and sections under the supervision of the county executive, as it determines to be necessary for the efficient administration of the county's business, and may provide for the merger of such departments, divisions, and sections;

(B) Determine the compensation of appointive heads of departments and divisions under the supervision of the board of county commissioners and adopt by resolution a classification plan and schedule fixing the rates of compensation of all classes and grades in the county service. Such schedule shall provide uniform compensation for like service, and may establish minimum and maximum rates for any grade of position within which the compensation shall be fixed by the appointing authority.

(C) Determine what officers and employees shall file bond, and fix the amount and form thereof and approve the surety of the bond given;

(D) Provide for the borrowing of money in anticipation of the collection of taxes and revenues for the current fiscal year;

(E) Acquire, construct, maintain, administer, rent, and lease property including buildings and other public improvements as provided by law;

(F) Cooperate or join by contract pursuant to section 302.21 of the Revised Code with any city, county, state, or political subdivision or agency thereof, or with the United States or any agency thereof, for the planning, development, construction, acquisition, or operation of any public improvement or facility, or for a common service; and may provide the terms upon which the county shall perform any of the services and functions of any municipality or political subdivision in the county;

(G) Accept, in the name of the county, gifts, devises, bequests, and grants-in-aid from any person, firm, corporation, city, county, state, or political subdivision or agency thereof, or from the United States or any agency thereof;

(H) Request periodic or special reports by the county executive, elected officers, and administrative officers and bodies, and may require their attendance upon its meetings;

(I) Designate the maximum number of assistants, deputies, clerks, and other persons that may be employed in each of the offices and departments of the county;

(J) Authorize the county executive to employ experts and consultants in connection with the administration of the affairs of the county;

(K) Establish procedures governing the making of county contracts and the purchasing of county supplies and equipment by competitive bidding;

(L) Exercise control over expenditures by all county officials and promulgate and execute an allotment schedule allocating annual appropriations for any county government purpose by item on either a monthly or quarterly basis;

(M) By ordinance or resolution make any rule, or act in any matter not specifically prohibited by general law; provided that, in the case of conflict between the exercise of powers pursuant to this division and the exercise of powers by a municipality or township, the exercise of power by the municipality or township shall prevail, and further provided that the board may levy only taxes authorized by general law.

Effective Date: 12-23-1986

### **302.14 County executive.**

There shall be a county executive, who shall be the chief executive officer of the county. He shall be either an elective county executive as provided for in section 302.15 of the Revised Code, or an appointive county executive as provided for in section 302.16 of the Revised Code.

In case of the absence or disability of the county executive as determined by the board of county commissioners, his duties shall be performed during his absence or disability by whomsoever the board of county commissioners designates by resolution.

Effective Date: 07-02-1967

### **302.15 Elective executive plan.**

In a county adopting the elective executive plan the chief executive officer shall be known as the county executive. The county executive shall be elected at the first regular county general election following the adoption of the alternative form and shall hold his office for a term of four years. Only an

elector of the county shall be eligible for election as county executive and shall be nominated and elected in the manner provided by general law for county officers.

In case the office of county executive is or becomes vacant by reason of death, resignation, or removal, it shall be filled by the board of county commissioners for the unexpired term.

In the elective executive plan, the salary of the first county executive, for his first term, shall be one hundred and sixty per cent of that established by section 325.10 of the Revised Code for a member of the board of county commissioners in the county. For all subsequent county executives and terms, the salary shall be fixed by the board of county commissioners one year prior to the county executive's term of office.

Effective Date: 07-02-1967

### **302.16 Appointive executive plan.**

In a county adopting the appointive executive plan, the county executive shall be an elector of the county and appointed by the board of county commissioners. No persons elected to membership on the board of county commissioners shall thereafter be eligible for appointment as county executive until the conclusion of one year after the expiration of the term for which he was elected.

The county executive shall be appointed for an indefinite term, but may be removed by the board of county commissioners.

In the appointive executive plan, the salary of the county executive shall be fixed by the board of county commissioners.

Effective Date: 07-02-1967

### **302.17 County executive responsibilities.**

The county executive shall be responsible for the proper administration of the affairs of the county placed in his charge, and, by resolution of the board of county commissioners, may serve as the head of any county department created by the board pursuant to sections 302.01 to 302.24, inclusive, of the Revised Code, provided he has the qualifications required by law.

Effective Date: 10-16-1961

### **302.18 County executive - powers and duties.**

(A) The county executive shall be the administrative head of the county and shall have all powers and shall perform all duties of an administrative executive nature vested in or imposed upon the board of county commissioners by general law or by agreement with any municipality or other subdivision of government of Ohio and such additional powers as are granted and imposed by the board, and the county executive shall administer the resolutions of the board of county commissioners and the laws of the state relating to or required to be enforced by the county executive's office. The county executive shall supervise the departments established pursuant to division (A) of section 302.13 of the Revised Code. All authority of the board of county commissioners under general law with respect to the adoption of the county budget and the submission of any matter to the electors shall be exercised by the board of county commissioners provided for under Chapter 302. of the Revised Code. Contracts

between the county and other agencies of government shall be approved or authorized by the board of county commissioners.

(B) The county executive, under the elective executive plan, shall exercise all authority of the board of county commissioners to appoint, suspend, and remove all county personnel whose appointment, suspension, and removal was a function of the board of county commissioners under general law, except for the clerk of the board of county commissioners, the clerk's clerical assistants, and the appointments listed in division (C) of section 302.18 of the Revised Code. Under the appointive executive plan, the board of county commissioners shall have the power to appoint, suspend, and remove all county personnel whose appointment, suspension, and removal was a function of the board under general law, upon the recommendations of the county executive.

(C) Appointment of officers, which by general law in sections 303.04, 303.13, 305.29, 306.01, 306.02, 329.01, 329.06, 5153.39, and 5155.03 of the Revised Code is required to be made by the board of county commissioners, shall be made by the county executive, under either plan, with advice and consent of the board of county commissioners. The county executive, under either plan, also shall appoint with the advice and consent of the board of county commissioners, all officers and members of boards and commissions, other than officers of a court or employees or other persons advisory to or subject to the supervision of a court or judge thereof, which by general law in sections 331.01, 339.02, 1545.02, 1545.03, 1545.04, and 1545.05 of the Revised Code are to be appointed by a judge or judges of the probate or common pleas court of the county.

(D) The county executive, under the elective executive plan, shall have the power to veto any ordinance or resolution adopted by the board of county commissioners. A veto by the county executive may apply to all or any items of an ordinance appropriating money. Certification of a veto must be made by the county executive within ten days of its adoption by the board of county commissioners, and the board of county commissioners may override the veto by a two-thirds vote of all its members. Under the elective executive plan an ordinance or resolution shall become effective upon approval by the county executive, expiration of such ten days without approval or veto, or overriding of a veto.

(E) The county executive shall promote the coordination of all county functions and for this purpose shall make an annual public report on the state of the county.

Effective Date: 10-01-1997

### **302.19 Additional duties.**

In addition to other powers and duties provided in sections 302.01 to 302.24, inclusive, of the Revised Code, the county executive shall:

- (A) Prepare and recommend to the board of county commissioners the annual tax budget and county appropriation resolution;
- (B) Keep the board advised of the financial condition and future needs of the county;
- (C) Prepare and submit to the board such measures as he deems necessary for the conduct of the county's business;
- (D) Attend meetings of the board of county commissioners and take part in the discussion of all matters before the board;



(E) Prepare and submit to the board of county commissioners such reports on the operations of any departments, offices, and bodies under his control as may be required by the board.

Effective Date: 10-16-1961

### **302.20 County department of finance - duties.**

If established under this chapter, the department of finance shall:

(A) Maintain a complete system of accounts of the financial transactions of the county and of the department and shall determine the form of the financial records and accounts to be kept by a county department, office, or agency. The accounting system shall be so designed as to avoid the keeping of duplicate records of tax and other financial transactions insofar as is consistent with proper accounting control.

(B) Examine and determine the regularity, legality, and correctness of each expenditure, claim, voucher, or payroll against the county, and the county auditor shall draw warrants on the county treasurer for the payment of such expenditure, claim, voucher, or payroll when approved by the department of finance and only when so approved.

(C) Transfer temporarily deputies or employees from one office or department of the county to another to promote efficiency and economy, except that any transfers of employees of an elected officer shall be made only with the consent of such officer, and except that no persons appointed by the sheriff may at any time be so transferred.

Effective Date: 07-01-1985

### **302.201 Department of law - duties of director of law.**

If established under the provisions of Chapter 302. of the Revised Code, the department of law shall be administered by a director of law who shall be an attorney-at-law admitted to the practice of law in this state. The director of law shall serve as legal advisor to the board of county commissioners, the county executive, and the county departments, offices, and agencies responsible to the board and the county executive. The director of law shall give written opinions as to the law when specifically requested so to do by the board or the county executive, act as counsel for the board and the county executive in any proceeding instituted by or against the board or the county executive, and perform any other legal duties assigned by the board of county commissioners or the county executive.

Effective Date: 07-02-1967

### **302.202 Department of personnel - powers and duties.**

If established under this chapter, the department of personnel shall make and promulgate personnel rules that, when adopted by the board of county commissioners after public hearing, shall be the sole basis for determining the provisions and procedures of the county personnel system.

Notwithstanding the provisions of Chapter 124. of the Revised Code, personnel rules adopted by the board of county commissioners pursuant to this section, may provide for, but need not be limited to, the following:

- (A) Classification of all county positions, which classification shall be based on the duties, authority, and responsibility of each position;
- (B) A pay plan for all county positions, which pay plan may include fringe benefits as may be determined by the board of county commissioners, in addition to salary;
- (C) Certification of payrolls as to compliance with the pay plan and the personnel rules;
- (D) The method of holding competitive tests for determining the merit and fitness of candidates for appointment and promotion;
- (E) The establishment, maintenance, and certification of eligible lists for filling vacancies;
- (F) The order and manner in which lay-offs may be effected;
- (G) The procedure for suspension and removal of employees, which procedure shall include provisions for appeals from orders of suspension or removal or other disciplinary action;
- (H) The hours of work, the attendance regulations, and the provisions for sick and vacation leave;
- (I) Other practices and procedures necessary to the administration of the county personnel system.

Effective Date: 08-26-1977; 07-01-2007

### **302.203 Department of detention and correction - powers and duties.**

If established under the provisions of Chapter 302. of the Revised Code, the department of detention and correction shall assume all of the responsibility for the establishment, maintenance, and operation of an adult detention and correction administration for the county. Notwithstanding the provisions of Chapter 341. of the Revised Code, the department of detention and correction shall assume all responsibility for county jails assigned by that chapter to the county sheriff and shall make and promulgate rules and regulations for the care and custody of prisoners and the maintenance and operation of the county jail. Such rules and regulations shall be subject to approval of the joint session of the court of common pleas.

Effective Date: 07-02-1967

### **302.204 Department of water and sewers - duties and functions.**

If established under the provisions of Chapter 302. of the Revised Code, the department of water and sewers shall assume all duties and perform all functions related to the operation of the county's sewer and water systems. The board of county commissioners may create a board of trustees to serve at its pleasure and may assign to such board such functions and responsibilities as are by law delegated to the board of county commissioners in Chapter 6117. and 6103. of the Revised Code as they pertain to the operation of a county sewer system and a county water system.

Effective Date: 07-02-1967

### **302.21 Agreements with other political subdivisions.**

The board of county commissioners as provided in section 302.22 of the Revised Code may enter into an agreement with the legislative authority of any municipal corporation, township, port authority, water or sewer district, school district, library district, health district, park district, soil and water conservation district, water conservancy district, or other taxing district, or with the board of any other county, and such legislative authorities may enter into agreements with the board, whereby such board undertakes, and is authorized by the contracting subdivision, to exercise any power, perform any function, or render any service, in behalf of the contracting subdivision or its legislative authority, which such subdivision or legislative authority may exercise, perform, or render.

Upon the execution of such agreement and within the limitations prescribed by it, the board may exercise the same powers as the contracting subdivision possesses with respect to the performance of any function or the rendering of any service, which by such agreement, it undertakes to perform or render, and all powers necessary or incidental thereto, as amply as such powers are possessed and exercised by the contracting subdivision directly. In the absence in such agreement of provisions determining by what officer, office, department, agency, or authority, the powers and duties of the board shall be exercised or performed, the board shall, within the limits of this section, determine and assign such powers and duties to any officer or officers of county government including the auditor, treasurer, engineer, recorder, coroner, sheriff, and prosecuting attorney. Any agreement authorized by this section shall not suspend the possession by a contracting subdivision of any power or function exercised or performed by the board in pursuance of such agreement. Nor shall the board, by virtue of any agreement entered into under this section, acquire any power to levy taxes within and in behalf of a contracting subdivision unless approved by a majority of the electors of the contracting subdivision.

The boards of county commissioners of any two or more counties may contract with each other or by contract create any joint agency to exercise any power, perform any function, or render any service which any board of county commissioners may exercise, perform, or render.

Effective Date: 03-18-1969

### **302.22 Agreements with other political subdivisions to provide for payment.**

Every agreement entered into under sections 302.21 to 302.24, inclusive, of the Revised Code, shall provide, either in specific terms or by prescribing a method for determining the amounts, for any payments to be made by the contracting subdivision into the county treasury, in consideration of the performance of the agreement. In cases where it is deemed practicable, the agreement may provide that payment shall be made by the retention in the treasury of the amounts due from taxes collected for the contracting subdivision and the county auditor and county treasurer shall be governed by any such provision in settling the accounts for such taxes.

Any agreement entered into by and between two or more boards of county commissioners shall specify the method of payment for the joint exercise of any power, the joint performing of any function, or the joint rendering of any service, which method of payment shall be authorized and binding on the counties so long as the agreement is in effect.

Effective Date: 10-16-1961

### **302.23 Rescinding agreements with other political subdivisions.**

In the absence from an agreement entered into under sections 302.21 to 302.24, inclusive, of the Revised Code, of a specification of its own duration, such agreement shall continue in effect until it is rescinded. Every such agreement, whether for a definite term or of indefinite duration, may provide for its own rescission. In the absence of any such provision, such agreement may, at any time, be rescinded by the agreement of both parties, and may at any time be rescinded by resolution of either party to the agreement, effective at the end of the fiscal year.

Effective Date: 10-16-1961

### **302.24 Agreements with other political subdivisions transferring property.**

Any agreement entered into under sections 302.21 to 302.24, inclusive, of the Revised Code, may provide for the transfer to the board of county commissioners of any property, real or personal, used or useful, in the performance of functions or the rendering of services under such agreement. Such transfer may include the proceeds of bonds issued or to be issued by the contracting subdivision, appropriate to the powers, functions, or services under the agreement, such proceeds to be expended by the board subject to the same conditions as would govern the contracting subdivision. Such transfer may convey the absolute title to such property, subject, in the case of the disposal or encumbrance of such real property by the board, to the consent of the legislative authority of the contracting subdivision; or may convey its use only, or any estate or title less than absolute; may limit the power of the board to dispose of such property; and may provide for its return, disposition, division, or distribution, in the event of the rescission or expiration of the agreement.

Effective Date: 10-16-1961

**COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO**

**MOTION NO. M2012-0021**

**SPONSORED BY: COUNCIL PRESIDENT CONNALLY**

**A Motion confirming the County Executive's appointment of individuals to serve on the District One Public Works Integrating Committee of Cuyahoga County, and declaring the necessity that this Motion become immediately effective.**

WHEREAS, the District One Public Works Integrating Committee of Cuyahoga County evaluates capital improvement projects submitted by its local subdivisions using a project selection criteria based on criteria listed in the Ohio Revised Code Section 164; and,

WHEREAS, the District One Public Works Integrating Committee seeks to preserve the functional integrity of existing infrastructure in Cuyahoga County, and uses the allocations of funds to improve public health and safety while enhancing economic development and overall wellness for the County; and,

WHEREAS, pursuant to the Ohio Revised Code Section 164.04, the District One Public Works Integrating Committee is composed of seven members who represent both the public and private sectors; and,

WHEREAS, members of the District One Public Works Integrating Committee shall be appointed to serve a three year term; and,

WHEREAS, County Charter Section 6.04, entitled Special Boards and Commissions, states that "[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council;" and,

WHEREAS, the County Executive has nominated Bonita Teeuwen for reappointment, and Stanley Kosilesky to serve on the District One Public Works Integrating Committee; and,

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Motion become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of a County Board.

**NOW, THEREFORE, BE IT APPROVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** The Council of Cuyahoga County, Ohio, hereby confirms the reappointment of Bonita Teeuwen, Director of Public Works and the appointment of Stanley Kosilesky, Planning and Finance Administrator for the Department of Public Works to serve on the District One Public Works Integrating Committee of Cuyahoga County, commencing immediately.

**SECTION 2.** It is necessary that this Motion become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of the County. Provided that this Motion receives the affirmative vote of eight members of Council, this Motion shall become immediately effective.

**SECTION 3.** It is found and determined that all formal actions of this Council concerning and relating to the passage of this Motion were passed in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, and in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Motion was duly approved.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee:  
Committee(s) Assigned:

Journal \_\_\_\_\_  
\_\_\_\_\_, 2012



**EDWARD FITZGERALD**  
Cuyahoga County Executive

June 22, 2012

JUN 19 2012

Cuyahoga County Council

C. Ellen Connally, President  
Cuyahoga County Council  
Cuyahoga County Administration Building  
1219 Ontario Street, 4<sup>th</sup> Floor  
Cleveland, OH 44113

Re: District One (Cuyahoga County) Public Works Integrating Committee

Dear President Connally:

I have nominated the following individuals to serve on the District One (Cuyahoga County) Public Works Integrating Committee (DOPWIC):

- **Bonnie Teeuwen, Public Works Director**
- **Stan Kosilesky, Planning and Finance Administrator for the Department of Public Works**

As you know, this Committee is established by Section 164 of the Ohio Revised Code and oversees and evaluates capital improvement projects submitted by various political subdivisions. Ms. Teeuwen currently serves on this important body and is well versed in the pertinent issues involved. Mr. Kosilesky, as the Planning and Finance Administrator for the Department of Public Works will be an excellent addition.

Should you or any of your colleagues have any questions, please feel free to contact Special Assistant Jim Boyle at 216-698-2089.

I thank you for your assistance and cooperation in this matter.

Sincerely,

Edward FitzGerald  
Cuyahoga County Executive

cc: Claire M. Kilbane, District Liason  
Councilwoman Yvonne Conwell

**COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO**

**MOTION NO. M2012-0019**

**SPONSORED BY: COUNCIL PRESIDENT CONNALLY**

**A Motion confirming the County Executive's appointment of individuals to serve on the Gateway Economic Development Corporation of Greater Cleveland Board of Trustees, and declaring the necessity that this Motion become immediately effective.**

WHEREAS, the Gateway Economic Development Corporation of Greater Cleveland was established pursuant to the provisions of ORC Section 307.696; and,

WHEREAS, the powers and duties of the Gateway Economic Development Corporation of Greater Cleveland Board of Trustees are to determine responsibilities affiliated with the construction and maintenance of facilities as well as property issues, financing obligations and capital repairs for the sports facilities; and,

WHEREAS, the Gateway Economic Development Corporation of Greater Cleveland Board of Trustees shall consist of five members; two appointed by the City of Cleveland, two appointed by the County of Cuyahoga and one member jointly appointed; and,

WHEREAS, members of the Board of Trustees shall serve a term of five years without compensation; and,

WHEREAS, County Charter Section 6.04, entitled Special Boards and Commissions, states that "[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council;" and,

WHEREAS, the County Executive has nominated William J. Reidy, CPA and Timothy Offermatt, as joint city and county representative to serve on the Gateway Economic Development Corporation of Greater Cleveland Board of Trustees; and,

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Motion become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of a County Board.



**NOW, THEREFORE, BE IT APPROVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** The Council of Cuyahoga County, Ohio, hereby confirms the appointment of William J. Reidy, CPA and Timothy Offtermatt to serve on the Gateway Economic Development Corporation of Greater Cleveland Board of Trustees, commencing immediately.

**SECTION 2.** It is necessary that this Motion become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of the County. Provided that this Motion receives the affirmative vote of eight members of Council, this Motion shall become immediately effective.

**SECTION 3.** It is found and determined that all formal actions of this Council concerning and relating to the passage of this Motion were passed in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, and in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Motion was duly approved.

Yeas:

Nays:

\_\_\_\_\_  
County Council President      Date

\_\_\_\_\_  
Deputy Clerk of Council      Date

First Reading/Referred to Committee: June 12, 2012  
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal CC006  
June 26, 2012

**COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO**

**MOTION NO. M2012-0020**

**SPONSORED BY: COUNCIL PRESIDENT CONNALLY**

**A Motion confirming the County Executive's reappointment of Patricia Carey to serve on the Western Reserve Resource Conservation and Development Council, and declaring the necessity that this Motion become immediately effective.**

WHEREAS, the Western Reserve Resource Conservation and Development Council was established in 1989 to promote conservation and sustainable development of natural resources in order to improve economic conditions and enhance the quality of life in Northeast Ohio; and,

WHEREAS, the Western Reserve Resource Conservation and Development Council serves the Counties of Ashtabula, Cuyahoga, Geauga, Lake, Lorain, Medina, Portage, Summit, and Trumbull; and,

WHEREAS, the Western Reserve Resource Conservation and Development Council consists of various members appointed by County Commissioners or County Council; Board of Supervisors of each Soil and Water Conservation District ("SWCD"); or jointly between the County and the SWCD; and,

WHEREAS, County Charter Section 6.04, entitled Special Boards and Commissions, states that "[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council;" and,

WHEREAS, the County Executive has nominated Patricia Carey to be reappointed to serve on the Western Reserve Resource Conservation and Development Council for a term of three years; and,

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Motion become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of a County Board.

**NOW, THEREFORE, BE IT APPROVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** The Council of Cuyahoga County, Ohio, hereby confirms the reappointment of Patricia Carey to serve on the Western Reserve Resource Conservation and Development Council, commencing immediately.

**SECTION 2.** It is necessary that this Motion become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of the County. Provided that this Motion receives the affirmative vote of eight members of Council, this Motion shall become immediately effective.

**SECTION 3.** It is found and determined that all formal actions of this Council concerning and relating to the passage of this Motion were passed in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, and in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Motion was duly approved.

Yeas:

Nays:

\_\_\_\_\_  
County Council President      Date

\_\_\_\_\_  
Deputy Clerk of Council      Date

First Reading/Referred to Committee: June 12, 2012

Committee(s) Assigned: Human Resources, Appointments & Equity

Journal CC006

June 26, 2012

# County Council of Cuyahoga County, Ohio

## Resolution No. R2012-0120

<b>Sponsored by: Councilmembers Gallagher, Connally, Greenspan, Miller, Brady and County Executive FitzGerald</b>	<b>A Resolution</b> urging the United States Congress and the Ohio General Assembly to fully support, fund and build a State Veterans Home in Northeast Ohio; and declaring the necessity that this Resolution become immediately effective.
---	--

**WHEREAS**, Cuyahoga County recognizes that America's aging veteran population and their healthcare needs are significant issues; and,

**WHEREAS**, Northeast Ohio has the largest concentration of veterans residing in any of the State's four quadrants; and,

**WHEREAS**, the United States Department of Veterans Affairs (VA) operates the largest direct healthcare system for veterans in the nation, including outpatient clinics, medical facilities, long-term care facilities, and state veterans homes; and,

**WHEREAS**, there are one hundred thirty-seven (137) State Veterans Homes operating throughout the United States, including two Ohio facilities in Sandusky (north central) and Georgetown (southwest); and,

**WHEREAS**, when the State of Ohio decided to construct a State Veterans Home, the State of Ohio undertook the project jointly with the VA's Construction Grant Program; and,

**WHEREAS**, under the VA's Construction Grant Program, a state must provide 35% of the cost of renovations or new construction and the VA will provide up to 65% of the total construction cost; and,

**WHEREAS**, Cuyahoga County understands there is a continuing growing population of elderly veterans in Northeast Ohio and is very concerned about the increasing demand for a State Veterans Home in the area; and,

**WHEREAS**, the Cuyahoga County Veterans Service Commission and the Cuyahoga County Planning Commission conducted a 2010 feasibility study for a State Veterans Home in Northeast Ohio that fully supported the growing demand; and,

**WHEREAS**, it is necessary that this Resolution become immediately effective to meet the needs of veterans in Northeast Ohio and urge that a State Veterans Home be built in Northeast Ohio.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** , Cuyahoga County urges the United States Congress, and particularly members of the Northeast Ohio Delegation, to fully support, fund, and build a State Veterans Home in Northeast Ohio;

**SECTION 2.** Cuyahoga County urges the Ohio General Assembly, and particularly members of the Northeast Ohio Delegation, to work with the VA's Construction Grant Program and fully support, fund, and build a State Veterans Home in Northeast Ohio; and,

**SECTION 3.** Cuyahoga County will actively participate and encourage the United State Congress, the Ohio General Assembly, and other stakeholders to fully support, fund, and build a State Veterans Home in Northeast Ohio.

**SECTION 4.** Cuyahoga County fully supports a State Veterans Home in Northeast Ohio to meet the increasing needs of our veteran population.

**SECTION 5.** Cuyahoga County Council authorizes the Clerk of Council to transmit a true and certified copy of this resolution and a copy of the 2010 Northeast Ohio Veterans Home Feasibility Study conducted by the Cuyahoga County Veterans Service Commission and the Cuyahoga County Planning Commission to our Cuyahoga County Congressional Delegation and to the Ohio General Assembly.

**SECTION 6.** It is necessary that this Resolution become immediately effective, in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of the County. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

**SECTION 7.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Clerk of Council

\_\_\_\_\_  
Date

Journal CC006  
June 26, 2012

# County Council of Cuyahoga County, Ohio

## Resolution No. R2012-0121

Sponsored by: <b>Council President Connally</b>	<b>A Resolution</b> approving the City of Cleveland to retain certain City Land Bank parcels for devotion to public use as a Southern Service Center for Cleveland Public Power, and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, pursuant to the Ohio Revised Code 5722.07, the City of Cleveland shall receive approval from the legislative authorities of those taxing districts entitled to share in the proceeds from sale of the land bank parcels to be able to retain parcels acquired by it through a land reutilization program; and,

WHEREAS, the City of Cleveland would like to retain the following Land Bank parcels for permanent use: 126-14-018, 126-14-019, 126-14-020, 126-14-021, 126-14-024, 126-14-025, 126-14-026, 126-14-027, 126-14-028, 126-14-029, 126-14-030, 126-14-031, 126-14-032, 126-14-042, 126-14-100, 126-14-101, 126-14-102, 126-14-103, 126-14-105, 126-14-106, 126-14-107, 126-14-108, 126-14-109, 126-14-110, 126-14-111, 126-14-112, 126-14-113, and 126-14-114, and has requested the Cuyahoga County Council to issue a resolution authorizing same; and,

WHEREAS, it is necessary that this Resolution become immediately effective due to the beginning of construction of the Southern Service Center for Cleveland Public Power scheduled in Fall of 2012.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** The Cuyahoga County Council hereby authorizes the City of Cleveland to retain the following Land Bank parcels for public use as a Southern Service Center for Cleveland Public Power: 126-14-018, 126-14-019, 126-14-020, 126-14-021, 126-14-024, 126-14-025, 126-14-026, 126-14-027, 126-14-028, 126-14-029, 126-14-030, 126-14-031, 126-14-032, 126-14-042, 126-14-100, 126-14-101, 126-14-102, 126-14-103, 126-14-105, 126-14-106, 126-14-107, 126-14-108, 126-14-109, 126-14-110, 126-14-111, 126-14-112, 126-14-113, and 126-14-114.

**SECTION 2.** This Resolution is not intended to impact other taxing authorities entitled to share in the proceeds from these parcels, and it is expected that the City will approach each respective taxing authority to issue its own resolution.

**SECTION 3.** It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue without

interruption, and to provide for the usual, daily operation of a county department; therefore, this Resolution, provided it receives the affirmative vote of eight members of Council, shall become effective immediately upon the signature of the County Executive; otherwise it shall be in full force and effect from and immediately after the earliest time permitted by law.

**SECTION 4.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal \_\_\_\_\_  
\_\_\_\_\_, 2012





**City of Cleveland**

Frank G. Jackson, Mayor

JUN 14 2012

Cuyahoga County Council

Mayor's Office of Capital Projects  
Division of Real Estate  
James DeRosa, Commissioner  
601 Lakeside Avenue, Room 518  
Cleveland, Ohio 44114-1015  
216/664-4052 Fax: 216/664-2289  
www.city.cleveland.oh.us

June 13, 2012

Joseph Nanni  
Chief of Staff  
Cuyahoga County Council  
1219 Ontario Street -Room 424  
Cleveland, Ohio 44113

**RE: Cuyahoga County Council Approval of Retention of  
Certain City Land Bank Lots for Devotion to Public Use – Cleveland Public Power**

Dear Mr. Nanni:

The City of Cleveland intends to retain certain city land bank parcels for devotion to public use instead of selling the parcels through the City's Land Reutilization Program. The land will be used for the construction of the new Southern Service Center for Cleveland Public Power.

In this situation, Ohio Revised Code 5722.07 requires that the City receive approval from the legislative authorities of those taxing districts entitled to share in the proceeds from sale of the land bank parcel(s). Cuyahoga County Fiscal Office has determined that Cuyahoga County and Cleveland Municipal School District are the legislative authorities for the subject parcels.

County Asst. Prosecutor Colleen Majeski has determined that County Council is the appropriate part of Cuyahoga County to approve this request.

Please initiate the appropriate action to seek County Council approval for City of Cleveland to devote the following parcels to a public use:

126-14-018; 126-14-019; 126-14-020; 126-14-021; 126-14-024; 126-14-025; 126-14-026;  
126-14-027; 126-14-028; 126-14-029; 126-14-030; 126-14-031; 126-14-032; 126-14-042;  
126-14-100; 126-14-101; 126-14-102; 126-14-103; 126-14-105; 126-14-106; 126-14-107;  
126-14-108; 126-14-109; 126-14-110; 126-14-111; 126-14-112; 126-14-113; 126-14-114

The City plans to commence construction of the Southern Service Center in fall 2012. This land is north of Buckeye Road between E. 89<sup>th</sup> and E. 93<sup>rd</sup> Streets and has been largely vacant for many years.

Please contact me should you require additional information.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'James D. DeRosa'.

James D. DeRosa, Commissioner



**CITY OF CLEVELAND**  
 Mayor Frank G. Jackson

**Location Map**

**CPP Southern Service Center - Land Bank Parcels**



## **5722.07 Sale of land acquired in land reutilization program.**

As used in this section, "fair market value" means the appraised value of the nonproductive land made with reference to such redevelopment and reutilization restrictions as may be imposed by the electing subdivision as a condition of sale or as may be otherwise applicable to such land.

An electing subdivision may, without competitive bidding, sell any land acquired by it as a part of its land reutilization program at such times, to such persons, and upon such terms and conditions, and subject to such restrictions and covenants as it deems necessary or appropriate to assure the land's effective reutilization. Except with respect to a sale by a county land reutilization corporation, such land shall be sold at not less than its fair market value. However, except with respect to land held by a county land reutilization corporation, upon the approval of the legislative authorities of those taxing districts entitled to share in the proceeds from the sale thereof, the electing subdivision may either retain such land for devotion by it to public use, or sell, lease, or otherwise transfer any such land to another political subdivision for the devotion to public use by such political subdivision for a consideration less than fair market value.

Whenever an electing subdivision sells any land acquired as part of its land reutilization program for an amount equal to or greater than fair market value, it shall execute and deliver all agreements and instruments incident thereto. The electing subdivision may execute and deliver all agreements and instruments without procuring any approval, consent, conveyance, or other instrument from any other person or entity, including the other taxing districts entitled to share in the proceeds from the sale thereof.

An electing subdivision may, for purposes of land disposition, consolidate, assemble, or subdivide individual parcels of land acquired as part of its land reutilization program.

Effective Date: 04-05-1991; 2008 SB353 04-07-2009

# County Council of Cuyahoga County, Ohio

## Resolution No. R2012-0122

Sponsored by: **Council President  
Connally**

**A Resolution** approving the City of Cleveland to retain certain City Land Bank parcels for devotion to public use to expand and improve League Park, and declaring the necessity that this Resolution become immediately effective.

WHEREAS, pursuant to the Ohio Revised Code 5722.07, the City of Cleveland shall receive approval from the legislative authorities of those taxing districts entitled to share in the proceeds from sale of the land bank parcels to be able to retain parcels acquired by it through a land reutilization program; and,

WHEREAS, the City of Cleveland would like to retain the following Land Bank parcels for permanent use: 106-13-039, 106-13-042, 106-13-043, 106-13-076, 106-13-074, 106-13-073, 106-13-072, 106-13-071, 106-13-102, 106-13-070, 106-13-069, and 106-13-067, and has requested the Cuyahoga County Council to issue a resolution authorizing same; and,

WHEREAS, it is necessary that this Resolution become immediately effective due to plans to commence improvements at League Park in Fall of 2012.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** The Cuyahoga County Council hereby authorizes the City of Cleveland to retain the following Land Bank parcels for public use to expand and improve League Park: 106-13-039, 106-13-042, 106-13-043, 106-13-076, 106-13-074, 106-13-073, 106-13-072, 106-13-071, 106-13-102, 106-13-070, 106-13-069, and 106-13-067.

**SECTION 2.** This Resolution is not intended to impact other taxing authorities entitled to share in the proceeds from these parcels, and it is expected that the City will approach each respective taxing authority to issue its own resolution.

**SECTION 3.** It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue without interruption, and to provide for the usual, daily operation of a county department; therefore, this Resolution, provided it receives the affirmative vote of eight members of Council, shall become effective immediately upon the signature of the County Executive; otherwise it shall be in full force and effect from and immediately after the earliest time permitted by law.

**SECTION 4.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee:  
Committee(s) Assigned:

Journal \_\_\_\_\_  
\_\_\_\_\_, 2012



**City of Cleveland**

Frank G. Jackson, Mayor

JUN 14 2012

Cuyahoga County Council

Mayor's Office of Capital Projects  
Division of Real Estate  
James DeRosa, Commissioner  
601 Lakeside Avenue, Room 518  
Cleveland, Ohio 44114-1015  
216/664-4052 Fax: 216/664-2289  
www.city.cleveland.oh.us

June 13, 2012

Joseph Nanni  
Chief of Staff  
Cuyahoga County Council  
1219 Ontario Street -Room 424  
Cleveland, Ohio 44113

**RE: Cuyahoga County Council Approval of Retention of  
Certain City Land Bank Lots for Devotion to Public Use – League Park**

Dear Mr. Nanni:

The City of Cleveland intends to retain certain city land bank parcels for devotion to public use instead of selling the parcels through the City's Land Reutilization Program. The land will be used to expand and improve historic League Park in the Hough neighborhood.

In this situation, Ohio Revised Code 5722.07 requires that the City receive approval from the legislative authorities of those taxing districts entitled to share in the proceeds from sale of the land bank parcel(s). Cuyahoga County Fiscal Office has determined that Cuyahoga County and Cleveland Municipal School District are the legislative authorities for the subject parcels.

County Asst. Prosecutor Colleen Majeski has determined that County Council is the appropriate part of Cuyahoga County to approve this request.

Please initiate the appropriate action to seek County Council approval for City of Cleveland to devote the following parcels to a public use:

106-13-039; 106-13-042; 106-13-043; 106-13-076; 106-13-074; 106-13-073; 106-13-072;  
106-13-071; 106-13-102; 106-13-070; 106-13-069; 106-13-067

The City plans to commence improvements at League Park in fall 2012. This \$5M project includes the restoration of the historic ticket house and bleacher wall, the re-construction of a Major League/NCAA-quality baseball diamond in its original location including spectator seating, restrooms and concession facilities and the construction of various community park facilities. Use of the land bank lots will allow the entire block to be a dedicated park.

Please contact me should you require additional information.

