



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, JULY 10, 2012
CUYAHOGA COUNTY JUSTICE CENTER
COUNCIL CHAMBERS – 1ST 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 26, 2012 Work Session
 - b) June 26, 2012 Regular Meeting
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE**
 - a) R2012-0130: A Resolution providing for the submission to the electors of the County of Cuyahoga an amendment to Article 4, Section 1 and Article 5, Section 6 of the Charter of Cuyahoga County; and declaring the necessity that this Resolution become immediately effective. (Pending committee recommendation.)

Sponsor: Councilmember Simon

- b) R2012-0131: A Resolution providing for the submission to the electors of the County of Cuyahoga an amendment to Article 2, Section 2.03 and Article 3, Section 3.09 of the Charter of Cuyahoga County; and declaring the necessity that this Resolution become immediately effective. (Pending committee recommendation.)

Sponsor: Councilmember Schron

- c) R2012-0132: A Resolution providing for the submission to the electors of the County of Cuyahoga an amendment to Article 5, Section 1 and Article 5, Section 4 of the Charter of Cuyahoga County; and declaring the necessity that this Resolution become immediately effective. (Pending committee recommendation.)

Sponsors: Council President Connally on behalf of the Cuyahoga County Court of Common Pleas

10. CONSIDERATION OF ORDINANCES OF COUNCIL FOR THIRD READING ADOPTION

- 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

- 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

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

- a) R2012-0133: 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

12. CONSIDERATION OF A RESOLUTION FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES AND EXECUTIVE SESSION

- a) R2012-0134: A Resolution _____ the report containing findings and recommendations of Fact-finder Jared Simmer regarding negotiations between the County and the Ohio Patrolmen's Benevolent Association for a collective bargaining agreement covering approximately 139 employees in the classification of Protective Services Officer at the Sheriff's Department, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/County Sheriff

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

- a) R2012-0135: A Resolution authorizing an amendment to Resolution No. R2012-0054 dated 3/27/2012, which authorized that public convenience and welfare requires the resurfacing of Egbert Road from Dunham Road to Walton Hills East Corporation Line in the Village of Walton Hills; by changing the termini to add the City of Bedford; and authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution.

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

- b) R2012-0136: A Resolution declaring that public convenience and welfare requires the resurfacing of East 9th Street from North Marginal Road to Carnegie Avenue in the City of Cleveland; total estimated construction cost \$3,135,000.00; 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 City of Cleveland in connection with said project.

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

- c) R2012-0137: A Resolution declaring that public convenience and welfare requires the resurfacing of Ontario Street from Lakeside Avenue to approximately 900 feet north of Carnegie Avenue in the City of Cleveland; total estimated construction cost \$3,300,000.00; 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 City of Cleveland in connection with said project.

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

- d) R2012-0138: A Resolution making an award on RQ22978 to DiGioia-Suburban Excavating, LLC in the amount not-to-exceed \$2,321,156.59 for widening and reconstruction of Barrett Road from Spafford Road to the Berea West Corporation Line and replacement of Barrett Road Culvert Nos. 8, 9, 10,11 and improvement of Barrett Road Culvert No. 12 in Olmsted Township; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution, authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in said amount to fund said contract; and declaring the necessity that this Resolution become immediately effective.

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

- e) R2012-0139: A Resolution authorizing an Economic Development Loan in the amount not-to-exceed \$3,000,000.00 to The Lincoln Electric Company for renovation of a property located at 22801 St. Clair Avenue, Euclid; 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

- f) R2012-0140: A Resolution authorizing amendments to contracts with various providers for Employment Connection One-Stop operation and

services to adult job seekers for the period 7/1/2010 - 6/30/2012 to extend the time period 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) No. CE1200195-01 with Linking Employment, Abilities & Potential in the amount not-to-exceed \$141,000.00.
- 2) No. CE1000589-01 with Mature Services, Incorporated in the amount not-to-exceed \$107,139.00.
- 3) No. CE1000590-01 with Towards Employment, Incorporated in the amount not-to-exceed \$250,000.00.
- 4) No. CE1000591-01 United Labor Agency, Inc. in amount not-to-exceed \$2,228,000.00.

Sponsor: County Executive FitzGerald/Department of Workforce Development, in partnership with City of Cleveland/Cuyahoga County Workforce Investment Board

- g) R2012-0141: A Resolution authorizing an amendment to Contract No. CE1000585-01 with United Labor Agency, Inc. for Employment Connection employer services for the period 7/1/2010 - 6/30/2012 to extend the time period to 6/30/2013 and for additional funds in the amount not-to-exceed \$1,400,000.00, 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 Workforce Development, in partnership with City of Cleveland/Cuyahoga County Workforce Investment Board

- h) R2012-0142: A Resolution authorizing amendments to contracts with various providers for placement services for the period 10/1/2011 - 6/30/2012 to extend the time period to 12/31/2013, to change the terms effective 7/1/2012 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) No. CE1100612-01 with In Focus of Cleveland, Inc. in the amount not-to-exceed \$1,031,436.00.
- 2) No. CE1100615-01 with Pathway Caring for Children in the amount not-to-exceed \$284,634.00.
- 3) No. CE1100624-01 with National Youth Advocate Program, Inc. in the amount not-to-exceed of \$2,936,790.00.

- 4) No. CE1100625-01 with Options for Families and Youth in the amount not-to-exceed of \$2,281,572.00.
- 5) No. CE1100628-01 with START - Support To At-Risk Teens in the amount not-to-exceed \$2,286,918.00.
- 6) No. CE1100672-01 with House of New Hope in the amount of \$2,175,732.00.
- 7) No. CE1100627-01 with Specialized Alternatives for Families and Youth of Ohio, Inc. in the amount not-to-exceed \$5,487,138.00.
- 8) No. CE1100629-01 with The Bair Foundation in the amount not-to-exceed \$3,107,628.00.
- 9) No. CE1100630-01 with The Cleveland Christian Home, Incorporated in the amount not-to-exceed \$4,325,796.00.
- 10) No. CE1100631-01 with The Twelve of Ohio, Inc. in the amount not-to-exceed \$2,163,618.00.
- 11) No. CE1100633-01 with The Village Network in the amount not-to-exceed \$2,316,798.00.
- 12) No. CE1100616-01 with Alliance Human Services, Inc. in the amount not-to-exceed \$4,854,564.00.
- 13) No. CE1100617-01 with Applewood Centers, Inc. in the amount not-to-exceed \$3,681,108.00.
- 14) No. CE1100618-01 with Beech Brook in the amount not-to-exceed \$7,294,950.00.
- 15) No. CE1100619-01 with BHC Belmont Pines Hospital, Inc. in the amount not-to-exceed \$1,268,262.00.
- 16) No. CE1100620-01 with Bellefaire Jewish Children's Bureau in the amount not-to-exceed \$5,969,700.00.
- 17) No. CE1100610-02 with Diversion-Adolescent Foster Care of Ohio, Inc. in the amount not-to-exceed \$327,312.00.
- 18) No. CE1100621-01 with Guidestone in the amount not-to-exceed \$9,170,748.00.
- 19) No. CE1100773-01 with Keystone Richland Center, LLC dba Foundations for Living in the amount not-to-exceed \$75,006.00.
- 20) No. CE1100622-01 with Caring for Kids, Inc. in the amount not-to-exceed \$105,030.00.
- 21) No. CE1100771-01 with Carrington Youth Academy LLC in the amount not-to-exceed of \$312,390.00.
- 22) No. CE1100623-01 with Catholic Charities Services Corporation (Parmadale) in the amount not-to-exceed \$8,927,154.00.
- 23) No. CE1100607-01 with Christian Children's Home of Ohio, Inc. in the amount not-to-exceed \$604,296.00.
- 24) No. CE1100608-01 with Continue Life, Inc. in the amount not-to-exceed \$397,314.00.