Sincerely yours,

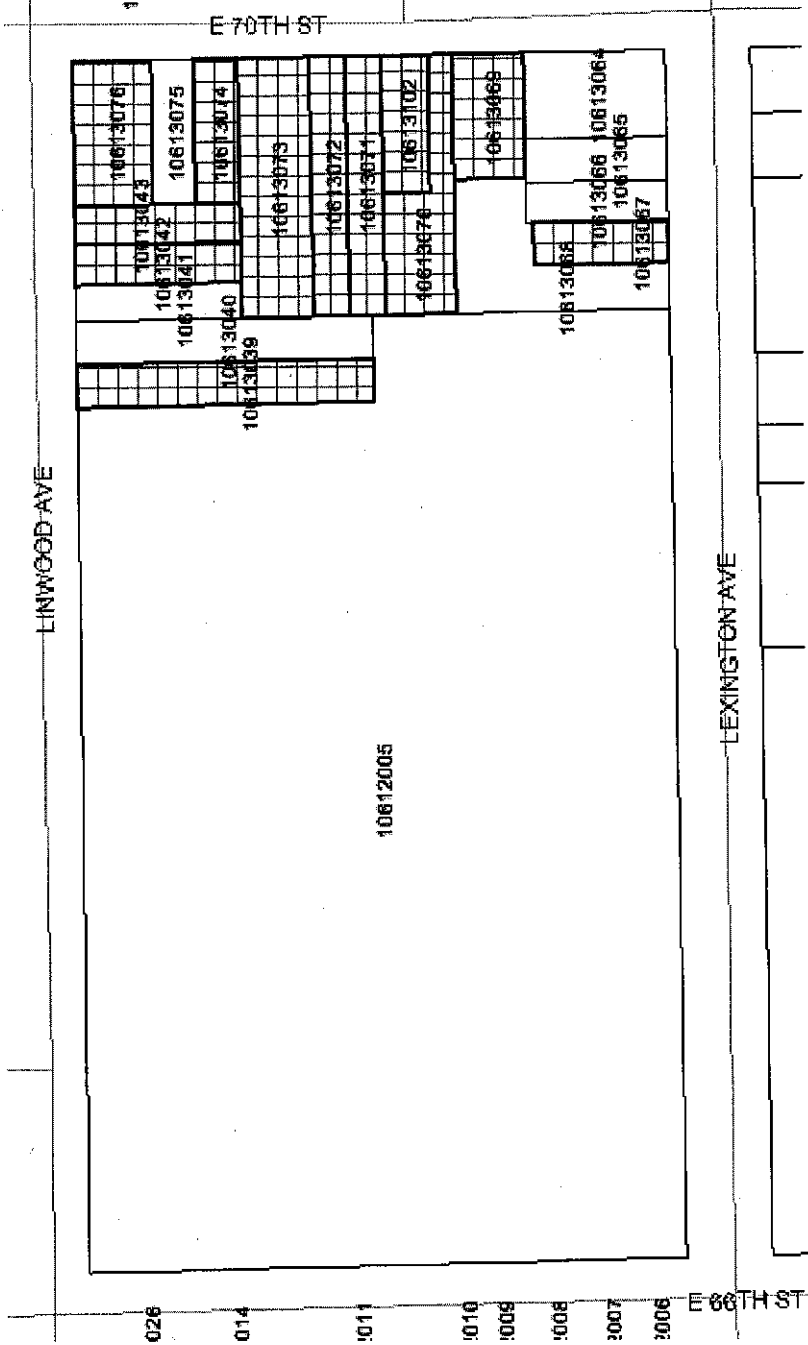
James D. DeRosa, Commissioner



**CITY OF CLEVELAND**  
Mayor Frank G. Jackson

### Location Map

## League Park Land Bank Parcels



## **5722.07 Sale of land acquired in land reutilization program.**

As used in this section, "fair market value" means the appraised value of the nonproductive land made with reference to such redevelopment and reutilization restrictions as may be imposed by the electing subdivision as a condition of sale or as may be otherwise applicable to such land.

An electing subdivision may, without competitive bidding, sell any land acquired by it as a part of its land reutilization program at such times, to such persons, and upon such terms and conditions, and subject to such restrictions and covenants as it deems necessary or appropriate to assure the land's effective reutilization. Except with respect to a sale by a county land reutilization corporation, such land shall be sold at not less than its fair market value. However, except with respect to land held by a county land reutilization corporation, upon the approval of the legislative authorities of those taxing districts entitled to share in the proceeds from the sale thereof, the electing subdivision may either retain such land for devotion by it to public use, or sell, lease, or otherwise transfer any such land to another political subdivision for the devotion to public use by such political subdivision for a consideration less than fair market value.

Whenever an electing subdivision sells any land acquired as part of its land reutilization program for an amount equal to or greater than fair market value, it shall execute and deliver all agreements and instruments incident thereto. The electing subdivision may execute and deliver all agreements and instruments without procuring any approval, consent, conveyance, or other instrument from any other person or entity, including the other taxing districts entitled to share in the proceeds from the sale thereof.

An electing subdivision may, for purposes of land disposition, consolidate, assemble, or subdivide individual parcels of land acquired as part of its land reutilization program.

Effective Date: 04-05-1991; 2008 SB353 04-07-2009



# County Council of Cuyahoga County, Ohio

## Ordinance No. O2012-0017

Sponsored by: <b>Councilmember Greenspan</b>	<b>An Ordinance</b> establishing a County Road Maintenance Program for the Department of Public Works in order to reinstate the financial responsibility of the County for design, construction, repair and road surface maintenance projects for County Roads, effective March 1, 2014.
--	--

WHEREAS, Cuyahoga County had historically required a local funding match from municipalities on roadway projects;

WHEREAS, the County has instituted a two-year moratorium on requiring a local funding match for roadway projects, effective February 29, 2012;

WHEREAS, the State has cut the budgets of the local municipalities causing them financial hardship;

WHEREAS, in light of the financial hardship resulting from the State's budget cuts, the County Council considers it in the interest of the County that the Department of Public Works implement a moratorium on requiring local funding from municipalities on County Road projects, effective March 1, 2014; and

**NOW, THEREFORE, BE IT ENACTED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** The Cuyahoga County Department of Public Works shall implement an indefinite moratorium on requiring local funding for County Road projects, effective March 1, 2014. Items covered by this moratorium shall be restricted to resurfacing, restoration, rehabilitation, design, construction, repair and maintenance of County Roads.

**SECTION 2.** Cuyahoga County shall have sole financial responsibility for resurfacing, restoration, rehabilitation, design, construction, repair and maintenance of County Roads, effective March 1, 2014.

**SECTION 3.** Nothing herein creates any responsibility on the part of Cuyahoga County for the general cleaning, clearing of debris, or removal of snow and ice from roads.

**SECTION 4.** This Ordinance in no way relieves any municipality of any of its responsibility, legal or otherwise, for these roads other than in those areas covered in Section 1.

**SECTION 5.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President                                  Date

\_\_\_\_\_  
County Executive    Date

\_\_\_\_\_  
Deputy Clerk of Council    Date

First Reading/Referred to Committee:  
Committee(s) Assigned:

Journal \_\_\_\_\_  
\_\_\_\_\_, 2012

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2012-0007

<b>Sponsored by: Councilmembers Rogers, Miller, Connally, Conwell and Gallagher and County Executive FitzGerald</b>	<b>An Ordinance</b> establishing and providing for the administration of a Cuyahoga County Educational Assistance Program for County residents for the purposes of increasing the number of skilled workers into the County's workforce, encouraging completion of college degrees among County residents and enhancing economic development opportunities for the region; and declaring the necessity that this Ordinance become immediately effective.
---	--

WHEREAS, Article III, Section 3.09 (11) of the Cuyahoga County Charter authorizes the County Council to "establish and provide for the administration of a program to provide scholarships, loans, grants and other forms of financial assistance for the residents of the County that will enable them to participate in postsecondary education, including vocational education and job training and retraining;" and

WHEREAS, the County Executive has proposed to set aside and this Council has appropriated \$6,000,000 in the 2012-2013 General Fund Budget in anticipation of the creation of a County-wide educational assistance program; and

WHEREAS, a more educated workforce, connected to employers in need of trained workers, contributes to the economic vitality of a region; and

WHEREAS, the Cuyahoga County Educational Assistance Program shall strive to meet the principal objectives of expanding the economic base in the county through assisting in the development of a more educated workforce; and,

WHEREAS, Council desires to initiate the Cuyahoga County Educational Assistance Program by focusing on the vocational education, job training and retraining aspects of the program; and

WHEREAS, the Cleveland/Cuyahoga Workforce Development Department, through its Employment Connections Center, offer eligible county residents vocational, training and job retraining opportunities that focus on in-demand occupations and match skilled workers with employers; and

WHEREAS, Council may add additional components to the Cuyahoga County Educational Assistance Program to meet the needs of Cuyahoga County and to fulfill Charter purposes; and,

WHEREAS, it is necessary that this Ordinance become immediately effective in order that eligible county residents may access the vocational, job training and retraining opportunities offered through the Cuyahoga County Scholarship Program as soon as is practicable.

**NOW, THEREFORE, BE IT ENACTED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** There is hereby established the Cuyahoga County Educational Assistance Program.

**SECTION 2.** The Cuyahoga County Educational Assistance Program shall be administered as provided in the attached Exhibit A.

**SECTION 3.** It is necessary that this Ordinance become immediately effective in order that eligible county residents may access the vocational, job training and retraining opportunities offered through the Cuyahoga County Educational Assistance Program as soon as is practicable. Provided that this Ordinance receives the affirmative vote of eight members of Council, this Ordinance shall become immediately effective upon the signature of the County Executive.

**SECTION 4.** It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Ordinance was duly enacted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: March 13, 2012  
Committee(s) Assigned: Environment & Sustainability

Additional Sponsorship Requested: March 13, 2012

Second Reading: June 26, 2012

Journal \_\_\_\_\_  
\_\_\_\_\_, 2012

# **Cuyahoga County Educational Assistance Program**

**2012**

**Charter Mandate**

Article III, Section 3.09 - Powers and Duties of the Council

(11) To establish and provide for the administration of a program to provide scholarships, loans, grants and other forms of financial assistance for residents of the County that will enable them to participate in postsecondary education, including vocational education and job training and retraining; for the funding of the program from money determined to be saved by the operation of the County government under this Charter and from other funds of the County, including gifts, grants and donations received for such purpose; and for the conditions for eligibility for participation in the program by individuals and educational institutions.

## **Component 1 - Job Training/Re-Training Program**

### **Overview**

Component 1 of the Cuyahoga County Educational Assistance Program (CCEAP) provides financial assistance for Cuyahoga County residents seeking a postsecondary degree and/or program certification that will lead to gainful employment or career advancement. This program will follow the same criteria for eligibility and qualified educational and training programs that are employed by Employment Connection, however the Council program will not disqualify applicants based on income. Applicants will be eligible for scholarships ranging up to \$5000.00.

This component of the program will be administered by Employment Connection. Council will designate \$500,000.00 of the budgeted funds for this component of the program for the remainder of the 2012 calendar year.

### **Terms and Conditions**

#### **Eligibility**

Open to all Cuyahoga County residents who satisfy the following criteria:

- He/she enrolls in a degree or certification program in a field designated as "in demand" by the City of Cleveland/Cuyahoga County Workforce Investment Board; OR
- He/she enrolls in a degree or certification program in a non-demand field that has a commitment from an employer to hire or promote; OR
- He/she is within twelve (12) credit hours of completion of an associate's, bachelor's or master's degree in any field at an approved post-secondary institution. OR
- He/she enrolls in a class to satisfy continuing educational credit obligations associated with professional licensing.
- County residents that are veterans of the armed services are encouraged to participate in this program.

#### **Educational Program Providers**

Public or private post-secondary educational providers are eligible to participate in this program provided they are:

- Approved by Employment Connection
- Accredited by the North Central Association of Colleges and Schools (The Higher Learning Commission) or registered with the Ohio State Board of Career Colleges and Schools

## **Administration**

- This program will be administered by Employment Connection
- Employment Connection will provide a policy and procedures manual to the County Council prior to the implementation of Component 1 of the CCEAP;
- County Council shall be notified of all future changes, additions or subtractions to the aforementioned policy and procedures manual;
- Performance monitoring of the educational program providers will be conducted by Employment Connection staff on an on-going basis. Educational program providers will be judged on several factors including, but not limited to, training program completion rate and training-related job placements or advancements.
- Employment Connection will create application and other relevant materials for review by the County Council prior to implementation of Component 1 of the CCEAP
- Employment Connection will accept, review and make recommendations of approval of scholarships
- Employment Connections will provide quarterly updates to the County Council informing of 1) the number and amounts of scholarships awarded, 2) the geographic distribution of the awardees, 3) the distribution of income levels of the awardees, 4) the fields, degrees or certifications being pursued by the awardees, 5) the number of new job placements or career advancements among awardees during the time period, 6) a listing of participating employers, and 7) any problems or significant accomplishments about which the Council should be made aware.
- The appropriate authority for Cuyahoga County shall negotiate the terms by which Employment Connection will be compensated for the administration of Component 1 of the CCEAP.

## **Restrictions**

- When applicable, students must complete the Free Application for Federal Student Aid (FAFSA). He/she must demonstrate unmet financial aid after all federal, state, institutional and other grant and scholarship aid has been applied to the cost of attendance. County dollars will be awarded as "last dollars in" to reduce remaining unmet financial need.
- Scholarship awardees must complete their program, degree or certification within 18 months of receiving an award from Component 1 of the CCEAP;
- Employment Connection may give priority to awarding scholarships based on financial need;
- Employment Connection reserves the right to recoup funds from a CCEAP awardee who fails to complete his/her intended program, degree or certification within the stated time period.



# County Council of Cuyahoga County, Ohio

## Ordinance No. O2012-0013

<b>Sponsored by: Councilmembers Greenspan, Germana, Connally, Rogers, Conwell, Schron, Simon, Gallagher and Miller</b>	<b>An Ordinance</b> establishing a Veterans Services Fund to provide workforce development and other assistance to veterans residing in Cuyahoga County and devoting all unspent monies budgeted each previous fiscal year for the Veterans Services Commission in Cuyahoga County to such a fund.
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WHEREAS, the Veterans Service Commission of Cuyahoga County has existed since 1886, initially established to assist honorably discharged veterans and their families with unexpected hardships; and

WHEREAS, Chapter 5901 of the Ohio Revised Code established a veterans service commission in each Ohio county, determining that the duties of every county veterans service commission will include “establishing policies and procedures for the administration of assistance” to veterans and “establishing programs of outreach and coordination with other agencies to enhance available services to veterans within the county;” and

WHEREAS, the Veterans Service Commission of Cuyahoga County is required to annually determine the amount it needs to provide assistance to veterans and must prepare and submit a budget to the Cuyahoga County Council, such budget to be within a statutorily prescribed formula; and

WHEREAS, the Council may review the proposed budget, but is required to appropriate the requested amount so long as the proposed budget is within the statutorily prescribed formula; and

WHEREAS, the Veterans Service Commission of Cuyahoga County has not traditionally spent all of its annual appropriation, returning an average of \$1.2M per fiscal year to the General Fund of Cuyahoga County for fiscal years 2008 through 2011;” and

WHEREAS, all such returned funds have been used for other General Fund purposes; and

WHEREAS, Cuyahoga County Council intends that funds appropriated to the Veterans Service Commission shall be used to benefit veterans of the county.

**NOW, THEREFORE, BE IT ENACTED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1. Veterans Services Fund Established**

There is hereby created a Veterans Services Fund, which shall be for the purpose of providing services to or funding programs for veterans residing in Cuyahoga County.

The Fiscal Officer is hereby directed to immediately establish a separate fund for the purpose of collecting and expending unspent monies budgeted for the Veterans Service Commission in Cuyahoga County and returned to the County's general fund each fiscal year. All such monies shall be automatically directed and deposited into the Fund and shall only be used for the purposes authorized herein.

**SECTION 2. Funding Sources**

The Veterans Services Fund shall be funded from any funds budgeted for the Veterans Service Commission in Cuyahoga County and returned to the County General Fund each fiscal year. Funds may also be directed to the Veterans Services Fund by Council during the regular budget process.

**SECTION 3. Fund Uses**

Cuyahoga County Council shall determine the services and programs that shall be provided or funded from the Veterans Services Fund, consistent with the amount of funds available and with the purpose of the Fund established in Section 1.

Notwithstanding the above, 20% of the funds available each fiscal year shall be used for a workforce development program, established by Council, to assist veterans with the costs of post-secondary education.

**SECTION 4.** It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Ordinance was duly enacted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: May 22, 2012  
Committee(s) Assigned: Finance & Budgeting

Additional Sponsorship Requested on the Floor: May 22, 2012

Additional Sponsorship Requested: June 4, 2012

Second Reading: June 26, 2012

Journal \_\_\_\_\_  
\_\_\_\_\_, 2012

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2012-0008

Sponsored by: <b>Councilmember Greenspan</b>	<b>An Ordinance</b> amending Ordinance No. O2011-0019, which established the Agency of Inspector General and the responsibilities and duties of said Agency, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, the Cuyahoga County Council established the Agency of Inspector General and the responsibilities and duties of said Agency in Ordinance No. O2011-0019; and,

WHEREAS, it is necessary to amend the establishing legislation in order to clarify the duties and powers of the Agency of Inspector General; and,

WHEREAS, it is necessary that this Ordinance become immediately effective in order that critical services provided by Cuyahoga County can continue and to continue the usual and daily operation of the County.

**NOW, THEREFORE, BE IT ENACTED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** Section 2 of the establishing legislation of the Agency of Inspector General, adopted in Ordinance No. O2011-0019, effective June 16, 2011, is hereby amended to read as follows (deletions stricken out; additions bolded and italicized):

**SECTION 2. The Cuyahoga County Inspector General Agency.**

(a) *Establishment.* There is hereby established the Agency of Inspector General to be known as the "Cuyahoga County Inspector General."

(b) *Direction of Agency.* The Inspector General shall direct the Agency and shall employ assistants and employees as shall be reasonably necessary to assist the Inspector General in carrying out the duties of the Agency in accordance with the budget parameters set forth in this Ordinance. In employing the assistants and other employees, the Inspector General shall comply with the hiring rules, regulations and processes of the Human Resource Department of Cuyahoga County.

(c) *Investigative Powers and Duties.* The Inspector General is hereby appointed to conduct examinations under Section 2.05 of the County Charter and shall, therefore, have all such rights and duties to investigate fraud, corruption, waste, abuse, misfeasance, malfeasance, and nonfeasance without interference or pressure from any other Public Official or Employee. The Inspector General shall also perform all of the following:

(i) The Inspector General shall serve as the County's chief ethics officer and is charged with the responsibility of investigating and enforcing the ethics ordinance in accordance with the terms of said ordinance. In so doing, the Inspector General shall cooperate with the County's Human Resource Commission. The Inspector General shall not interfere with the authority of the Human Resource Commission to ensure "compliance with ethics resolutions or ordinances as passed by the Council" under Section 9.02(3) of the County Charter.

(ii) The Inspector General shall establish a "hotline" and web site to receive complaints from either anonymous or identified persons, and s/he shall investigate all complaints, tips, and any other filings and submittals received by the Agency regardless of the format or forum through which such information or documents are received. Without regard to how such documents are received by the Agency, all documents prepared or received by the Agency, including, without limitation, all complaints, tips, and any other filings and submittals received by it shall be considered part of the Inspector General's ~~confidential~~ investigative files.

(iii) The Inspector General shall have the powers and rights to investigate all county contracts subject to the limitations set forth in Section 2(d)(iii) of this Ordinance.

(iv) ~~When the Inspector General reasonably believes~~ ***If an investigation reveals reasonable grounds to believe*** that a possible violation of any state, federal, or local law, rule, regulation, or policy has taken place, ~~the Inspector General~~ ***he*** shall notify the appropriate civil, criminal, or administrative agencies in charge with enforcement of said violation. ~~In the case of a possible~~ ***If an investigation reveals reasonable grounds to believe that a*** violation of a rule, regulation, or policy governing a County employee ***has taken place,*** the Inspector General shall notify the ~~County Executive~~ ***employee's appointing authority*** and the ***applicable*** Department of Human Resources.

(v) The Inspector General shall cooperate with other governmental agencies to recover such costs from other entities involved in willful misconduct in regard to County funds and return said funds to the County's General Fund.

(vi) The Inspector General shall prepare and publish *on its website* semiannual reports (the first of which will cover the period January 1<sup>st</sup> – June 30<sup>th</sup> and will be due in July and the second of which will cover the period July 1<sup>st</sup> – December 31<sup>st</sup> and will be due in February) concerning the work and activities of the Agency pertaining to closed investigations, including statistical information regarding the disposition of closed investigations, audits, and other reviews. The reports shall include the total number of complaints received during each reporting period, the number that required active investigation, the number that resulted in prosecution or other disciplinary actions, and the number of investigations closed, along with the cost incurred over and above that of the cost of the salaries of the Agency. ~~The Inspector General shall simultaneously publish the reports on the Agency's website.~~

(d) Limitations on the Inspector General's Investigative Powers and Duties.

(i) *No Interference with Ongoing Investigations.* The Inspector General shall not interfere with any ongoing criminal, administrative, or civil investigation or prosecution in the performance of his/her duties. If necessary, the Inspector General shall suspend all investigative activities to ensure that the Agency's actions do not interfere with any such investigations.

(ii) *Protection of Constitutional and Civil Rights.* The Inspector General shall manage the Agency and conduct all investigations in accordance with law and in a manner that protects the constitutional and civil rights of any person who is the subject of an investigation as well as the constitutional and civil rights of any potential witnesses. The Inspector General shall adopt policies and procedures to ensure that such protections are in place in conducting any investigations or performing any other function.

(iii) *Effect on Contracts.* The enactment of this Ordinance shall not be interpreted to interfere with or change the terms of any contracts with the County in place at the time

of its enactment. All contracts and contract amendments entered into on or after the effective date of this Ordinance, however, shall be subject to the requirements of this Ordinance. In addition to the County's powers to enforce this Ordinance under its home rule powers, this Ordinance, including all obligations by contractors, shall be considered a material term of all contracts or contract amendments entered with the County on or after the effective date of this Ordinance, and all contractors shall comply with its requirements as a material term of their contracts with the County. All Inspector General inspections or investigations of a contractor shall specifically relate to a contract with the County.

(e) Inspector General's Budget.

(i) *Initial Budget.* Through the remainder of the year 2011, the Inspector General's budget shall be \$375,000.00.

(ii) *Subsequent Annual Budget.* With the benefit of having experienced the needs and expenses of the Agency for the year 2011, the Inspector General shall submit a proposed budget for the year 2012 in accordance with the time parameters of Council's regular budgetary practices.

(iii) *Requests for Additional Funding.* Nothing contained herein shall be construed to prohibit the Inspector General from transmitting to the Council supplemental budget requests, which shall be reviewed and considered in the normal budgetary process.

(f) Agency's Facilities, Furniture, Equipment and Software.

The County shall exercise good faith efforts to provide the Agency with appropriately located office space and sufficient physical facilities, including office furniture, equipment, and software, commensurate with other County departments of similar size and needs.

**SECTION 2.** It is necessary that this Ordinance become immediately effective in order that critical services being provided by Cuyahoga County can continue without interruption, and to continue the usual daily operation of the County. Provided that this Ordinance receives the affirmative vote of eight members of Council, this Ordinance shall become immediately effective upon the signature of the County Executive.

**SECTION 3.** It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees

that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Ordinance was duly enacted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: March 13, 2012

Committee(s) Assigned: Rules, Charter Review, Ethics & Council Operations

Second Reading: May 8, 2012

Journal CC006

June 26, 2012



# County Council of Cuyahoga County, Ohio

## Resolution No. R2012-0123

<b>Sponsored by: County Executive FitzGerald/Fiscal Officer/Office of Budget &amp; Management</b>	<b>A Resolution</b> amending the 2012/2013 Biennial Operating Budget for 2012 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts, and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices, and agencies; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on December 13, 2011, the Cuyahoga County Council adopted the 2012/2013 Biennial Operating Budget and Capital Improvements Program (Resolution No. R2011-0291) establishing the 2012/2013 biennial budgets for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the 2012/2013 Biennial Operating Budget for 2012 to reflect budgetary funding increases, funding reductions, to transfer budget appropriations, and to transfer cash between budgetary funds, in order to accommodate the operational needs of certain County departments, offices, and agencies; and

WHEREAS, it is further necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of County departments, offices, and agencies;

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** That the 2012/2013 Biennial Operating Budget for 2012 be amended to provide for the following additional appropriation increases and decreases:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A. 67A002 – Workers’ Compensation Retro. ‘02	BA1200500
CC498790 – Workers’ Compensation Retrospective Programs ‘02	
Other Expenses \$ (763,000.00)	

Funding Source: The source of funding is charges to County agencies for workers' compensation insurance based on injury risk levels.

B.	20A303 – Children Services Fund	<b>BA1200231</b>
	CF134015 – Client Supportive Services	
	Other Expenses	\$ (40,000.00)

Funding Source: Health & Human Services Levy Fund.

C.	24A301 – Children & Family Services	<b>BA1200376</b>
	CF135442 – Caregiver Parent Recruitment	
	Other Expenses	\$ 40,000.00

Funding Source: Health & Human Services Levy Fund.

D.	24A435 – Cuyahoga Tapestry System of Care (CTSOC)	<b>BA1200377</b>
	HS158089 – Cuyahoga Tapestry System of Care (CTSOC)	
	Other Expenses	\$ (243,863.62)

Funding Source: Health & Human Services Levy Fund.

E.	20A303 – Children Services Fund	<b>BA1200378</b>
	CF134049 – Purchase Congregate & Foster Care	
	Other Expenses	\$ (1,400,000.00)

Funding Source: Health & Human Services Levy Fund.

F1.	24A635 – EC-Invest In Children-PA	<b>BA1200379</b>
	EC451443 – Health and Safety	
	Other Expenses	\$ (16,023.90)

F2.	24A635 – EC-Invest In Children-PA	
	EC451450 –Quality Child Care	
	Other Expenses	\$ (12,382.42)

Funding Source: Health & Human Services Levy Fund.

G.	24A640 – FCFC Public Assistance	<b>BA1200380</b>
	FC451492 – Family and Children First Council PA	
	Other Expenses	\$ (15,632.62)

Funding Source: Health & Human Services Levy Fund.

H.	20A615 – Office of Homeless Services	<b>BA1200382</b>
	HS507301 – Office of Homeless Services - Admin	
	Other Expenses	\$ (218,244.78)
	Capital Outlay	\$ (3.00)

Funding Source: Health & Human Services Levy Fund.

I.	22A608 - Housing Stability 2011	<b>BA1200381</b>
	HS708685 – Housing Stability 2011	
	Other Expenses	\$ 360,900.00

Funding Source: Office of Community Development.

J.	21A857 – US HHS HAVA Grant	<b>BA1200489</b>
	BE475202 – US HHS HAVA Grant	
	Other Expenses	\$ 119,884.95

Funding Source: United States Election Assistance Commission (EAC). No cash match required.

K.	22A044 – Emergency Shelter Grant 2011	<b>BA1200433</b>
	DV713610 – Emergency Shelter Grant 2011	
	Personal Services	\$ 4,061.00
	Other Expenses	\$ 97,151.00

Funding Source: Department of Housing and Urban Development.

L.	21A825 – Dick Goddard’s Best Friends Fund	<b>BA1200435</b>
	CT790055 – Dick Goddard’s Best Friends Fund	
	Other Expenses	\$ 84,000.00

Funding Source: Dick Goddard’s Best Friends Grant comes from reserves in the Dick Goddard’s Best Friends Fund.

M1.	68A100 – Hospitalization-Self Insurance Fund	<b>BA1200436</b>
	CC499004 – Hospitalization-Self Insurance Fund	
	Other Expenses	\$ (1,250,650.00)

M2.	20A195 – Self-Insurance Regionalization	<b>BA1200437</b>
	CC499509 – Self-Insurance Regionalization	
	Other Expenses	\$ 1,250,650.00

Funding Source: Funding for Hospitalization Self-Insurance comes from employee and employer contributions. Funding for Self-Insurance Regionalization comes from contributions from the municipalities.

N1.	22A685 – Community Development Block Grant (CDBG) Year 38 2012	<b>BA1200438</b>
	DV713909 – Rehabilitation Operations Fiscal Year 2012	
	Personal Services	\$ 410,572.00
	Other Expenses	\$ 209,584.00
	Capital Outlays	\$ 1,000.00

N2.	22A685 – Community Development Block Grant (CDBG) Year 38 2012	
	DV713883 – Administration Operating Fiscal Year 2012	
	Personal Services	\$ 432,610.00
	Other Expenses	\$ 195,000.00
	Capital Outlays	\$ 3,000.00

N3.	22A685 – Community Development Block Grant (CDBG) Year 38 2012 DV713891 – CDBG Program Operations 2012		
	Personal Services	\$	136,109.00
	Other Expenses	\$	7,600.00
	Capital Outlays	\$	1,000.00
N4.	22A685 – Community Development Block Grant (CDBG) Year 38 2012 DV713917 – CDBG Project Plan Fiscal Year 2012		
	Other Expenses	\$	1,656,992.00
N5.	22A995 – Emergency Solutions Grant (ESG) 2012 DV713941 – Emergency Solutions Grant (ESG) 2012		<b>BA1200439</b>
	Personal Services	\$	3,500.00
	Other Expenses	\$	331,981.00
N6.	22A752 – Home 2012 DV713925 – Home Administration Operations Fiscal Year 2012		
	Personal Services	\$	129,559.00
	Other Expenses	\$	99,847.00
N7.	22A752 – Home 2012 DV713933 – Home Project Plan Fiscal Year 2012		
	Other Expenses	\$	2,064,660.00

Funding Source: Department of Housing and Urban Development.

O.	40A069 – Capital Project Fut Dbt Issue CC767681 – CBCF Environmental Remediation		<b>BA1200497</b>
	Capital Outlay	\$	(13,834.60)

Funding Source: Advances from the Capital Projects Fund for the payment of capital expenditures under this capital project account were reimbursed by bonds issued by the County for this project.

P.	21A926 – CBCF Operating Account CC742353 – FY13 CBCF Subsidy Grant		<b>BA1200499</b>
	Other Expenses	\$	4,287,000.00

Funding Source: Ohio Department of Rehabilitation and Corrections. No cash match is required.

**SECTION 2.** That the 2012/2013 Biennial Operating Budget for 2012 be amended to provide for the following appropriation transfers:

<u>Fund Nos. /Budget Accounts</u>		<u>Journal Nos.</u>
A. FROM:	01A001 – General Fund	<b>BA1200503</b>
	JC372060 – Juvenile Court - Legal	
	Other Expenses	\$ 45,000.00

TO: 01A001 – General Fund  
JC372052 – Juvenile Court - Judges  
Other Expenses \$ 45,000.00

Funding Source: General Fund.

B1. FROM: 01A001 – General Fund **BA1200504**  
TR161059 – Treasurer Administration  
Other Expenses \$ 223,430.46

TO: 01A001 – General Fund  
FS109660 – Treasurer Administration  
Other Expenses \$ 223,430.46

B2. FROM: 20A322 – Delinquent Real Estate Tax Assessment  
TR163063 – Delinquent Real Estate Tax Assessment  
Other Expenses \$ 7,007.48

TO: 20A322 – Delinquent Real Estate Tax Assessment  
FS109710 – Delinquent Real Estate Tax Assessment  
Other Expenses \$ 7,007.48

B3. FROM: 20A325 – Tax Prepay Special Interest Fund  
TR163212 – Tax Prepay Special Interest Fund  
Other Expenses \$ 9,219.80

TO: 20A325 – Tax Prepay Special Interest Fund  
FS109728 – Tax Prepay Special Interest Fund  
Other Expenses \$ 9,219.80

Funding Source: Funding is in the General Fund, Delinquent Real Estate Tax Assessment Fund which receives fees on delinquent taxes and assessments per O.R.C. sec. 321.61, and the Tax Prepay Special Interest Fund which receives interest earned on tax prepayments per O.R.C. sec. 321.45.

C. FROM: 01A001 – General Fund **BA1200491**  
BE475095– Electronic Voting Consultation  
Other Expenses \$878,029.00

TO: 01A001 –General Fund  
BE475095– Electronic Voting Consultation  
Capital Outlays \$ 878,029.00

Funding Source: General Fund.

D. FROM: 01A001 – General Fund **BA1200492**  
PR191056– General Office-Prosecutor  
Other Expenses \$241,000.00

TO: 01A001 –General Fund  
PR191056– General Office-Prosecutor  
Personnel Services \$ 241,000.00

Funding Source: General Fund.

E. FROM: 21A793 – Renewable Energy Task Force **BA1200434**  
DV713305 – Renewable Energy Task Force  
Other Expenses \$ 48,500.00

TO: 21A793 – Renewable Energy Task Force  
DV713305 – Renewable Energy Task Force  
Personal Services \$ 48,500.00

Funding Source: Cleveland Foundation.

F. FROM: 21A165 – Treatment Alternative Street Crime **BA1200506**  
CO753178 – TASC FY2012  
Personal Services \$ 36,505.00

TO: 21A165 – Treatment Alternative Street Crime  
CO753178 – TASC FY2012  
Other Expenses \$ 32,555.00  
Capital Outlay \$ 3,950.00

Funding Source: Ohio Department of Alcohol and Drug Addiction Services (ODADAS).  
No cash match is required.

G. FROM: 21A182 – TASC Drug Court **BA1200507**  
CO753152 – FY 2012 TASC Drug Court  
Personal Services \$ 15,169.00

TO: 21A182 – TASC Drug Court  
CO753152 – FY 2012 TASC Drug Court  
Other Expenses \$ 15,169.00

Funding Source: Ohio Department of Alcohol and Drug Addiction Services (ODADAS).  
No cash match is required.

**SECTION 3.** That the 2012/2013 Biennial Operating Budget for 2012 be amended to provide for the following cash transfers between County funds.

<u>Fund Nos. /Budget Accounts</u>		<u>Journal Nos.</u>
A1. FROM:	29A391 – 4.8 Mill Levy	<b>JT1200043</b>
	SU514414 – Senior & Adult Services Subsidy 4.8	
	Transfer Out                   \$       3,054,187.00	
	29A390 – 2.9 Mill Levy	
	SU513994 – Senior & Adult Services Subsidy 2.9	
	Transfer Out                   \$       3,054,187.00	
TO:	24A601 - Senior & Adult Services	
	SA138321 – Administrative Services – SA	
	Revenue Transfer           \$       6,108,374.00	
A2. FROM:	29A391 – 4.8 Mill Levy	<b>JT1200043</b>
	SU514299 – Children & Family Services Subsidy 4.8	
	Transfer Out                   \$       8,027,480.00	
	29A390 – 2.9 Mill Levy	
	SU513960 – Children & Family Services Subsidy 2.9	
	Transfer Out                   \$       8,027,480.00	
TO:	24A301 – Children & Family Services	
	CF135467 - Administrative Services – CF	
	Revenue Transfer           \$       16,054,960.00	
A3. FROM:	29A391 – 4.8 Mill Levy	<b>JT1200043</b>
	SU514315 – Children Services Fund – Bd & Care Subsidy 4.8	
	Transfer Out                   \$       10,146,984.00	
	29A390 – 2.9 Mill Levy	
	SU513978 – Children Services Fund – Bd & Care Subsidy 2.9	
	Transfer Out                   \$       10,146,984.00	
TO:	20A303 – Children Services Fund	
	CF134049 – Purchased Congregate & Foster Care	
	Revenue Transfer           \$       20,293,968.00	

Funding Source: Health & Human Services Levy Fund.

**SECTION 4.** This Resolution is hereby determined to be an emergency measure and that it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of County departments, offices and agencies. Provided that this Resolution receives the affirmative vote of eight

members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

**SECTION 5.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Clerk of Council

\_\_\_\_\_  
Date

Journal CC006  
June 26, 2012



June 19, 2012

Clerk of County Council

Dear Ms. Schmotzer:

What follows is a brief summary of the fiscal items, which will be presented for your consideration for adoption on first reading at the regular County Council meeting scheduled for June 26, 2012.

**Additional Appropriation Summary** – Additional appropriations are needed when there is a new or increased revenue source, or a revision to the original budget appropriation that is required to cover expenses that exceed the original estimate. A budget review document is provided for General Fund and Health & Human Services Levy Fund impact items.

A reduction in appropriation is requested in conjunction with the close out of a program, grant, project or decertification of an encumbrance.

\* Fiscal Item will not impact the General Fund Reserve.