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

- i) R2012-0143: A Resolution making awards on RQ22547 to various providers for emergency assistance services for the period 9/1/2012 - 8/31/2014; and authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution:
- 1) A-Z Furniture Co. Inc. in the amount not-to-exceed of \$102,000.00.
 - 2) Burlington Coat Factory Warehouse Corporation in the amount not-to-exceed \$272,000.00.
 - 3) Dave's Supermarket in the amount not-to-exceed \$40,000.00.
 - 4) Silverman Brothers, Inc. in the amount not-to-exceed \$48,000.00.
 - 5) West 25th Furnishings and Appliances, Inc. in the amount not-to-exceed \$238,000.00.

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

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

- 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

- b) 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

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

- c) 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

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

- d) 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

Committee Assignment and Chair: Economic Development & Planning – Schron

- e) 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.

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

- a) O2012-0018: An Ordinance adopting the five-year Economic Development Plan in accordance with Section 7.05 of the Charter of Cuyahoga County, and declaring the necessity that this Ordinance become immediately effective.

Sponsors: County Executive FitzGerald/Department of Development and Councilmember Schron

- b) O2012-0019: An Ordinance amending Ordinance No. O2011-0039, as amended, which established procedures governing the use by the County of alternate construction project delivery methods, including construction manager-at-risk, design-build and general contracting project delivery methods for public construction projects; and declaring the necessity that this Ordinance become immediately effective.

Sponsor: County Executive FitzGerald/Department of Public Works

16. CONSIDERATION OF AN ORDINANCE FOR SECOND 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

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

17. COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE FOR THIRD READING ADOPTION

- 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

18. MISCELLANEOUS COMMITTEE REPORTS

19. MISCELLANEOUS BUSINESS

20. PUBLIC COMMENT UNRELATED TO AGENDA

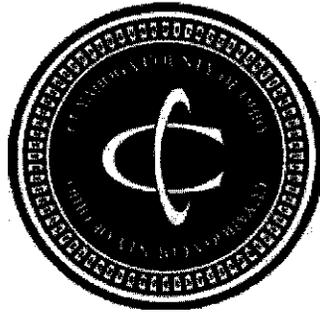
21. ADJOURNMENT

NEXT MEETINGS

COMMITTEE OF THE WHOLE: TUESDAY, JULY 24, 2012
1:00 PM / COUNCIL CHAMBERS

REGULAR MEETING: TUESDAY, JULY 24, 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 WORK SESSION
TUESDAY, JUNE 26, 2012
CUYAHOGA COUNTY JUSTICE CENTER
COUNCIL CHAMBERS – 1ST FLOOR
4:30 PM

1. CALL TO ORDER

The meeting was called to order by Council President Connally at 4:31 p.m.

2. ROLL CALL

Council President Connally asked Deputy Clerk Barnhill to call the roll. Councilmembers Schron, Conwell, Jones, Simon, Greenspan, Miller, Brady, Germana, Gallagher and Connally were in attendance. Councilmember Rogers was absent from the work session.

3. MEDICAL MART/CONVENTION CENTER PROJECT UPDATE

- a) Jeff Appelbaum, Thompson Hine LLP
- b) Jim Bennett, Senior Vice President, Cleveland Medical Mart and Convention Center

Mr. Bennett discussed the business plan and program offerings relating to the Medical Mart/Convention Center Project.

Mr. Appelbaum updated Council regarding design and construction progress, risk management, contracting and staffing, safety and economic inclusion statistics in connection with the Medical Mart/Convention Center Project.

Councilmembers asked questions of Mr. Bennett and Mr. Appelbaum, which he answered accordingly. Council President Connally then asked Mr. Appelbaum and

Mr. Bennett to provide the next update to Council in August, to which they responded affirmatively.

4. MISCELLANEOUS BUSINESS

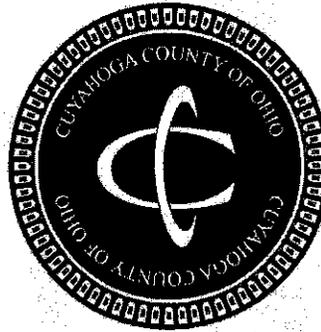
There was no miscellaneous business.

5. PUBLIC COMMENT

No public comments were given.

6. ADJOURNMENT

With no further business to discuss, the work session was adjourned by Council President Connally at 5:05 p.m., without objection.



MINUTES
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, JUNE 26, 2012
CUYAHOGA COUNTY JUSTICE CENTER
COUNCIL CHAMBERS – 1ST FLOOR
5:00 PM

1. CALL TO ORDER

The meeting was called to order by Council President Connally at 5:05 p.m.

2. ROLL CALL

Council President Connally asked Deputy Clerk Barnhill to call the roll. Councilmembers Schron, Conwell, Jones, Simon, Greenspan, Miller, Brady, Germana, Gallagher and Connally were in attendance and a quorum was determined. Councilmember Rogers was absent from the meeting.

A motion was then made by Ms. Conwell, seconded by Mr. Miller and approved by unanimous vote to excuse Mr. Rogers from the meeting.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. SILENT MEDITATION

Council President Connally requested there be a moment of silent meditation for personal reflection.

5. PUBLIC COMMENT RELATED TO AGENDA

No public comments were given.

6. APPROVAL OF MINUTES

- a) June 12, 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 June 12, 2012 regular meeting.

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

Council President Connally reported the following:

- 1) Acknowledged Nikima Barnhill as the interim Clerk of Council and thanked her for a good job thus far and**
- 2) Spoke at the 200th anniversary of the War of 1812 on Monday, June 18th and was presented with a flag by the 1812 Association.**

8. MESSAGES FROM THE COUNTY EXECUTIVE

County Executive FitzGerald reported the following:

- 1) Encouraged everyone to attend the performance given by the Cleveland Orchestra and co-sponsored by Cuyahoga County on Monday, July 2nd at Tower City Center;**
- 2) Addressed the preliminary data released and the process used by the County regarding property valuations. The County saved millions of dollars by completing valuations in house and contracting out;**
- 3) Stated that there was an article in the Plain Dealer regarding layoffs. There are 430 fewer jobs since the administration took office; and**
- 4) Acknowledged that there is a difference in the way the business and medical communities perceive the Medical Mart project. The joint strategy that Council and the Executive instituted months ago to engage the private sector is working.**

9. RECEPTION OF REPORT SUBMITTED TO COUNCIL

- a) **Proposed Charter amendments recommended by the Court of Common Pleas & Councilmembers**

Council President Connally referred the proposed Charter amendments to the Rules, Charter Review, Ethics & Council Operations Committee.

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

Council President Connally referred Motion No. M2012-0021 to the Human Resources, Appointments & Equity Committee.

11. CONSIDERATION OF MOTIONS OF COUNCIL 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 Motion Nos. M2012-0019 and M2012-0020.

- 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

On a motion by Mr. Schron with a second by Ms. Conwell, Motion No. M2012-0019 was considered and approved by unanimous vote.

- 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

On a motion by Mr. Schron with a second by Ms. Conwell, Motion No. M2012-0020 was considered and approved by unanimous vote.

12. CONSIDERATION OF A RESOLUTION OF COUNCIL 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. R2012-0120.

- 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

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2012-0120 was considered and adopted by unanimous vote.

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

Council President Connally referred Resolution No. R2012-0121 to the Finance & Budgeting Committee.

- 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

Council President Connally referred Resolution No. R2012-0122 to the Finance & Budgeting Committee.

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

Council President Connally referred Ordinance No. O2012-0017 to the Public Works, Procurement & Contracting Committee.

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

Deputy Clerk Barnhill read Ordinance No. O2012-0007 into the record.

This item will move to the July 10, 2012 Council meeting agenda for consideration for third reading adoption.

- 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

Deputy Clerk Barnhill read Ordinance No. O2012-0013 into the record.

This item will move to the July 10, 2012 Council meeting agenda for consideration for third reading adoption.

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

On a motion by Mr. Greenspan with a second by Mr. Schron, Ordinance No. O2012-0008 was considered and adopted by unanimous vote.

17. CONSIDERATION OF RESOLUTIONS 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 Nos. R2012-0123, R2012-0124 and R2012-0125.

- 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

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2012-0123 was considered and adopted by unanimous vote.

- 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

On a motion by Mr. Schron with a second by Mr. Miller, Resolution No. R2012-0124 was considered and adopted by unanimous vote.

- 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, Connally, Miller, Germana and Simon

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2012-0125 was considered and adopted by unanimous vote.

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

Council President Connally referred Resolution No. R2012-0126 to the Economic Development and Planning Committee.

- 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

Council President Connally referred Resolution No. R2012-0127 to the Human Resources, Appointments & Equity Committee.

- 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

Council President Connally referred Resolution No. R2012-0128 to the Human Resources, Appointments & Equity Committee.

- 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

Council President Connally referred Resolution No. R2012-0129 to the Health, Human Services & Aging Committee.

19. 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 Rules 9D and 12A and to place on final passage Resolution Nos. R2012-0090, R2012-0105, R2012-0106, R2012-0109, R2012-0110, R2012-0111, R2012-0114, R2012-0116, R2012-0117, R2012-0118 and R2012-0119.

- 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

On a motion by Ms. Conwell with a second by Mr. Schron, Resolution No. R2012-0090 was considered and adopted by unanimous vote.

- 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

On a motion by Mr. Schron with a second by Mr. Jones, Resolution No. R2012-0105 was considered and adopted by unanimous vote.

- 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

On a motion by Mr. Schron with a second by Mr. Jones, Resolution No. R2012-0106 was considered and adopted by unanimous vote.

- 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.

Sponsors: County Executive FitzGerald/Department of Public Works/
Division of County Engineer, and Councilmembers Germana, **Jones and
Connally**

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

On a motion by Mr. Jones with a second by Mr. Germana, Resolution No. R2012-0109 was considered and adopted by unanimous vote.

- 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

On a motion by Mr. Miller with a second by Mr. Germana, Resolution No. R2012-0110 was considered and adopted by unanimous vote.

- 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

On a motion by Mr. Schron with a second by Mr. Miller, Resolution No. R2012-0111 was considered and adopted by unanimous vote.

- 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

On a motion by Mr. Schron with a second by Ms. Conwell, Resolution No. R2012-0114 was considered and adopted by unanimous vote.

- 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

On a motion by Mr. Miller with a second by Mr. Schron, Resolution No. R2012-0116 was considered and adopted by unanimous vote.

- 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

On a motion by Ms. Simon with a second by Mr. Jones, Resolution No. R2012-0117 was considered and adopted by unanimous vote.

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

On a motion by Mr. Brady with a second by Mr. Miller, Resolution No. R2012-0118 was considered and adopted by unanimous vote.

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

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2012-0119 was considered and adopted by unanimous vote.

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

Deputy Clerk Barnhill read Ordinance No. O2012-0016 into the record.

This item will move to the July 10, 2012 Council meeting agenda for consideration for third reading adoption.

21. MISCELLANEOUS COMMITTEE REPORTS

Ms. Conwell reported that the Human Resources, Appointments & Equity Committee will meet once a month throughout the summer. The next scheduled meetings will be held on Thursday, July 12, 2012 and Thursday, August 23, 2012 at 10:00 a.m.

Mr. Greenspan addressed Council regarding Ordinance No. O2012-0017.

Mr. Jones reported that the Public Works, Procurement & Contracting Committee will meet on June 28, 2012 at 10:00 a.m.

22. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

23. PUBLIC COMMENT UNRELATED TO AGENDA

No public comments were given.

24. ADJOURNMENT

With no further business to discuss, Council President Connally adjourned the meeting at 6:02 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0130

Sponsored by: Councilmember Simon	A Resolution providing for the submission to the electors of the County of Cuyahoga an amendment to Article 4, Section 1 and Article 5, Section 6 of the Charter of Cuyahoga County; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Article 12, Section 10 of the Charter of Cuyahoga County provides that "Proposed amendments to this Charter shall be submitted to the electors of the County in the manner provided for by the Ohio Constitution"; and

WHEREAS, Article X, Section 4 of the Ohio Constitution provides that the "legislative authority" "of any county may by a two-thirds vote of its members" submit by resolution charter amendments to the electors of the county "to be voted upon at the first general election occurring not sooner than sixty days after their submission"; and

WHEREAS, this Council believes it is in the best interest of the citizens of the County of Cuyahoga to amend the County Charter by clarifying the role of the Law Director in advising and representing Cuyahoga County, its County Executive, County Council, departments, agencies, offices, officers, boards, and commissions in all civil matters, including all transactional and litigation matters, and the retention of outside counsel.

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

SECTION 1. Pursuant to Article X, Section 4 of the Ohio Constitution and Article 12, Section 10 of the Charter of the County of Cuyahoga, this Council hereby authorizes and directs that there shall be submitted to a vote of qualified electors of the County of Cuyahoga, at the general election to be held on Tuesday, the 13th day of November, 2012, the question of amending Article 4, Sections 4.01 the Charter of the County of Cuyahoga, the respective text to be as set forth herein, with boldfaced and underlined text being added, and crossed out text being deleted as follows:

4.01 PROSECUTING ATTORNEY: ELECTION, DUTIES AND QUALIFICATIONS

The Prosecuting Attorney shall be elected, and the duties of that office relating to criminal matters, and the compensation therefore, including provision for the employment of outside counsel, shall continue to be determined in the manner provided by general law. The Prosecuting Attorney shall also continue to advise and represent, including representation in court litigation, the Cuyahoga County courts and judges, townships, and the following boards and commissions: the Cuyahoga

County Board of Elections; the Cuyahoga County Board of Health, the Cuyahoga County Board of Developmental Disabilities; the Cuyahoga County Alcohol, Drug Addiction and Mental Health Services Board; the Cuyahoga County Public Library Board, the Metro Health System Board of Trustees, the Cuyahoga County Veterans Service Commission, and the Cuyahoga County Soldiers and Sailors Monument Board of Trustees. The Prosecuting Attorney shall also have such other powers and duties as shall be established by ordinance that are not inconsistent with this Charter.