General Fund/Health & Human Services	Amount
Children & Family Services – Decrease in appropriation in the Children Services Fund – Client Supportive Services with a corresponding increase in appropriation in the Children & Family Services' Caregiver Parent Recruitment division to cover the cost of the Lexis Nexis Risk Data Management Contract. Funding is from the Health & Human Services Levy Fund (\$40,000).	\$0.00
Cuyahoga Tapestry System of Care – Decreasing appropriation from decertified encumbrances in the former account. Funding is from the Health & Human Services Levy Fund.	-\$243,863.62
Children Services Fund – Decreasing appropriation from decertified encumbrances. Funding is from the Health & Human Services Levy Fund.	-\$1,400,000.00
Early Childhood/Invest in Children – Decreasing appropriation from decertified encumbrances. Funding is from the Health & Human Services Levy Fund.	-\$28,406.32
Family & Children First Council - -- Decreasing appropriation from decertified encumbrances. Funding is from the Health & Human Services Levy Fund.	-\$15,632.62
Office of Homeless Services - -- Decreasing appropriation from decertified encumbrances. Funding is from the Health & Human Services Levy Fund.	-\$218,247.78
<b>TOTAL</b>	<b>(\$1,906,150.34)</b>

Other Operating Funds	Amount
Workers' Compensation Retrospective 2002 – Decreasing appropriation due to surplus appropriations. Funding is from charges to agencies based on claims levels.	-\$763,000.00
Hospitalization Self – Insurance Fund – Decreasing appropriation in the Self-Insurance Fund with a corresponding increase in the Self-Insurance Regionalization Fund to encumber insurance contracts. Funding for the Self-Insurance Fund is from employee and employer contributions. Funding for the Self-Insurance Regionalization is from contributing municipalities. (\$1,250,650.)	\$0.00
Community Based Correctional Facility – Decreasing unspent appropriation in the Environmental Remediation Capital Fund. Funding is from proceeds from a future debt issuance.	-\$13,834.60
<b>TOTAL</b>	<b>(\$776,834.60)</b>

Grants/Projects	Amount
Office of Homeless Services – Establishing appropriation the Housing Stability 2011 grant from the Office of Community Development.	\$360,900.00
Board of Elections – Establishing appropriation for the United States Help America Vote Act (HAVA) grant from the U.S. Election Assistance Commission.	\$119,884.95
Development – To appropriate additional grant funding for the Emergency Shelter Grant 2011 from the Department of Housing and Urban Development.	\$101,212.00
Public Works – County Kennel – Additional appropriation to cover medical supplies at the Kennel. Funding is from reserves in the Dick Goddard's Best Friends Fund.	\$84,000.00
Development – To appropriate 2012 Community Development Block Grants (CDBG), Emergency Solutions	\$5,683,014.00

Grant (ESG), and Home grants from the Department of Housing and Urban Development.	
Community Based Correctional Facility – Establishing additional grant funding for continued operation of the facility. Funding is from the Ohio Department of Rehabilitation and Corrections.	\$4,287,000.00
<b>TOTAL</b>	<b>\$10,636,010.95</b>

<b>Total Additional Appropriations - All Funds</b>	<b>\$7,953,026.01</b>
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The following represents the overall changes made to the 2012-2013 Biennial Appropriation Measure for 2012 since its adoption on December 13, 2011 Resolution # R2011-0291. The changes reflect the Additional Appropriations, Appropriation Transfers and Cash Transfers to the original adopted appropriation resolution.

<b>APPROPRIATION STATUS SUMMARY:</b>				<b>Adjusted Annual</b>
	<b>06/26 Agenda</b>	<b>Year to Date</b>		<b>Appropriation</b>
General Fund Impact	\$ 0.00	\$ (241,599.06)	\$	353,199,216.88
HHS Levy Impact	\$ (1,545,250.34)	\$ (2,163,162.46)	\$	224,709,364.27
Other Fund	\$ 9,498,276.35	\$ 78,409,326.34	\$	977,342,313.34
<b>Total</b>	<b>\$ 7,953,026.01</b>	<b>\$ 76,004,564.82</b>	<b>\$</b>	<b>1,555,250,894.49</b>

**Appropriation Transfer Summary** – Is a transfer of appropriation between two or more budget accounts or between different expenditure categories within the same budget account.

<b>General Fund/Health &amp; Human Services</b>	<b>Amount</b>
Juvenile Court – Realigning appropriation within Juvenile Court divisions to cover the extension of the KRONOS service contract. Funding is from the General Fund.	\$45,000.00
Fiscal Office/Treasury – Realigning appropriation to the new accounts within the Fiscal Office. Funding is from the General Fund.	\$223,430.46
Board of Elections – Realigning appropriation within the Voting Consultation account for a contract certification for voting machine maintenance and supplies. Funding is from the General Fund.	\$878,029.00
Prosecutor – Realigning appropriation within the General Office account to cover personal services through year-end. Funding is from the General Fund.	\$241,000.00
<b>TOTAL</b>	<b>\$1,387,459.46</b>

<b>Other Operating Funds</b>	<b>Amount</b>
Fiscal Office/Treasury – Realigning appropriation to the new accounts within the Fiscal Office. Funding for Delinquent Real Estate Tax Assessment is from fees assessed on delinquent property taxes. Funding for the Tax Prepay Special Interest account is from interest earned on prepayments.	\$16,227.28
<b>TOTAL</b>	<b>\$16,227.28</b>

<b>Grants/Projects</b>	<b>Amount</b>
Development – Realigning appropriation to cover personal services. Funding is from the Cleveland Foundation.	\$48,500.00
Common Pleas Court – Realigning appropriation within the Treatment Alternatives to Street Crimes (TASC) to cover the cost of 5 laptops, and increase treatment services and employee training. Funding is from the Ohio Department of Alcohol & Drug Addiction Services.	\$36,505.00
Common Pleas Court – Realigning appropriation within the TASC FY2012 Drug Court account to increase treatment and client services, and printing charges. Funding is from the Ohio Department of Alcohol & Drug Addiction Services.	\$15,169.00
<b>TOTAL</b>	<b>\$100,174.00</b>

<b>Total Appropriation Transfers - All Funds</b>	<b>\$1,503,860.74</b>
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**Cash Transfer Summary** – Operating transfers support operating expenditures, related to a cash matches for a grants, transfer of taxes or fees to a debt service fund, transfers from the General Fund to a capital project fund or operating subsidies to special revenue funds, enterprise funds, or internal service funds. This type of transaction posts as an expenditure and sufficient appropriation must be available to process the transaction.

<b>General Fund/Health &amp; Human Services</b>	<b>Amount</b>
Health & Human Services Levy Fund – Various cash transfer of the first half of 2012 subsidy requirement to the Public Assistance operating accounts. (See OBM Review Document.)	\$42,457,302.00
<b>TOTAL</b>	<b>\$42,457,302.00</b>

<b>Total Cash Transfers - All Funds</b>	<b>\$42,457,302.00</b>
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Thank you for your consideration regarding this matter.

Sincerely,



Matthew Rubino  
Director, Office of Budget & Management  
[mrubino@cuyahogacounty.us](mailto:mrubino@cuyahogacounty.us)  
(216) 443-7448  
Fax: (216) 443-7256

## MEMORANDUM

TO: Jeanne Schmotzer, Clerk of Council  
FROM: Matthew Rubino, Director, Office of Budget & Management  
DATE: June 19, 2012  
RE: Agenda Items

The Office of Budget & Management requests that the following fiscal items be presented to the members of County Council for their consideration for approval on first reading at the meeting of June 26, 2012. The requested fiscal items including additional appropriations, appropriation transfers, and cash transfers meet agency budgetary needs.

**Resolution: Additional Appropriations**

A.	67A002 – Workers' Compensation Retro. '02	<b>BA1200500</b>
	CC498790 – Workers' Compensation Retrospective Programs '02	
	Other Expenses	\$ (763,000.00)

Cuyahoga County maintains separate Workers' Compensation Retrospective accounts and subfunds for each of the previous ten years. Cumulatively, there are sufficient funds in all of the accounts for 2012 expenses but not in the correct retrospective account year. BA1200335 was approved on the April 24, 2012 Council Agenda to increase appropriations in various retrospective account years in the cumulative amount of \$763,000. As of June 2012, the claims and premiums have been paid and leaves surplus appropriation of \$763,000 in the retrospective 2002 account. The source of funding is charges to County agencies for workers' compensation insurance based on injury risk levels.

B.	20A303 – Children Services Fund	<b>BA1200231</b>
	CF134015 – Client Supportive Services	
	Other Expenses	\$ (40,000.00)

The Department of Children and Family Services requests an appropriation decrease along with a corresponding increase, in order to cover the cost of the Lexis Nexis Risk Data Management contract. This appropriation decrease is requested in order to transfer funds within index codes in Children and Family Services.

C.	24A301 – Children & Family Services	<b>BA1200376</b>
	CF135442 – Caregiver Parent Recruitment	
	Other Expenses	\$ 40,000.00

The Department of Children and Family Services requests an appropriation increase along with a corresponding decrease, in order to cover the cost of the Lexis Nexis Risk Data Management contract. This appropriation decrease is requested in order to transfer funds within index codes in Children and Family Services.

Fiscal Office  
Office of Budget & Management  
1219 Ontario Street, Cleveland, OH 44113, (216) 443-7220, FAX (216) 443-7256  
Ohio Relay Service (TTY) 711

D.	24A435 – Cuyahoga Tapestry System of Care (CTSOC)	<b>BA1200377</b>
	HS158089 – Cuyahoga Tapestry System of Care (CTSOC)	
	Other Expenses	\$ (243,863.62)

Appropriation decrease is requested to reduce excess appropriations in the former index code of Cuyahoga County Tapestry System of Care for aged encumbrances that were recently decertified, as a result of unused funds earmarked for prior year contractual services and emergency assistance payments. The Cuyahoga County Tapestry System of Care funding source is primarily the Health and Human Services Levy Funds.

E.	20A303 – Children Services Fund	<b>BA1200378</b>
	CF134049 – Purchase Congregate & Foster Care	
	Other Expenses	\$ (1,400,000.00)

Appropriation decrease is requested to reduce excess appropriations in The Department of Children and Family Services for aged encumbrances that were recently decertified, as a result of unused funds earmarked for prior year contractual services and placement contracts. The Department of Children and Family Services funding source is primarily the Health and Human Services Levy Fund.

F1.	24A635 – EC-Invest In Children-PA	<b>BA1200379</b>
	EC451443 – Health and Safety	
	Other Expenses	\$ (16,023.90)

F2.	24A635 – EC-Invest In Children-PA	
	EC451450 –Quality Child Care	
	Other Expenses	\$ (12,382.42)

Appropriation decrease is requested to reduce excess appropriations in The Office of Early Childhood for aged encumbrances that were recently decertified, as a result of unused funds earmarked for prior year contractual services. The Office of Early Childhood funding source is primarily the Health and Human Services Levy Fund.

G.	24A640 – FCFC Public Assistance	<b>BA1200380</b>
	FC451492 – Family and Children First Council PA	
	Other Expenses	\$ (15,632.62)

Appropriation decrease is requested to reduce excess appropriations in Family and Children First Council for aged encumbrances that were recently decertified, as a result of unused funds earmarked for prior year contractual services and emergency assistance payments. The Family and Children First Council funding source is primarily the Health and Human Services Levy Fund.

H.	20A615 – Office of Homeless Services	<b>BA1200382</b>
	HS507301 – Office of Homeless Services - Admin	
	Other Expenses	\$ (218,244.78)
	Capital Outlay	\$ (3.00)

Appropriation decrease is requested to reduce excess appropriations in the former index code of for The Office of Homeless Services aged encumbrances that were recently decertified, as a result of unused funds earmarked for prior year contractual services. The Office of Homeless Services funding source is primarily the Health and Human Services Levy Fund.

I.	22A608 - Housing Stability 2011	<b>BA1200381</b>
	HS708685 – Housing Stability 2011	
	Other Expenses	\$ 360,900.00

The Office of Homeless Services requests additional appropriations in order to provide appropriations for The Office of Homeless Services recent award from the Office of Community Development. In connection with the Housing Stability program for Homeless Assistance programs for the 2011 in the amount of \$360,900.00 covering the period January 01, 2012 through December 31, 2013. The Homeless Services will provide homeless prevention services through financial assistance and housing relocation and stabilization services to 350 households consisting of 805 persons.

J.	21A857 – US HHS HAVA Grant	<b>BA1200489</b>
	BE475202 – US HHS HAVA Grant	
	Other Expenses	\$ 119,884.95

To establish appropriations for the Board of Elections in the United States Help America Vote Act of 2002 (HAVA) grant under the guidance provided by the United States Election Assistance Commission (EAC) in funding advisory opinions 08-006 and 08-007 passed through the Ohio Secretary of State to capture revenues and appropriated expenses under the guidelines for voting machines that were subsequently sold that were originally acquired from HAVA funds. Funding covers the period January 1, 2012 through December 31, 2012. No cash match required.

K.	22A044 – Emergency Shelter Grant 2011	<b>BA1200433</b>
	DV713610 – Emergency Shelter Grant 2011	
	Personal Services	\$ 4,061.00
	Other Expenses	\$ 97,151.00

Additional appropriation in the amount of \$101,212 is requested for the Emergency Shelter Grant 2011. The Department of Housing and Urban Development has provided additional funding for this program as a substantial amendment to the 2011 Grant. Funding for the Emergency Shelter Grant comes from the Department of Housing and Urban Development.

L.	21A825 – Dick Goddard’s Best Friends Fund	<b>BA1200435</b>
	CT790055 – Dick Goddard’s Best Friends Fund	
	Other Expenses	\$ 84,000.00

Additional appropriation is requested in the Dick Goddard’s Best Friends Grant to pay for medical supplies at the County kennel. Funding for the Dick Goddard’s Best Friends Grant comes from reserves in the Dick Goddard’s Best Friends Fund.

M1.	68A100 – Hospitalization-Self Insurance Fund	<b>BA1200436</b>
	CC499004 – Hospitalization-Self Insurance Fund	
	Other Expenses	\$ (1,250,650.00)

M2.	20A195 – Self-Insurance Regionalization	<b>BA1200437</b>
	CC499509 – Self-Insurance Regionalization	
	Other Expenses	\$ 1,250,650.00

An appropriation decrease is requested in the Hospitalization – Self Insurance Fund to move appropriation to the Self-Insurance Regionalization Fund so that insurance contracts can be encumbered in regional self-insurance. An offsetting appropriation increase is requested in Self-Insurance Regionalization. Funding for Hospitalization Self-Insurance comes from employee and employer contributions. Funding for Self-Insurance Regionalization comes from contributions from the municipalities.

N1.	22A685 – Community Development Block Grant (CDBG) Year 38 2012 DV713909 – Rehabilitation Operations Fiscal Year 2012	<b>BA1200438</b>
	Personal Services	\$ 410,572.00
	Other Expenses	\$ 209,584.00
	Capital Outlays	\$ 1,000.00
N2.	22A685 – Community Development Block Grant (CDBG) Year 38 2012 DV713883 – Administration Operating Fiscal Year 2012	
	Personal Services	\$ 432,610.00
	Other Expenses	\$ 195,000.00
	Capital Outlays	\$ 3,000.00
N3.	22A685 – Community Development Block Grant (CDBG) Year 38 2012 DV713891 – CDBG Program Operations 2012	
	Personal Services	\$ 136,109.00
	Other Expenses	\$ 7,600.00
	Capital Outlays	\$ 1,000.00
N4.	22A685 – Community Development Block Grant (CDBG) Year 38 2012 DV713917 – CDBG Project Plan Fiscal Year 2012	
	Other Expenses	\$ 1,656,992.00
N5.	22A995 – Emergency Solutions Grant (ESG) 2012 DV713941 – Emergency Solutions Grant (ESG) 2012	<b>BA1200439</b>
	Personal Services	\$ 3,500.00
	Other Expenses	\$ 331,981.00
N6.	22A752 – Home 2012 DV713925 – Home Administration Operations Fiscal Year 2012	
	Personal Services	\$ 129,559.00
	Other Expenses	\$ 99,847.00
N7.	22A752 – Home 2012 DV713933 – Home Project Plan Fiscal Year 2012	
	Other Expenses	\$ 2,064,660.00

Appropriation is requested for the 2012 Department of Housing and Urban Development (HUD) Grants to begin operating the programs under the grants. Funding has been set for 2012 for the Community Development Block Grant (CDBG) programs, the Emergency Solutions Grant (ESG) program and the Home Grant programs. Funding for all these grants (CDBG, ESG, and Home) comes from the Department of Housing and Urban Development.

O.	40A069 – Capital Project Fut Dbt Issue CC767681 – CBCF Environmental Remediation	<b>BA1200497</b>
	Capital Outlay	\$ (13,834.60)

This decrease in appropriation is requested in order to close this index code. This decrease is for the unspent portion of the appropriations allocated for environmental remediation and site preparation work that was to be completed at the Community Based Correctional Facility (CBCF) project site. The County received funding from the State Department of Correction for the \$10.8 million construction of the facility. The site remediation was funded with proceeds from the planned capital improvement general obligation debt issuance. Advances from the Capital

Projects Fund for the payment of capital expenditures under this capital project account were reimbursed by bonds issued by the County for this project.

P.	21A926 – CBCF Operating Account	<b>BA1200499</b>
	CC742353 – FY13 CBCF Subsidy Grant	
	Other Expenses	\$ 4,287,000.00

This request for an increase in appropriations is to establish appropriations for the Cuyahoga County Community-Based Correctional Facility (CBCF) FY 2013 subsidy grant which was awarded from the Ohio Department of Rehabilitation and Corrections. This is a continuation grant in the amount of \$4,287,000 and will be used for payment to Oriana House per the operating agreement with the Court of Common Pleas for their continued operation of the CBCF. The grant period is from July 1, 2012 through June 30, 2013. No cash match is required.



**Resolution: Appropriation Transfers**

A.	FROM:	01A001 – General Fund JC372060 – Juvenile Court - Legal Other Expenses	\$	45,000.00	<b>BA1200503</b>
	TO:	01A001 – General Fund JC372052 – Juvenile Court - Judges Other Expenses	\$	45,000.00	

This request would transfer appropriation to provide sufficient appropriation to extend contractual services for KRONOS, the Court's timekeeping system. Funding comes from the General Fund.

B1.	FROM:	01A001 – General Fund TR161059 – Treasurer Administration Other Expenses	\$	223,430.46	<b>BA1200504</b>
	TO:	01A001 – General Fund FS109660 – Treasurer Administration Other Expenses	\$	223,430.46	
B2.	FROM:	20A322 – Delinquent Real Estate Tax Assessment TR163063 – Delinquent Real Estate Tax Assessment Other Expenses	\$	7,007.48	
	TO:	20A322 – Delinquent Real Estate Tax Assessment FS109710 – Delinquent Real Estate Tax Assessment Other Expenses	\$	7,007.48	
B3.	FROM:	20A325 – Tax Prepay Special Interest Fund TR163212 – Tax Prepay Special Interest Fund Other Expenses	\$	9,219.80	
	TO:	20A325 – Tax Prepay Special Interest Fund FS109728 – Tax Prepay Special Interest Fund Other Expenses	\$	9,219.80	

This request would transfer appropriation from the index codes that were replaced in 2012 to the new Fiscal Office/Treasury index codes that replaced them. The appropriations were encumbered in contractual obligations that carried forward from 2011. Those obligations have been transferred and re-certified in the new Treasury index codes. This request is to transfer the carryover appropriation to the new index codes where those contracts are now certified.

Funding is in the General Fund, Delinquent Real Estate Tax Assessment Fund which receives fees on delinquent taxes and assessments per O.R.C. sec. 321.61, and the Tax Prepay Special Interest Fund which receives interest earned on tax prepayments per O.R.C. sec. 321.45.

C.	FROM:	01A001 – General Fund	<b>BA1200491</b>
		BE475095– Electronic Voting Consultation	
		Other Expenses	\$878,029.00
	TO:	01A001 –General Fund	
		BE475095– Electronic Voting Consultation	
		Capital Outlays	\$ 878,029.00

Transfer appropriations within the Board of Elections Electronic Voting Consultation account for upcoming contract certification for voting machine maintenance and supplies. Funding is from the General Fund covering the period January 1, 2012 through December 31, 2012.

D.	FROM:	01A001 – General Fund	<b>BA1200492</b>
		PR191056– General Office-Prosecutor	
		Other Expenses	\$241,000.00
	TO:	01A001 –General Fund	
		PR191056– General Office-Prosecutor	
		Personnel Services	\$ 241,000.00

Transfer appropriations within the Prosecutor’s General Office account to cover wages and benefits through year end as projected during first quarter. Funding is from the General Fund covering the period January 1, 2012 through December 31, 2012.

E.	FROM:	21A793 – Renewable Energy Task Force	<b>BA1200434</b>
		DV713305 – Renewable Energy Task Force	
		Other Expenses	\$ 48,500.00
	TO:	21A793 – Renewable Energy Task Force	
		DV713305 – Renewable Energy Task Force	
		Personal Services	\$ 48,500.00

An appropriation transfer is requested in the Renewable Energy Task Force account to cover the salary of the person responsible for executing the program. This appropriation transfer will be enough to support this individual through August 11, 2012 only. Funding for the Renewable Energy Task Force comes from the Cleveland Foundation.

F.	FROM:	21A165 – Treatment Alternative Street Crime	<b>BA1200506</b>
		CO753178 – TASC FY2012	
		Personal Services	\$ 36,505.00
	TO:	21A165 – Treatment Alternative Street Crime	
		CO753178 – TASC FY2012	
		Other Expenses	\$ 32,555.00
		Capital Outlay	\$ 3,950.00

This transfer request is to re-align appropriations for the FY 2012 Treatment Alternative to Street Crimes (TASC) grant. This re-alignment was approved by the Ohio Department of Alcohol and Drug Addiction Services (ODADAS) who is also the funding source. The grant period is from 07/01/11 through 06/30/12 and no cash match is required.

G.	FROM:	21A182 – TASC Drug Court	<b>BA1200507</b>
		CO753152 – FY 2012 TASC Drug Court	
		Personal Services	\$ 15,169.00
	TO:	21A182 – TASC Drug Court	
		CO753152 – FY 2012 TASC Drug Court	
		Other Expenses	\$ 15,169.00

This transfer request is to re-align appropriations for the FY 2012 Treatment Alternative to Street Crimes (TASC) Drug Court grant. This re-alignment was approved by the Ohio Department of Alcohol and Drug Addiction Services (ODADAS) who is also the funding source. The grant period is from 07/01/11 through 06/30/12 and no cash match is required.

**Resolution: Cash Transfers**

A1.	FROM:	29A391 – 4.8 Mill Levy SU514414 – Senior & Adult Services Subsidy 4.8 Transfer Out	\$ 3,054,187.00	<b>JT1200043</b>
		29A390 – 2.9 Mill Levy SU513994 – Senior & Adult Services Subsidy 2.9 Transfer Out	\$ 3,054,187.00	
	TO:	24A601 - Senior & Adult Services SA138321 – Administrative Services – SA Revenue Transfer	\$ 6,108,374.00	
A2.	FROM:	29A391 – 4.8 Mill Levy SU514299 – Children & Family Services Subsidy 4.8 Transfer Out	\$ 8,027,480.00	<b>JT1200043</b>
		29A390 – 2.9 Mill Levy SU513960 – Children & Family Services Subsidy 2.9 Transfer Out	\$ 8,027,480.00	
	TO:	24A301 – Children & Family Services CF135467 - Administrative Services – CF Revenue Transfer	\$ 16,054,960.00	
A3.	FROM:	29A391 – 4.8 Mill Levy SU514315 – Children Services Fund – Bd & Care Subsidy 4.8 Transfer Out	\$ 10,146,984.00	<b>JT1200043</b>
		29A390 – 2.9 Mill Levy SU513978 – Children Services Fund – Bd & Care Subsidy 2.9 Transfer Out	\$ 10,146,984.00	
	TO:	20A303 – Children Services Fund CF134049 – Purchased Congregate & Foster Care Revenue Transfer	\$ 20,293,968.00	

These transfers from the Health and Human Services levies represent the first half of 2012 subsidy requirement for the Health & Human Services agencies within the public assistance funds. Levy funding is to support the children in custody, at risk families and children, our vulnerable seniors, and the working poor.

**Recommendation for Appropriation Request**

<b>Request Description</b>	Operating Transfer from HHS Levy to Public Assistance agencies
<b>Requesting Agency</b>	Office of Budget and Management
<b>Funding Source</b>	HHS Levy Fund
<b>Total Impact</b>	\$ 42,457,302.00
<b>Status</b>	Recommended
<b>Agenda Date</b>	06/25/12

**Summary of Request**

The Office of Budget and Management is requesting an operating appropriation transfer of \$42.5 million from HHS Levy Fund to various public assistance agencies.

**Background Information**

Per Council Resolution R2011-0291, Cuyahoga County has appropriated \$220 million in the HHS Levy Fund to support the operations of public assistance agencies as well as selected judicial functions. The funding is supported by the 4.8 mill and the 2.9 mill levy which generates approximately \$221 million annually. Operating transfers from the Levy Fund are made twice a year, June and November. The transfer for June supports the following entities: HHS divisions of Children & Family Services and Senior & Adult as well as the Children Services Fund.

**OBM Recommendation and Impact Statement**

Based on the First Quarter forecast, the HHS Levy Fund is projecting a smaller operating deficit than originally estimated, approximately \$3.1 million. The County utilization of excess TANF dollars from prior year operations is the primary cause of the reduced expenditures in the HHS Levy Fund. OBM will continue to monitor levy revenues and expenditures to determine if current estimates hold for the remainder of 2012.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2012-0124

Sponsored by: <b>County Executive FitzGerald/Fiscal Officer/Office of Budget &amp; Management</b>	<b>A Resolution</b> amending the 2012/2013 Biennial Operating Budget for 2012 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts, and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices, and agencies; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on December 13, 2011, the Cuyahoga County Council adopted the 2012/2013 Biennial Operating Budget and Capital Improvements Program (Resolution No. R2011-0291) establishing the 2012/2013 biennial budgets for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the 2012/2013 Biennial Operating Budget for 2012 to reflect budgetary funding increases, funding reductions, to transfer budget appropriations, and to transfer cash between budgetary funds, in order to accommodate the operational needs of certain County departments, offices, and agencies; and

WHEREAS, it is further necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of County departments, offices, and agencies;

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** That the 2012/2013 Biennial Operating Budget for 2012 be amended to provide for the following additional appropriation increases and decreases:

<u>Fund Nos./Budget Accounts</u>		<u>Journal Nos.</u>
A.	01A001- General Fund PR191056 - General Office Other Expenses	BA1200509  \$ 345,000.00

Funding Source: General Fund.

**SECTION 2.** This Resolution is hereby determined to be an emergency measure and that it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of County departments, offices and agencies. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

**SECTION 3.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Clerk of Council

\_\_\_\_\_  
Date

Journal CC006  
June 26, 2012

June 19, 2012

Clerk of County Council

Dear Ms. Schmotzer:

What follows is a brief summary of the fiscal items, which will be presented for your consideration for adoption on first reading at the regular County Council meeting scheduled for June 26, 2012.

**Additional Appropriation Summary** – Additional appropriations are needed when there is a new or increased revenue source, or a revision to the original budget appropriation that is required to cover expenses that exceed the original estimate. A budget review document is provided for General Fund and Health & Human Services Levy Fund impact items.

A reduction in appropriation is requested in conjunction with the close out of a program, grant, project or decertification of an encumbrance.

\* Fiscal item will not impact the General Fund Reserve.

General Fund/Health & Human Services	Amount
Prosecutor – Additional appropriation to cover outside legal services as provided by Council.* Funding is from the General Fund. (See OBM Review Document.)	\$345,000.00
<b>TOTAL</b>	<b>\$345,000.00</b>
<b>Total Additional Appropriations - All Funds</b>	<b>\$345,000.00</b>

The following represents the overall changes made to the 2012-2013 Biennial Appropriation Measure for 2012 since its adoption on December 13, 2011 Resolution # R2011-0291. The changes reflect the Additional Appropriations, Appropriation Transfers and Cash Transfers to the original adopted appropriation resolution.

**APPROPRIATION STATUS SUMMARY:**

	<u>06/26 Agenda</u>	<u>Year to Date</u>	<u>Adjusted Annual Appropriation</u>
General Fund Impact	\$ 345,000.00	\$ 103,400.94	\$ 353,544,216.88
HHS Levy Impact	\$ (1,545,250.34)	\$ (2,163,162.46)	\$ 224,709,364.27
Other Fund	\$ <u>9,498,276.35</u>	\$ <u>78,409,326.34</u>	\$ <u>977,342,313.34</u>
<b>Total</b>	<b>\$ 8,298,026.01</b>	<b>\$ 76,349,564.82</b>	<b>\$ 1,555,595,894.49</b>

Thank you for your consideration regarding this matter.

Sincerely,



Matthew Rubino  
Director, Office of Budget & Management  
[mrubino@cuyahogacounty.us](mailto:mrubino@cuyahogacounty.us)  
(216) 443-7448  
Fax: (216) 443-7256



## MEMORANDUM

TO: Jeanne Schmotzer, Clerk of Council  
FROM: Matthew Rubino, Director, Office of Budget & Management  
DATE: June 19, 2012  
RE: Agenda Items

The Office of Budget & Management requests that the following fiscal items be presented to the members of County Council for their consideration for approval on first reading at the meeting of June 26, 2012. The requested fiscal items including additional appropriations, appropriation transfers, and cash transfers meet agency budgetary needs.

**Resolution: Additional Appropriations**

A.	01A001– General Fund		<b>BA1200509</b>
	PR191056 – General Office		
	Other Expenses	\$	345,000.00

Request to increase appropriation to support the \$745,000 contract with Baker & Hostetler, LLP for legal services in connection with *D'Ambrosio v. Marino, et al.* This contract was approved by County Council via Resolution No. 2012-0081. Funding for \$400,000 was already included in the approved General Fund budget for the Prosecutor's Office and the remaining \$345,000 is being provided by request from the County Council.

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**Recommendation for Appropriation Request**

<b>Request Description</b>	Appropriation Increase
<b>Requesting Agency</b>	County Council for the County Prosecutor's Office
<b>Funding Source</b>	General Fund
<b>Total Impact</b>	\$345,000
<b>Status</b>	Not Recommended
<b>Agenda Date</b>	6.26.12

**Summary of Request**

Request to increase appropriation in the Prosecutor's Office in the amount of \$345,000 to support a \$745,000 contract with Baker & Hostetler, LLP for legal services.

**Background Information**

The Prosecutor's Office has secured legal representation in response to a lawsuit filed by a former defendant (case number 1:11-CV-933, *D'Ambrosio v. Marino, et al.*). The approved budget for the Prosecutor's Office already included \$400,000 for outside representation; the \$745,000 contract was approved by County Council via resolution no. 2012-0081 in May 2012 and a request was made by County Council, to be placed in the Prosecutor's Office General Fund budget, for additional appropriation totaling \$345,000 in June 2012.

The Prosecutor's Office planned on a three year contract totaling \$1,000,000 with \$400,000 in 2012 and \$300,000 each year thereafter in 2013 and 2014. County Council approved the contract for \$745,000 with County Council providing the \$345,000 in 2012 for the County Prosecutor.

**OBM Recommendation and Impact Statement**

Based on the results of the 1<sup>st</sup> quarter review, it is not yet clear that the additional appropriation is necessary, therefore the increase is not recommended at this time. The projections for the Prosecutor's Office anticipated the \$745,000 (being spent in full) in the General Division's contracts budget and still estimated a surplus of approximately \$135,000. Overall, a shortfall of approximately \$130,000 was projected in the total General Fund budget, but this included significant overages in personal benefits driven by hospitalization expenses. The addition appropriation request made by the County Council to be placed in the Prosecutor's budget is premature; OBM recommends waiting until after the midyear review to determine what the Office's budget needs are to support expenses through the rest of the year.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2012-0125

<b>Sponsored by: County Executive FitzGerald and Councilmembers Gallagher and Connally</b>	<b>A Resolution</b> authorizing an agreement with State of Ohio Attorney General for collection services of delinquent debt owed to the Cuyahoga County Clerk of Courts; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, the County Executive/County Council has submitted an agreement with the State of Ohio Attorney General for collection of delinquent debt owed to the Cuyahoga County Clerk of Court; and,

WHEREAS, the Clerk of Court is owed delinquent statutory fines and fees that are assessed by the Court of Common Pleas in the Civil, Criminal and Domestic Relations Divisions and the Court of Appeals; and,

WHEREAS, from 2002 to 2011, the Clerk of Court has over \$63.3 million in delinquent accounts and uncollected costs; and,

WHEREAS, pursuant to ORC Section 131.02, the Ohio Attorney General is empowered to collect amounts due to the state; and,

WHEREAS, in accordance with ORC Section 131.02, the Ohio Attorney General is authorized to deduct the Attorney General's collection cost from all amounts collected, calculated upon all certified amounts recovered, plus interest and fees accruing from the date of certification to Attorney General; and,

WHEREAS, this is an ongoing agreement that will continue until terminated by either party; and,

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue without interruption, and to provide for the usual, daily operation of a county development.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** The Cuyahoga County Council hereby authorizes an agreement with the State of Ohio Attorney General for collection of delinquent debt owed to the Cuyahoga County Clerk of Court.

**SECTION 2.** The County Executive is hereby authorized to execute the agreement and all other documents consistent with this Resolution.

**SECTION 3.** It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue without interruption, and to provide for the usual, daily operation of a county department; therefore, this Resolution, provided it receives the affirmative vote of eight members of Council, shall become effective immediately upon the signature of the County Executive; otherwise it shall be in full force and effect from and immediately after the earliest time permitted by law.

**SECTION 4.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

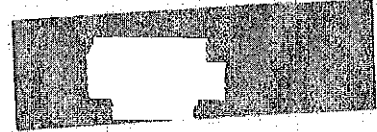
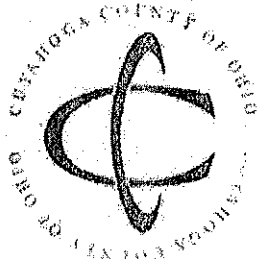
\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Clerk of Council

\_\_\_\_\_  
Date

Journal CC006  
June 26, 2012



**Item Details:**

<b>Agency/Dept. Name:</b>	Administrator's Office	<b>Agency/Dept. Head Name:</b>	Matt Carroll
<b>Type of Request:</b>	Agreement/Amendment		
<b>Request Prepared by:</b>	David Merriman	<b>Telephone No.:</b>	263-4606
<b>SUMMARY OF REQUESTED ACTION:</b>			
Executive Office 2012 Ohio Attorney General Office MOU Delinquent Debt Collection			
A. Scope of Work Summary 1. Executive Office is requesting approval of a MOU with the Ohio Attorney General Office. There is a revenue generating agreement and there no cost to the County for the Agreement <b>and declaring the necessity that this Resolution become immediately effective.</b> 2. The primary goal of the project are to address delinquent tax collections through a no cost revenue generating agreement.3. N/AB. Procurement1. The procurement method for this project was intergovernmental agreement . Subsequent vendors will be selected through RFQ (RQ24243).The total value of the RFQ is \$0.00.2.There is no SBE participation goal for this project.C. Contractor and Project Information1. The address of the vendor is:Marcia J. Macon-Bruce150 East Gay Street, 21st FloorColumbus, OH 43215www.OhioAttorneyGeneral.gov Council District NA2. The Attorney General is Michael DeWine3.a NAD. Project Status and Planning1. The project is the initial effort to collect delinquent taxes in through this collection method. 2. The project has two phases. This agreement is the initial phase. An RFQ (RQ24243) will also be completed in connection with the project.3. NA4. The project's term will begin 10 days following the signature of the agreementE. Funding1. The project is revenue generating.			
<b>PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):</b>			
<b>Explanation for late submittal:</b>			

**Contract/Agreement Information:**

<b>Procurement Method:</b> Exempt from Competitive Bid Requirements
<b>Explanation for Increase/Decrease in \$ Amount for current request:</b>

**Financial Information:**

<b>Funding source:</b>	<b>Explanation:</b>
<b>Total Amount Requested:</b>	
\$	

**ATTACHMENTS:**

Click to download

[AG MOU](#)

**History**

**Time**

**Who**

Clerk of the Board

**Approval**



**MIKE DEWINE**

★ OHIO ATTORNEY GENERAL ★

Collections Enforcement  
Office 614-466-8360  
Fax 614-752-9070

150 East Gay Street, 21<sup>st</sup> Floor  
Columbus, OH 43215  
www.OhioAttorneyGeneral.gov

**DELINQUENT DEBT COLLECTION AGREEMENT  
BETWEEN THE  
OHIO ATTORNEY GENERAL  
AND  
CUYAHOGA COUNTY**

**I. PARTIES**

1.1. THIS DELINQUENT DEBT COLLECTION AGREEMENT (this "Agreement") is between the Ohio Attorney General (hereinafter "Attorney General") and CUYAHOGA COUNTY ("Political Subdivision"), collectively referenced herein as the "Parties."