5.06 DIRECTOR OF LAW: POWERS, DUTIES AND QUALIFICATIONS.

The Director of Law shall be the legal advisor to and representative of the County Executive and County Council.

5.06 (1) Legal Services. Effective January 1, 2013, the Director of Law shall perform all legal services for and advise and represent Cuyahoga County, its County Executive, County Council, departments, agencies, offices, and officers in all matters, including all transactional matters and all litigation matters in court, administrative proceedings and arbitrations. The Director of Law shall also, except as enumerated in Section 4.01, advise and represent the County's boards, commissions, committees, and other county authorities, including the Economic Development Commission, Human Resource Commission, Board of Revision, Audit Committee, Solid Waste Committee, and Planning Commission, in all matters, including all transactional matters and all litigation matters in court, administrative proceedings and arbitrations.

5.06 (2) Retention of Outside Counsel. The Director of Law shall also be responsible for the selection and retention of outside counsel for all matters under his or her jurisdiction, including the advice and representation of Cuyahoga County, its County Executive, County Council, departments, agencies, offices, officers, boards, commissions, committees, and other authorities in all matters, including all transactional matters and all litigation matters in court and arbitrations.

Notwithstanding any other provision in the Charter or at general law, the retention of outside counsel shall be governed by the County's contracting procedures for professional services established by ordinance. Provided that any requisite approval by a county contracting approval authority is obtained pursuant to the County's contracting procedures established by ordinance, the Law Director shall not be required to obtain court approval for the retention of outside counsel and there shall be no monetary or other limits restricting the scope of such retention.

5.06 (3) Other Powers and Duties. The Director of Law shall also have such powers and duties as shall be established by ordinance that are not inconsistent with this Charter.

5.06 (4) Qualifications. The Director of Law shall be an attorney at law in good standing in the State of Ohio and shall have had at least five years' experience in advising or representing political subdivisions in Ohio.

SECTION 2. Pursuant to Article X, Section 4 of the Ohio Constitution, and Article 12, Section 10 of the Charter of the County of Cuyahoga, this Council hereby directs that the proposed amendment of Article 4, Sections 4.01 and Article 5, Section 5.06 shall be submitted to the Board of Elections of Cuyahoga County and the question to be submitted on the ballot shall be as follows:

PROPOSED AMENDMENT TO COUNTY CHARTER

Shall the County Charter be amended to clarify the role of the Law Director in advising and representing Cuyahoga County, its County Executive, County Council, departments, agencies, offices, officers, boards, and commissions in all civil matters, including all transactional and litigation matters, and the retention of outside counsel?

SECTION 3. If the foregoing proposal receives the affirmative vote of a majority of the electors voting thereon, the existing provisions of Article 4, Section 4.01 and Article 5, Section 5.06 which are inconsistent herewith, shall be and the same are hereby repealed effective as of the date on which such amendment becomes effective.

SECTION 4. The Clerk of this Council is directed to certify a copy of this Resolution to the Board of Elections no earlier than one hundred twenty (120) days and not later than sixty (60) days before the November 13, 2012 election. The Clerk is further directed to take all other actions required by law relative to the submission of said amendment for said election, including, if required by law, mailing or otherwise distributing a copy of said proposed amendment to each of the electors of the County as far as may be reasonably possible prior to thirty (30) days before said election.

SECTION 5. It is necessary that this Resolution become immediately effective to enable the Clerk of Council to perform her duties in time for the amendments to be properly placed on the November 13, 2012 election. Provided that this Resolution receives the affirmative vote of eight (8) members of Council, it shall become immediately effective upon the signature of the County Executive.

SECTION 6. 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:
Committee Assigned:

Journal _____
_____, 2012

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0131

Sponsored by: Councilmember Schron	A Resolution providing for the submission to the electors of the County of Cuyahoga an amendment to Article 2, Section 2.03 and Article 3, Section 3.09 of the Charter of Cuyahoga County; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Article 12, Section 10 of the Charter of Cuyahoga County provides that "Proposed amendments to this Charter shall be submitted to the electors of the County in the manner provided for by the Ohio Constitution"; and

WHEREAS, Article X, Section 4 of the Ohio Constitution provides that the "legislative authority" "of any county may by a two-thirds vote of its members" submit by resolution charter amendments to the electors of the county "to be voted upon at the first general election occurring not sooner than sixty days after their submission"; and

WHEREAS, this Council believes it is in the best interest of the citizens of the County of Cuyahoga to amend the County Charter to require that the County of Cuyahoga develop and implement biennial (two year) operating and capital improvements budgets.

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

SECTION 1. Pursuant to Article X, Section 4 of the Ohio Constitution and Article 12, Section 10 of the Charter of the County of Cuyahoga, this Council hereby authorizes and directs that there shall be submitted to a vote of qualified electors of the County of Cuyahoga, at the general election to be held on Tuesday, the 13th day of November, 2012, the question of amending Article 2, Sections 2.03 and Article 3, Section 3.09 of the Charter of the County of Cuyahoga, the respective text to be as set forth herein, with boldfaced and underlined text being added, and crossed out text being deleted as follows:

2.03 Powers and Duties

(9) To submit to the Council prior to the beginning of each **biennium** ~~fiscal year~~, a proposed operating budget for the upcoming **biennium** ~~fiscal year~~, which shall contain at least the following:

- (a) A statement of estimated revenues from all sources, including fund balances from the preceding **biennium** ~~year~~;
- (b) A statement of proposed expenditures, shown by department, office, agency, authority, board and commission, and by activity, character and object;

- (c) A schedule of estimated revenues and proposed expenditures for each County department, office, agency, authority, board and commission, on a monthly basis; and
 - (d) A summary of the contents of the proposed operating budget.
- (10) To submit to the Council prior to the beginning of each **biennium** ~~fiscal year~~ a capital improvements program, which shall contain at least the following:
- (a) The capital improvements scheduled for, or proposed to be undertaken within that **biennium** ~~fiscal year~~, along with the estimated cost of each improvement and the proposed or established method of financing;
 - (b) A summary of the detailed contents of the program for the current **biennium** ~~fiscal year~~; and
 - (c) The capital improvements projected for the five years next succeeding the current **biennium** ~~fiscal year~~.
- (11) To submit a written message to the Council accompanying the proposed operating budget and capital improvements program explaining the budget both in fiscal terms and in terms of work to be done, outlining the proposed financial policies of the County for the current **biennium** ~~fiscal year~~ and describing the important features of the budget. The message shall include any proposals for major changes in financial policies and in expenditures, appropriations and revenues as compared with the preceding **biennium** ~~fiscal year~~ and the reasons for such proposals, and an itemization and explanation of each proposed capital improvement.

3.09 Powers and Duties of the Council

- (5) To adopt and amend the County's annual tax budget, **biennial** operating budget and **biennial** capital improvements program and to make appropriations for the County.

SECTION 2. Pursuant to Article X, Section 4 of the Ohio Constitution, and Article 12, Section 10 of the Charter of the County of Cuyahoga, this Council hereby directs that the proposed amendment of Article 2, Sections 2.03 and Article 3, Section 3.09 shall be submitted to the Board of Elections of Cuyahoga County and the question to be submitted on the ballot shall be as follows:

PROPOSED AMENDMENT TO COUNTY CHARTER

Shall the County Charter be amended to require that the County of Cuyahoga develop and implement biennial (two year) operating and capital improvements budgets?

SECTION 3. If the foregoing proposal receives the affirmative vote of a majority of the electors voting thereon, the existing provisions of Article 2, Section 2.03 and

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0132

Sponsored by: Council President Connally on behalf of the Cuyahoga County Court of Common Pleas	A Resolution providing for the submission to the electors of the County of Cuyahoga an amendment to Article 5, Section 1 and Article 5, Section 4 of the Charter of Cuyahoga County; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Article 12, Section 10 of the Charter of Cuyahoga County provides that "Proposed amendments to this Charter shall be submitted to the electors of the County in the manner provided for by the Ohio Constitution"; and

WHEREAS, Article X, Section 4 of the Ohio Constitution provides that the "legislative authority" "of any county may by a two-thirds vote of its members" submit by resolution charter amendments to the electors of the county "to be voted upon at the first general election occurring not sooner than sixty days after their submission"; and

WHEREAS, this Council believes it is in the best interest of the citizens of the County of Cuyahoga to amend the County Charter to transfer the power to appoint the Clerk of Courts from the County Executive, with confirmation of County Council, to the Administrative Judges of the General and Domestic Relations Divisions of the Common Pleas Court and the Eighth District Court of Appeals, and to provide that the Clerk of Courts serves at the pleasure of the Administrative Judges.

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

SECTION 1. Pursuant to Article X, Section 4 of the Ohio Constitution and Article 12, Section 10 of the Charter of the County of Cuyahoga, this Council hereby authorizes and directs that there shall be submitted to a vote of qualified electors of the County of Cuyahoga, at the general election to be held on Tuesday, the 13th day of November, 2012, the question of amending Article 5, Sections 5.01 and 5.04 of the Charter of the County of Cuyahoga, the respective text to be as set forth herein, with boldfaced and underlined text being added, and crossed out text being deleted as follows:

SECTION 5.01 APPOINTMENT; CONFIRMATION BY COUNCIL.

Each of the officers provided for in this Article V, **with the exception of the Clerk of Courts**, 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.**

SECTION 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 the court 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 the court of common pleas.~~

SECTION 2. Pursuant to Article X, Section 4 of the Ohio Constitution, and Article 12, Section 10 of the Charter of the County of Cuyahoga, this Council hereby directs that the proposed amendment of Article 5, Sections 5.01 and Article 5, Section 5.04 shall be submitted to the Board of Elections of Cuyahoga County and the question to be submitted on the ballot shall be as follows:

PROPOSED AMENDMENT TO COUNTY CHARTER

Shall the County Charter be amended to transfer the power to appoint the Clerk of Courts from the County Executive, with confirmation of County Council, to the Administrative Judges of the General and Domestic Relations Divisions of the Common Pleas Court and the Eighth District Court of Appeals, and to provide that the Clerk of Courts serves at the pleasure of the Administrative Judges?

SECTION 3. If the foregoing proposal receives the affirmative vote of a majority of the electors voting thereon, the existing provisions of Article 5, Section 5.01 and Article 5, Section 5.04 which are inconsistent herewith, shall be and the same are hereby repealed effective as of the date on which such amendment becomes effective.

SECTION 4. The Clerk of this Council is directed to certify a copy of this Resolution to the Board of Elections no earlier than one hundred twenty (120) days and not later than sixty (60) days before the November 13, 2012 election. The Clerk is further directed to take all other actions required by law relative to the submission of said amendment for said election, including, if required by law, mailing or otherwise distributing a copy of said proposed amendment to each of the electors of the County as far as may be reasonably possible prior to thirty (30) days before said election.

SECTION 5. It is necessary that this Resolution become immediately effective to enable the Clerk of Council to perform her duties in time for the amendments to be properly placed on the November 13, 2012 election. Provided that this Resolution receives the affirmative vote of eight (8) members of Council, it shall become immediately effective upon the signature of the County Executive.

SECTION 6. 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:

Committee Assigned:

Journal _____
_____, 2012

County Council of Cuyahoga County, Ohio

Ordinance No. O2012-0007

Sponsored by: Councilmembers Rogers, Miller, Connally, Conwell and Gallagher and County Executive FitzGerald	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.
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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 CC007
July 10, 2012

County Council of Cuyahoga County, Ohio

Ordinance No. O2012-0013

Sponsored by: Councilmembers Greenspan, Germana, Connally, Rogers, Conwell, Schron, Simon, Gallagher and Miller	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.
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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 CC007

July 10, 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

Resolution No. R2012-0133

Sponsored by: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management	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.
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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>
A1.	20A303 – Children Services Fund CF134015 – Client Supportive Services Other Expenses \$ (252,372.10)	BA1200383
A2.	20A303 – Children Services Fund CF134023 – Adoption Services Other Expenses \$ (28,855.00)	BA1200383

A3.	24A301 – Children and Family Services CF135467 – Administrative Services - CFS		BA1200383
	Other Expenses	\$ (257,906.66)	
A4.	24A301 – Children and Family Services CF135509 – Direct Services		BA1200383
	Other Expenses	\$ (37,617.74)	
A5.	24A301 – Children and Family Services CF135525 – Supportive Services		BA1200383
	Other Expenses	\$ (454,935.49)	
A6.	24A301 – Children and Family Services CF135582 – Permanent Custody Adoptions		BA1200383
	Other Expenses	\$ (7,863.37)	

Funding Source: Health and Human Services Levy Fund.

B.	20A390 –Emergency Management JA100123 – Justice Affairs-Emergency Management		BA1200516
	Other Expenses	\$ 28,000.00	

Funding Source: Ohio Department of Emergency Management.

C.	40A526 – Ohio Department of Transportation (ODOT) - Local Projects Administration (LPA) CE785006 – ODOT - LPA		BA1200441
	Capital Outlay	\$ 4,500,000.00	

Funding Source: Funding for this project is 50% Federal Highway Administration (FHA) dollars passed through the Ohio Department of Transportation (ODOT), 42% state Issue I, 4% City of Cleveland and 4% Cuyahoga County.

D1.	01A001 – General Fund TR161059 – Treasurer Administration		BA1200505
	Other Expenses	\$ (22,446.25)	
	Capital Outlay	\$ (230.00)	

D2.	20A340 – Tax Certificate Administration TR163196 – Tax Certificate Administration		
	Other Expenses	\$ (4,036.47)	

Funding Source: Funding for Treasurer Administration comes from the General Fund. The source of funding for Tax Certificate Administration is fees from the Administration of tax certificates per O.R.C. Chapter 5721.31.

E.	20A635 – Title IV-E Juvenile Court JC517326 – Title IV-E Administration Juvenile Court		BA1200524
	Other Expenses	\$ 91,750.00	

Funding Source: Title IV-E revenues derive from federal reimbursement for.

F.	20A590 – Juvenile Court Incentives & Rewards	BA1200525
	JC515189 – Juvenile Court Incentives & Rewards	
	Other Expenses	\$ 1,250.00

Funding Source: Funding comes from individuals, corporations, and foundations to support incentives and rewards for participants in the Juvenile Court.