**II. PURPOSE**

2.1. The Political Subdivision has requested that the Attorney General undertake, and the Attorney General agrees to undertake, the collection of delinquent debt owed to the Political Subdivision, pursuant to Ohio Revised Code ("O.R.C.") § 131.02. This Agreement sets forth the rights, duties and obligations of the Parties and the amounts to be charged, collected and allocated between the Political Subdivision and Attorney General. This Agreement will become effective in ten business days once fully executed ("Effective Date").

**III. CERTIFICATION OF DEBT**

3.1. The Parties agree that this Agreement shall apply to amounts owed to Political Subdivision that meet the criteria specified on the attached Exhibit "A" (hereinafter the "Debt"). The Parties may, from time to time, change the categories of debt to be certified to the Attorney General by amending Exhibit "A" pursuant to the discretion of the Section Chief of the Collections Enforcement Section of the Attorney General and the Cuyahoga County Executive of the Political Subdivision. Such changes to the categories of debt identified on Exhibit "A" shall not be construed as an amendment or termination of this Agreement.

3.2. Political Subdivision hereby warrants that all Debts certified to the Attorney General for collection pursuant to this Agreement are or will be legally due and owing to Political Subdivision at the time of certification.

3.3. Political Subdivision hereby warrants that it has complied or will comply with all conditions precedent to the legality of certifying the Debt for collection prior to certifying the Debt to Attorney General pursuant to this Agreement.

3.4. Political Subdivision hereby warrants that it has obtained the approval of any person or entity whose approval is required as a condition to entering into this Agreement. True and correct copies of any such approvals shall be attached hereto as Exhibit "B."

3.5. Political Subdivision shall identify and itemize the amounts owed in any bills or mailings issued to the debtors prior to certifying the Debt pursuant to this Agreement. Such itemization shall separately identify penalties, fees, costs and interest, if any, added to the principal balance of the amounts owed. For all Debt certified under this Agreement, Political Subdivision shall maintain account records documenting the principal balance of the amounts owed, as well as any penalties, fees, costs and interest, from the date such debt becomes due and owing to Political Subdivision until the debt is paid in full, resolved or written off as specified herein.

3.6. Political Subdivision shall make all account records related to the Debt fully available to specified Attorney General personnel in order for the Attorney General to actively identify and pursue collection activities. Political Subdivision shall retain account records related to the Debt so long as the Debt remains outstanding, or until the Debt is resolved or written off as specified herein.

3.7. Political Subdivision agrees and shall forward all payments received on certified Debt to the Attorney General. In the event that Political Subdivision accepts a debtor's payment on Debt certified to the Attorney General, Political Subdivision agrees to promptly notify the Attorney General of the details of the payment, including date, amount, remitter, check or instrument number and forward the payment to the Attorney General.

3.8. In the event that any debtor owing Debt certified to the Attorney General files bankruptcy or other insolvency proceeding, Political Subdivision shall immediately notify the Attorney General of such filing. The Attorney General shall cease all collection efforts with regard to such Debt. Political Subdivision remains exclusively and solely responsible for protecting its interest in bankruptcy & other insolvency proceedings. Upon notice that Debt certified to the Attorney General is subject to bankruptcy or other insolvency proceeding, the Attorney General shall close the affected accounts and such accounts shall no longer be considered to be certified to the Attorney General. Other insolvency proceeding may include but is not limited to receivership or foreclosure.

#### **IV. ALLOCATION OF FEES AND COLLECTION COSTS**

4.1 The client may choose for each account certified to the Attorney General to bear interest (hereinafter "AGI") at the annual rate established by the Tax Commissioner under O.R.C. § 5703.47. Upon recovery AGI is paid to Political Subdivision, not to Attorney General. AGI may be waived, either by Political Subdivision or the Attorney General. Political Subdivision also has discretion to request that AGI not be assessed as an additional obligation of debtors. If this request is indicated, the cost of AGI will not be added to the Debt. Political Subdivision may execute the Service Level Agreement attached hereto as Exhibit "C" to designate the preference of Political Subdivision as to AGI. If no preference is indicated, Attorney General may waive AGI at its discretion, and the addition of AGI to the Debt will increase the debtors' obligation. The AGI is in place of any separate accruing interest of the Political Subdivision on the Debt once certified to the Attorney General.



4.2 Pursuant to O.R.C. § 131.02, the Attorney General is authorized to deduct the Attorney General's collection cost from all amounts collected, calculated upon all certified amounts recovered, plus interest and fees accruing from the date of certification to Attorney General. Attorney General collection costs may be waived, either by the Attorney General or jointly by the Political Subdivision and the Attorney General. The Parties agree that the Attorney General will pass all Attorney General collection costs on to the debtor as an additional obligation of debtor.

4.3 Upon agreement, the Attorney General may also hire third party vendors to collect claims for Political Subdivision and to pay such third party vendors for their services ("TPV Fees") from funds collected by them. Political Subdivision may execute the Service Level Agreement attached hereto as Exhibit "C" to designate the preference of Political Subdivision with respect to the assignment of Debt to TPVs. If no preference is indicated the Attorney General will assign Debt to TPVs in accordance with an established assignment strategy. TPV fees shall be paid at rates set by the Attorney General. The Parties agree that the Attorney General will pass all TPV Fees on to debtors as an additional obligation of the debtors.

4.4 Upon agreement the Attorney General may appoint special counsel to collect claims for Political Subdivision and to pay such special counsel for their services ("Special Counsel Fees") from funds collected by them. Political Subdivision may execute the Service Level Agreement attached hereto as Exhibit "C" to designate the preference of Political Subdivision with respect to the assignment of Debt to Special Counsel. If no preference is indicated the Attorney General will assign Debt to Special Counsel in accordance with an established assignment strategy. Special Counsel Fees shall be paid at rates set by the Attorney General. The Parties agree that the Attorney General will pass all Special Counsel Fees on to debtors as an additional obligation of the debtors.

4.5 Political Subdivision may execute a different Service Level Agreement for each category of debt certified pursuant to this Agreement, and each Service Level Agreement shall be attached as additional pages of Exhibit "C."

4.6 Political Subdivision may change or terminate the Service Level Agreement(s) attached hereto as Exhibit "C" upon appropriate written notice as specified therein, and any change or termination of the Service Level Agreement(s) shall not be construed as an amendment or termination of this Agreement.

## **V. DISBURSEMENT PROCESS/PAYMENT OF COLLECTION COSTS**

5.1 On a weekly basis the Attorney General shall disburse to the Political Subdivision the full amounts collected on the Debt minus any applicable collection costs or fees as outlined herein. The Political Subdivision and Attorney General shall have the authority to settle or compromise any account in the Debt which is agreed upon by the Political Subdivision and Attorney General as payment in full based on the best interests of the Parties. At the time of the Attorney General's disbursement to the Political Subdivision, the Political Subdivision will receive the amount collected minus the Attorney General's collection costs and any applicable TPV Fees or Special Counsel Fees pursuant to this Agreement.

5.2 The Parties agree that court cases and judgment liens shall not be dismissed or deemed satisfied without the Political Subdivision's consent that all the fees have been paid by the debtor liable for costs under the court case and/or judgment lien.

5.3 Disbursements to the Political Subdivision of amounts due hereunder may be made via state check or by Automated Clearing House ("ACH") deposit, at the Attorney General's discretion. Political Subdivision acknowledges that the Attorney General prefers to remit all payments by ACH deposit, and Political Subdivision agrees to execute an ACH payment authorization in accordance with the form attached hereto as Exhibit "D" within thirty (30) days after the Effective Date of this Agreement.

## **VI. CERTIFICATION AND CANCELLATION OF DEBT**

6.1. Political Subdivision will certify only Debt to the Attorney General which is past due and final, in accordance with O.R.C. § 131.02(A). O.R.C. § 131.02 provides that the Attorney General and Political Subdivision may determine an appropriate time beyond the regular 45-day requirement to certify delinquent debt. Such exceptions may be made as the Attorney General and the Political Subdivision mutually agree are appropriate.

6.2. The Parties acknowledge and agree that O.R.C. §131.02 empowers the Attorney General to, with the consent of the chief officer of an entity reporting a debt, cancel the debt or cause the same to be canceled. O.R.C. § 131.02(F)(2) provides a general statute of limitations of forty (40) years from the date of certification to collect claims. O.R.C. § 131.02(F)(1) allows the Attorney General to cancel uncollectible claims earlier, with the approval of the Political Subdivision. Political Subdivision may execute the Service Level Agreement attached hereto as Exhibit "C" to designate the preference of Political Subdivision. If no preference is indicated, the write off period will be fifteen (15) years after the date of certification. Exceptions revising the write off period for specified claims or categories of debt may be agreed to by the Attorney General and the Political Subdivision as amendments to the Service Level Agreement, and such amendments shall not be construed as an amendment or termination of this Agreement.

## **VII. CONFIDENTIALITY**

7.1. Any confidential debtor information made available to Attorney General in the course of performance of this Agreement shall be used only for the purpose of carrying out the provisions of this Agreement pursuant to the Attorney General's statutory obligations. Additionally, the Attorney General shall not sell any debtor information to any third parties.

## **VIII. LIABILITY**

8.1. Each Party shall be responsible for its own acts and omissions and those of its officers, employees and agents.

## **IX. CHOICE OF LAW**

9.1. This Agreement is made and entered into in the State of Ohio and shall be governed and construed in accordance with the laws of Ohio. Any legal action or proceeding related to this Agreement shall be brought in Franklin County, Ohio, and the Parties irrevocably consent to jurisdiction and venue in Franklin County, Ohio.

## **X. COMPLIANCE WITH LAW**

10.1. The Parties, in the execution of their respective duties and obligations under this Agreement, agree to comply with all applicable federal, Ohio and local laws, rules, regulations and ordinances.

## **XI. RELATIONSHIP OF THE PARTIES**

11.1. It is fully understood and agreed that a Party's personnel shall not at any time, or for any purpose, be considered as agents, servants, or employees of the other Party.

11.2. Except as expressly provided herein, neither Party shall have the right to bind or obligate the other Party in any manner without the other Party's prior written consent.

## **XII. MODIFICATION**

12.1. This Agreement constitutes the entire agreement between the Parties, and any changes or modifications to this Agreement shall be made and agreed to by the Parties in writing.

## **XIII. TERMINATION/EXPIRATION**

13.1. Either party may terminate this Agreement for any reason by giving written notice, at least forty-five (45) days in advance of the date of termination, to the other Party via e-mail, facsimile transmission, mail, certified mail or personal delivery to the other Party's signatory to this Agreement.

13.2. If there is pending litigation in connection with any Debt, termination shall not be effective until the Attorney General terminates the legal representation in the litigation matter. The Attorney General shall be compensated for Debt collected and received prior to termination. The Parties agree to cooperate so as to effectuate a speedy and efficient transfer of the work to Political Subdivision.

**XIV. SIGNATURES**

14.1. The Parties may submit their signatures to the Agreement in counterparts, which taken together will constitute a valid enforceable Agreement. Facsimile or copied signatures shall be considered valid and enforceable.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed, as of the day and year last written below.

ACCEPTED AND APPROVED:

CUYAHOGA COUNTY

Edward FitzGerald \_\_\_\_\_, 2012  
Date

OHIO ATTORNEY GENERAL  
MICHAEL DEWINE

By: \_\_\_\_\_, 2012  
Marcia J. Macon-Bruce  
Section Chief Date

**DELINQUENT DEBT COLLECTION AGREEMENT  
BETWEEN THE  
OHIO ATTORNEY GENERAL  
AND**

**CUYAHOGA COUNTY**

**EXHIBIT "A"**

The Parties agree that the following categories of debt shall be certified to the Attorney General. All debt must be final with a minimum principal amount of \$100.00.

**Examples of Categories of Debt to be certified:**

- (a) Statutory fees as assessed by a Political Subdivision;
- (b) Civil court costs; and
- (c) Criminal court costs so long as the defendant is not incarcerated on the date the debt is certified.
- (d) Debt must be declared final with no chance of appeal or no future changes to the amount of the debt sent to the Attorney General for collection purposes.
- (e) Debt from a school system must be as a result of a contractual agreement.

**Examples of Categories of Debt NOT to be certified:**

- (a) Debt that is against a juvenile.
- (b) Debt against a presently incarcerated individual.
- (c) Debt that is involved in a bankruptcy, rental or foreclosure action.
- (d) Debt from any type of utility.
- (e) Debt resulting from code enforcement violations.

**PLEASE NOTE: THE ATTORNEY GENERAL'S OFFICE RESERVES THE RIGHT TO DECLINE ACCEPTANCE OF ACCOUNTS BASED ON QUANTITY, VALUE, OR DEBT TYPE**



**DELINQUENT DEBT COLLECTION AGREEMENT  
BETWEEN THE  
OHIO ATTORNEY GENERAL  
AND**

**CUYAHOGA COUNTY**

**EXHIBIT "B"**

The Delinquent Debt Collection Agreement Between the Ohio Attorney General and  
CUYAHOGA COUNTY, executed by              
, on \_\_\_\_\_, 2012 is hereby ratified and approved.

POLITICAL SUBDIVISION AUTHORITY (I.E. COUNTY COMMISSIONERS, COUNCIL)

\_\_\_\_\_, 2012  
Date

\_\_\_\_\_, 2012  
Date

\_\_\_\_\_, 2012  
Date

POLITICAL SUBDIVISION LEGAL AUTHORITY (I.E. PROSECUTOR, LAW DIRECTOR)

\_\_\_\_\_, 2012  
Date

**DELINQUENT DEBT COLLECTION AGREEMENT  
BETWEEN THE  
OHIO ATTORNEY GENERAL  
AND**

**CUYAHOGA COUNTY**

**EXHIBIT "C"  
SERVICE LEVEL AGREEMENT**

The following Service Level Agreement is made between the Attorney General of Ohio, Collections Enforcement Section ("AGO") and CUYAHOGA COUNTY ("CLIENT"), collectively referenced herein as the "Parties". CLIENT authorizes and the Parties to this Service Level Agreement agree to the following (if no line is checked, the Parties' agreement is indicated by asterisk, which is the default agreement):

**Attorney General Interest (AGI)**      AGO is granted the authority to add AGI to the amount owed by the debtor to be paid to the client (see section IV (4.1) of the Debt Collection Agreement.

**AGI**      AGO is NOT granted the authority to add AGI to the amount owed by the debtor to be paid to the client.

**If AGI is to be added**      AGO is granted the authority to waive AGI\*  
    CLIENT and AGO jointly waive AG Interest

**Write Off Period:**      15 years\*  
    Years (insert number of years)

**Third Party Vendor:**      AGO will forward uncollected Debt.\*  
    AGO will not forward uncollected Debt.

**Special Counsel:**      AGO will forward uncollected Debt.\*  
    AGO will not forward uncollected Debt.

Either Party may terminate this Service Level Agreement for any reason by giving written notice, at least forty-five (45) days in advance of the date of termination to the other Party, via e-mail, facsimile transmission, regular U.S. mail, certified mail or personal delivery to the other Party's signatory to this Agreement. Regardless of the termination of this agreement, CLIENT is still legally obligated to certify its outstanding Debt pursuant to the Delinquent Debt Collection Agreement between the Parties, until that Agreement is separately terminated. This Service Level Agreement shall remain and continue in full force and effect unless modified or terminated in writing.



IN WITNESS WHEREOF, the Parties hereto have caused this Service Level Agreement to be executed, as of the day and year last written below.

ACCEPTED AND APPROVED:

CUYAHOGA COUNTY

\_\_\_\_\_, 2012  
□□□□ □□□G□□□□ Date

OHIO ATTORNEY GENERAL  
MICHAEL DEWINE

By: \_\_\_\_\_, 2012  
Marcia J. Macon-Bruce Date  
Section Chief

# County Council of Cuyahoga County, Ohio

## Resolution No. R2012-0126

<b>Sponsored by: County Executive FitzGerald/Department of Workforce Development</b>	<b>A Resolution</b> authorizing amendments to agreements and contracts with various providers for the Workforce Investment Act In-School and Out-of-School Youth Training Programs for various time periods to extend the time periods to 6/30/2013, and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, the County Executive FitzGerald/Department of Workforce Development has recommended to amend contracts with various providers for Workforce Investment Act (WIA) In-School and Out-of-School Youth Training Programs for the period 9/1/2011 – 6/30/2012 to extend the time period to 6/30/2013, to change the terms, effective 9/1/2011, and for additional funds for the following agreements and contracts:

- i) No. CE1100660-01 Baldwin-Wallace College in the amount not-to-exceed \$ 95,000.00
- ii) No. AG1100142-01 Cuyahoga Community College District in the amount not-to-exceed \$198,000.00
- iii) No. CE1100667-01 Guidestone, fka Berea Children's Home in the amount not-to-exceed \$460,000.00
- iv) No. CE1100669-01 Lutheran Metropolitan Ministry in the amount not-to-exceed \$164,000.00
- v) No. AG1100141 Mayfield City School District in the amount not-to-exceed \$357,000.00
- vi) No. CE1100700-01 Towards Employment, Incorporated in the amount not-to-exceed \$150,000.00

WHEREAS, the County Executive FitzGerald/Department of Workforce Development has recommended to amend contracts with various providers for Workforce Investment Act (WIA) In-School and Out-of-School Youth Training Programs for the period 9/1/2011 – 8/31/2012, to extend the time period to 6/30/2013, and for additional funds for the following agreements and contracts:

- i) No. AG1100140-01 Cuyahoga Community College District in the amount not-to-exceed \$360,000.00
- ii) No. CE1100662-01 Esperanza, Incorporated in the amount not-to-exceed \$164,000.00
- iii) No. CE1100663-01 Linking Employment, Abilities & Potential in the amount not-to-exceed \$189,000.00
- iv) No. CE1100665-01 Open Doors, Inc. in the amount not-to-exceed \$120,000.00
- v) No. CE1100666-01 Youth Opportunities Unlimited in the amount not-to-exceed \$434,000.00

WHEREAS, the total additional funds for WIA In-School and Out-of-School Youth Contracts is \$2,691,000.00; and

WHEREAS, the primary goal of this project is to serve approximately 1,000 WIA eligible economically disadvantaged youth. The youth will be provided year round education and training and the organizations will be reimbursed on a cost reimbursement basis; and

WHEREAS, this project is funded 100% by the Federal WIA funds and the schedule of payments is by monthly invoice received from the organization on a monthly basis; and

WHEREAS, It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue without interruption, and to provide for the usual, daily operation of a county department.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** The Cuyahoga County Council hereby approves the amendments to contracts with various providers for Workforce Investment Act (WIA) In-School and Out-of-School Youth Training Programs for the period 9/1/2011 – 6/30/2012 to extend the time period to 6/30/2013, to change the terms, effective 9/1/2011, and for additional funds for the following agreements and contracts:

- i) No. CE1100660-01 Baldwin-Wallace College in the amount not-to-exceed \$ 95,000.00
- ii) No. AG1100142-01 Cuyahoga Community College District in the amount not-to-exceed \$198,000.00
- iii) No. CE1100667-01 Guidestone, fka Berea Children's Home in the amount not-to-exceed \$460,000.00

- iv) No. CE1100669-01 Lutheran Metropolitan Ministry in the amount not-to-exceed \$164,000.00
- v) No. AG1100141 Mayfield City School District in the amount not-to-exceed \$357,000.00
- vi) No. CE1100700-01 Towards Employment, Incorporated in the amount not-to-exceed \$150,000.00

**SECTION 2.** The Cuyahoga County Council hereby approves the amendments to contracts with various providers for Workforce Investment Act (WIA) In-School and Out-of-School Youth Training Programs for the period 9/1/2011 – 8/31/2012, to extend the time period to 6/30/2013, and for additional funds for the following agreements and contracts:

- i) No. AG1100140-01 Cuyahoga Community College District in the amount not-to-exceed \$360,000.00
- ii) No. CE1100662-01 Esperanza, Incorporated in the amount not-to-exceed \$164,000.00
- iii) No. CE1100663-01 Linking Employment, Abilities & Potential in the amount not-to-exceed \$189,000.00
- iv) No. CE1100665-01 Open Doors, Inc. in the amount not-to-exceed \$120,000.00
- v) No. CE1100666-01 Youth Opportunities Unlimited in the amount not-to-exceed \$434,000.00

**SECTION 3.** That the County Executive is hereby authorized to execute the contracts and all other documents consistent with this Resolution.

**SECTION 4.** It is necessary that this Resolution become immediately effective because in order that critical services provided by Cuyahoga County can continue without interruption, and to provide for the usual, daily operation of a county department; therefore, provided that this Resolution receives the affirmative vote of eight members Council, this Resolution shall become immediately effective up the signature of the County Executive; otherwise it shall be in full force and effect from and immediately after the earliest time permitted by law.

**SECTION 5.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees that resulted such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

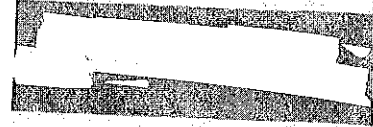
\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee:  
Committee(s) Assigned:

Journal \_\_\_\_\_  
\_\_\_\_\_, 2012



**Item Details:**

**Agency/Dept. Name:** Department of Workforce Development  
**Agency/Dept. Head Name:** Dave Reines

**Type of Request:** Contract/Amendment

**Request Prepared by:** Frank Brickner  
**Telephone No.:** 698-2363

**SUMMARY OF REQUESTED ACTION:**

Workforce Development, submitting amendments to eleven Workforce Investment Act funded youth contractors performing services for the period 9/1/11 through 6/30/12, to extend through June 30, 2013 and for additional funds. The contract amendment increases will be as follows:

- a) Baldwin-Wallace College in the amount of \$95,000.00. CE1100660
- b) Cuyahoga Community College District in the amount of \$360,000.00. AG1100140
- c) Esperanza Incorporated in the amount of \$164,000.00. CE1100662
- d) Linking Employment, Abilities & Potential in the amount of \$189,000. CE1100663
- e) Mayfield City School District in the amount of \$357,000.00. AG1100141
- f) Open Doors, Inc. in the amount of \$120,000.00. CE1100665
- g) Youth Opportunities Unlimited in the amount of \$434,000.00. CE1100666
- h) Guidestone (formerly known as Berea Children's Home) in the amount of \$460,000.00. CE1100667
- i) Cuyahoga Community College District in the amount of \$198,000.00. AG1100142
- j) Towards Employment, Incorporated in the amount of \$150,000.00. CE1100700
- k) Lutheran Metropolitan Ministry in the amount of \$164,000.00. CE1100669

**A. Scope of Work Summary**

1. The City of Cleveland/Cuyahoga County Workforce Development is requesting approval of amendments to eleven contracts for the anticipated cost of not more than \$2,691,000.00. The purpose of the amendments is to continue the provision of Workforce Investment Act (WIA) services to youth for the period 7/1/12 - 6/30/13.

2. The primary goal of the project is to serve approximately 1,000 WIA eligible economically disadvantaged youth. The youth will be provided year round education and training. Organizations will be reimbursed on a cost reimbursement basis.

3. The project is federally funded by the Department of Labor and passed through from the Ohio Department of Job and Family Services.

**B. Procurement**

1. Workforce Development issued an RFP in 2011 and procured the organizations. The RFP allows for contract extensions through 6/30/14.

**C. Contractor and Project Information**

Cuyahoga Community College  
700 Carnegie Avenue Cleveland, Ohio 44115

Esperanza Incorporated  
4104 West 25<sup>th</sup> St., Cleveland, Ohio 44109

Linking Employment, Abilities & Potential  
2545 Lorain Ave., Cleveland, Ohio 44113

Open Doors, Inc.  
2460 Fairmount Blvd., Cleveland, Oh. 44106

Youth Opportunities Unlimited  
1361 Euclid Avenue, Cleveland, Ohio 44115

Baldwin-Wallace College  
275 Eastland Road, Berea, Ohio 44017

Mayfield City School District  
1101 Som Center Road; Mayfield Hts., Oh. 44124

Guidestone  
202 East Bagley Rd.; Berea, Oh. 44017

Lutheran Metropolitan Ministry  
1468 West 25<sup>th</sup> St.; Cleveland, Oh. 44113

Towards Employment  
1255 Euclid Ave., Suite 300; Cleveland, Oh. 44115

2. The Principal Owners are as follows:

**The principal owners are as follows:  
Baldwin-Wallace College - Richard Durst, University President**

**Cuyahoga Community College District - Dr. Jerry Sue Thornton, Ph.D, President**  
**Esperanza, Incorporated - Victor Rulz, Executive Director**  
**Linking Employment, Abilities & Potential - Melanie Hogan, Executive Director**  
**Mayfield City Schools District - Phillip Price, Superintendent**  
**Open Doors, Inc. - AnneMarie Grassi, Executive Director**  
**Youth Opportunities Unlimited - Carol Rivchun, Executive Director**  
**Berea Children's Home - Richard Frank, Executive Director**  
**Lutheran Metropolitan Ministry - Carol M. Fredrich, President & CEO**  
**Towards Employment, Incorporated - Jill Rizika, Executive Director**

**D. Project Status and Planning**

1. These are 11 contract amendments with providers performing well under their current contract.
2. Services are currently contracted through 6/30/12. These amendments would allow the current services, which are being satisfactorily performed, to continue.

**E. Funding**

1. The project is funded 100% by Federal Workforce Investment Act (WIA) Funds.
2. The schedule of payments is by monthly invoice received from the organization on a monthly basis.

**PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):**

The amendments are necessary to continue to offer 1,000 economically disadvantaged youth comprehensive year-round training. The services are for both in-school and out-of-school youth. The services procured will result in a coordinated set of activities that will enable youth: - Improve basic skills;- Develop work readiness skills;- Receive post-secondary occupational skills;- Find and retain employment;- Progressively increase earnings;- Receive a credential, including High School Diploma,/GED attainment

**Explanation for late submittal:**

**Contract/Agreement Information:**

**Procurement Method:**

RFP (Request for Proposal)

**Explanation for Increase/Decrease in \$ Amount for current request:**

**Financial Information:**

**Funding source: Explanation:**

Federal Workforce Investment Act

**Total Amount Requested:**

\$2691000

**ATTACHMENTS:**

[Click to download](#)



- BW - DMA
- BW- Work Comp. Ins. Notary
- BW - Evaluation
- Youth Opportunities Unlimited - Contract TAB
- YOU - DMA Form
- YOU - Work Comp. Ins. Notary
- YOU - evaluation
- Cuv. Comm. College (in-School) - Contract TAB
- CCC - In School Evaluation
- Cuv. Comm. College (Out-of-school) Contract TAB
- CCG - Out of School Evaluation
- Esperanza - contract TAB
- Esperanza - DMA
- Esperanza - work comp. ins. notary letter
- Esperanza - evaluation
- Open Doors, Inc. - contract TAB
- Open Doors - DMA
- Open Doors - W/C. Ins. Cert. Notary Letter
- Open Doors - Evaluation
- Mayfield City Schools - contract TAB
- Mayfield - W/C. Ins. & Notary
- Mayfield - evaluation
- Linking Employment, Abilities & Potential - contract TAB
- LEAP - DMA
- Linking Employ - Work Comp. Ins. Notary Sign
- LEAP - evaluation
- Guidestone - contract TAB
- Guidestone - dma
- Guidestone - w/c. ins. dcert. & notary letter
- Guidestone - W9
- Guidestone - evaluation
- Lutheran Metropolitan Ministry - contract TAB
- Lutheran Metropolitan Ministry - DMA
- Lutheran Metropolitan Ministry - W/C. Ins. Cert & Notary Letter
- Lutheran Metropolitan Ministry - evaluation
- Towards Employment - contract TAB
- Towards Employment - DMA
- History Log
- Department Acknowledgement Form
- Page 32 of RFP - allow extension
- Towards - Work Comp. Ins Cert & Notary Letter
- BaldwinWallace Amendment TAB
- Esperanza Cover TAB
- OpenDoors Cover TAB
- LEAP Cover TAB
- YOU Cover TAB
- Guidestone Cover TAB
- LLM Cover TAB
- Towards Empl. Cover TAB
- BaldwinWallace Cover TAB
- CCC Cover AG1100140 TAB
- CCC Cover AG1100142 TAB
- Mayfield Cover TAB
- History

**CONTRACT/AGREEMENT EVALUATION FORM**  
(To be completed in its entirety by user department for  
all contract/agreement renewals or amendments.)

Contractor: Baldwin-Wallace College

Contract/Agreement No.: CE1100660

Time Period: 9/1/11 – 6/30/12

Service Description: Provide 30 WIA eligible youth educational services, training and other required youth services.

Original Contract/Agreement Amount: \$110,180.00

Prior Amendment(s) Amount(s):

Performance Indicators: Serve 30 low income youth and help youth graduate or matriculate to the next grade.

Actual performance versus performance indicators (include statistics): Satisfactorily identified 30 youth. Appear to be on target for performance outcomes which are:

Entered Employment or Post Secondary Education: @ 65 % of all program exits

Attainment of a High School Diploma or GED: @ 60 % of all program exits

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: Contractor performs extremely well; the Above Average rating was given based on performance indicators and meeting performance expectations.

Workforce Development  
User Department

5/31/12

Date

**CONTRACT/AGREEMENT EVALUATION FORM**  
(To be completed in its entirety by user department for  
all contract/agreement renewals or amendments.)

Contractor: Cuyahoga Community College District

Contract/Agreement No.: AG 1100142

Time Period: 9/1/11 – 6/30/12

Service Description: Provide 50 WIA eligible youth educational services, training and other required youth services.

Original Contract/Agreement Amount: \$220,000.00

Prior Amendment(s) Amount(s):

Performance Indicators: Serve 50 low income out-of-school youth find employment or enter post-secondary education.

Actual performance versus performance indicators (include statistics): Satisfactorily identified 50 youth. Appear to be on target for performance outcomes which are:

Entered Employment or Post Secondary Education: @ 65 % of all program exits

Attainment of a High School Diploma or GED: @ 60 % of all program exits

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: A strong provider with a track record of finding employment opportunities for out-of-school youth. Anticipate that contract benchmarks will be achieved.

Workforce Development  
User Department

5/30/12

Date

**CONTRACT/AGREEMENT EVALUATION FORM**  
(To be completed in its entirety by user department for  
all contract/agreement renewals or amendments.)

Contractor: Guidestone (formerly known as Berea Children's Home)

Contract/Agreement No.: CE1100667      Time Period: 9/1/11 – 6/30/12

Service Description: Provide 235 WIA eligible youth educational services, training and other required youth services.

Original Contract/Agreement Amount: \$490,000.00

Prior Amendment(s) Amount(s):

Performance Indicators: Serve 235 low income out-of-school youth find employment or enter post-secondary education.

Actual performance versus performance indicators (include statistics): Satisfactorily identified 235 youth. Appear to be on target for performance outcomes which are:  
Entered Employment or Post Secondary Education: @ 65 % of all program exits  
Attainment of a High School Diploma or GED: @ 60 % of all program exits

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: A strong provider with a track record of finding employment opportunities for out-of-school youth. Anticipate that contract benchmarks will be achieved.

Workforce Development  
User Department

5/30/12  
Date

**CONTRACT/AGREEMENT EVALUATION FORM**  
(To be completed in its entirety by user department for  
all contract/agreement renewals or amendments.)

Contractor: Lutheran Metropolitan Ministry

Contract/Agreement No.: CE1100669

Time Period: 9/1/11 – 6/30/12

Service Description: Provide 50 WIA eligible youth educational services, training and other required youth services.

Original Contract/Agreement Amount: \$175,000.00

Prior Amendment(s) Amount(s):

Performance Indicators: Serve 50 low income out-of-school youth find employment or enter post-secondary education.

Actual performance versus performance indicators (include statistics): Satisfactorily identified 50 youth. Appear to be on target for performance outcomes which are:

Entered Employment or Post Secondary Education: @ 65 % of all program exits

Attainment of a High School Diploma or GED: @ 60 % of all program exits

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: Contractor performs well; the Above Average rating was given based on performance indicators and meeting performance expectations.

Workforce Development  
User Department

5/30/12  
Date

**CONTRACT/AGREEMENT EVALUATION FORM**  
(To be completed in its entirety by user department for  
all contract/agreement renewals or amendments.)

Contractor: Mayfield City School District

Contract/Agreement No.: AG1100141      Time Period: 9/1/11 - 6/30/12

Service Description: Provide 200 WIA eligible youth educational services, training and other required youth services.

Original Contract/Agreement Amount: \$370,000.00

Prior Amendment(s) Amount(s):

Performance Indicators: Serve 200 low income youth and help youth graduate or matriculate to the next grade.

Actual performance versus performance indicators (include statistics): Satisfactorily identified 200 youth. Appear to be on target for performance outcomes which are:  
Entered Employment or Post Secondary Education: @ 65 % of all program exits  
Attainment of a High School Diploma or GED: @ 60 % of all program exits

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: Contractor performs extremely well; the Above Average rating was given based on performance indicators and meeting performance expectations.

Workforce Development  
User Department

5/31/12  
Date

**CONTRACT/AGREEMENT EVALUATION FORM**  
(To be completed in its entirety by user department for  
all contract/agreement renewals or amendments.)

Contractor : Towards Employment, Incorporated

Contract/Agreement No.: CE1100700      Time Period: 9/1/11 – 6/30/12

Service Description: Provide out-of-school WIA eligible youth supportive services and counseling/case management..

Original Contract/Agreement Amount: \$175,000.00

Prior Amendment(s) Amount(s):

Performance Indicators: Serve over 300 out-of-school WIA eligible youth supportive services and counseling/case management.

Actual performance versus performance indicators (include statistics): Satisfactorily served 300 youth. Appear to be on target for performance outcomes which are:  
Entered Employment or Post Secondary Education: @ 65 % of all program exits  
Attainment of a High School Diploma or GED: @ 60 % of all program exits

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: Contractor performs well; the Above Average rating was given based on performance indicators and meeting performance expectations.

Workforce Development  
User Department

5/30/12  
Date

**CONTRACT/AGREEMENT EVALUATION FORM**  
(To be completed in its entirety by user department for  
all contract/agreement renewals or amendments.)

Contractor: Cuyahoga Community College District

Contract/Agreement No.: AG 1100140      Time Period: 9/1/11 – 8/31/12

Service Description: Provide 125 WIA eligible youth educational services, training and other required youth services.

Original Contract/Agreement Amount: \$400,000.00

Prior Amendment(s) Amount(s): 350,165.00

Performance Indicators: Serve 125 low income youth and help youth graduate or matriculate to the next grade.

Actual performance versus performance indicators (include statistics): Satisfactorily identified 125 youth. Appear to be on target for performance outcomes which are:  
Entered Employment or Post Secondary Education: @ 65 % of all program exits  
Attainment of a High School Diploma or GED: @ 60 % of all program exits

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: Contractor performs well; the Above Average rating was given based on performance indicators and meeting performance expectations.

Workforce Development  
User Department

5/14/12  
Date



**CONTRACT/AGREEMENT EVALUATION FORM**

(To be completed in its entirety by user department for all contract/agreement renewals or amendments.)

Contractor: Esperanza, Incorporated

Contract/Agreement No.: CE1100662      Time Period: 9/1/11 – 8/31/12

Service Description: Provide 50 WIA eligible youth educational services, training and other required youth services.

Original Contract/Agreement Amount: \$175,000.00

Prior Amendment(s) Amount(s): \$338,420.00

Performance Indicators: : Serve 50 low income youth and help youth graduate or matriculate to the next grade.

Actual performance versus performance indicators (include statistics):  
Satisfactorily identified 50 youth. Appear to be on target for performance outcomes which are:  
Entered Employment or Post Secondary Education: @ 65 % of all program exits  
Attainment of a High School Diploma or GED: @ 60 % of all program exits

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: Contractor performs well; the Above Average rating was given based on performance indicators and meeting performance expectations.