G1.	20A811 – Juv. Court Detention and Probation Svcs.	BA1200526
	JC107516 – Juvenile Court Probation Services	
	Other Expenses	\$ (200,000.00)

G2.	20A811 – Juv. Court Detention and Probation Svcs.	
	JC107524 – Juvenile Court Detention Services	
	Other Expenses	\$ (38,750.00)

Funding Source: Health & Human Services Levy Fund.

H1.	40S016 – Energy Conservation Measures - American Recovery and Reinvestment Act (ARRA) Funds	BA1200444
	CC770941 – Energy Conservation Measures – ARRA Funds	
	Capital Outlays	\$ (1,225,000.00)

H2.	22S145 – Energy Efficiency and Conservation Block Grant (EECBG)	BA1200445
	DV713875 – EECBG Municipal Grant Program	
	Other Expenses	\$ 1,225,000.00

Funding Source: Department of Housing and Urban Development.

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>
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A. FROM:	21A500 – Urban Area Security Initiative (URSI)	BA1200512
	JA741199– Urban Area Security Initiative (URSI)	
	Capital Outlays	\$ 26,597.27

TO:	21A500 –Urban Area Security Initiative (URSI)	
	JA741199– Urban Area Security Initiative (URSI)	
	Other Expenses	\$ 26,597.27

Funding Source: United States Department of Homeland Security.

B. FROM:	01A001 – General Fund	BA1200513
	JA302224– Public Safety Grants Administration	
	Other Expenses	\$ 15,000.00

TO:	01A001 –General Fund	
	JA050088– Justice Affairs Administration	

July 3, 2012, 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 July 10, 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 – Reducing appropriation from aged encumbrances that were decertified. Funding is from the Health & Human Services Levy Fund.	-\$1,039,550.36
Fiscal Office – Treasury –Reducing appropriation from aged encumbrances that were decertified. *Funding is from the General Fund.	-\$22,676.25
Juvenile Court – Reducing appropriation for two pre-encumbrances which are no longer needed. Funding is from the Health & Human Services Levy Fund.	-\$238,750.00
TOTAL	(\$1,300,976.61)

Other Operating Funds	Amount
Fiscal Office – Treasury - Reducing appropriation from aged encumbrances that were decertified. Funding is from fees assessed for administration of tax certificates.	-\$4,036.47
Juvenile Court – Additional appropriation for a contract amendment with the University of Cincinnati for training. Funding is from Federal Title IV-E reimbursement.	\$91,750.00
Juvenile Court – Additional appropriation to cover the costs of Law Day event. Funding is from donations from individuals, corporations and foundations to support the Court Incentives and Rewards program.	\$1,250.00
TOTAL	\$88,963.53

Grants/Projects	Amount
Justice Services – To appropriate additional funding for the Emergency Management division from the Ohio Department of Emergency Management.	\$28,000.00
Public Safety Road & Bridge – Additional appropriation for the East 105 th /Martin Luther King intersection – Broadway to Aurora Road to cover unexpected costs. Funding is 50% Federal Highway Administration, 42% State Issue I, 4% City of Cleveland and 4% Cuyahoga County.	\$4,500,000.00
Development – A decrease from the Energy Conservation Measures American Recovery and Reinvestment Act capital project and a corresponding increase to the Energy Efficiency and Conservation Block Grant to be disbursed to the communities for energy conservation. (\$1,225,000.)	\$0.00
TOTAL	\$4,528,000.00

Total Additional Appropriations - All Funds	\$3,315,986.92
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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.

APPROPRIATION STATUS SUMMARY:

	<u>07/10 Agenda</u>	<u>Year to Date</u>	<u>Adjusted Annual Appropriation</u>
General Fund Impact	\$ 27,323.75	\$ 130,724.69	\$ 353,571,540.63
HHS Levy Impact	\$ (1,278,300.36)	\$ (4,719,763.18)	\$ 223,431,063.91
Other Fund	\$ 4,616,963.53	\$ 83,026,289.87	\$ 981,959,276.87
Total	\$ 3,365,986.92	\$ 78,437,251.38	\$ 1,558,961,881.41

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

<u>General Fund/Health & Human Services</u>	<u>Amount</u>
Justice Services – Realigning appropriation from the Public Safety Grants Administration division to the Justice Affairs Administration division to cover travel contract. Funding is from the General Fund.	\$15,000.00
TOTAL	\$15,000.00

<u>Grants/Projects</u>	<u>Amount</u>
Justice Services – Realigning appropriation within the Urban Area Security Initiative (URSI) grant to cover contracts. Funding is from the U.S. Department of Homeland Security.	\$26,597.27
Justice Services - Realigning appropriation within the Urban Area Security Initiative (URSI) grant to cover capital expenditures. Funding is from the U.S. Department of Homeland Security.	\$300,000.00
TOTAL	\$326,597.27

Total Appropriation Transfers - All Funds	\$341,597.27
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Thank you for your consideration regarding this matter.

Sincerely,



Matthew Rubino
 Director, Office of Budget & Management
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: July 3, 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 July 10, 2012. The requested fiscal items including additional appropriations, appropriation transfers, and cash transfers meet agency budgetary needs.

Resolution: Additional Appropriations

A1.	20A303 – Children Services Fund CF134015 – Client Supportive Services Other Expenses	\$ (252,372.10)	BA1200383
A2.	20A303 – Children Services Fund CF134023 – Adoption Services Other Expenses	\$ (28,855.00)	BA1200383
A3.	24A301 – Children and Family Services CF135467 – Administrative Services - CFS Other Expenses	\$ (257,906.66)	BA1200383
A4.	24A301 – Children and Family Services CF135509 – Direct Services Other Expenses	\$ (37,617.74)	BA1200383
A5.	24A301 – Children and Family Services CF135525 – Supportive Services Other Expenses	\$ (454,935.49)	BA1200383
A6.	24A301 – Children and Family Services CF135582 – Permanent Custody Adoptions Other Expenses	\$ (7,863.37)	BA1200383

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.

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

B.	20A390 –Emergency Management	BA1200516
	JA100123 – Justice Affairs-Emergency Management	
	Other Expenses	\$ 28,000.00

To increase appropriations in Public Safety and Justice Services, Emergency Management account for a recent award from the Ohio Emergency Management Agency from the supplemental competitive FY2010 Emergency Management Performance Grants (EMPG) for Risk Based School Emergency Planning Project. The contracts to implement the grant award are through a RFP process approved on June 4, 2012 (DCA201-100). The additional funding is from the Ohio Department of Emergency Management covering the period October 1, 2009 through September 30, 2012.

C.	40A526 – Ohio Department of Transportation (ODOT)	BA1200441
	- Local Projects Administration (LPA)	
	CE785006 – ODOT - LPA	
	Capital Outlay	\$ 4,500,000.00

Additional Appropriation of \$4.5 million is requested for the East 105th/Martin Luther King Intersection – Broadway to Aurora Road project to cover the unexpected costs. An initial appropriation for the project in the amount of \$6.6 million was implemented in August 2010. Total project appropriation will now be \$11.1 million. Funding for this project is 50% Federal Highway Administration (FHA) dollars passed through the Ohio Department of Transportation (ODOT), 42% state Issue I, 4% City of Cleveland and 4% Cuyahoga County.