Workforce Development  
User Department

\_\_\_\_\_  
5/14/12  
Date

**CONTRACT/AGREEMENT EVALUATION FORM**  
(To be completed in its entirety by user department for all contract/agreement renewals or amendments.)

Contractor: Linking Employment, Abilities & Potential

Contract/Agreement No.: CE1100663

Time Period: 9/1/11 – 8/31/12

Service Description: Provide 75 WIA eligible youth educational services, training and other required youth services.

Original Contract/Agreement Amount: \$196,436.00

Prior Amendment(s) Amount(s): \$117,176.00

Performance Indicators: Serve 75 low income youth and help youth graduate or matriculate to the next grade.

Actual performance versus performance indicators (include statistics): Satisfactorily identified 75 youth. Appear to be on target for performance outcomes which are:  
Entered Employment or Post Secondary Education: @ 65 % of all program exits  
Attainment of a High School Diploma or GED: @ 60 % of all program exits

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: Contractor performs well; the Above Average rating was given based on performance indicators and meeting performance expectations.

Workforce Development  
User Department

5/15/12

Date

**CONTRACT/AGREEMENT EVALUATION FORM**  
(To be completed in its entirety by user department for  
all contract/agreement renewals or amendments.)

Contractor: Open Doors, Inc.

Contract/Agreement No.: CE1100665

Time Period: 9/1/11 - 8/31/12

Service Description: Provide 90 WIA eligible youth educational services, training and other required youth services.

Original Contract/Agreement Amount: \$259,000.00

Prior Amendment(s) Amount(s): 103,354.00

Performance Indicators: Serve 90 low income youth and help youth graduate or matriculate to the next grade.

Actual performance versus performance indicators (include statistics): To-date has identified approximately 60 youth. Appears to be on target for WIA performance outcomes which are:

Entered Employment or Post Secondary Education: @ 65 % of all program exits  
Attainment of a High School Diploma or GED: @ 60 % of all program exits

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: Contractor is performing satisfactorily; after a slow start identifying eligible youth they have stepped up performance efforts. Looking forward to the contractor meeting the performance measures.

Workforce Development  
User Department

5/15/12  
Date

**CONTRACT/AGREEMENT EVALUATION FORM**  
(To be completed in its entirety by user department for all contract/agreement renewals or amendments.)

Contractor: Youth Opportunities Unlimited

Contract/Agreement No.: CE1100666      Time Period: 9/1/11 – 8/31/12

Service Description: Provide 150 WIA eligible youth educational services, training and other required youth services.

Original Contract/Agreement Amount: \$450,000.00

Prior Amendment(s) Amount(s): \$2,779,656.00

Performance Indicators: : Serve 150 low income youth and help youth graduate or matriculate to the next grade.

Actual performance versus performance indicators (include statistics): ):  
Satisfactorily identified 150 youth. Appear to be on target for performance outcomes which are:  
Entered Employment or Post Secondary Education: @ 65 % of all program exits  
Attainment of a High School Diploma or GED: @ 60 % of all program exits

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: Contractor performs well; the Above Average rating was given based on performance indicators and meeting performance expectations.

Workforce Development  
User Department

5/14/12  
Date

# County Council of Cuyahoga County, Ohio

## Resolution No. R2012-0127

Sponsored by: <b>County Executive FitzGerald/Office of Human Resources</b>	<b>A Resolution</b> authorizing an agreement with Village of Glenwillow for participation in the Cuyahoga County Benefits Regionalization Program for the period 7/1/2012 - 12/31/2014; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, the County Executive/Office of Human Resources has recommended that the County enter into an agreement of cooperation with the Village of Glenwillow for participation in the Cuyahoga County Benefits Regionalization Program; and

WHEREAS, the County's Benefits Regionalization Program will allow smaller political entities to have access to the County's Benefits program; and

WHEREAS, the purpose of this project is to provide these smaller political entities rate stabilization, potential rate reductions and bargaining leverage for health benefits; and

WHEREAS, the funding for this project will come from the County's Self-Insurance Fund.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** That the County Executive is hereby authorized to enter into and execute an agreement of cooperation with the Village of Glenwillow for participation in the Cuyahoga County Benefits Regionalization Program.

**SECTION 2.** That the County Executive is authorized to execute all documents required in connection with said agreement.

**SECTION 3.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

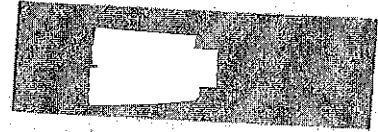
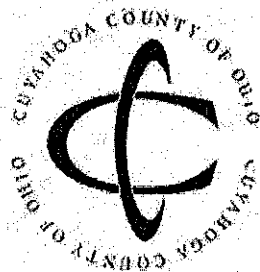
\_\_\_\_\_  
County Council President                      Date

\_\_\_\_\_  
County Executive                                      Date

\_\_\_\_\_  
Deputy Clerk of Council                      Date

First Reading/Referred to Committee:  
Committee(s) Assigned:

Journal \_\_\_\_\_  
\_\_\_\_\_, 2012



**Item Details:**

<b>Agency/Dept. Name:</b>	Office of Human Resources	<b>Agency/Dept. Head Name:</b>	Elise Hara
<b>Type of Request:</b>	Agreement/Amendment		
<b>Request Prepared by:</b>	Michael Brown	<b>Telephone No.</b>	216-698-6436
<b>SUMMARY OF REQUESTED ACTION:</b>			
Cuyahoga County, submitting an agreement of cooperation with the Village of Glenwillow for participation in the Cuyahoga County Benefits Regionalization Program.			
<b>PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):</b>			
The County's Benefits Regionalization Program will allow smaller political entities to have access to the County's Benefits program. The purpose is to provide these entities rate stabilization, potential rate reductions and bargaining leverage for health benefits.			
<b>Explanation for late submittal:</b>			

**Contract/Agreement Information:**

<b>Procurement Method:</b>
<b>Explanation for Increase/Decrease in \$ Amount for current request:</b>

**Financial Information:**

<b>Funding source:</b>	<b>Explanation:</b>
Other	Self-insurance Fund
<b>Total Amount Requested:</b>	
\$	

**ATTACHMENTS:**

[Click to download](#)

- [Cuyahoga County Benefits Regionalization Program Presentation](#)

Village of Glenwillow Agreement

**History**  
**Time:**

**Who**  
**Clerk of the Board**

**Approval**

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# County Council of Cuyahoga County, Ohio

## Resolution No. R2012-0128

<p>Sponsored by: <b>County Executive FitzGerald/Office of Human Resources</b></p>	<p><b>A Resolution</b> amending Resolution No. R2011-0277 dated 9/27/2011, which made awards on RQ20292 to various providers for group healthcare benefits for County employees and their eligible dependents, including medical and pharmacy benefit management services with Kaiser Foundation Health Plan of Ohio to change the amount from \$26,113,651.00 to \$8,191,200.00, to change the time period from 1/1/2012 - 12/31/2014 to 1/1/2012 - 12/31/2012 and to change the terms effective 5/1/2012; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
---	---

**WHEREAS**, the County Executive FitzGerald/Office of Human Resources has recommended to amend Resolution R2011-0277 dated 9/27/2011, which made awards on RQ20292 to various providers for healthcare benefits for County employees and their eligible dependents, including medical and pharmacy benefit management services by changing the amount not-to-exceed for Kaiser Foundation Health Plan of Ohio from \$26,113,651.00 to \$8,191,200.00, by changing the time period from 1/1/2012 - 12/31/2014 to 1/1/2012 - 12/31/2012, and to change the terms, effective 5/1/2012; and

**WHEREAS**, on May 1, 2012 the group healthcare benefits include Domestic Partnerships; and

**WHEREAS**, the propose of this project is to provide medical and prescription drug benefits to County employees and their eligible dependents; and

**WHEREAS**, this project is funded from the County's General Fund.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** The Cuyahoga County Council hereby approves the amendments to amend Resolution R2011-0277 dated 9/27/2011, which made awards on RQ20292 to various providers for healthcare benefits for County employees and their eligible dependents, including medical and pharmacy benefit management services by changing the amount not-to-exceed for Kaiser Foundation Health Plan of Ohio from

\$26,113,651.00 to \$8,191,200, by changing the time period from 1/1/2012 – 12/31/2014 to 1/1/2012 – 12/31/2012, and to change the terms, effective 5/1/2012.

**SECTION 2.** That the County Executive is hereby authorized to execute the contracts and all other documents consistent with this Resolution.

**SECTION 3.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees that resulted such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal \_\_\_\_\_  
\_\_\_\_\_, 2012



**Item Details:**

<b>Agency/Dept. Name:</b>	Office of Human Resources	<b>Agency/Dept. Head Name:</b>	Elise Hara
<b>Type of Request:</b>	Submission of Awarded Contract		
<b>Request by:</b>	Prepared Michael Brown	<b>Telephone No.:</b>	216-698-6436

**SUMMARY OF REQUESTED ACTION:**

Recommending to amend Resolution No. R2011-0277 dated 9/27/2011, which made awards on RQ20292 to various providers for group healthcare benefits for County employees and their eligible dependents, including medical and pharmacy benefit management services for the period January 1, 2012 through December 31, 2014, by changing the time period to January 1, 2012 through April 30, 2012 and May 1, 2012 through December 31, 2012, with the understanding that the total contract period is equal to one year with terms, approved by County Council, changing on May 1, 2012 to include Domestic Partnerships, and by changing the amount not-to-exceed \$26,113,651.00 to \$8,191,200.00 to Kaiser Foundation Health Plan of Ohio; authorizing the County Executive to execute all documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

**PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):**

To provide medical and prescription drug benefits to County employees and their eligible dependents.

**Explanation for late submittal:**

The number of forms, changes in Novus process and the Carrier's understanding of these changes were contributing factors to this being late.

**Contract/Agreement Information:**

**Procurement Method:**

**Explanation for Increase/Decrease in \$ Amount for current request:**

**Financial Information:**

<b>Funding source:</b> General Fund	<b>Explanation:</b>
<b>Total Amount Requested:</b> \$26,113,651.00	

**ATTACHMENTS:**

[Click to download](#)

No Attachments Available

**History**

**Time**

**Who**

**Approval**

Clerk of the Board

  
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# County Council of Cuyahoga County, Ohio

## Resolution No. R2012-0129

Sponsored by: <b>County Executive FitzGerald/ Department of Health and Human Services/Division of Employment and Family Services/ Cuyahoga Support Enforcement Agency</b>	<b>A Resolution</b> authorizing an amendment to Contract No. CE0900553-01 with Catholic Charities Services Corporation for comprehensive pre-employment screening services for Ohio Works First applicants for the period 7/1/2009 - 6/30/2012 to extend the time period to 6/30/2013 and for additional funds in the amount not-to-exceed \$532,667.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, the County Executive/Department of Health and Human Services/Division of Employment and Family Services requests authorization of amendments to Contract No. CE0900553-01 with Catholic Charities Services Corporation for comprehensive pre-employment screening services for Ohio Works First applicants for the periods 7/1/2009-6/30/2012 to extend the time period to 6/30/2013 and for additional funds in the amount of \$532,667.00; and,

WHEREAS, the original contract amount was \$739,951.00 and this amendment will increase the total contact amount to \$2,487,500.00; and,

WHEREAS, the comprehensive pre-employment screening services is essential to the Ohio Works First applicants as it allows for the employment specialists to develop plans that will best meet the client's specific needs and ideally lead to improved employment outcomes; and,

WHEREAS, the funding for this contract is provided through federal grant dollars through the Temporary Assistance to Needy Families ("TANF") fund; and,

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of County departments, offices, and agencies.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** The County Council hereby approves the amendments to Contract No. CE0900553-01 with Catholic Charities Services Corporation for comprehensive pre-

employment screening services for Ohio Works First applicants for the periods 7/1/2009-6/30/2012 to extend the time period to 6/30/2013 and for additional funds in the amount of \$532,667.00.

**SECTION 2.** That the County Executive is authorized to execute all documents required in connection with said amendments.

**SECTION 3.** It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of County departments, offices and agencies. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

**SECTION 4.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees that resulted such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

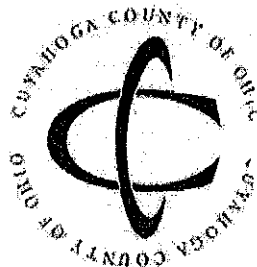
\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee:  
Committee Assigned:

Journal \_\_\_\_\_  
\_\_\_\_\_, 2012



**Item Details:**

**Agency/Dept. Name:** Employment and Family Services      **Agency/Dept. Head Name:** Richard L. Jones  
**Type of Request:** Contract/Amendment  
**Request Prepared by:** Robert K. Math      **Telephone No.:** 216.987.6911

**SUMMARY OF REQUESTED ACTION:**

**Title:** Employment & Family Services 2012-2013  
Catholic Charities Service Corporation  
Contract: Pre-Employment Screening Program  
NA

**A. Scope of Work Summary**

1. EFS is requesting approval of an amendment with Catholic Charities Service Corporation, Contract CE0900553-01 for the cost of \$532,667.00. The contract period dates are 7/1/2012 – 6/30/2013.
2. The primary goals of the project are:
  - OWF applicants will receive a comprehensive pre-employment screen thereby enabling employment specialists to develop plans that will best meet the client's specific needs and ideally lead to improved employment outcomes.
3. The project is mandated by ORC Section 5107.41 requiring CDJFS to schedule and conduct an assessment to determine whether any member of the assistance group is in need of assistance or services.

**B. Procurement**

1. The procurement method for this project was RFP. The total value of the RFP was \$750,000.00.
2. The RFP was closed on March 20, 2009.
3. The proposed amendment received OPD approval on 10/26/2011. Approval letter is attached.

**C. Contractor and Project Information**

1. The address of the vendor:  
Catholic Charities Services Corporation  
7911 Detroit Ave.  
Cleveland, OH 44102  
Council District 03
2. The Executive Director, for the vendor is Maureen Dee.
3. a. The location of the project is:  
1641 Payne Ave  
Cleveland, OH 44114
- 3.b. The project is located in Council District 07

**D. Project Status and Planning**

1. The project reoccurs annually.

**E. Funding**

1. The project is funded 100% by Federal TANF Funds.
2. The schedule of payments is monthly by invoice.
3. The project is an amendment to a contract. This amendment changes the value to \$2,487,500, extends the contract period to June 30, 2013 and is the 3rd amendment of the contract. The history of the amendments is:  
7/2009; Contract: \$739,951  
7/2010; Amend #1: \$640,331  
7/2011; Amend #2: \$574,551  
7/2012; Amend #3: \$532,667

**PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):**

**Explanation for late submittal:**

**Contract/Agreement Information:**

**Procurement Method:**

RFP (Request for Proposal)

**Explanation for Increase/Decrease in \$ Amount for current request:**

Carry-over funds from prior year reduces the amount needed for additional 12 months of service.

**Financial Information:**

<b>Funding source:</b>	<b>Explanation:</b>
Federal	TANF Funding

**Total Amount Requested:**  
\$532,667.00

**ATTACHMENTS:**

Click to download

JOFOC Catholic Charities Service Corp .PES



- Acknowledgement Form
- Contract Catholic Charities Service Corp PES
- FR-DMA Catholic Charities Service Corp
- Signature Authorization Catholic Charities Service Corp
- Ins Cert Catholic Charities Service Corp
- Workers Comp Cert Catholic Charities Service Corp
- History Log Catholic Charities Service Corp
- Contract Eval Catholic Charities Service Corp PES
- Cover

**History**  
**Time**

**Who**  
**Office of Procurement &**  
**Diversity**

**Approval**

**Novusolutions**  
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## CONTRACT EVALUATION FORM

(To be completed by user department for all contract renewals or amendments.)

**Contractor:** Catholic Charities Services Corporation Pre-Employment Screening  
**Contract Number:** CE-0900553-01  
**Original Contract Amount:** \$739,951.00      **Original Time Period:** July 1, 2009 – June 30, 2010  
**Amended Amount (1):** \$640,331.00      **Amended Time Period(1):** July 1, 2010 – June 30, 2011

**Funding Source:** TANF

### Background

Following the implementation of welfare reform in 1996, TANF caseloads both nationally and locally began to decrease dramatically. Despite this decrease, there was still a segment of the TANF population that struggled to end their dependence on cash assistance because of the presence of significant barriers to getting and keeping a job. Under the Ohio Administrative Code, Employment & Family Services was required to conduct an upfront employment assessment for all Ohio Works First (OWF) applicants in order to identify some of these issues. As a result, in 2000, EFS contracted with the county mental health and the county alcohol and drug boards to screen new OWF applicants for issues related to alcohol and drug use and mental health to identify clients with these issues and link them to appropriate treatment programs with the goal of enhancing their ability to eventually secure employment.

At the same time, local and national research clearly indicated that our "hard to serve" TANF recipients generally faced a multitude of barriers beyond AOD and mental health. As a result, beginning in 2004, we implemented a comprehensive pre-employment screen which encompassed a broader range of employability issues. Using professionally trained and licensed clinicians, areas that were screened included: domestic violence, learning disabilities, employment history, education, vocational skills, physical health problems, learning disabilities, child abuse, substance abuse, mental health as well as determining clients' skills, interests, and abilities.

Today, an individual who applies for OWF cash assistance must have a pre-employment screen conducted prior to their eligibility intake appointment. EFS eligibility specialists then receive a summary report of the screen which assists them in determining the most appropriate employment and training activities for that client.

Since the implementation of this comprehensive pre-employment screening, more than 30,000 screens have been conducted.

### Service Description

- Catholic Charities Services Corporation (CCSC) provides comprehensive, on-site, pre-employment screening interview at Employment & Family Services' (EFS) Virgil E. Brown building for all OWF applicants.
- CCSC employs eight screeners, mostly licensed independent social workers, to conduct the screens and assessments. Two screeners are bilingual and able to conduct the screening interview in Spanish.
- The interview is designed to gather information from applicants in key functioning areas in order to identify potential strengths and critical needs and ascertain barriers which interfere with appropriate functioning and job success.
- These key areas include: employment needs/interests; education needs/interests; domestic violence risk; health problems; learning disabilities; physical disabilities; abuse of children; demands on time to care for other family members; pregnancy; legal history; housing stability and homelessness; legal assistance, and emergency assistance needs such as food or clothes.
- When determined appropriate through the screening process, staff also conduct comprehensive, clinical assessments of mental health and alcohol/drug use and make referrals to community partners for treatment services.

- Summary reports of the screens are entered into a locally maintained database and made available to the EFS specialist through the electronic document management system within one business day.
- Summary reports can also be requested and used by other contracted service providers to serve OWF applicants once benefits have been approved and work assignments have been made.
- CCSC also provides in-house consultation to staff and existing OWF recipients experiencing a variety of crises and works with Employment Specialists to link them to the appropriate community resources to resolve these issues.

**Performance Indicators (July – February)**

- 3,513 pre-employment screens have been scheduled and completed.
- An additional 478 pre-employment screens were conducted on "walk-in" clients.
- An average of 498 screens are completed per month which is on target for serving an estimated 6,000 during this contract year.
- 31 full-blown clinical assessments (mental health and drug/alcohol) have been completed on-site for clients indicating struggles in these areas.
- 244 clients were connected through referral directly to Catholic Charities treatment programs and other community agencies.
- Wait time to schedule a pre-employment screen has met or surpassed the program goal of three days almost every month.
- Client satisfaction with the services they receive have met or exceeded contracted benchmarks since the beginning of the year.

**Rating of Overall Performance of Contractor (check one)**

- Exceeding Expectations
- Meeting Expectations
- Not Meeting Expectations

**Justification of Rating**

The pre-employment screen is a mandated activity for all OWF applicants. The summary reports provide valuable information to the EFS specialist in determining the work activities that are in the best interest of the client moving towards self sufficiency.

Work First Services staff monitor program activities on weekly and monthly basis to ensure and improve the program's productivity. Summary reports are reviewed and scored on a quarterly basis in an effort to improve overall quality in the content and the value of information conveyed to EFS staff in the reports. WFS continues to work with Catholic Charities in improving the pre-employment screen summary report content.

The Pre-employment Screen also yields demographic and characteristic data about OWF applicants and participants that is used for new and/or on-going program planning.

Employment & Family Services

April 8, 2011

Using Department

Date

# County Council of Cuyahoga County, Ohio

## Resolution No. R2012-0090

<p>Sponsored by: <b>County Executive FitzGerald/ Department of Public Works</b></p>	<p><b>A Resolution</b> authorizing an amendment to Contract No. CE0700407-02, 03, 04 with Halle Industrial Park, LLC, for the lease of Type 1 warehouse and storage space for use by various County departments for the period 4/1/2007 - 3/31/2012 to extend the time period to 3/31/2015, to change the terms, effective 4/1/2012, and for additional funds in the amount of \$1,562,552.88; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works has submitted a request to amend Contract No. CE0700407 with Halle Industrial Park, LLC for lease of storage and warehouse space for use by the Board of Elections (“BOE”), Employment & Family Services and Children & Family Services for the period 04/01/2007 – 03/31/2012 to extend the time period to 3/31/2015, to change the terms effective 4/12/2012; and for additional funds in the amount of \$1,562,552.88; and

WHEREAS, this amendment increases the total amount of the contract to \$3,348,191.22; and

WHEREAS, the term of the lease is three (3) years starting 05/12/2012 through 03/31/2015, with two (2) one year renewal options. The County will also maintain a six (6) month termination option for each agency after the first twelve (12) months; and

WHEREAS, the lease is for: a) (approximately) 95,650 square feet of space at (approximately) \$4.84 per square (approximately) 11,750 for the expansion (garage) at (approximately) \$2.46 per square foot; b) the annualized rate shall be increased by \$24,000.00 to be attributed to BOE Monthly Electrical Estimate; and c) the contingency fund shall be increased by \$15,000.00 to be paid by BOE in a one-time payment. This represents a reduction of over 25% from current rents and replaced some new energy efficient windows. This totals approximately \$530,850.96 per year or \$1,562,552.88 for the entire three (3) year/36 month term; and

WHEREAS, the primary purpose is to provide continuing operating space for the Board of Elections (“BOE”), Employment & Family Services (“EFS”) and Children &

Family Services ("CFS"). The County has leased space at this location for many years; and

WHEREAS, the funding for the lease will come from each of the three (3) agencies, proportioned to their use of space at the leased location as follows: (1) funding is through the BOE General Fund; (2) Public Assistance (State and Federal Grants); and (3) for CFS from General and Federal Funds; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of County departments, offices, and agencies.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** The County Council hereby approves the amendment to Contract No. CE0700407 with Halle Industrial Park, LLC for lease of storage and warehouse space for use by the Board of Elections, Employment & Family Services and Children & Family Services for the period 04/01/2007 – 03/31/2012 to extend the time period to 3/31/2015, to change the terms effective 4/12/2012; and for additional funds in the amount of \$1,562,552.88.

**SECTION 2.** That the County Executive is authorized to execute all documents required in connection with said amendment.

**SECTION 3.** It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of County departments, offices and agencies. Provided that this Resolution receives the affirmative vote of eight members elected to Council, this Resolution shall become immediately effective upon the signature of the County Executive.

**SECTION 4.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees that resulted such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President                      Date

\_\_\_\_\_  
County Executive                                      Date

\_\_\_\_\_  
Deputy Clerk of Council                      Date

First Reading/Referred to Committee: May 22, 2012  
Committee(s) Assigned: Capital Improvements & Facilities Ad Hoc

Journal CC006  
June 26, 2012

# County Council of Cuyahoga County, Ohio

## Resolution No. R2012-0105

<p>Sponsored by: <b>County Executive FitzGerald/Department of Public Works/Division of County Engineer</b></p>	<p><b>A Resolution</b> declaring that public convenience and welfare requires resurfacing of Solon Road from Maple Street to Solon North Corporation Line in the Villages of Bentleyville and Chagrin Falls; total estimated construction cost \$1,500,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and authorizing the County Executive to enter into agreements of cooperation with said municipalities in connection with said project.</p>
--	--

WHEREAS, the County Executive FitzGerald/Department of Public Works/ Division of County Engineer has declared that public convenience and welfare requires resurfacing of Solon Road from Maple Street to Solon north corporation line in the Villages of Bentleyville and Chagrin Falls; and

WHEREAS, the anticipated construction cost for the resurfacing is \$1,500,000.00; and

WHEREAS, that special assessments are not to be levied nor collected to pay for any part of the County's costs of this improvement; and

WHEREAS, this projects will be funded 100% with the County's Road and Bridge Fund; and

WHEREAS, the primary goal of this project is to properly maintain the County's infrastructure for which the County is responsible; and

WHEREAS, the location of the project is Solon Road from Maple Street to Solon north corporation line in the Villages of Bentleyville and Chagrin Falls, Council District 6; and

WHEREAS, the anticipated start date for construction of this project is 2013.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** That the County Council hereby finds that public convenience and welfare requires the resurfacing of Solon Road from Maple Street to Solon north corporation line in the Villages of Bentleyville and Chagrin Falls.

**SECTION 2.** That special assessments are not to be levied nor collected to pay any part of the County's cost of this improvement.

**SECTION 3.** That the County Executive is hereby authorized to enter into and execute the necessary agreements of cooperation with the above named city where the road is located.

**SECTION 4.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: June 12, 2012  
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC006  
June 26, 2012



# County Council of Cuyahoga County, Ohio

## Resolution No. R2012-0106

<p>Sponsored by: <b>County Executive FitzGerald/Department of Public Works/Division of County Engineer</b></p>	<p><b>A Resolution</b> declaring that public convenience and welfare requires reconstruction of Pleasant Valley Road from Brecksville Road to Kichler Lighting Drive in the City of Independence; total estimated construction cost \$2,614,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project.</p>
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WHEREAS, the County Executive FitzGerald/Department of Public Works/Division of County Engineer has declared that public convenience and welfare requires the reconstruction of Pleasant Valley Road from Brecksville Road to Kichler Lighting Drive in the City of Independence; and

WHEREAS, the anticipated construction cost for the resurfacing is \$2,614,000.00; and

WHEREAS, that special assessments are not to be levied nor collected to pay for any part of the County's costs of this improvement; and

WHEREAS, this project will be paid for as follows: a) \$1,751,000.00 with Ohio Public works Commission Grant and (b) \$863,000.00 from the County Road and Bridge Fund; and

WHEREAS, the primary goal of this project is to properly maintain the County's infrastructure for which the County is responsible; and

WHEREAS, the location of the project is Pleasant Valley Road from Brecksville Road to Kichler Lighting Drive in the City of Independence, Council District 6; and

WHEREAS, the anticipated start date for construction of this project is 2013.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** That the County Council hereby finds that public convenience and welfare requires the reconstruction of Pleasant Valley Road from Brecksville Road to Kichler Lighting Drive in the City of Independence.

**SECTION 2.** That special assessments are not to be levied nor collected to pay any part of the County's cost of this improvement.

**SECTION 3.** That the County Executive is hereby authorized to enter into and execute the necessary agreement of cooperation with the above named city where the road is located.

**SECTION 4.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: June 12, 2012  
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC006  
June 26, 2012

# County Council of Cuyahoga County, Ohio

## Resolution No. R2012-0109

Sponsored by: **County Executive FitzGerald/Department of Public Works/ Division of County Engineer and Councilmember Germana**

**A Resolution** establishing County Sewer District No. 3A, located in the City of Shaker Heights, in accordance with Ohio Revised Code Sections 6117.01 and 6117.03, effective 7/1/2012; authorizing a revenue generating agreement with said municipality for maintenance of storm sewerage systems located in said sewer district for the period 7/1/2012 - 12/31/2012; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

WHEREAS, the County Executive/Department of Public Works/Division of County Engineer recommends the establishment of Cuyahoga County Sewer District No. 3A, located in the City of Shaker Heights, in accordance with Ohio Revised Code Sections 6117.01 and 6117.03, effective 7/1/2012; and,

WHEREAS, the City of Shaker Heights owns and operates certain sanitary and storm sewers, catch basins, manholes, culverts and storm water detention and retention basins located in the public right-of-way and in or along easements and any future improvements; and,

WHEREAS, the City of Shaker Heights desires to retain Cuyahoga County to perform certain services in the City of Shaker Heights to aid with the sanitary and storm sewer maintenance program as part of Cuyahoga County Sewer District No. 3A; and,

WHEREAS, in satisfaction of Ohio Revised Code Section 6117.03, on May 29, 2012, the Shaker Heights City Council enacted Ordinance No. 12-57 authorizing the City of Shaker Heights to retain the Cuyahoga County Department of Public Works to perform certain services relative to the city's sanitary and storm water sewers as part of Cuyahoga County Sewer District No. 3A in advance of the city's sanitary and storm sewer maintenance program; and,

WHEREAS, pursuant to the above establishment and authorization by Shaker Heights City Council, the County Executive/Department of Public Works/Division of County Engineer recommends the approval of a revenue generating Agreement with City of Shaker Heights for sanitary and storm sewer maintenance and repair services located in Sewer District No. 3A for the period 7/1/2012 – 12/31/2012; and,

WHEREAS, pursuant to ORC 307.15, a county may contract with any municipal corporation to render any service, on behalf of the municipal corporation; and,

WHEREAS, Cuyahoga County has agreed to provide sanitary and storm sewer maintenance and repair services for the City of Shaker Heights; and,

WHEREAS, the term of the proposed agreement is for the period 7/1/2012 – 12/31/2012 with options to renew for additional one-year terms commencing every January 1; and,

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical sewer maintenance and repair services can be provided by Cuyahoga County for the City of Shaker Heights' sewer system.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF CONTROL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** Pursuant to Ohio Revised Code 6117.01 and 6117.03, the Cuyahoga County Council hereby establishes County Sewer District No. 3A, located in the City of Shaker Heights.

**SECTION 2.** The Cuyahoga County Council hereby approves the revenue generating Agreement with City of Shaker Heights for sanitary and storm sewer maintenance and repair services for the period 7/1/2012 – 12/31/2012, automatically renewable for additional twelve (12) month calendar year terms thereafter.

**SECTION 3.** The County Executive is hereby authorized to execute the agreement, and all documents consistent with this Resolution.

**SECTION 4.** It is necessary that this Resolution become immediately effective in order that critical sewer maintenance and repair services can be provided by Cuyahoga County for the City of Shaker Heights' sewer system. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

**SECTION 5.** It is found and determined that all formal actions of this Board relating to the adoption of this Resolution were adopted in an open meeting of the Board of Control, and that all deliberations of this Board that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: June 12, 2012

Committee(s) Assigned: Public Works, Procurement & Contracting

Additional Sponsorship Requested: June 21, 2012

Journal CC006

June 26, 2012

# County Council of Cuyahoga County, Ohio

## Resolution No. R2012-0110

<b>Sponsored by: County Executive FitzGerald/Department of Public Works</b>	<b>A Resolution</b> making a revenue generating award on RQ22467 to AVI Foodsystems, Inc. for food service operations at the Cuyahoga County Justice Center Cafeteria for the period 7/1/2012 - 6/30/2017; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive FitzGerald/Department of Public Works has recommended an award on RQ22467 to AVI Foodsystems, Inc. for a revenue generating agreement for food service operations at the Justice Center Cafeteria for the period 7/01/2012 – 6/30/2017; and

WHEREAS, the bids were received on April 09, 2012 and the Small Business Enterprise (SBE) goal was waived; and

WHEREAS, there were eleven (11) bid proposals mailed out from OPD and one (1) bid proposal was submitted for review and an award recommendation was made to the highest qualified bidder; and

WHEREAS, the County tabulated the extension of the unit bid prices submitted by the bidder, verified the accuracy of the total amounts, and determined AVI Foodsystems, Inc. was the only qualified bidder; and

WHEREAS, this is a revenue generating agreement where the vendor submits a check to the County every month; and

WHEREAS, the County will receive nineteen (19%) from the vending sales gross receipts, and eleven (11%) from the dining sales gross receipts; and

WHEREAS, the primary goal of this award is to continue with a profitable operation and satisfied customers; and

WHEREAS, the location of this project is the Justice Center, 1200 Ontario Avenue, Cleveland, Ohio 44113; and

WHEREAS, AVI Foodsystems, Inc. is located at 2590 Elm Road NE, Warren, Ohio 44483 and the owner is Bill Safford.

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of County departments, offices and agencies.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** That the County Council hereby approves the County Executive's recommendation and authorizes an award on RQ22467 to AVI Foodsystems, Inc. for a revenue generating agreement for food service operations at the Justice Center Cafeteria for the period 7/01/2012 – 6/30/2017.

**SECTION 2.** This is a revenue generating agreement where the vendor submits a check to the County each month. The County will receive nineteen (19%) from the vending sales gross receipts, and eleven (11%) from the dining sales gross receipts.

**SECTION 3.** That the County Executive is authorized to execute all documents consistent with this award and Resolution.

**SECTION 4.** It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of the County departments, offices and agencies. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become effective immediately effective upon the signature of the County Executive.

**SECTION 5.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees that resulted such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: June 12, 2012  
Committee(s) Assigned: Finance & Budgeting

Journal CC006  
June 26, 2012



# County Council of Cuyahoga County, Ohio

## Resolution No. R2012-0111

Sponsored by: <b>County Executive FitzGerald/Department of Public Works</b>	<b>A Resolution</b> making a revenue generating award on RQ22321 to DLAJ, Inc. for coffee and limited beverage and food service operations at the Justice Center Galleria for the period 7/1/2012 - 6/30/2017; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive FitzGerald/Department of Public Works has recommended an award on RFP #22321 for a revenue generating agreement with DLAJ, Inc. for coffee and limited beverage and food service operations at the Justice Center Galleria for the period 7/01/2012 – 6/30/2017; and

WHEREAS, the bids were received on April 09, 2012, with Small Business Enterprise (SBE) goal of fifteen (15%) percent; and

WHEREAS, there were nine (9) bid proposals mailed out from OPD and one (1) bid proposal was submitted for review and an award recommendation was made to the qualified bidder; and

WHEREAS, the County tabulated the extension of the unit bid prices submitted by the bidder, verified the accuracy of the total amounts, and determined DLAJ, Inc. was the only qualified bidder; and

WHEREAS, this is a revenue generating agreement where the vendor submits a check to the County every month; and

WHEREAS, the County will receive twenty-five (25%) from the gross sales receipts; and

WHEREAS, the project is located at the Justice Center, 1200 Ontario Avenue, Cleveland, Ohio 44113; and

WHEREAS, the primary goal of this award is to continue with a profitable operation and satisfied customers, and

WHEREAS, DLAJ, Inc., dba Paradiso Café is located at 12823 Kingston Way, North Royalton, Ohio 44133 and the owner is Rhoda Lou.

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of County departments, offices and agencies.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** That the County Council hereby approves the County Executive's recommendation and authorizes an award on RFP #22321 for a revenue generating agreement with DLAJ, Inc. for the coffee and limited beverage, and food service operations at the Justice Center Galleria for the period 7/01/2012 – 6/30/2017

**SECTION 2.** This is a revenue generating agreement where the vendor submits a check to the County every month; and the County will receive twenty-five (25%) from the gross sales receipts.

**SECTION 3.** The County Council hereby approves the revenue generating agreement with DLAJ, Inc., for the period 7/1/2012 – 6/30/2017; and authorizes the County Executive to execute all documents consistent with this award and Resolution.

**SECTION 4.** It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of the County departments, offices and agencies. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become effective immediately effective upon the signature of the County Executive.

**SECTION 5.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees that resulted such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: June 12, 2012  
Committee(s) Assigned: Finance & Budgeting

Journal CC006  
June 26, 2012

# County Council of Cuyahoga County, Ohio

## Resolution No. R2012-0114

Sponsored by: <b>County Executive FitzGerald/Information Services Center</b>	<b>A Resolution</b> making awards on RQ23233 to various providers for SAP Human Capital Management professional services; authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive FitzGerald/Department of Public Works/ Division of County Engineer has recommended an award on RQ23233 for consultant services for SAP Human Capital Management professional support services for the following:

- 1) Sage Group Consulting Inc. in the amount not-to-exceed \$890,000.00 for the period 7/2/2012 – 7/1/2014
- 2) Unify Solutions Inc. in the amount not-to-exceed \$110,000.00 for the period 7/2/2012 – 7/1/2013; and,

WHEREAS, the authority to advertise for bids was approved through Deputy Chief Approval No. D2012-32; and,

WHEREAS, the procurement method was closed on March 8, 2012; and there is a 20% SBE participation requirement; and,

WHEREAS, the SAP consultants would provide a continuity of technical support and services for Cuyahoga County Human Resources; and,

WHEREAS, the funding for this project is 100% from the Department of Human Resources; and,

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of County departments, offices, and agencies.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** The County Council hereby approves the County Executive's recommendation and authorizes awards on RQ23233 for consultant services for SAP Human Capital Management professional support services for the following:

- 1) Sage Group Consulting Inc. in the amount not-to-exceed \$890,000.00 for the period 7/2/2012 – 7/1/2014.
- 2) Unify Solutions Inc. in the amount not-to-exceed \$110,000.00 for the period 7/2/2012 – 7/1/2013.

**SECTION 2.** The County Executive is authorized to execute contracts and all documents consistent with said awards and this Resolution.

**SECTION 3.** It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of County departments, offices and agencies. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

**SECTION 4.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees that resulted such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: June 12, 2012  
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal CC006  
June 26, 2012

# County Council of Cuyahoga County, Ohio

## Resolution No. R2012-0116

Sponsored by: <b>County Executive FitzGerald/Fiscal Officer/Office of Budget &amp; Management</b>	<b>A Resolution</b> adopting the Annual Tax Budget, including the Cuyahoga County Library Budget, for the year 2013; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, O.R.C. 5705.28(A)(2) requires that Council, as the taxing authority of Cuyahoga County, adopt a tax budget for the next succeeding fiscal year on or before the fifteenth day of July; and,

WHEREAS, the purpose of the Tax Budget is to demonstrate the need for property taxes levied by the County and to establish the next succeeding fiscal year's revenue estimates; and,

WHEREAS, the Tax Budget establishes tax rates and provides the basis for the Official Certificate of Estimated Resources, the legal document that establishes the legal limitations within which the County must abide when setting appropriations; and,

WHEREAS, the Office of Budget and Management has submitted and recommended approval of the Annual County Tax Budget, including the Cuyahoga County Library Tax Budget, for the year 2013; and,

WHEREAS, the County Operating Tax Budget for 2013 is ~~\$1,453,391,906.00~~ **\$1,496,613,017.00**, and the County Library Tax Budget for 2013 is \$64,000,000.00 and,

WHEREAS, after due consideration of the Tax Budget, it is deemed advisable by the Council of Cuyahoga County to adopt said County Tax Budget, including the Cuyahoga County Library Tax Budget, for the year 2013.

### **NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** The year 2013 Annual Tax Budget for the County of Cuyahoga, including Cuyahoga County Library Tax Budget, as prepared in accordance with O.R.C. 5705.28, is hereby approved.

**SECTION 2.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that

resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

**SECTION 3.** It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of the County. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President                      Date

\_\_\_\_\_  
County Executive                                      Date

\_\_\_\_\_  
Clerk of Council                                      Date

First Reading/Referred to Committee: June 12, 2012  
Committee(s) Assigned: Finance & Budgeting

Journal CC006  
June 26, 2012

# County Council of Cuyahoga County, Ohio

## Resolution No. R2012-0117

<b>Sponsored by: County Executive FitzGerald on behalf of Juvenile Court</b>	<b>A Resolution</b> making awards on RQ22544 to various providers for the Staff Secure Shelter Program and Placement Planning Day Report services for various time periods; authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Juvenile Court has recommended awards on RQ22544 with various providers for the Staff Secure Shelter Program and Placement Planning Day Report services as follows:

- a) Carrington Youth Academy LLC in the amount not-to-exceed \$1,618,852.00 for the time period of 3/1/2012 - 2/28/2014
- b) The Cleveland Christian Home in the amount not-to-exceed \$534,000.00 for the time period of 3/1/2012 - 2/28/2014
- c) Applewood Centers, Inc. in the amount not-to-exceed \$100,000.00 for the time period of 6/1/2012 – 5/31/2014; and,

WHEREAS, the authority to seek proposals was determined by Contracts & Purchasing Board Approval No. CPB2012-76; and,

WHEREAS, the primary goal of the program is to provide staff secure shelter care and a day report center for Court-involved youth as an alternative to secure detention; and,

WHEREAS, the procurement method for this award recommendation was to conduct an RFP through RQ22544; the total value of the RFP on an annual basis is \$2,252,852.00; and,

WHEREAS, the RFP was closed on February 28, 2012 and there were three proposals pulled from the Office of Procurement and Diversity and submitted for review, which are the three proposals approved for services; and,

WHEREAS, the project is funded by Title IV E federal revenue funds, Health & Human Services funds, and state RECLAIM funds; and,



WHEREAS, it is necessary that this Resolution become immediately effective because the project's terms has already began, and in order to ensure that critical services provided by Cuyahoga County can continue.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** The Cuyahoga County Council hereby approves the County Executive's recommendation and authorizes awards on RQ22544 with various providers for the Staff Secure Shelter Program and Placement Planning Day Report services as follows:

- a) Carrington Youth Academy LLC in the amount not-to-exceed \$1,618,852.00 for the time period of 3/1/2012 - 2/28/2014
- b) The Cleveland Christian Home in the amount not-to-exceed \$534,000.00 for the time period of 3/1/2012 - 2/28/2014
- c) Applewood Centers, Inc. in the amount not-to-exceed \$100,000.00 for the time period of 6/1/2012 – 5/31/2014.

**SECTION 2.** The County Executive is hereby authorized to execute the award and all other documents consistent with this Resolution.

**SECTION 3.** It is necessary that this Resolution become immediately effective because the project's term has already began. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective up the signature of the County Executive.

**SECTION 4.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: June 12, 2012

Committee(s) Assigned: Justice Affairs

Journal CC006

June 26, 2012

# County Council of Cuyahoga County, Ohio

## Resolution No. R2012-0118

<b>Sponsored by: County Executive FitzGerald/ Department of Health and Human Services/Division of Children and Family Services</b>	<b>A Resolution</b> authorizing amendments to contracts with various providers for placement services for the period 10/1/2011 - 6/30/2012 for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Health and Human Services/ Division of Children and Family Services requests authorization of amendments to contracts with various providers for placement services for the period 10/1/2011 - 6/30/2012 for additional funds for the following:

- a) Contract No. CE1100618-01 with Beech Brook in the amount in the amount of \$280,000.00
- b) Contract No. CE1100619-01 with BHC Belmont Pines Hospital, Inc. in the amount of \$300,000.00
- c) Contract No. CE1100630-01 with The Cleveland Christian Home Incorporated in the amount of \$404,000.00; and,

WHEREAS, the amendments are for placement services which include foster care, residential care, independent living, group homes, shelter care and/or day treatment; and,

WHEREAS, funding is provided 100% by the Health and Human Services Levy; and,

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of County departments, offices, and agencies.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** The County Council hereby approves the amendments to contracts with various providers for placement services for the period 10/1/2011 - 6/30/2012 for additional funds for the following:

a) Contract No. CE1100618-01 with Beech Brook in the amount of \$280,000.00

b) Contract No. CE1100619-01 with BHC Belmont Pines Hospital, Inc. in the amount of \$300,000.00

c) Contract No. CE1100630-01 with The Cleveland Christian Home Incorporated in the amount of \$404,000.00.

**SECTION 2.** That the County Executive is authorized to execute all documents required in connection with said amendments.

**SECTION 3.** It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of County departments, offices and agencies. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

**SECTION 4.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees that resulted such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: June 12, 2012  
Committee(s) Assigned: Health, Human Services & Aging

Journal CC006  
June 26, 2012

# County Council of Cuyahoga County, Ohio

## Resolution No. R2012-0119

<b>Sponsored by: County Executive FitzGerald/Fiscal Officer/Office of Budget &amp; Management on behalf of Veterans Service Commission</b>	<b>A Resolution</b> authorizing and directing the Cuyahoga County Fiscal Officer to make the necessary levy pursuant to Ohio Revised Code Section 5901.11, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, ORC §5901.11 states that on or before the last Monday in May in each year, the veterans service commission shall meet and determine in an itemized manner the probable amount necessary for the aid and financial assistance of persons entitled to such aid and assistance and for the operation of the veterans service office for the ensuing year; and,

WHEREAS, ORC §5901.11 further provides that after determining the probable amount necessary for such purposes, the veterans service commission shall prepare and submit a budget in the manner specified in division (C) of section 5705.28 of the Revised Code to the County, which may review the proposed budget and shall appropriate funds to the commission; and,

WHEREAS, on or about May 22, 2012, the Cuyahoga County Veterans Service Commission submitted its 2013 legal budget (attached hereto as Exhibit "A") as approved by the Veterans Service Commission in an open meeting on May 16, 2012; and,

WHEREAS, ORC §5901.11 states that the County Council, at its June session, shall make the necessary levy, not to exceed five-tenths of a mill per dollar on the assessed value of the property of the county, to raise the amount that the Council approves;

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a county department.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** County Council hereby authorizes and directs the Cuyahoga County Fiscal Officer to make the necessary levy pursuant to ORC §5901.11, not to exceed five-tenths of a mill per dollar on the assessed value of the property of the County.

**SECTION 2.** It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of the County. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

**SECTION 3.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President                      Date

\_\_\_\_\_  
County Executive                                      Date

\_\_\_\_\_  
Deputy Clerk of Council                      Date

First Reading/Referred to Committee: June 12, 2012  
Committee(s) Assigned: Finance & Budgeting Committee

Journal CC006  
June 26, 2012

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2012-0016

Sponsored by: <b>County Executive FitzGerald on behalf of Human Resource Commission</b>	<b>An Ordinance</b> providing for adoption of various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Section 9.01 of the Charter of Cuyahoga County states that the County's human resources policies and systems shall be established by ordinance and shall be administered in such a manner as will eliminate unnecessary expense and duplication of effort, while ensuring that persons will be employed in the public service without discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, disability, age or ancestry; and,

WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Human Resource Commission shall administer a clear, countywide classification and salary administration system for technical, specialist, administrative and clerical functions with a limited number of broad pay ranges within each classification; and,

WHEREAS, Section 2.10 of the Cuyahoga County Personnel Policies and Procedures Manual (Ordinances No. O2011-0015 and O2011-0028) states that the employment of all classified County employees is subject to the provisions of the Ohio Revised Code, the Ohio Administrative Code, the Cuyahoga County Administrative Rules and the Policies and Procedures Manual; and,

WHEREAS, the Director of Human Resources submitted several proposed changes to the Cuyahoga County Non-Bargaining Classification Plan to the Human Resource Commission; and,

WHEREAS, the Human Resource Commission held several public meetings on this matter and has undergone significant review, evaluation and modification of such submitted changes to the Cuyahoga County Non-Bargaining Classification Plan; and,

WHEREAS, on May 2, 2012, the Human Resource Commission met for their final review of the classification changes (attached hereto as Exhibits A through II), and recommend to County Council the formal adoption and implementation of the attached changes; and,

WHEREAS, on June 20, 2012, the classification changes of Fleet Services Manager and Fleet Services Supervisor (attached hereto as Exhibits JJ and KK) will be considered for approval by the Human Resource Commission, and recommended to County Council for formal adoption and implementation; and,



WHEREAS, it is necessary that this Ordinance become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County agency.

**NOW, THEREFORE, BE IT ENACTED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** Council hereby adopts the following changes to the Cuyahoga County Non-Bargaining Classification Plan:

New Classifications:

- |            |              |  |
|------------|--------------|--|
| Exhibit A: | Class Title: | <i>Area Construction Engineer</i>              |
|            | Number:      | 1063516  |
|            | Pay Grade:   | 16   |
| Exhibit B: | Class Title: | <i>Assistant Maintenance Superintendent</i>    |
|            | Number:      | 1042511  |
|            | Pay Grade:   | 12   |
| Exhibit C: | Class Title: | <i>Assistant Maintenance Supervisor</i>        |
|            | Number:      | 1042513  |
|            | Pay Grade:   | 7  |
| Exhibit D: | Class Title: | <i>Bridge Inspector</i>                        |
|            | Number:      | 1062111  |
|            | Pay Grade:   | 4  |
| Exhibit E: | Class Title: | <i>C.A.D. Technician 1</i>                     |
|            | Number:      | 1061122  |
|            | Pay Grade:   | 5  |
| Exhibit F: | Class Title: | <i>C.A.D. Technician Assistant</i>             |
|            | Number:      | 10691121                                       |
|            | Pay Grade:   | 4  |
| Exhibit G: | Class Title: | <i>Capital Plan Construction Administrator</i> |
|            | Number:      | 1042191  |
|            | Pay Grade:   | 15   |
| Exhibit H: | Class Title: | <i>Chief Section Engineer</i>                  |
|            | Number:      | 1063517  |
|            | Pay Grade:   | 17   |
| Exhibit I: | Class Title: | <i>Chief Surveyor</i>                          |
|            | Number:      | 1063613  |
|            | Pay Grade:   | 17   |

Exhibit J: Class Title: *Construction Contract Coordinator*  
Number: 1045112  
Pay Grade: 7

Exhibit K: Class Title: *Construction Supervisor*  
Number: 1045113  
Pay Grade: 8

Exhibit L: Class Title: *Construction Technician*  
Number: 1045111  
Pay Grade: 4

Exhibit M: Class Title: *Engineer 1*  
Number: 1063512  
Pay Grade: 8

Exhibit N: Class Title: *Engineer 2*  
Number: 1063513  
Pay Grade: 10

Exhibit O: Class Title: *Engineer 3*  
Number: 1063514  
Pay Grade: 14

Exhibit P: Class Title: *Engineer 4*  
Number: 1063515  
Pay Grade: 15

Exhibit Q: Class Title: *Engineering Map Supervisor*  
Number: 1063711  
Pay Grade: 12

Exhibit R: Class Title: *Engineering Technician*  
Number: 1063511  
Pay Grade: 7

Exhibit S: Class Title: *Facilities Maintenance Administrator*  
Number: 1042151  
Pay Grade: 15

Exhibit T: Class Title: *Legal Clerk 1*  
Number: 1013411  
Pay Grade: 2

Exhibit U: Class Title: *Legal Clerk 2*  
Number: 1013412  
Pay Grade: 3

Exhibit V: Class Title: *Legal Clerk 3*  
Number: 1013413  
Pay Grade: 4

Exhibit W: Class Title: *Licensed Land Surveyor*  
Number: 1063612  
Pay Grade: 9

Exhibit X: Class Title: *Maintenance Superintendent*  
Number: 1042514  
Pay Grade: 15

Exhibit Y: Class Title: *Maintenance Supervisor*  
Number: 1042512  
Pay Grade: 10

Exhibit Z: Class Title: *Prevailing Wage Coordinator*  
Number: 1052511  
Pay Grade: 6

Exhibit AA: Class Title: *Project Inspector*  
Number: 1065511  
Pay Grade: 7

Exhibit BB: Class Title: *Project Manager*  
Number: 1065512  
Pay Grade: 11

Exhibit CC: Class Title: *Senior Bridge Inspector*  
Number: 1062112  
Pay Grade: 8

Exhibit DD: Class Title: *Senior Business Services Manager*  
Number: 1052323  
Pay Grade: 17

Exhibit EE: Class Title: *Senior Project Manager*  
Number: 1065513  
Pay Grade: 14

Exhibit FF: Class Title: *Sign Shop Supervisor*  
Number: 1042611  
Pay Grade: 9

Exhibit GG: Class Title: *Survey Party Chief*  
Number: 1063613

Pay Grade: 6

Exhibit HH: Class Title: *Survey Technician*  
Number: 1063611  
Pay Grade: 3

Exhibit II: Class Title: *Vehicle Electronics Technician*  
Number: 1041111  
Pay Grade: 5

Exhibit JJ: Class Title: Fleet Services Supervisor  
Number: 1041113  
Pay Grade: 11

Exhibit KK: Class Title: Fleet Services Manager  
Number: 1041114  
Pay Grade: 13

**SECTION 2.** It is necessary that this Ordinance become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of a County agency. Provided that this Ordinance receives the affirmative vote of eight members of Council, this Ordinance shall become immediately effective upon the signature of the County Executive.

**SECTION 3.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: June 12, 2012  
Committee(s) Assigned: Human Resources, Appointments & Equity

Second Reading: June 26, 2012

Journal \_\_\_\_\_  
\_\_\_\_\_, 2012

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Area Construction Engineer	<b>Class Number:</b>	1063516
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	16
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of the classification is to interpret, organize, execute, and coordinate assignments in the Construction Division; to staff and oversee construction projects.

## Distinguishing Characteristics

This is a professional journey level classification, responsible for defining scope of work, identifying problem areas for investigation and developing concepts and approaches for problem solving. This class is distinguished from a Chief Section Engineer that is responsible for oversight of a Construction unit in the Construction Division of the Public Works Office.

## Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 30% +/- 10%
  - Plans and coordinates tasks on construction projects with a variety of agencies in order to minimize disruption to the public and to maintain the requirements of the projects; conducts progress meetings with utilities, local municipalities, County department staff and the contractor; conducts inspections and documents outstanding items; certifies project completion and compliance with specifications.
- 30% +/- 10%
  - Maintains contact with engineers and officials of organizations and contracting companies with responsibility for acting independently on technical matters pertaining to construction activities of the department; reviews and approves contract supplement requests; conducts meetings to coordinate projects.
- 20% +/- 10%
  - Oversees field activities, working closely with Construction Engineers/Supervisors in maintaining consistent quality requirements for all construction projects; provides engineering and technical support; acts as an information source for departmental activities.
- 20% +/- 10%
  - Assumes duties of the Chief Section Engineer in their absence; attends and participates in professional group meetings, conferences, seminars and training; stays abreast of new trends and innovations in the field; takes and distributes meeting minutes.

## Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Civil Engineering with a minimum of nine (9) years civil engineering experience in highway and/or bridge work.

## Additional Requirements

## **Area Construction Engineer**

Requires registration as a Professional Engineer with the State of Ohio.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment, engineer's scales and measuring tools.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

#### **Mathematical Ability**

- Ability to perform mathematical operations involving college level algebra, geometry and calculus.

#### **Language Ability & Interpersonal Communication**

- Ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.
- Ability to comprehend contractor submittals, letters, updates, inspector reports, test reports, complaints, estimates, specifications and progress photographs.
- Ability to comprehend a variety of reference books and manuals including specifications, drawings, construction manuals, estimates, publications, and OSHA standards.
- Ability to prepare project letters, approvals, submittal logs, meeting minutes, productivity graphs, performance appraisals, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department
- Ability to use and interpret engineering, construction, legal and accounting terminology and language.

**Area Construction Engineer**

- Ability to communicate with staff, clients, contractors, residents, engineers, and departmental employees and administrators.

**Environmental Adaptability**

- Work is typically performed both in an office environment and in the field, subject to dust, noise, machinery and weather.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Assistant Maintenance Superintendent	<b>Class Number:</b>	1042511
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12
<b>Dept:</b>	Public Works		

### Classification Function

The purpose of this classification is to assist in administering and coordinating the operations of the Maintenance Department of the Public Works Engineer's Office; to provide support to a Maintenance Superintendent.

### Distinguishing Characteristics

This is a assistant manager classification with responsibility for supporting the Maintenance Superintendent in planning and directing the Maintenance section of the Public Works Engineer Office, under direction. This class provides support in solving operational, technical, and management problems related to maintenance. The employee participates in discussion of plans, projects, and objectives, and in presenting solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and in ensuring that assigned activities are completed in a timely and efficient manner.

### Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 25% +/- 10%
- Assists in the administration of the operations of the Maintenance department; coordinates work operations with administration, contractors and the public; oversees the maintenance of and capital improvements to all Public Works Buildings.
  
- 25% +/- 10%
- Supervises the assigned maintenance area; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; answers staff questions and provides information and conflict resolution as appropriate
  
- 20% +/- 10%
- Ensures efficiency of snow and ice removal operations for the Public Works; inspects bridges and roadways to assess maintenance and repair needed; reviews daily reports; inspects equipment for proper operation and upkeep.
  
- 20% +/- 5%
- Assists in evaluating, reviewing and recommending the section budget for disbursements of materials, parts, supplies, equipment and tools; reviews daily work distribution, reports, labor and materials costs and work done; approves payroll and all departmental purchases and establishes costs of work needed.
  
- 10% +/- 5%
- Reviews and responds to citizen requests and complaints; investigates all grievances within the department; plans, coordinates and attends meetings and demonstrations.

### Minimum Training and Experience Required to Perform Essential Job Functions

## **Assistant Maintenance Superintendent**

Associate's degree or equivalent technical training in the trades or construction fields with six (6) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

### **Additional Requirements**

Requires a driver's license in the State of Ohio.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to operate a variety of maintenance equipment including snoopers, lifts, survey instruments, metal detector, safety equipment, computers and peripheral equipment.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

#### **Mathematical Ability**

- Ability to understand and apply basic mathematics and algebra and geometry.

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including forms, plans, maps, legal descriptions, fiscal reports, payroll sheets, grievances, bridge drawings, highway drawings, certifications, contracts, and reports.
- Ability to comprehend a variety of reference books and manuals including departmental and County personnel policy manual, O.D.O.T. manuals, reference manuals, trade publications, specifications, union contracts, standards, guidelines, and codes.
- Ability to prepare performance appraisals, correspondence, agreements, contracts, plans, project estimates, charts, accident reports and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to work with others to coordinate the programs and/or resolve typical problems associated with the responsibilities of the job.

## **Assistant Maintenance Superintendent**

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret maintenance, construction and engineering terminology and language.
- Ability to communicate with consultants, departmental employees, supervisor, and administrators.

## **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Assistant Maintenance Supervisor	<b>Class Number:</b>	1042513
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	7
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to oversee and participate in operations at a specific Public Works Maintenance Facility, to include maintenance of County roadways and bridges within Townships, and direct general facility procedures.

## Distinguishing Characteristics

This is a technical, assistant supervisor classification. This class requires exercise of judgment and consults with a supervisor as new or unusual situations arise. The employee ensures that work is performed effectively and efficiently and according to OSHA safety requirements. This class is distinguished from the Maintenance Supervisor that is responsible for first-line supervision of a maintenance facility.

## Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 60% +/- 20%  
• Assigns, supervises, and works with a crew of construction personnel engaged in bridge, road, and facility construction, maintenance, and repair, which may require climbing on steel beams, girders, concrete arches, and related bridge structures or while working from scaffolding and personnel conveyance devices, such as a snoopers, spider, manlift or similar equipment assists in maintaining discipline of employees and maintaining accountability.
- 20% +/- 10%  
• Estimates, plans and organizes the materials, tools and equipment necessary to perform an assignment; documents all materials, labor and vehicles at the facility and on projects; completes or reviews reports.
- 20% +/- 10%  
• Inspects projects in advance and advises supervisor of requirements of personnel, materials and equipment; assists in snow and ice operation, as needed.

## Experience Required to Perform Essential Job Functions

High school diploma supplemented with vocational training with two (2) years of experience assigning, supervising, and working with a crew of construction/maintenance personnel; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

## Additional Requirements

Required to have a driver's license with the State of Ohio.

## Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

### Physical Requirements

Ability to operate automated office machines including computers and peripheral equipment. Ability to perform tasks while climbing on steel beams, girders, concrete arches, and related bridge structures or

## **Assistant Maintenance Supervisor**

while working from scaffolding and personnel conveyance devices, such as a snooper, spider, manlift or similar equipment.

### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.

### **Mathematical Ability**

- Ability to understand and apply addition, subtraction, multiplication, and division.

### **Language Ability & Interpersonal Communication**

- Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including plans, reports, invoices, work orders, preventative maintenance reports and historic plans of previous projects.
- Ability to comprehend a variety of reference books and manuals including OSHA rules and standards (including MSDS file) as they apply to personnel, equipment and vehicle safety, the Work Order Program
- Ability to prepare timesheets, maintenance reports, work orders, estimates and quotes, drawings and plans and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to serve as a lead worker, record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret basic engineering related terminology and language
- Ability to communicate with supervisor, maintenance staff, engineers, co-workers, and the general public.

### **Environmental Adaptability**

- Work is typically performed in the field subject to noise, traffic, dust, and traffic and in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Bridge Inspector	<b>Class Number:</b>	1062111
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	4
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of the classification is to assist higher-level Bridge Inspectors with the inspection of bridges and culverts and to assist in the maintenance of related bridge inventory, records and files.

## Distinguishing Characteristics

This is an entry level technical classification that works under direct supervision. The employees in this class work under a framework policies, procedures, regulations and codes. Employees are required to have basic knowledge of structural behavior and basic knowledge of modern engineering methods and techniques as applied to construction and maintenance of structures, records, evaluates and rates the conditions of the bridges as determined in the field.

## Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Visually inspects all components of bridges and culverts for deterioration, cracks and other defects; identifies all visible defects in the structure whether as a result of deterioration, construction practice or original design. 30% +/- 10%
- Completes various bridge inspection forms and reports; prepares various data lists to be used in the bridge management/inspection section. 30% +/- 10%
- Provides an information base for immediate action to limit use of or close to traffic, any structure which is revealed by inspection to be hazardous; recommends repairs for each inspected structure and enter data in computer. 20% +/- 5%
- Prepares maps, forms and sketches as required for the bridge inspections; prepares and details the construction plans necessary for the repair work to be done. 10% +/- 5%
- Maintains files and computer entries for information and drawings pertinent to bridge inspection; uses AutoCAD to draw sketches for recommended bridge reports. 10% +/- 5%

## Minimum Training and Experience Required to Perform Essential Job Functions

A high school diploma or GED with one (1) year of experience in bridge inspection; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

## Additional Requirements

No required licenses.

## **Bridge Inspector**

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to operate an inspection van, snoopers, man-lift, tracker, motor boat and various other structural inspection tools.

#### **Supervisory Responsibilities**

No supervisory responsibilities.

#### **Mathematical Ability**

- Ability to understand and apply addition, subtraction, multiplication, and division.

#### **Language Ability & Interpersonal Communication**

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend reports, forms, inventory sheets, drawings, sketches, and work orders.
- Ability to comprehend a variety of reference books and manuals including specifications, drawings, manuals, tables, codes and standards.
- Ability to prepare reports, sketches, drawings, permits, memos, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department
- Ability to use and interpret engineering terminology and language.
- Ability to communicate with contractors, engineers, other agencies, and departmental employees and administrators.

#### **Environmental Adaptability**

- Work is typically performed both in an office environment and in the field, subject to dust, noise, machinery and weather.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	C.A.D. Technician 1	<b>Class Number:</b>	1061122
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	5
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to update, prepare and maintain the tax maps and G.I.S parcel maps; to review legal descriptions, plats of surveys, maps of official records, annexations, vacations and dedications for incorporation/conversion into the Shared Land Base System.

## Distinguishing Characteristics

This is an entry level, technical classification that utilizes a computer aided drafting program to digitize and create hardcopies of documents and maps. This classification works under a framework of well-defined procedures. This class requires a limited exercise of judgment and consults with a supervisor as new or unusual situations arise. This class is distinguished from the Engineer Map Supervisor that oversees the work of this class and requires a higher level of education and experience.

## Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Updates, prepares and maintains the tax maps and G.I.S parcel maps; digitally captures data from various sources including C.A.D. design or drawing files, geocoded point data, field survey and hardcopy drawings using G.I.S software; prints out deeds for confirm legal descriptions and location of parcels. 40% +/- 10%
- Creates compiles and maintains geospatial datasets; draws plats into a microstation; measures acreage. 10% +/- 10%
- Performs standard database queries and special analysis; runs queries and expressions to update database; runs validations, checking for errors 20 +/- 10%

## Experience Required to Perform Essential Job Functions

High School diploma; some technical training in C.A.D. system software or a related field; two (2) years of drafting and/or computer experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

## Additional Requirements

No required licenses.

## Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

### Physical Requirements

- Ability to operate automated office machines including computers and peripheral equipment.



## C.A.D. Technician I

### **Supervisory Responsibilities**

No supervisory responsibilities.

### **Mathematical Ability**

- Ability to understand and apply addition, subtraction, multiplication, and division and basic algebra and geometry.

### **Language Ability & Interpersonal Communication**

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including plats, legal descriptions, and City ordinances.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, reference and computer manuals, aerial photos, plats and legal documents.
- Ability to prepare tax maps and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret basic engineering and land use related terminology and language
- Ability to communicate with supervisor, co-workers, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	C.A.D. Technician Assistant	<b>Class Number:</b>	10691121
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	4
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to perform clerical and tax map maintenance duties for the Tax Map unit in the Public Works Surveyor's Section.

## Distinguishing Characteristics

This is an entry level classification that performs some drafting duties and utilizes a computer aided drafting program to revise tax map books, and performs clerical work for the unit. This classification works under a framework of well-defined procedures. This class requires a limited exercise of judgment and consults with a supervisor as new or unusual situations arise. This class is distinguished from the C.A.D. Technician I that requires a higher level of experience using C.A.D. software and works with greater independence in performance of duties.

## Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Draws in revisions in the Fiscal Officer's tax map books with protractors, triangles, etc. and using basic C.A.D. software. 20% +/- 10%
- Performs daily deed transfers in Fiscal Officer's tax map books; receives, indexes and copies daily deed assignments. 10% +/- 10%
- Assists attorneys, title companies, surveyors, and the general public in the map room; performs research for the Land and Right-of-Way Divisions. 20% +/- 10%
- Performs a variety of clerical duties, including operating reproduction equipment, assembling and compiling data for reports, and delivering copies, prints and/or office supplies to front office 50% +/- 20%

## Experience Required to Perform Essential Job Functions

High school diploma supplemented with technical training in C.A.D. system software or a related field is desirable; one year of drafting and/or computer experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

## Additional Requirements

No required licenses.

## Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

### Physical Requirements

- Ability to operate automated office machines including computers and peripheral equipment.

## **C.A.D. Technician Assistant**

### **Supervisory Responsibilities**

No supervisory responsibilities.

### **Mathematical Ability**

- Ability to understand and apply addition, subtraction, multiplication, and division.

### **Language Ability & Interpersonal Communication**

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including plats, legal descriptions, and City ordinances.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, reference and computer manuals, plats and deeds.
- Ability to prepare copies, updates on tax maps and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret basic engineering and land use related terminology and language
- Ability to communicate with supervisor, co-workers, attorneys, title companies, surveyors, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Capital Plan Construction Administrator	<b>Class Number:</b>	1042191
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to plan, organize, manage, and administer construction projects for all County owned facilities.

## Distinguishing Characteristics

This is a senior management classification with responsibility for planning, managing and administering construction projects for all County owned facilities, under general direction. This class requires the analysis and solution of operational, technical, administrative and management problems related to capital projects. The employee is expected meet, consult and collaborate with the County Engineer to discuss plans, programs, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

## Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Coordinates future plan scoping; distributes job duties; determines project delivery method; reviews plans and specifications for constructability; assists in reviewing bids; prepares project estimates; prepares or administers staffing needs for facility construction group. 30% +/- 10%
- Supervises the assigned staff; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; answers staff questions and provides information and conflict resolution as appropriate. 25% +/- 10%
- Evaluates project progress and prioritizes work assignments; evaluates consultants for new projects; observes and inspects projects under construction; observes field conditions of proposed projects; review or approves contractors' pay adjustments; reviews and makes recommendations for project change orders; coordinates plan changes; assists contractors and consultants quality of workmanship; processes final payments and close out documentation; communicates contract milestones to County Executive staff and others; reviews contracts; reviews project claims. 30% +/- 5%
- Develops and recommends department policies and procedures; reviews all incoming and outgoing correspondence; drafts letters to respond to correspondence; responds to inquiries from other public agencies; serves on various committees; attends and conducts meetings. 15% +/- 5%

**Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in engineering, Master's degree preferred, with seven (7) years previous experience.

**Additional Requirements**

License as a professional engineer in the State of Ohio.

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions****Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment and various construction tools.

**Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

**Mathematical Ability**

- Ability to understand and apply college level algebra, geometry, calculus and statistics.

**Language Ability & Interpersonal Communication**

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including project plans and tasks, project schedules, project pay applications, change orders, timesheets, leave requests, reports, plans, project specifications, schedules, data and invoices.
- Ability to comprehend a variety of reference books and manuals including departmental and County personnel policy manual, design manuals, reference manuals, contracts, and codes.
- Ability to prepare performance appraisals, correspondence, agreements, contracts, plans, project budgets, policies and procedures, estimates, requests for proposal, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret engineering, construction management and budgetary terminology and language.
- Ability to communicate with staff, directors of other sections, consultants, attorneys, vendors, departmental employees, and administrators.

**Environmental Adaptability**

- Work is typically performed in an office environment and in the field.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Chief Section Engineer	<b>Class Number:</b>	1063517
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	17
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to plan, organize, manage, and control a section in the Public Works Engineer Office that may include Highway Design, Bridge Design, Bridge Inspection and Maintenance, Construction, or Transportation and Traffic Planning; to provide highly responsible administrative support to Chief Deputy Engineer.

## Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing and controlling a section of the Public Works Engineer Office, under general direction. This class requires the analysis and solution of operational, technical, administrative and management problems related to engineering. The employee is expected meet, consult and collaborate with the Chief Deputy Engineer to discuss plans, programs, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 40% +/- 10%
- Plans, organizes, directs, and controls assigned functions in compliance with State and local laws, regulations, and engineering requirements; in conjunction with the Chief Deputy Engineer, directs projects, programs, objectives, policies, procedures, and staffing plans; designs and approves plans; develops funding strategies for projects; advises County Engineer and Director on policy and project status.
- 25% +/- 10%
- Supervises the assigned section; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; answers staff questions and provides information and conflict resolution as appropriate
- 25% +/- 5%
- Evaluates project progress and prioritizes work assignments; evaluates consultants for new projects; observes and inspects field projects under construction; develops solutions to project problems; observes field conditions of proposed projects.
- 10% +/- 5%
- Reviews all incoming and outgoing correspondence; drafts letters to respond to correspondence; responds to inquiries from other public agencies; serves on various committees; attends and conducts meetings.

**Minimum Training and Experience Required to Perform Essential Job Functions**

A Bachelor's Degree in engineering or a related field desirable with eight (8) years previous experience, including one year of supervisory experience.

**Additional Requirements**

License as a professional engineer with the State of Ohio.

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

**Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

**Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

**Mathematical Ability**

- Ability to understand and apply college level algebra, geometry, calculus and statistics.

**Language Ability & Interpersonal Communication**

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including project plans, project work schedules, timesheets, leave requests, various functional reports, legislative agreements, data and invoices.
- Ability to comprehend a variety of reference books and manuals including engineer design manuals, departmental and County personnel policy manual, reference manuals, Ohio Revised Code, contracts, and codes.
- Ability to prepare memos, performance appraisals, correspondence, agreements, contracts, plans, estimates, requests for proposal, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.



## **Chief Section Engineer**

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret engineering, legal, construction and accounting terminology and language.
- Ability to communicate with staff, directors of other sections, consultants, vendors, departmental employees, and administrators.

## **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Chief Surveyor	<b>Class Number:</b>	1063613
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	17
<b>Dept:</b>	Public Works		

**Classification Function**

The purpose of this classification is to plan, organize, manage, and control the Survey section of the Public Works Engineer Office related to field crews, right-of-way plan preparation, legal description preparation, land acquisition issues, and public assistance regarding land boundary records; directs map tax map section operations as related to maintaining the current tax maps and G.I.S system mapping for land valuation and property tax assessment.

**Distinguishing Characteristics**

This is a management classification with responsibility for planning, directing and controlling the Survey section of the Public Works Engineering Office under general direction. This class requires the analysis and solution of operational, technical, administrative and management problems related to engineering. The employee is expected meet, consult and collaborate with the Chief Deputy Engineer to discuss plans, programs, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

**Essential Job Functions**

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 20% +/- 10%
- Directs the work of field survey crew operations, Tax Map operations, Right-of-Way plan development operations, Record Room operations, and the Reproduction Department operations; Performs site visits for design development; coordinates work schedules, project priorities and scopes of work parameters.
  
- 20% +/- 10%
- Supervises the assigned section; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; answers staff questions and provides information and conflict resolution as appropriate
  
- 20% +/- 5%
- Evaluates bid proposals, consultant submissions, new equipment performance, overall department performance, departmental interaction with other departments, computer operations and network development.
  
- 20% +/- 5%
- Prepares and writes a variety of reports, charts, schedules, graphs, legal descriptions, resolutions, plats and drawings, requests for proposals, training lesson plans, requisitions and directives; reviews plans, studies, proposals, budgets, legal descriptions, resolutions, plats, field notes, purchase requisitions and miscellaneous documents.