D1.	01A001 – General Fund	BA1200505
	TR161059 – Treasurer Administration	
	Other Expenses	\$ (22,446.25)
	Capital Outlay	\$ (230.00)

D2.	20A340 – Tax Certificate Administration	
	TR163196 – Tax Certificate Administration	
	Other Expenses	\$ (4,036.47)

This budget adjustment would decrease appropriation for certifications that were in the former Treasurer index codes. The encumbrances have been decertified because the obligations are no longer needed, and this request removes the appropriation for those obligations. A separate budget adjustment requested to transfer appropriation for other contractual obligations still needed by the Treasury into the new Fiscal Office/Treasury index codes (BA1200504). Funding for Treasurer Administration comes from the General Fund. The source of funding for Tax Certificate Administration is fees from the Administration of tax certificates per O.R.C. Chapter 5721.31.

E.	20A635 – Title IV-E Juvenile Court	BA1200524
	JC517326 – Title IV-E Administration Juvenile Court	
	Other Expenses	\$ 91,750.00

Juvenile Court requests appropriation to amend a contract with the University of Cincinnati to provide training on the topics of Effective Practices in Community Supervision (EPICS) and Cognitive Behavioral Therapy (CBT) training. Title IV-E revenues derive from federal reimbursement for costs associated with efforts to keep IV-E eligible children in the community and activities connected with returning them to their homes.

F.	20A590 – Juvenile Court Incentives & Rewards	BA1200525
	JC515189 – Juvenile Court Incentives & Rewards	
	Other Expenses	\$ 1,250.00

Juvenile Court requests appropriation to meet the costs for Law Day. Law Day was a recent event at the Juvenile Justice Center which highlighted law-related collaborations that provide positive programs for children to learn about the law, legal profession and law-related careers. Funding comes from individuals, corporations, and foundations to support incentives and rewards for participants in the Juvenile Court.

G1.	20A811 – Juv. Court Detention and Probation Svcs. JC107516 – Juvenile Court Probation Services	BA1200526
	Other Expenses	\$ (200,000.00)
G2.	20A811 – Juv. Court Detention and Probation Svcs. JC107524 – Juvenile Court Detention Services	
	Other Expenses	\$ (38,750.00)

This request would decrease appropriation for two pre-encumbrances that will not be utilized. A \$200,000 reservation of appropriation was created at the end of 2010 to assure that enough appropriation authority would be available for building leases. A \$38,750 pre-encumbrance was created in late 2011 for additional pharmaceutical services. Both of these pre-encumbrances were not needed. The source of funding is the Health & Human Services Levy Fund.

H1.	40S016 – Energy Conservation Measures - American Recovery and Reinvestment Act (ARRA) Funds CC770941 – Energy Conservation Measures – ARRA Funds	BA1200444
	Capital Outlays	\$ (1,225,000.00)
H2.	22S145 – Energy Efficiency and Conservation Block Grant (EECBG) DV713875 – EECBG Municipal Grant Program	BA1200445
	Other Expenses	\$ 1,225,000.00

An appropriation increase/decrease is requested to move money from the capital project back to the Grant. Appropriation was originally moved on the May 22, 2012 agenda from the grant to the capital project so that funds could be spent by the September deadline. However, it was decided that the money should be spent in the communities and not on County buildings. The increase/decrease partially reverses the original appropriation increase/decrease by transferring \$1,225,000 back to the grant so that the money can be disbursed to the communities.

Resolution: Appropriation Transfers

A. FROM: 21A500 – Urban Area Security Initiative (URSI) **BA1200512**
JA741199– Urban Area Security Initiative (URSI)
Capital Outlays \$26,597.27

TO: 21A500 –Urban Area Security Initiative (URSI)
JA741199– Urban Area Security Initiative (URSI)
Other Expenses \$ 26,597.27

Transfer appropriations within the Urban Area Security Initiative (URSI) grant for expected contracts. Funding is from the United States Department of Homeland Security passed through the Ohio Emergency Management Agency awarded to Cuyahoga County Department of Public Safety and Justice Services. The grant covers the period August 1, 2010 through September 30, 2012

B. FROM: 01A001 – General Fund **BA1200513**
JA302224– Public Safety Grants Administration
Other Expenses \$15,000.00

TO: 01A001 –General Fund
JA050088– Justice Affairs Administration
Other Expenses \$ 15,000.00

Transfer appropriations within the Department of Public Safety and Justice Services to provide appropriations for a contract resulting from a soon to be published travel request for proposal. Both accounts are funded by the General Fund covering the period January 1, 2012 through December 31, 2012.

C. FROM: 21A500 – Urban Area Security Initiative (URSI) **BA1200514**
JA741322– FY10 Urban Area Security Initiative (URSI)
Other Expenses \$300,000.00

TO: 21A500 –Urban Area Security Initiative (URSI)
JA741322– FY10 Urban Area Security Initiative (URSI)
Capital Outlays \$ 300,000.00

Transfer appropriations within the FY2010 Urban Area Security Initiative (URSI) grant for pending capital expenditures. Funding is from the United States Department of Homeland Security passed through the Ohio Emergency Management Agency awarded to Cuyahoga County Department of Public Safety and Justice Services. The grant covers the period August 1, 2010 through December 31, 2013

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0134

Sponsored by: County Executive FitzGerald/County Sheriff	A Resolution _____ the report containing findings and recommendations of Fact-finder Jared Simmer regarding negotiations between the County and the Ohio Patrolmen's Benevolent Association for a collective bargaining agreement covering approximately 139 employees in the classification of Protective Services Officer at the Sheriff's Department, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Cuyahoga County has been engaged in negotiations with the Ohio Patrolmen's Benevolent Association for a collective bargaining agreement that would cover approximately 139 employees in the classification of Protective Services Officer at the Sheriff's Department; and,

WHEREAS, O.R.C. 4117.14(C)(3) of the Public Employees Collective Bargaining Act expressly authorizes parties who are engaged in collective bargaining negotiations to request fact-finding, an impasse resolution procedure, and the appointment of a fact-finding panel to assist the parties to resolve an impasse in contract negotiations; and,

WHEREAS, the parties reached impasse in contract negotiations and submitted their unresolved issues to fact-finding pursuant to the CBA and O.R.C. 4117.14 (C), and a fact-finding hearing was conducted before Fact-finder Jared Simmer; and,

WHEREAS, O.R.C. 4117.14(C)(6)(a) requires that not later than seven days after the findings and recommendations are sent, the legislative body, by a three-fifths vote of its membership, may reject the recommendations, and if the recommendations are not rejected, the recommendations shall be deemed agreed upon as the final resolution of the issues submitted and a collective bargaining agreement shall be executed between the parties, including the fact-finding panel's recommendations, except as otherwise modified by the parties by mutual agreement; and,

WHEREAS, Pursuant to the CBA and O.R.C. 4117.14(D), if the fact-finding report is rejected by either party, the next step for this bargaining unit of Protective Services Officers will be to advance all open issues to binding conciliation, a final offer settlement procedure, pursuant to a board order that is required to be issued forthwith to the parties by the State Employment Relations Board; and,

WHEREAS, Fact-finder Simmer sent his findings and recommendations on July _____, 2012 and the County Executive and Sheriff are recommending that the fact-finding report be _____.

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

SECTION 1. The findings and recommendations of Fact-finder Simmer regarding open issues in collective bargaining negotiations between the County and the Ohio Patrolmen's Benevolent Association covering approximately 139 employees in the classification of Protective Services Officers at the Sheriff's Department are hereby _____.