## Chief Surveyor

- Directs and oversees budget preparation for the department; monitors and authorizes expenditures; reviews and approves staff time sheets. 10% +/- 5%
- Attends a variety of project status meetings, O.D.O.T. meetings, consultant meetings, public meetings, County Commissioners Board meetings, professional advancement seminars, conferences and training classes, meetings with the Prosecutor's representatives, Planning Commission, Township representatives and the public. 10% +/- 5%

### **Minimum Training and Experience Required to Perform Essential Job Functions**

A Bachelor's degree in surveying or related field with six (6) years experience including highway/bridge plan preparation, field surveying practices, and GPS/GIS mapping.

### **Additional Requirements**

Requires registration as a Professional Surveyor in the State of Ohio.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

#### **Mathematical Ability**

- Ability to understand and apply college level algebra, geometry, calculus and statistics.

#### **Language Ability & Interpersonal Communication**

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.

## **Chief Surveyor**

- Ability to comprehend a variety of informational documents including forms, highway and bridge design plans, plat maps, legal descriptions, bid documents, certifications, subpoenas and reports.
- Ability to comprehend a variety of reference books and manuals including O.D.O.T. manuals, O.R.C., County conveyance standards, N.G.S. guidelines, County personnel policy manual, reference manuals, contracts, specifications, standards, guidelines, and codes.
- Ability to prepare right-of-way plans, legal descriptions, map and exhibit sketches, memos, performance appraisals, correspondence, agreements, contracts, plans, estimates, requests for proposal, databases, charts, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret engineering and legal terminology and language.
- Ability to communicate with staff, directors of other sections, consultants, vendors, departmental employees, and administrators.

## **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Construction Contract Coordinator	<b>Class Number:</b>	1045112
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	7
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to assemble all County Engineer construction project bid packages based on engineering specifications received from the Design Division, and to process all estimates to be paid and amended agreements; to perform related clerical work, as required.

## Distinguishing Characteristics

This is a journey level technical classification with responsibility for assembling, delivering, tracking and filing information related to construction contracts. This classification works under a framework of defined procedures and regulations. The incumbent exercises discretion in applying procedures to ensure that assigned activities are completed in a timely and efficient manner. This class is distinguished from the Construction Supervisor that is a first-line supervisor.

## Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assembles all Public Work's engineering specifications received from the Design Division into a complete construction bid package for requests for proposal; attends pre-bid conferences and bid openings. Computes all bidders' quotes and makes necessary preparations to award projects. 30% +/- 10%
- Upon award of contract, prepares and distributes contracts; processes estimates for each active project; processes amended agreements for each project 20% +/- 10%
- Prepares and processes applications to the County Council for all projects; prepares and processes "Notice of Commencements" at the Fiscal Officer's Office for all projects. 15% +/- 10%
- Acts as Prevailing Wage Coordinator: registers each project; receives all updates to update master prevailing wage packet; receives and disperses all certified payroll reports; corresponds with the County Commissioner's designee regarding all prevailing wage information. 15% +/- 10%
- Establish and maintain files for each project, utilizing appropriate computer software packages as necessary. 20% +/- 5%

## Experience Required to Perform Essential Job Functions

High school diploma or GED with five (5) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

## **Construction Contract Coordinator**

### **Additional Requirements**

No license requirements.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

#### **Supervisory Responsibilities**

- No supervisory requirements

#### **Mathematical Ability**

- Ability to add, subtract, multiply and divide.

#### **Language Ability & Interpersonal Communication**

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including bid proposals, legal documents, prevailing wage information, forms, files, and applications.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, reference manuals, OSHA rules and standards, specifications, and prevailing wage information.
- Ability to prepare requests for proposal, correspondence, applications, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record, deliver, and file information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret construction related terminology and language.
- Ability to communicate with supervisor, employees of other sections, consultants, contractors, departmental employees, and administrators.

#### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Construction Supervisor	<b>Class Number:</b>	1045113
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	8
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to supervise the engineering details of a construction project and to take responsibility for the administration and satisfactory completion of the project.

## Distinguishing Characteristics

This is a first-line supervisor classification with responsibility for overseeing projects under a framework of defined policies, procedures, regulations and guidelines. The incumbents exercise discretion in applying procedures and regulations to resolve project issues. The employees in this classification assist in ensuring that projects are completed on time, on budget and with adherence to contract requirements. The employees in this class work under direction from a Chief Division Engineer. This class supervises clerical and technical level classifications.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 20% +/- 10%
- Supervises the work of clerical and technical staff and students; provides instruction and training; plans, coordinates, assigns and reviews work; reviews and approves timesheets; allocates personnel; maintains standards; acts on problems and concerns; evaluates performance and recommends transfers/promotions, discipline and salary increases.
- 10% +/- 10%
- Writes daily diaries to list any pay items not reported staff and to record all pertinent information about daily progress on project; reviews staff reports to verify accuracy.
- 20% +/- 10%
- Oversees construction project logistics; inspects material delivered to project and verifies approved supplier; prepares materials to document quantity of materials delivered to project site; writes or sketches any changes that have been made to project plans; writes estimates as contractor successfully completes bid items; writes change orders or subsidiary agreements when there are increases or decreases in plan bid items; reviews cost analysis or extra work change orders submitted by contractors for payment; observes all maintenance of traffic devices to verify that they are placed correctly and visible to the public; meets with various utilities regarding conflicts with overhead or underground lines; coordinates solutions to complete project.
- 15% +/- 10%
- Tracks schedules and task completions on projects; coordinates contractor daily and weekly work schedule to ensure testing and sampling are preformed at time of operations; enters contractor's progress schedule for each category of work including roadway, waterworks, drainage, and pavement, into computer for projects administered by ODOT; makes drawings and calculations for bid items for final pay quantities.
- 15% +/- 10%
- Schedules progress meetings to inform local agencies and administering organizations of progress and discuss problems; informs schools, police, fire, transportation, sewer, and water of problems and of opening and closing dates or roadways; meets with homeowners and businesses to discuss concerns prior to and during projects.

20% +/- 10%

- Evaluates quality and accuracy of project plans upon completion of construction project; evaluate the general contractor and any sub-contractors on various phases of construction upon completion; videotapes construction site with commentary prior to and after construction for use in potential claims; maintains force account records (manpower, equipment, materials, etc.) of work performed that was in conflict with plans or bid items.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Associate's degree in engineering technology with three years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

### **Additional Requirements**

No licensing requirements

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

#### **Mathematical Ability**

- Ability to understand and perform addition, subtraction, multiplication and division.

#### **Language Ability & Interpersonal Communication**

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including invoices, data, calculations, drawings, forms, plans, maps, legal descriptions, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including reference manuals, drawings, catalogs, specifications, standards, guidelines, and codes.



- Ability to prepare board actions, contract modifications, certifications, memos, correspondence, agreements, reports, calculations, plans, estimates, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret legal, engineering, land use or other terminology and language related to assignment.
- Ability to communicate with staff, attorneys, engineers, other agencies, consultants, departmental employees, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment and in the field.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Construction Technician	<b>Class Number:</b>	1045111
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	4
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to inspect various phases of construction to insure that the project complies with contractual plans and specifications.

## Distinguishing Characteristics

This is a technical classification with responsibility for inspecting phases of construction for compliance with plans and specifications. This classification works under a framework of well-defined procedures and regulations. The incumbent performs assignments designed to develop technical work knowledge and abilities pertaining to the operation of all types of surveying instruments. Limited exercise of judgment is required on details of work and making preliminary selections and adaptations of surveying alternatives. This class is distinguished from the Construction Supervisor that supervises this class and requires a higher level of education and experience.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 60% +/- 10%
  - Inspects various phases of construction to insure that the project complies with contractual plans and specifications; interprets construction plans and standard drawings; samples for physical tests of construction materials; documents observations of all technical work in bridge and road construction; provides daily reports of work done on a project and provides necessary profit documentation as directed by the Construction Engineer/Supervisor; compiles list of non-satisfactory, defective or incomplete work for project finalization
- 30% +/- 10%
  - Samples cement concrete, bituminous concrete mixes and other materials require conformance with specifications; calculate quantities and compiles engineering data and statistics; transports testing samples to an approved testing facility for analysis; calculates quantities and compiles engineering data and statistics;
- 10% +/- 5%
  - Serves as a liaison; assures safety practices are being met; records daily attendance; verifies overtime reports; orders office supplies; conducts annual inventory; assists with other office duties; uses engineering instruments and equipment in making engineering drawings.

## Experience Required to Perform Essential Job Functions

High school diploma or equivalent with two (2) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

## Additional Requirements

No required licenses.

## **Construction Technician**

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of survey tools and equipment and automated office machines including computers and peripheral equipment.

#### **Supervisory Responsibilities**

No supervisory responsibilities.

#### **Mathematical Ability**

- Ability to understand and apply trigonometry as applied to the computation of angles, distances, areas, traverses and circular curves.

#### **Language Ability & Interpersonal Communication**

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including timesheets, invoices, engineering plans and specifications, delivery tickets, forms, and work orders.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy and personnel manuals, reference manuals, OSHA rules and standards, specifications, and standards.
- Ability to prepare calculations, records of samples, inspection reports, signage summary, force account, inspection report, and other notes in field book, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret construction related terminology and language.
- Ability to communicate with supervisor, consultants, engineers, co-workers, and the general public.

#### **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Engineer 1	<b>Class Number:</b>	1063512
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	8
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of the classification is to perform technical assignments in connection with public works construction; to prepare drawings and reports; to prepare and check engineering computations; to inspect materials and construction.

## Distinguishing Characteristics

This is an entry level professional classification that works under direct supervision while gaining engineering experience. The employees in this class work under a framework of the more routine work methods and procedures and works with increasing independence as work experience is gained. This class is distinguished from the Senior Engineer Intern in that the later has a greater level of experience, performs more complex work, and performs work with greater independence.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 30% +/- 10%
- Under supervision of an engineer or construction supervisor, inspects various phases of construction to insure that the project complies with contractual plans and specifications.
- 30% +/- 10%
- Samples for physical tests of construction materials; samples concrete, bituminous concrete mixes and other materials requiring conformance with specifications.
- 20% +/- 10%
- Documents observations of all technical work in bridge and road construction; provides daily reports of work done on a project and provides necessary profit documentation, as directed.
- 10% +/- 5%
- Performs clerical and statistical work involving construction data and investigates permit requests;
- 10% +/- 5%
- Calculate quantities and compiles engineering data and statistics.

## Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Civil Engineering with six (6) months of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

## Additional Requirements

No special license or certification is required.

## **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

### **Supervisory Responsibilities**

No supervisory responsibilities.

### **Mathematical Ability**

- Ability to perform mathematical operations involving algebra and geometry including volume, weights, yield and load testing.

### **Language Ability & Interpersonal Communication**

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend reports, accounts, delivery tickets, material certifications, and project updates.
- Ability to comprehend a variety of reference books and manuals including specifications, drawings, manuals, estimates, publications, codes and standards.
- Ability to prepare estimates, logs, agreements, reports, evaluations, meeting minutes, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department
- Ability to use and interpret engineering terminology and language.
- Ability to communicate with contractors, part-time staff, other agencies, vendors, engineers, and departmental employees and administrators.

### **Environmental Adaptability**

- Work is typically performed both in an office environment and in the field, subject to dust, noise, machinery and weather.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Engineer 2	<b>Class Number:</b>	1063513
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	10
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of the classification is to perform technical assignments in connection with public works construction or transportation planning; to prepare engineering standards, applications, agreements, addendums and contract modifications; to prepare and check engineering computations; to inspect materials and construction.

## Distinguishing Characteristics

This is a professional level classification that works under a framework of standard work methods and procedures. The employee applies engineering standards and criteria in assisting to resolve project problems and issues, under the direction of a Chief Section Engineer. This class is distinguished from the Engineer Intern in that the later has less work experience and works under a greater degree of supervision.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 30% +/- 10%
- Prepares responses to Municipal requests for infrastructure improvement projects based on policy, infrastructure condition, availability of funds, and priorities; prepares recommendations for capital improvement projects; prepares cost estimates and project documents needed for projects.
- 30% +/- 10%
- Under supervision of a registered engineer, inspects various phases of construction to insure that the project complies with contractual plans and specifications; samples for physical tests of construction materials; samples concrete, bituminous concrete mixes and other materials requiring conformance with specifications.
- 10% +/- 5%
- Initiates and is responsible for the consultant engineer hiring process; prepares agreements, addendums and contract modifications.
- 10% +/- 5%
- Documents observations of all technical work in bridge and road construction; provides daily reports of work done on a project and provides necessary profit documentation as directed.
- 10% +/- 5%
- Performs clerical and statistical work involving construction data; calculate quantities and compiles engineering data and statistics; prepares recommendations for Capital Improvement projects.
- 10% +/- 5%
- Conducts and/or participates in meetings; stays abreast of current trends in civil engineering.

## Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Civil Engineering with three (3) years of related experience.

## **Engineer 2**

### **Additional Requirements**

Certification as an Engineer-in-Training (EIT) from the State of Ohio.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

#### **Supervisory Responsibilities**

- No supervisory responsibilities; may oversee the work of part-time and/or clerical staff.

#### **Mathematical Ability**

- Ability to perform and mathematical operations involving college level algebra, geometry, calculus and statistics.

#### **Language Ability & Interpersonal Communication**

- Ability to perform mid-level level of data analysis including the ability to evaluate, analyze, review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend reports, project work schedules, letters, agreements, funding documents, pre-proposals, certifications, and project updates.
- Ability to comprehend a variety of reference books and manuals including specifications, drawings, manuals, estimates, publications, codes and standards.
- Ability to prepare estimates, letters, estimates, datasheets, applications, agreements, reports, evaluations, requests for qualifications, meeting minutes, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals including government officials, Planning Commission, County employees and the general public.
- Ability to use and interpret engineering terminology and language.
- Ability to communicate with contractors, part-time staff, other agencies, vendors, engineers, and departmental employees and administrators.

#### **Environmental Adaptability**

- Work is typically performed both in an office environment and in the field, subject to dust, noise, machinery and weather.

**Engineer 2**

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Engineer 3	<b>Class Number:</b>	1063514
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to inspect, evaluate, rate, report and analyze the condition and ongoing maintenance needs of County structures; to apply standard engineering techniques and procedures to engineering projects, to review the work of consultants and to assist in designing engineering plans and specifications.

## Distinguishing Characteristics

This is a professional classification with responsibility for ensuring public safety by evaluating structural integrity of public works infrastructure. This class requires the solution of technical problems related to engineering design. The employee is expected design maintenance repairs and provide solutions to identified concerns. The employees in this classification are expected to make decisions independently, but consults with management/supervisory staff concerning unusual problems and developments. This class is distinguished from the Engineer IV that has more responsibility for project coordination and directing the work of professional and technical staff.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 40% +/- 10%
- Performs design and analysis of structures and highway improvement plans; records, evaluates and rates the condition of structures; records, itemized and reviews inventory; inspects project sites to evaluate project needs based on site specific requirements; prepares and compiles data lists; performs calculations; reviews and approves consultant submitted projects for current County and State standards.
- 30% +/- 10%
- May oversee the work of drafting personnel and technicians; makes recommendations for work orders; coordinates projects with utilities as needed; may coordinate federal and state funding for projects; may perform traffic analysis and projection for projects.
- 20% +/- 5%
- Gathers and analyzes existing data from various sources including record plans, field survey data, site visits, pavement/core samples, etc.; prepares and reviews reports, correspondence and records for submission; maintains current project files.
- 10% +/- 5%
- Attends meetings and demonstrations; collects and processes data for technical analysis and report preparation; makes written reports of technical work; orders supplies and maintains inspections inventories; prepares sketches and drawings for work orders.

## Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Civil Engineering with six (6) years of related engineering experience.

## Additional Requirements

Requires registration as a professional engineer with the State of Ohio.

## **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

### **Supervisory Responsibilities**

- Ability to oversee the work of technical staff and to maintain standards.

### **Mathematical Ability**

- Ability to understand and apply college level algebra, geometry, calculus and statistics.

### **Language Ability & Interpersonal Communication**

- Ability to perform mid-level data analysis including the ability to audit, evaluate, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including reports, construction plans, inventory sheets, data, design, calculations, drawings, forms, plans, maps, legal descriptions, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including assessment sheets, inventory lists, critical structure reports, reference manuals, drawings, catalogs, specifications, standards, guidelines, and codes.
- Ability to prepare memos, correspondence, work orders, reports, calculations, plans, inventory sheets, drawings, bid documents, sketches and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret engineering terminology and language.
- Ability to communicate with engineers, maintenance personnel, municipalities, vendors, other agencies, consultants, departmental employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Engineer 4	<b>Class Number:</b>	1063515
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to plan, perform, coordinate, direct and review large complex bridge and structural design projects; to design and provide support for engineering projects as assigned; may represent the County Engineer in conferences to resolve important questions and to plan and coordinate work.

## Distinguishing Characteristics

This is a professional classification with responsibility for performing engineering projects under a framework of procedures and regulations. This class requires the solution of technical problems related to engineering design. The employee is expected discuss plans, projects, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying procedures to resolve design issues. The employees in this classification are expected to make decisions independently on engineering problems and methods and to use advanced techniques in the application of theories, precepts and practices of engineering, but consults with the Chief Section Engineer or Assistant Chief Section Engineer concerning unusual problems and developments.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Plans, performs, coordinates, and reviews work on large, complex engineering projects; applies complex engineering principles and criteria for project design; performs complex structural, hydrological calculations for design of bridge and culvert projects; prepares cost estimates and contract documents; performs calculations and prepares sketches. 40% +/- 10%
- Reviews the work of consultant engineers for conformance with standards and accepted practice. Includes review of invoices and proposals. 30% +/- 10%
- Oversees the work of supporting professionals and clerical staff, collects and processes data for technical analysis and report preparation; and make written and oral presentations of technical work; performs routine studies and reports related to the planning for infrastructure management and improvements. 20% +/- 5%
- Plans, coordinates and attends meetings and demonstrations; collects and processes data for technical analysis and report preparation; makes written and oral presentations of technical work. 10% +/- 5%

## Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Civil Engineering with eight (8) years of related engineering experience.

## Additional Requirements

Requires registration as a professional engineer with the State of Ohio.

## Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

## **Engineer 4**

### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of contractors and to maintain standards.

### **Mathematical Ability**

- Ability to understand and apply college level algebra, geometry, calculus and statistics.

### **Language Ability & Interpersonal Communication**

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including invoices, data, calculations, drawings, forms, plans, maps, legal descriptions, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county personnel policy manual, engineering textbooks, reference manuals, drawings, catalogs, specifications, standards, guidelines, and codes.
- Ability to prepare technical reports, design plans, memos, correspondence, agreements, reports, calculations, contracts, plans, estimates, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret engineering, electrical and legal terminology and language.
- Ability to communicate with staff, engineers, other agencies, consultants, departmental employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Engineering Map Supervisor	<b>Class Number:</b>	1063711
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to plan, coordinate, schedule, and supervise the Tax Map Unit and maintain information for the Geographical Information System.

## Distinguishing Characteristics

This is the first line supervisory level classification, working under direction of management within the Public Works Office. The employee works within a framework of policies, procedures and regulations. The incumbent ensures that the unit's activities are performed in a timely manner and according requirements.

## Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Approves all survey plats, condominium plats, lot splits and new legal descriptions for property within the County; maintain the property tax maps for the County; maintains the property information for the GIS. 35% +/- 20%
- Supervises staff; plans, coordinates, assigns and reviews work; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; conducts employee performance evaluations; establishes and promotes employee morale. 20% +/- 10%
- Review, revises and corrects mistakes or errors in the tax maps. 25% +/- 5%
- Assists the public in the filing of plats and deeds. 10% +/- 5%
- Assists the Fiscal Office in interpreting legal descriptions; assists the Prosecutor's Office in interpreting legal descriptions on foreclosed property; provides the Prosecutors Office with 1,000 foot radius maps. 10% +/- 5%

## Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in engineering or surveying with five (5) years previous related experience.

## Additional Requirements

Licensed as a Land Surveyor.

## Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers, printer, plotter, drafting supplies and peripheral equipment and tools.

### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to recommend the discipline of employees.
- Ability to prepare employee performance evaluations.

### **Mathematical Ability**

- Ability to understand and apply college level algebra, geometry, calculus and statistics.

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives
- Ability to comprehend a variety of informational documents including plats for recording, legal descriptions, employee timesheets, letters, records retention forms and records disposition forms.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manual, computer software manuals, Ohio surveying laws, land surveyor reference manual, Ohio land subdivisions, conveyance standards and other related documents.
- Ability to prepare plat review forms, volume and page charts and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret engineering and legal terminology and language.
- Ability to communicate with co-workers, supervisor, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

Engineering Map Supervisor

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Engineering Technician	<b>Class Number:</b>	1063511
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	7
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to provide technical expertise in the application of technical civil engineering and drafting skills; to make or check routine engineering calculations for mathematical errors and to draft construction plans based upon survey notes, design calculations, sketches and verbal instructions

## Distinguishing Characteristics

This is a technical classification that is responsible for providing support to professional engineers in making field measurements, collecting data and verifying survey information and calculations. This classification works under a framework of technical civil engineering practices and procedures. This class requires exercise of judgment and consults with a supervisor as new or unusual situations arise. This class is distinguished from the Chief Section Engineer that is responsible management of a Section of the Public Works Engineer Office. This class is distinguished from professional engineer classifications that have a higher level of education and registration required to sign off of projects.

## Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 40% +/- 10%  
• Reviews construction plans drawn by C.A.D. Technicians; makes or checks routine engineering calculations such as end area and earthwork volume computations and quality calculations; determines geometric areas and profile grades; prepares plans from survey notes and design sketches; interprets engineering plans and topography maps; develops profiles and cross sections from contour plans and to develop contour plans from survey data and cross sections.
- 20% +/- 10%  
• Checks complex engineering calculations for mathematical error; assists in preparation of engineer's estimates
- 10% +/- 10%  
• Drafts construction plans based upon survey notes, design calculations, sketches and verbal instructions; uses computer-aided design/drafting techniques at an advanced level. Ability to
- 20 +/- 10%  
• May be responsible for routine maintenance of both mechanical and computer-aided drafting equipment and quality of final original plan tracings.

## Experience Required to Perform Essential Job Functions

High School diploma; technical training in advance AutoCAD system software or a related field; five (5) years of drafting and/or AutoCAD computer and technical engineering experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.



## **Engineering Technician**

### **Additional Requirements**

No required licenses.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate automated office machines including computers and peripheral equipment.

#### **Supervisory Responsibilities**

No supervisory responsibilities.

#### **Mathematical Ability**

- Ability to understand and apply addition, subtraction, multiplication, and division and algebra, geometry, and calculus.

#### **Language Ability & Interpersonal Communication**

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including engineering plans, survey notes, and historic plans of previous projects.
- Ability to comprehend a variety of reference books and manuals including reference and computer software manuals, street and aerial photos, and legal documents.
- Ability to prepare timesheets, construction drawings and plans and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret basic engineering related terminology and language
- Ability to communicate with supervisor, engineers, co-workers, and the general public.

#### **Environmental Adaptability**

- Work is typically performed in the field and in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Facilities Maintenance Administrator	<b>Class Number:</b>	1042151
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to oversee all levels of facilities maintenance operations including facility improvements, building staff, custodial staff and others, as assigned, for all County facilities.

## Distinguishing Characteristics

- This is a senior management classification with responsibility for planning, managing and administering maintenance operations for County facilities, under general direction. This class requires the analysis and solution of operational, technical, administrative and management problems related to facility maintenance operations and associated capital projects. The employee is expected to meet, consult and collaborate with the Maintenance Administrator to discuss plans, programs, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner. Manage and coordinate all aspects of facility repairs and minor construction and/or renovations.

## Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 45% +/- 15%
- Supervises the assigned staff; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; acts as mediator for staff issues and conflict resolution; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; answers staff questions and provides information and conflict resolution as appropriate; implements and encourages cross-training and staff development.
- 25% +/- 10%
- Oversees labor costs and overtime hours for cost effectiveness; reviews supply and equipment purchases and expenditures; works with contractors and vendors to collect bids, issue services and maintain contracts; attends meetings.
- 15% +/- 10%
- Plans and executes in-house facility and capital improvements; establishes attainable goals for production and project completions; meets with supervisors and staff to coordinate schedules toward goals; coordinates work conducted to engineer's/architect's specifications; delegates authority for projects; develops and modifies worker practices; documents and implements green building initiatives. Prepare reports on both the technical and administrative aspects of managing a facility, to include funding and spending plans
- 10% +/- 5%
- Research and analyze long range needs and critical problems for facility programs and operations. Researches equipment and technology improvements and incorporates as possible; works to implement effective work order management system and streamline processes.
- 5% +/- 5%
- Participates in union negotiations and labor/management meetings; fields client complaints, issues and accolades; collects grievances and dissipates accordingly.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in Business Administration or related field with six years of related experience; or any equivalent combination of training and experience.

**Additional Requirements**

Project Management Professional certification, Facility Management Administrator – BOMI and OSHA training preferred.

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions****Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

**Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

**Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and perform geometric calculations.

**Language Ability & Interpersonal Communication**

- Ability to perform high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including detailed plans for construction, overtime reports, labor reports, time sheets, costing sheets, activity sheets, work orders, vehicle listings, municipal guidelines, union agreements, personnel actions, quotes technical study reports and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policy and procedures handbook, bargaining agreements, engineering design data, schematics, facility improvement standards, EPA standards, Ohio Revised Code, Americans with Disabilities Act (ADA) guidelines, building codes, blue prints, diagrams and other procedures manuals.
- Ability to prepare time sheets, billable hour reports, equipment cost analysis reports, budgetary planning, employee evaluations, maintenance schedules and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

- Ability to manage, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal, human resource, accounting, mechanics, electrical and facility management terminology and language.
- Ability to communicate with elected officials, administrators, facility tenants, sales representatives, County employees, contractors, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office and shop environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Fleet Services Manager	<b>Class Number:</b>	1041114
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to plan, oversee and coordinate all tasks related to the operation of the fleet services and equipment facilities for the Department of Public Works.

## Distinguishing Characteristics

This is a management classification with responsibility for supporting the Maintenance Administrator with the maintenance and repair of all automotive and heavy equipment. Work involves assisting with developing strategic plans, goals and objectives; directing operations and programs through subordinate supervisors and staff; evaluating effectiveness and implementing corrective changes. Supervision is exercised over the work of Fleet Services Supervisor(s), Automotive Mechanics and Foreman engaged in the repair of heavy equipment. The work involves the maintenance and repair of all County automotive and other specialized mechanic equipment.

## Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 30% +/- 10%
- Plans, oversees and directs the maintenance, repair and overhaul of vehicles and heavy automotive equipment including heavy and light trucks, graders, cranes, salt spreaders, snow plows, street striping machines, etc.; oversees purchasing of supplies and maintains effective inventory levels; approves invoices; oversees preventative maintenance programs.
- 30% +/- 10%
- Assesses fleet services' effectiveness and efficiency; identifies best business practices; modifies policies and procedures; assures safe work practices; assures compliance with regulatory requirements; identifies and directs corrective actions; implements strategic policy and administrative changes to maximize use of resources, achieve goals and objectives.
- 30% +/- 10%
- Supervises lower-level supervisors and other department staff; plans, coordinates, assigns and reviews work; evaluates performance; responds to employee problems; maintains work standards; provides instruction and training; recommends selection, transfer, promotion, or discipline of employees; evaluates performance; reviews and approves requests for leave.
- 10% +/- 10%
- Prepares and maintains reports and records; prepares monthly reports; maintains time and leave records; conducts parts and equipment inventories; maintains maintenance records; orders necessary parts.

## Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree or equivalent technical training in auto mechanics with six (6) years of auto mechanics related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

### **Additional Requirements**

A valid Ohio Driver's License is required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computer, calculator or, copier, vehicle analyzer, etc.
- Ability to operate various motor vehicles including automobiles, vans, and pick-up trucks.
- Ability to utilize automobile diagnostic and maintenance equipment, tools and supplies.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to prepare employee performance evaluations.

#### **Mathematical Ability**

- May require the ability to understand and apply addition, subtraction, multiplication, division, fractions and percentages.

#### **Language Ability & Interpersonal Communication**

- Ability to perform mid level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including invoices, vehicle repair work orders, preventative maintenance schedules, attendance reports, leave request forms, inventory reports, drawings, forms, proposals, plans, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including reference manuals, ORC, ODOT manuals, policy manuals, service and repair manuals, union contracts, catalogs, specifications, standards, guidelines, and codes.
- Ability to prepare Council actions, contract modifications, certifications, memos, correspondence, agreements, performance evaluations, grievance forms, inspections, reports, plans, estimates, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret legal, mechanical, budgeting and other terminology and language related to assignment.
- Ability to communicate with staff, department directors, vendors, suppliers, dealers, departmental employees and the general public.

**Environmental Adaptability**

- Work is typically performed in a maintenance garage environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Fleet Services Supervisor	<b>Class Number:</b>	1041113
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to supervise and direct the work of lower-level mechanics and other assigned staff and manage all facets of the public works services facilities.

## Distinguishing Characteristics

This is a first-line supervisor classification with responsibility for overseeing projects under a framework of defined policies, procedures, regulations and guidelines. The incumbents exercise discretion in applying procedures and regulations to resolve project issues. The employees in this classification assist in ensuring that projects are completed on time, on budget and with adherence to requirements. The employees in this class work under direction from the Fleet Services Manager. The work involves the maintenance and repair of all County automotive and other specialized mechanic equipment.

## Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervises and directs the work of lower-level mechanics and other assigned staff; oversees, instructs, and trains mechanics in proper procedures and safety practices; assigns repair duties; trains and assists mechanics with in diagnosis and repair of complex vehicle electronics; inspects completed work; prepares performance evaluations; makes recommendations to Fleet Services Manager regarding personnel matters.  
30% +/- 10%
- Schedules and tracks vehicle maintenance and repairs; makes determination of necessary repairs on each vehicle that is serviced and/or repaired; prepares vehicle repair work orders; calculates and applies labor charges for repair orders; orders required replacement parts from correct vendors; analyzes body shop estimates and schedules repairs with body shops; monitors and schedules vehicle warranty repairs; analyzes and produces preventative maintenance reports for service scheduling; oversees snow plow and salt equipment preparation, repair and maintenance; oversees snow plow duties for County buildings; makes routine inspections of equipment; operates various motor vehicles to run diagnostics and test after repairs have been completed; schedules and coordinates vehicle cleaning.  
30% +/- 10%
- Oversees operations of the public works facility; determines needs, obtains bids and orders equipment and supplies; schedules and approves vehicle loaner/rental request; analyzes and monitors data from underground storage tanks; makes repairs, as needed.  
20% +/- 10%
- Prepares and maintains reports and records; prepares monthly division reports; maintains time and leave records; conducts parts and equipment inventories; maintains maintenance records; orders necessary parts.  
10% +/- 10%
- Performs administrative duties; attends manager meetings; prepares purchase orders; provides input in budget meetings; prepares budget request; coordinates vehicle auctions.  
10% +/- 10%



**Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent with technical training in auto mechanics, and (5) five years of auto mechanics experience; or any equivalent combination of training and experience.

**Additional Requirements**

A valid Ohio Driver's License is required.

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions****Physical Requirements**

- Ability to operate a variety of automated office machines including computer, calculator or copier, vehicle analyzer, etc.
- Ability to operate various motor vehicles including automobiles, vans, and pick-up trucks.
- Ability to utilize automobile diagnostic and maintenance equipment, tools and supplies.

**Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to prepare employee performance evaluations.

**Mathematical Ability**

- May require the ability to understand and apply addition, subtraction, multiplication, division, fractions and percentages.

**Language Ability & Interpersonal Communication**

- Ability to perform mid level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including work orders, mileage reports, estimates, garage reports, equipment reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including shop manuals, fleet buyers guide, vehicle electronics manual, parts manuals, equipment manuals, personnel policy manual, etc.

- Ability to prepare schedules, garage reports, work orders, estimates, purchase orders, disciplinary reports, time and leave documents, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret mechanical and electrical terminology and language.
- Ability to communicate effectively with department directors, drivers, security personnel, auto body shop personnel, sales representatives, subordinates, and the general public.

**Environmental Adaptability**

- Work is typically performed in a maintenance garage environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Legal Clerk 1	<b>Class Number:</b>	1013411
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	2
<b>Dept:</b>	Clerk of Courts		

### **Classification Function**

The purpose of this classification is to perform general and routine clerical work in support of both criminal and civil courts, including receiving, indexing, and recording court case information and/or legal documents and providing general information and assistance to County Court staff, attorneys, and the public.

### **Distinguishing Characteristics**

This is an entry-level clerical classification. Employees at this level work under a well-defined framework of policies and procedures. They receive occasional instruction or assistance as new or unusual situations arise and are expected to become fully aware of operating procedures and policies of the work unit.

### **Essential Job Functions**

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

40% +/- 10%

Processes various court records and documents; receives and/or gathers documents; sorts, indexes, and prepares documents; reviews, verifies, and records required information; prepares and sets up files, organizes documents, and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents; conducts records maintenance activities in compliance with guidelines governing record retention; may prepare, validate, and scan files for digital imaging.

30% +/- 10%

Types, enters, proofreads and processes a variety of documents and data; enters court-related information into department databases; verifies information for accuracy and completeness; updates database information and purges old data as appropriate; makes copies and distributes to appropriate parties.

20% +/- 10%

Assists County Court staff, attorneys, and the public in person or by phone; provides basic information on court policies and procedures; receives and responds to questions and requests for documentation and information; researches inquiries to provide accurate response.

10% +/- 10%

Processes incoming and outgoing mail; retrieves, sorts and delivers incoming mail; compiles and prepares documentation for mailing or delivery as needed; sorts, organizes, labels, and addresses outgoing mail; applies postage utilizing mail machine; scans outgoing mail; delivers documents in person or through established mail delivery systems; maintains related documentation.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or GED with two (2) years of previous experience in clerical, reception or similar work; experience in a legal environment preferred; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

No licenses or corticated required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

#### **Supervisory Responsibilities**

No supervisory requirements.

#### **Mathematical Ability**

- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; and ability to utilize principles of fractions.

#### **Language Ability & Interpersonal Communication**

- Ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.
- Ability to comprehend a variety of legal documents and court documents including warrants, rulings, judgments, forfeitures, foreclosures, rulings, motions, subpoenas, praecipes, mail, forms, reports, memos and correspondence.
- Ability to comprehend a variety of reference books and manuals including computer software manual and policies and procedure manuals.
- Ability to prepare legal and court-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to use and interpret general legal and administrative terminology and language.
- Ability to communicate with co-workers, supervisors, judges, attorneys, employees and managers of other departments, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Legal Clerk 2	<b>Class Number:</b>	1013412
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	3
<b>Dept:</b>	Clerk of Courts		

### **Classification Function**

The purpose of this classification is to perform routine and specialized clerical work in support of both criminal and civil courts, including receiving, indexing, and recording court case information and/or legal documents, imaging documents, and providing general information and assistance to County Court staff, attorneys, and the public.

### **Distinguishing Characteristics**

This is a journey level clerical classification. Employees at this level work under a well-defined framework of policies and procedures. They are expected to be fully aware of operating procedures and policies of the work unit and be able to perform duties that are more specialized or complex in nature.

### **Essential Job Functions**

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

30% +/- 10%

Processes various court records and documents; receives and/or gathers documents; sorts, indexes, and prepares documents; reviews and verifies required information; stamps, records and/or certifies documents; prepares and sets up files, organizes documents, and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents; conducts records maintenance activities in compliance with guidelines governing record retention.

20% +/- 10%

Types, enters, proofreads and processes a variety of court-related documents and data; enters information into department databases; verifies information for accuracy and completeness; corrects errors as necessary; updates database information and purges old data as appropriate; logs and certifies work activities; makes certified copies and forwards to appropriate parties.

20% +/- 10%

Processes court records and documents for digital imaging; sorts and prepares documents; validates documents; reviews documents for completeness and accuracy; locates missing documents and corrects any errors; scans documents into digital imaging system.

20% +/- 10%

Assists County Court staff, attorneys, and the public in person or by phone; provides information on court policies and procedures; receives and responds to questions and requests for documentation and information; researches inquiries to provide accurate response.

10% +/- 10%

Processes incoming and outgoing mail; retrieves, sorts and delivers incoming mail; compiles and prepares documentation for mailing or delivery as needed; sorts, organizes, labels, and addresses outgoing mail; applies postage utilizing mail machine; scans outgoing mail; delivers documents in person or through established mail delivery systems. Maintains related documentation.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or GED with three (3) years related experience including one (1) year as Legal Clerk I; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

No licenses or corticated required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

#### **Supervisory Responsibilities**

No supervisory requirements.

#### **Mathematical Ability**

- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to utilize principles of fractions; and ability to interpret graphs.

#### **Language Ability & Interpersonal Communication**

- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to comprehend a variety of legal documents and court documents including warrants, rulings, judgments, indictments, plea agreements, sentencing documents, forfeitures, foreclosures, rulings, motions, dockets, appeals, subpoenas, praecipes, court dockets, mail, forms, reports, memos and correspondence.
- Ability to comprehend a variety of reference books and manuals including computer software manual and policies and procedure manuals.
- Ability to prepare legal and court-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to use and interpret general legal and administrative terminology and language.
- Ability to communicate with co-workers, supervisors, judges, attorneys, police officers, employees and managers of other departments, and the general public.

**Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Legal Clerk 3	<b>Class Number:</b>	1013413
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	4
<b>Dept:</b>	Clerk of Courts		

### **Classification Function**

The purpose of this classification is to perform specialized and complex clerical work in support of both criminal and civil courts, including receiving, indexing, and recording court case information and/or legal documents, imaging documents, and providing information and assistance to County Court staff, attorneys, and the public.

### **Distinguishing Characteristics**

This classification is the highest level of Legal Clerks. Employees at this level work under a well-defined framework of policies and procedures. They are expected to be fully aware of operating procedures and policies of the court system and be able to perform duties that are more specialized and complex in nature.

### **Essential Job Functions**

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

30% +/- 10%

Attends court proceedings and performs duties in the courtroom; types, enters, proofreads and processes a variety of court records and legal documents; enters information into department databases; verifies information for accuracy and completeness; assigns case numbers; corrects errors as necessary; updates court records and case information and purges old records and case information as appropriate; logs and certifies work activities; makes certified copies and forwards to appropriate parties.

25% +/- 10%

Processes various court records and documents; receives and/or gathers documents; sorts, indexes, and prepares documents; reviews and verifies required information; stamps, records and/or certifies documents; prepares and sets up files, organizes documents, and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents; conducts records maintenance activities in compliance with guidelines governing record retention.

25% +/- 10%

Processes court records and documents for digital imaging; sorts and prepares documents; validates documents; reviews documents for completeness and accuracy; locates missing documents and corrects any errors; scans documents into digital imaging system.

10% +/- 10%

Assists County Court staff, attorneys, and the public in person or by phone; provides basic information on court policies and procedures; receives and responds to questions and requests for documentation and information; researches inquiries to provide accurate response.

10% +/- 10%

Processes outgoing mail; compiles and prepares documentation for mailing or delivery as needed; sorts, organizes, labels, and addresses outgoing mail; applies postage utilizing mail machine; scans outgoing mail; delivers documents in person or through established mail delivery systems; maintains related documentation.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or GED with five years clerical experience, including one year as a Legal Clerk II; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

No licenses or corticated required.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

#### **Supervisory Responsibilities**

No supervisory requirements.

#### **Mathematical Ability**

- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to utilize principles of fractions.

#### **Language Ability & Interpersonal Communication**

- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to comprehend a variety of legal documents and court documents including rulings, judgments, indictments, plea agreements, sentencing documents, rulings, motions, appeals, subpoenas, expungements, court dockets, mail, forms, reports, memos and correspondence.
- Ability to comprehend a variety of reference books and manuals including computer software manual and policies and procedure manuals.
- Ability to prepare legal and court-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to use and interpret general legal and administrative terminology and language.
- Ability to communicate with co-workers, supervisors, judges, attorneys, police officers, employees and managers of other departments, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Licensed Land Surveyor	<b>Class Number:</b>	1063612
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	9
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to participate and direct staff and crews in gathering information through observations, measurements in the field, review of plans, calculations, and data analysis in order to establish property boundaries needed for the development of highway and bridge projects.

## Distinguishing Characteristics

This is an advance-journey level technical classification with responsibility for planning and scheduling the work of field crews and in preparing legal descriptions, drawings, and databases. This classification works under a framework of defined procedures and regulations. The incumbent exercises discretion in applying procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner. This class is distinguished from the Survey Technician class in that the Licensed Land Surveyor oversees the work of field crews and requires a higher level of education and experience.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Gathers information needed for development of highway and bridge projects; directs the work of field crew operations on specific projects; researches field projects and sets-up work plans; balances survey traverses; operates total station and data collection equipment; performs benchmark and level circuit surveys. 40% +/- 10%
- Reviews plans and consultant plan submittals; prepares Right-of-Way plans; prepares legal descriptions for Right-of-Way acquisitions; performs closure and area computations; develops CAD Drawings and databases. 25% +/- 10%
- Prepares vacation, dedication and annexation plats; develops cross-section and topographic maps; prepares certified maps for Prosecutor's office. 25% +/- 10%
- Researches historic ownership information. 10% +/- 10%

## Experience Required to Perform Essential Job Functions

Bachelor's degree surveying or engineering with three (3) years of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

## Additional Requirements

Requires a surveyor's license in the State of Ohio.

## **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Physical Requirements**

- Ability to operate a variety of survey tools and equipment and automated office machines including computers and peripheral equipment.

### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.

### **Mathematical Ability**

- Ability to understand and apply college level algebra, geometry, and calculus.

### **Language Ability & Interpersonal Communication**

- Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise; requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including maps, legal documents, legal descriptions, forms, databases, and work orders.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, reference manuals, OSHA rules and standards, plat maps, specifications, and standards.
- Ability to prepare memos, correspondence, maps, plans, calculations, databases, surveys and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to oversee the work of employees, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret land survey related terminology and language.
- Ability to communicate with supervisor, employees of other sections, consultants, departmental employees, and administrators.

### **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Maintenance Superintendent	<b>Class Number:</b>	1042514
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	15
<b>Dept:</b>	Public Works Office		

## Classification Function

The purpose of this classification is to administer, manage and supervise the operations and personnel of the Maintenance Department of the Public Works Office; to provide administrative support a Chief Section Engineer.

## Distinguishing Characteristics

This is a management classification with responsibility for planning, directing and controlling the Maintenance section of the Public Works Office under general direction. This class requires the solution of operational, technical, administrative and management problems related to maintenance. The employee is expected meet, consult and collaborate with a Chief Section Engineer to discuss plans, projects, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

## Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Administers and manages the operations of the Maintenance department; plans and implements all daily operations at the five yards; coordinates work operations with administration, other departments, contractors and the public; oversees the maintenance of and capital improvements to all Public Works Buildings; participates in matters of safety and security.  
20% +/- 10%
- Supervises the assigned unit; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; participates on discipline committee; answers staff questions and provides information and conflict resolution as appropriate.  
20% +/- 10%
- Plans and directs snow and ice removal operations for the County; inspects bridges and roadways to assess maintenance and repair needed.  
20% +/- 5%
- Evaluates, reviews and recommends budget disbursements for materials, parts, supplies, equipment and tools; reviews daily work distribution, reports, labor and materials costs and work done; approves payroll and all departmental purchases and establishes costs of work needed.  
20% +/- 5%
- Reviews and responds to citizen requests and complaints; investigates all grievances within the department; confers with labor attorney on labor/trade, union issues; plans, coordinates and attends meetings and demonstrations.  
10% +/- 5%

## **Maintenance Superintendent**

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in Civil Engineering, Public Administration or a related field with six (6) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

### **Additional Requirements**

Requires a driver's license in the State of Ohio.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to operate a variety of maintenance and construction equipment including scooper, lifts, ladders, survey equipment, safety equipment and peripheral equipment.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

#### **Mathematical Ability**

- Ability to understand and apply college level algebra, geometry, calculus and statistics.

#### **Language Ability & Interpersonal Communication**

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including O.D.O.T. drawings, work orders, employee grievances, job descriptions, forms, plans, maps, legal descriptions, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including departmental and County personnel policy manual, O.D.O.T manuals; reference manuals, union contracts, specifications, standards, guidelines, and codes.

### **Maintenance Superintendent**

- Ability to prepare performance appraisals, correspondence, agreements, contracts, work order sheets, plans, estimates, charts, grievance response, injury accident reports, memos and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret maintenance, legal, human resource terminology and language.
- Ability to communicate with staff, directors of other sections, consultants, departmental employees, and administrators.

### **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Maintenance Supervisor	<b>Class Number:</b>	1042512
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	10
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to perform general administrative and responsible supervisory work regarding all maintenance and construction activities that are performed on County bridges and County's roads within townships; to provide administrative support to a Maintenance Administrator.

## Distinguishing Characteristics

This is a management classification with responsibility for planning, directing and controlling the Maintenance section of the Public Works Office under general direction. This class requires the solution of operational, technical, administrative and management problems related to maintenance. The employee is expected meet, consult and collaborate with a Maintenance Administrator to discuss plans, projects, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 30% +/- 10%
- Makes regular inspections of bridges and roads within the County to determine needs of repairs to bridges, road surfaces and drainage; reports problems and makes recommendations for needed repair; works closely with Bridge Inspectors regarding repair and maintenance to bridges and/or roads within the County.
- 20% +/- 10%
- Supervises the assigned unit; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; answers staff questions and provides information and conflict resolution as appropriate
- 20% +/- 5%
- Prepares daily reports of work distribution, labor costs, materials, equipment and work accomplished; responsible for final tabulation and accountability of time sheets, materials used and all equipment under their jurisdiction; orders supplies and equipment.
- 20% +/- 5%
- Plans and directs snow and ice removal operations for the County; inspects bridges and roadways to assess maintenance and repair needed.
- 10% +/- 5%
- Reviews and responds to citizen requests and complaints; plans, coordinates and attends meetings and demonstrations.

## **Maintenance Supervisor**

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Associate's degree or equivalent technical training in engineering or a related field with three (3) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

### **Additional Requirements**

Requires a driver's license in the State of Ohio.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions.**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment, mechanics tool and construction tools.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

#### **Mathematical Ability**

- Ability to understand and apply college level algebra, geometry, calculus and statistics.

#### **Language Ability & Interpersonal Communication**

- Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including work orders, time sheets, forms, bridge and road designs, plans, maps, legal descriptions, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including departmental and County personnel policy manual, Department of Transportation manuals, union contracts, reference manuals, OSHA rules and standards, contracts, specifications, standards, guidelines, and codes.
- Ability to prepare daily line up reports, memos, performance appraisals, correspondence, agreements, contracts, purchase orders, accident reports, vehicle reports, plans, estimates, charts, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

### **Maintenance Supervisor**

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret structural, mechanical, building and automotive terminology and language.
- Ability to communicate with staff, directors of other sections, consultants, departmental employees, and administrators.

### **Environmental Adaptability**

- Essential functions may risk exposure to toxic/poisonous agents or traffic hazards.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Prevailing Wage Coordinator	<b>Class Number:</b>	1052511
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	6
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to ensure organizational compliance with all Federal, State and Local regulations pertaining to Prevailing Wage laws as they relate to the Davis Bacon Act, and to ensure construction compliance with all EEO laws and regulations.

## Distinguishing Characteristics

This is a journey level classification requiring an understanding of and ability to enforce compliance with Prevailing Wage laws. This classification works under a framework of regulations, policies and procedures. The incumbent exercises discretion in monitoring construction projects and applying regulations to relevant projects.

## Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Reviews, files, organizes and maintains contractor payrolls according to the Davis Bacon Act and other Federal regulations. 30% +/- 10%
- Conducts personal wage interviews with contractor employees. 30% +/- 10%
- Represents the Public Works Engineer's Office in all Prevailing Wage meetings and discussions; maintains current Prevailing Wage Law updates as well as all corresponding EEO information; prepares and maintains written reports and records regarding Prevailing Wage and EEO; resolves disputes pertaining to EEO and Prevailing Wage issues and makes recommendations. 20% +/- 10%
- Performs construction site inspections for appropriate EEO material. 20% +/- 10%

## Experience Required to Perform Essential Job Functions

Associate's degree in Business Administration or equivalent with two (2) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

## Additional Requirements

No special license or certification is required.

## **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

### **Supervisory Responsibilities**

- No supervisory requirements

### **Mathematical Ability**

- Ability to perform addition, subtraction, multiplication and division.

### **Language Ability & Interpersonal Communication**

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including reports, records, audits, payroll and laws.
- Ability to utilize a variety of advisory data and information such as memos, correspondence, reports, payroll, laws, and other legal documents.
- Ability to prepare memos, correspondence, meeting minutes, records, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret legal terminology and language.
- Ability to communicate with supervisor, employees of other sections and departments, consultants, contractors, departmental employees, and administrators.

### **Environmental Adaptability**

- Work is typically performed in the field and in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Project Inspector	<b>Class Number:</b>	1065511
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	7
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to inspect various phases of construction to insure that the project complies with contractual plans and specifications.

## Distinguishing Characteristics

This is an advance-journey technical classification with responsibility for inspecting phases of construction for compliance with plans and specifications. This classification works under a framework of defined procedures and regulations. Some exercise of judgment is required on details of work and making preliminary selections and adaptations of surveying alternatives. This class is distinguished from the Construction Technician in that the former class requires more experience and may act as a lead worker for the Construction Technician.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Inspects various phases of construction to insure compliance with specifications and contractual plans and/or proposals regarding roadway, drainage, pavement, electrical, traffic control, signing, topsoil removal, demolition and clearing foundations for embankments, subgrades, piles, guardrails and/or median painting; verifies plan quantities and calculations with blueprints; may sample for physical tests of construction materials; documents observations of all technical work in bridge and road construction. 50% +/- 20%
- Prepares and maintains project records and reports, such as a daily diary, inspection reports, pay item quantities, progress estimates, contractor's construction methods, and material inspection. Utilizes construction management system on a computer system to record information and generate reports. 30% +/- 10%
- Performs other miscellaneous duties, including checking plans and specifications in regard to location and quantity of materials used, helping to establishing survey and grade lines, mailing delivery, performing office and field inventories, performing general housekeeping of the field office. 10% +/- 5%
- Participates in construction seminars; attends meetings to provide and gain information; arranges, directs and documents meetings; responds to general comments from the public. 10% +/- 5%

## Experience Required to Perform Essential Job Functions

High school diploma or GED with five (5) years of experience in sub-professional engineering or technical work or as a Construction Technician; or equivalent combination of experience and training.

## Additional Requirements

No required licenses.

## **Project Inspector**

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of survey tools and equipment and automated office machines including computers and peripheral equipment.
- Ability to operate a digital camera, drafting instruments, measuring wheel, concrete testing kit and other inspection tools.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of lower level staff and to maintain standards.

#### **Mathematical Ability**

- Ability to understand and apply addition, subtraction, multiplication, or division and basic algebra and geometry.

#### **Language Ability & Interpersonal Communication**

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including invoices, engineering plans and specifications, project plans, test reports, delivery tickets, forms, and work orders.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy and personnel manuals, ODOT manuals, reference manuals, OSHA rules and standards, specifications, and standards.
- Ability to prepare records of samples, inspection reports, project plans, project files, agreements, notes in field book and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret construction related terminology and language.
- Ability to communicate with supervisor, consultants, engineers, co-workers, and the general public.

#### **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Project Manager	<b>Class Number:</b>	1065512
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	11
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to plan and coordinate tasks required during plan development processes and infrastructure programs including planning, scheduling and reviewing work of consultants and monitoring adherence to policies, laws, regulations, guidelines and schedules under the supervision from a Chief Section Engineer or technical oversight from a Senior Project Manager; to perform research necessary to respond to questions from other departments regarding contracts and agreements

## Distinguishing Characteristics

This is a journey level project manager classification with responsibility for overseeing projects under a framework of well-defined policies, procedures, regulations and guidelines. The incumbents exercise discretion in applying procedures to resolve project management issues. The employees in this classification assist in ensuring that projects are completed on time, on budget and with adherence to contract requirements. The employees in this class work under general supervision, progressing to more independence as experience is acquired. This class is distinguished from the advance-journey level Senior Project Manager classification in that the later has more extensive experience, manages more complex projects, and performs work with more independence.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 30% +/- 10%
- Assists in preparing agreements needed for projects and those that might be required in the planning process; serves as project manager on projects with moderate complexity; prepares and maintains project work schedules; prepares packages for submittal to regulatory agencies.
- 30% +/- 10%
- Oversees consultant contracts; transmits submittals to appropriate departments and provides instruction on how to review submittals; serves as a member of the consultant committee; approves consultant contract modifications, under direction of higher level staff.
- 20% +/- 10%
- May oversee, provide guidance to, and review the work of consultants and lower level project staff.
- 20% +/- 10%
- Maintains regular project coordination with department directors; coordinates projects with municipal officials, mayors, Council and Engineers; attends public meetings, hearings, hearings of objections and Council meetings to provide and gain information and to coordinate projects; arranges, directs and documents project review meetings; responds to general comments from the public.

## Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Civil Engineering, Business Administration or a related field with three (3) years of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.



## **Project Manager**

### **Additional Requirements**

Registration as a professional engineer with the State of Ohio desirable depending on assignment.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of contractors and to maintain standards.

#### **Mathematical Ability**

- May require the ability to understand and apply college level algebra, geometry, calculus and statistics.

#### **Language Ability & Interpersonal Communication**

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including invoices, data, calculations, drawings, forms, project plans, maps, legal descriptions, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including reference manuals, ORC, ODOT manuals, drawings, catalogs, specifications, standards, guidelines, and codes.
- Ability to prepare Council actions, contract modifications, certifications, memos, correspondence, agreements, reports, calculations, plans, estimates, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret legal, engineering, land use or other terminology and language related to assignment.
- Ability to communicate with staff, attorneys, engineers, other agencies, consultants, departmental employees, and the general public.

## **Project Manager**

### **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Bridge Inspector	<b>Class Number:</b>	1062112
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	8
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of the classification is to inspect, evaluate, rate, and report the condition and ongoing maintenance needs of bridges and culverts on the County system and related structures; to report unsafe or hazardous conditions

## Distinguishing Characteristics

This is an advance-journey level technical classification that works under general supervision. The employees in this class work under a framework policies, procedures, regulations and codes. Employees are required to have comprehensive knowledge of structural behavior and general knowledge of modern engineering methods and techniques as applied to construction and maintenance of structures, records, evaluates and rates the conditions of the bridges as determined in the field; This class is distinguished from a Chief Section Engineer in that the later is a professional, management classification that is responsible for management of the Bridge Inspection Section. This class is further distinguished from the Bridge Inspector classification in that the Senior Bridge Inspector may provide technical supervision of that class and is required to have more specialized experience.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 30% +/- 10%
- Visually inspects all components of bridges and culverts for deterioration, cracks and other defects and rates each component based on its as-built condition; identifies all visible defects in the structure whether as a result of deterioration, construction practice or original design; identifies and notes areas of potential failure as a result of anticipated deterioration, past construction or maintenance practice.
- 20% +/- 10%
- Records all ratings and other findings; completes various bridge inspection forms and reports; prepares various data lists to be used in the bridge management/inspection section.
- 20% +/- 10%
- Documents observations of all technical work in bridge and road construction; provides daily reports of work done on a project and provides necessary profit documentation, as directed.
- 10% +/- 5%
- Provides an information base for immediate action to limit use of or close to traffic, any structure which is revealed by inspection to be hazardous; recommends repairs for each inspected structure and enter data in computer.
- 10% +/- 5%
- Prepares maps, forms and sketches as required for the bridge inspections; prepares and details the construction plans necessary for the repair work to be done.
- 10% +/- 5%
- Maintains files and computer entries for information and drawings pertinent to bridge inspection; uses AutoCAD to draw sketches for recommended bridge reports.

## **Senior Bridge Inspector**

### **Minimum Training and Experience Required to Perform Essential Job Functions**

A high school diploma supplemented with vocational training and three (3) of experience in bridge inspection; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

### **Additional Requirements**

National Institute for Certification in Engineering Technologies (NICET) level III or IV certificate desirable

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.
- Ability to operate an inspection van, snoopers, man-lift, tracker, motor boat and various other structural inspection tools.

#### **Supervisory Responsibilities**

May provide technical supervision over Construction Inspectors.

#### **Mathematical Ability**

- Ability to perform mathematical operations involving algebra and geometry including volume, weights, yield and load testing.

#### **Language Ability & Interpersonal Communication**

- Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend reports, forms, inventory sheets, drawings, sketches, and work orders.
- Ability to comprehend a variety of reference books and manuals including specifications, drawings, manuals, tables, codes and standards.
- Ability to prepare reports, sketches, drawings, permits, memos, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department
- Ability to use and interpret engineering terminology and language.
- Ability to communicate with contractors, engineers, other agencies, and departmental employees and administrators.

## Senior Bridge Inspector

### Environmental Adaptability

- Work is typically performed both in an office environment and in the field, subject to dust, noise, machinery and weather.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Business Services Manager	<b>Class Number:</b>	1052323
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	17
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to manage, plan, control, budget, organize and approve all financial, payroll, purchasing and capital activities of the department.

## Distinguishing Characteristics

This is a senior management classification with responsibility for managing and controlling the financial reporting functions of the Fiscal Office directly and through one subordinate supervisor. This class works under administrative direction from the Department Director, and requires the analysis and solution of operational, technical, administrative and management problems related to financial accounting and reporting and related areas. The incumbent exercises discretion in applying policies and procedures to resolve financial reporting issues and to ensure that assigned activities are completed in a timely and efficient manner.

## Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 50% +/- 10%

• Manages, plans and controls the financial, payroll and purchasing activities of the Public Works Office; plans, coordinates and forecasts all financial activities as they relate to budgeting, auditing, revenue recognition and appropriation expenditures; determines operational changes to keep department fiscally responsible; maintains a system of control to insure that expenditures do not exceed appropriations; authorizes final approval for all financial activities including purchases, contracts, payroll, inventory and debt; issues monthly financial statements; final approver for all Issue I and other grant expenditures and reimbursements; final approver of all Federal construction expenditures and reimbursements.
- 25% +/- 5%

• Supervises the assigned staff including a Business Services Manager; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.
- 20% +/- 10%

• Prepares, monitors, adjusts and forecasts the Public Works five-year capital improvement plans.
- 10% +/- 5%

• Responsible for compliance with Equal Employment Opportunity, Disadvantage Business Enterprise and Davis-Bacon Act programs pertaining to all Federal, state and local construction programs; responsible for all Office compliance with all other Federal, state and local financial rules and regulations.
- 20% +/- 10%

• Works with various committees and departments within the Office; meets with state, County and local government regarding current or future financial matters; acts as Office liaison with various governments, committees and groups.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in business, accounting, financial management or a related field with nine (9) years previous experience in accounting or financial management; or an equivalent combination of education, training, and experience.

**Additional Requirements**

License as a Certified Public Accountant in Ohio.

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions****Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

**Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

**Mathematical Ability**

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and algebraic calculations involving variables, formulas, ratio and proportion variables; to use a calculator to balance financial data using basic functions.

**Language Ability & Interpersonal Communication**

- Ability to perform high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including billings, purchase orders, project summaries, accounting reports, spreadsheets, financial statements, budgets, fixed asset reports, flow charts, and payroll reports.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, Government Accounting Standards Board, Government Accepted Auditing Standards, computer operation manuals, accounting manuals, and the Ohio Revised Code (ORC).

- Ability to prepare annual budget, financial forecast reports, productivity reports, Federal indirect cost reports, Capital Improvement plan, grant reports, budget reports, performance appraisals, disciplinary reports, spreadsheets and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret accounting and financial analysis terminology and language.
- Ability to communicate with staff, consultants, external auditors, employees from other departments, departmental employees and administrators, and elected officials.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Senior Project Manager	<b>Class Number:</b>	1065513
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	14
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to plan and coordinate all tasks required during plan development processes and infrastructure programs including planning, scheduling and reviewing work of consultants and monitoring adherence to policies, laws, regulations, guidelines and schedules; to perform research necessary to respond to questions from other departments regarding contracts and agreements

## Distinguishing Characteristics

This is an advance-journey level project manager classification with responsibility for overseeing projects under a framework of policies, procedures, regulations and guidelines. The incumbents exercise discretion in applying procedures to resolve project management issues. The employees in this classification ensure that projects are completed on time, on budget and with adherence to contract requirements. but consults with a Chief Section Engineer concerning unusual problems and developments. This class is distinguished from the journey level Project Manager classification in that the later is not expected to have the level of experience and works under general supervision, progressing to more independence as experience is acquired.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 30% +/- 10%
- Prepares all agreements needed for projects and those that might be required in the planning process; serves as project manager; prepares and maintains project work schedules; prepares complete packages for submittal to regulatory agencies; prepares and updates information for project status reports and meetings; responds to complaints.
- 30% +/- 10%
- Administers consultant contracts; directs submittals to appropriate departments and provides instruction on how to review submittals; serves as a member of the consultant committee; approves consultant contract modifications; arranges and coordinates project review meetings.
- 20% +/- 10%
- Maintains regular project coordination with department directors; coordinates projects with municipal officials, mayors, Council and engineers; attends public meetings, hearings, hearings of objections and Council meetings to provide and gain information and to coordinate projects; arranges, directs and documents project review meetings; responds to general comments from the public.
- 10% +/- 10%
- May oversee, provide guidance to, and review the work of consultants and lower level project management staff.
- 10% +/- 10%
- Manages special projects for the Public Works Office that are not placed with other sections.

## **Senior Project Manager**

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in Civil Engineering, Business Administration or a related field with six (6) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

### **Additional Requirements**

Registration as a professional engineer with the State of Ohio desirable depending on assignment.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of contractors and to maintain standards.

#### **Mathematical Ability**

- May require the ability to understand and apply college level algebra, geometry, calculus and statistics.

#### **Language Ability & Interpersonal Communication**

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including invoices, data, calculations, drawings, forms, capital improvement plans, proposals, plans, maps, legal descriptions, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including reference manuals, ORC, ODOT manuals, drawings, catalogs, specifications, standards, guidelines, and codes.
- Ability to prepare Council actions, contract modifications, certifications, memos, correspondence, agreements, reports, calculations, plans, project design reviews, estimates, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.

### **Senior Project Manager**

- Ability to use and interpret legal, engineering, land use or other terminology and language related to assignment.
- Ability to communicate with staff, attorneys, engineers, municipalities, ODOT officials, NOACA, other agencies, consultants, departmental employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Sign Shop Supervisor	<b>Class Number:</b>	1042611
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	9
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to manage and supervise the Sign Shop personnel and operations for the Public Works Office.

## Distinguishing Characteristics

This is a supervisory classification with responsibility for oversight of the Sign Shop unit of the Maintenance section of the Public Works Office. This classification works under a framework of defined procedures. The incumbent exercises discretion in applying procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 30% +/- 10%
- Inspects the condition of all County traffic and road signs; inspects traffic control at worksites; inspects sign locations, facilities, yards and job sites, installations and quality of work; inspects sign painter's projects.
  
- 20% +/- 10%
- Supervises Sign Shop personnel; provides instruction and training; plans, coordinates, assigns and reviews work; allocates personnel; acts on problems; maintains standards; and evaluates performance; prioritizes the work of the shop personnel; prepares daily needs lists and writes up and issues work orders; reviews and approves payroll, sick and vacation time and completed work orders.
  
- 20% +/- 5%
- Paints layout on road for land and road closures; draws prints for land and road closure for installers; marks ground and calls utility hotline for digging.
  
- 20% +/- 5%
- Provides information regarding road closures and other projects of concern to police, fire and service departments, city halls, plants and businesses.
  
- 10% +/- 5%
- Maintains inventory of Sign Shop materials including paint, chemicals, signs, posts and trucks; schedules vehicle maintenance and equipment repair.

## Experience Required to Perform Essential Job Functions

An Associate's degree or equivalent technical training in engineering or a related field; three (3) years of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

## **Sign Shop Supervisor**

### **Additional Requirements**

Requires a driver's license in the State of Ohio.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment, hammer drill, band saw, drill punch and other sign tools.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

#### **Mathematical Ability**

- Ability to understand and apply college level algebra, geometry, calculus and statistics.

#### **Language Ability & Interpersonal Communication**

- Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including forms, work orders, invoices, performance evaluations, certifications, and reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county personnel policy manual, reference manuals, OSHA rules and standards, specifications, and standards.
- Ability to prepare memos, performance appraisals, correspondence, plans, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret engineering and related terminology and language.

## **Sign Shop Supervisor**

- Ability to communicate with staff, directors of other sections, consultants, departmental employees, and administrators.

### **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Survey Party Chief	<b>Class Number:</b>	1063613
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	6
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to oversee, coordinate, and participate in the work of a survey crew in completing work requests; to perform field survey work to establish lines and grades to guide construction operations.

## Distinguishing Characteristics

This is an advance-journey level technical classification with responsibility for planning, scheduling, coordinating and participating in the work of field crews in establishing lines and grades to guide construction operations. This classification works under a framework of procedures and regulations. The incumbent exercises discretion in applying procedures ensure that assigned activities are completed in a timely and efficient manner. This class is distinguished from the Survey Technician class in that the Survey Party Chief oversees the work of field crews and requires a higher level of education and experience. This class is further distinguished from the Licensed Land Surveyor in the later is more involved in administrative work such as creating databases, drawings, reports, and calculations.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 30% +/- 10%
- Performs field survey duties; determines degree of curves; checks computation curves and alignment data and determines location of reference points; computes distances and elevations; drafts AutoCAD engineering basemap; reduces survey field notes to develop basemaps.
- 40% +/- 10%
- Oversees and participates in the work of survey crews; sets-up work zones in field for field survey operations; trains journey level staff; plans, coordinates, assigns and reviews work; interprets engineering plans and standards to direct survey field crews; maintains standards; oversees the establishment of center lines, the securing of data for cross sections, bridges and drainage areas; oversees the staking of lines and elevations for grades, bridges and drainage structures; oversees and participates in the setting, recovery, traversing and referencing of geodetic monuments; checks accuracy of completed tasks.
- 20% +/- 10%
- Compiles and prepares work information; compiles and records field notes; checks accuracy of completed tasks.
- 10% +/- 5%
- Selects and provides necessary equipment and materials to complete work assignments; maintains survey equipment; drives and performs routine maintenance on survey vehicle.

### **Experience Required to Perform Essential Job Functions**

High school diploma supplemented with vocational training and two (2) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

### **Additional Requirements**

Requires a valid Ohio driver's license.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of survey tools and equipment and automated office machines including computers and peripheral equipment.

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.

#### **Mathematical Ability**

- Ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; may require the ability to perform mathematical operations involving basic algebra, geometry and trigonometry.

### **Language Ability & Interpersonal Communication**

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including maps, right-of-way plans, legal documents, legal descriptions, forms, databases, and work orders.
- Ability to utilize a variety of advisory data and information such as survey plat records, centerline drawings, field notes, elevation records, coordinate files, as built drawings, geodetic files, equipment inventory, time sheets, equipment manuals, procedures, guidelines and routine correspondence.
- Ability to prepare memos, correspondence, engineering base maps, right-of-way basemaps, plans, legal descriptions, calculations, surveys and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.



### **Survey Party Chief**

- Ability to use and interpret land survey related terminology and language.
- Ability to communicate with supervisor, employees of other sections, consultants, departmental employees, and administrators.

### **Environmental Adaptability**

- Work is typically performed in the field and in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Survey Technician	<b>Class Number:</b>	1063611
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	3
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to serve as an instrument person on a survey crew, operating a transit to establish lines of surveys, compute and turn deflection angles and curves, and to figure distance to points along curves.

## Distinguishing Characteristics

This is an entry/journey level, technical classification with responsibility for acting as a member of a survey crew. This classification works under a framework of well-defined procedures and regulations. The incumbent performs assignments designed to develop technical work knowledge and abilities pertaining to the operation of all types of surveying instruments. Limited exercise of judgment is required on details of work and making preliminary selections and adaptations of surveying alternatives. This class is distinguished from the Survey Party Chief that oversees the work of field crews and requires a higher level of education and experience.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Operates a transit to establish lines of surveys; computes and turns deflection angles and curves, and figures distance to points along curves to establish and set points in staking out roadways, bridges and culverts; makes minor mechanical adjustments to transit; utilizes methods of securing measurements to show topography. 40% +/- 10%
- May do geodetic surveys to set and traverse monuments. 10% +/- 10%
- Makes sketches and records measurements to show exact location of topography such as buildings, drainage structures, walkways and poles. 20 +/- 10%
- Operates a level to set grade stakes, benchmarks and other points of elevation for survey; operates high technical total station and data collector. 20% +/- 10%
- Records level, cross section and other notes in field book and makes simple computations for standard level notes. 10% +/- 5%

## Experience Required to Perform Essential Job Functions

High school diploma or equivalent with one (1) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

## **Survey Technician**

### **Additional Requirements**

No required licenses.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate a variety of survey tools and equipment and automated office machines including computers and peripheral equipment.

#### **Supervisory Responsibilities**

No supervisory responsibilities.

#### **Mathematical Ability**

- Ability to understand and apply addition, subtraction, multiplication, and division.

#### **Language Ability & Interpersonal Communication**

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including engineering plans and specifications, maps, legal descriptions, and work orders.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, reference manuals, OSHA rules and standards, specifications, and standards.
- Ability to prepare calculations, surveys, records of level, cross section and other notes in field book, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret land survey related terminology and language including survey nomenclature, symbols and adjustments.
- Ability to communicate with supervisor, co-workers, and the general public.

#### **Environmental Adaptability**

- Work is typically performed in an office environment and in the field.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Vehicle Electronics Technician	<b>Class Number:</b>	1041111
<b>FLSA:</b>	Non - Exempt	<b>Pay Grade:</b>	5
<b>Dept:</b>	Public Works		

## Classification Function

The purpose of this classification is to assist the Public Works Maintenance unit with repairs, installations and maintenance of products, systems and components.

## Distinguishing Characteristics

This is a technical classification that is responsible for vehicle electronics repair and maintenance in the Maintenance Section of the Public Works Office. Employees in this classification have specialized knowledge and experience related to vehicle electronics. This class requires exercise of judgment in repairs and maintenance procedures. This class is distinguished from the Assistant Maintenance Superintendent that supervises the work of this class and requires a higher level of education and general experience.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 35% +/- 10%

Assists Vehicle Maintenance by repairing special electronic equipment; diagnose and remedy standard vehicle lighting, aftermarket lighting, and other vehicle lighting.
- 20% +/- 10%

Performs work that includes application of engineer's circuit diagrams, topographic amps and the correct application of test equipment; tests and makes minor adjustments to generators.
- 30% +/- 10%

Tests and measures circuit voltage, current and resistance; interprets readings to determine circuit problems; reads and interprets schematic diagrams requiring an understanding of solid-state electronic circuit operation such as diodes, transistors, transistor drivers and integrated circuits; troubleshoots individual live electrical circuit problems, properly operating vehicle electrical circuits such as lighting circuits, cranking circuits, charging circuits and other circuits such as DC Motor, solenoid and relay circuits.
- 15% +/- 10%

Troubleshoots battery problems, cranking problems and charging system problems; orders parts and equipment for repairs; assists supervisor to coordinate work of mechanics; may provide special training; processes inventory reports and verifies their contents.

## Experience Required to Perform Essential Job Functions

High school diploma or GED supplemented with technical training in electronics or a related field with two (2) years of vehicle electronics experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

## **Vehicle Electronic Technician**

### **Additional Requirements**

No required licenses.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to operate computers and peripheral office equipment.
- Ability to operate trucks, TV trucks, Vac trucks, cars, generators, mechanic tools, diagnostic tools, diagnostic instruments and other mechanical tools and equipment.

#### **Supervisory Responsibilities**

No supervisory responsibilities.

#### **Mathematical Ability**

- Ability to understand and apply addition, subtraction, multiplication, and division.

#### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including schematics, repair orders, billing invoices, vendor quotes, transfer tickets, and other related documents.
- Ability to comprehend a variety of reference books and manuals including technical manuals, equipment manuals, circuit diagrams, safety practices, reference and computer manuals.
- Ability to prepare repair orders, inventory report, digital scans, quote sheets, reports, schedules, diagnostics, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret basic vehicle and electronics related terminology and language
- Ability to communicate with supervisor, co-workers, vendors and the general public.

#### **Environmental Adaptability**

- Work is typically performed in a workshop and in an office.

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