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

Deputy Clerk of Council

Date

Amended on the Floor: _____

Journal CC007

July 10, 2012

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0135

Sponsored by: County Executive FitzGerald/Department of Public Works/Division of County Engineer	A Resolution authorizing an amendment to Resolution No. R2012-0054 dated 3/27/2012, which authorized that public convenience and welfare requires the resurfacing of Egbert Road from Dunham Road to Walton Hills East Corporation Line in the Village of Walton Hills; by changing the termini to add the City of Bedford; and authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution.
---	---

WHEREAS, the County Executive FitzGerald/Department of Public Works/ Division of County Engineer has submitted a request to amend Resolution No. R2012-0054 dated 3/27/2012, which authorized that public convenience and welfare requires the resurfacing of Egbert Road from Dunham Road to Walton Hills east corporation line in the Village of Walton Hills; by changing the termini to add the City of Bedford; and

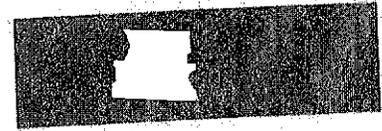
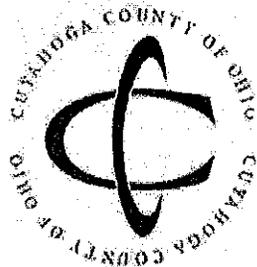
WHEREAS, through inadvertence, the City of Bedford as omitted from the list of cities; and

WHEREAS, the termini of the project will remain the same and the construction limits for the project will be within the corporate limits of the City of Bedford for approximately 350 feet at the east end of the project where the northern half of the roadway is located in the City of Bedford; and

WHEREAS, the preliminary estimated cost of \$2,536,935.00, and funding ((1) the Cleveland Water Department is paying \$1,404,000.00 of the construction costs; (2) \$103,637.00 will be paid from the Ohio Public Works Commission Grant; (3) Walton Hills is paying \$346,362.00; and (3) \$682,936.00 will be paid from the County Road and Bridge Fund) remains the same.

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

SECTION 1. The County Council hereby approves the amendment to R2012-0054 dated 3/27/2012, which authorized that public convenience and welfare requires the resurfacing of Egbert Road from Dunham Road to Walton Hills, east corporation line in the Village of Walton Hills by changing the termini to add the City of Bedford.



Item Details:

Agency/Dept. Name:	County Engineer	Agency/Dept. Head Name:	Jamal H. Husani
Type of Request:	Other		
Request Prepared by:	Nichole English	Telephone No.	216-348-3861

SUMMARY OF REQUESTED ACTION:

County Executive/Public Works Department submitting an amendment to Resolution 2012-0054, adopted on April 25, 2012, to add the City of Bedford. Resolution 2012-0054 declared that the public convenience and welfare required the resurfacing of Egbert Road from Dunham Road to Walton Hills east corporation line in the Village of Walton Hills. It was recently learned that, through Inadvertence, the City of Bedford was omitted from the list of cities. While the termini of the project will remain the same, the construction limits for the project will be within the corporate limits of the City of Bedford for approximately 350 feet at the east end of the project where the northern half of the roadway is located in the City of Bedford.

The preliminary estimated cost and funding for the construction of the project remain the same, as follows: \$2,536,935.00 (Cleveland Water Department - \$1,404,000.00, Ohio Public Works Commission Grant - \$103,637.00, Walton Hills (Ohio Public Works Commission Loan) - \$346,362.00, County Road and Bridge - \$682,936.00)

The Village of Walton Hills is responsible for design engineering costs.

For all of the foregoing reasons, the County Executive/Public Works Department requests that Resolution 2012-0054 be amended to reflect that the project will include property within the corporate limits of the City of Bedford.

Thus, Resolution 2012-0054 should be amended to read as follows:

For all of the foregoing reasons, the Department of Public Works requests that Council find:
a) that the public convenience and welfare requires the resurfacing of Egbert Road from Dunham Road to Walton Hills east corporation line in the Village of Walton Hills and the City of Bedford;

- b) that special assessments are not to be levied and collected to pay any part of the County's costs of these Improvements
- c) authorize the County Executive to enter into and execute the necessary agreements of cooperation with the appropriate municipalities.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Purpose/Outcome - To amend Resolution 2012-0054 so that it accurately reflects the municipalities within which the project will be constructed.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

Explanation for Increase/Decrease in \$ Amount for current request:

Financial Information:

Funding source:	Explanation:
Other	Cleveland Water, Ohio Public Works, Walton Hills, County Road and Bridge

Total Amount Requested:

\$

ATTACHMENTS:

[Click to download](#)

No Attachments Available

History

Time

Who

Office of Procurement & Diversity

Approval

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0136

<p>Sponsored by: County Executive FitzGerald/Department of Public Works/Division of County Engineer</p>	<p>A Resolution declaring that public convenience and welfare requires the resurfacing of East 9th Street from North Marginal Road to Carnegie Avenue in the City of Cleveland; total estimated construction cost \$3,135,000,00; 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 City of Cleveland 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 the resurfacing of East 9th Street from North Marginal Road to Carnegie Avenue in the City of Cleveland; and

WHEREAS, the anticipated construction cost for the resurfacing is \$3,135,000,00; 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 East 9th Street from North Marginal Road to Carnegie Avenue in the City of Cleveland, Council District 7; 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 East 9th Street from North Marginal Road to Carnegie Avenue in the City of Cleveland.

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 City of Cleveland 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

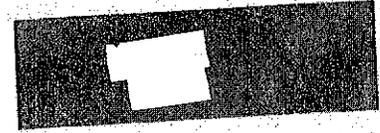
Deputy Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 2011



Item Details:

Agency/Dept. Name:	County Engineer	Agency/Dept. Head Name:	Jamal H. Husani
Type of Request:	Other		
Request by:	Prepared Nichole English	Telephone No.	216-348-3861

SUMMARY OF REQUESTED ACTION:

The request for Council action does not involve a contract.

A. Scope of Work Summary

1. Department of Public Works requesting that Council find:
 - a) that the public convenience and welfare requires the resurfacing of East 9th Street from North Marginal to Carnegie Avenue in the City of Cleveland;
 - b) that special assessments are not to be levied and collected to pay any part of the County's costs of these improvements
 - c) authorize the County Executive to enter into and execute the necessary agreements of cooperation with the appropriate municipalities.

The anticipated construction cost for this improvement is \$3,135,000.00 The anticipated start date for construction of these projects is 2013.

2. The primary goal of this request is to begin the process of Council review and approval of these projects. The primary goal of the projects themselves is to properly maintain the County's infrastructure.
3. N/A

B. Procurement - N/A

C. Contractor and Project Information

1. N/A
2. N/A
- 3a. The location of the project is East 9th Street from North Marginal Road to Carnegie Avenue in the City of Cleveland
- 3b. The project is located in Council District 7.

D. Project Status and Planning

1. The project is new to the County.
2. N/A

- 3. N/A
- 4. N/A
- 5. N/A

E. Funding

- 1. These projects are to be funded 100% with County Road and Bridge Fund.
- 2. N/A
- 3. N/A

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

Explanation for Increase/Decrease in \$ Amount for current request:

Financial Information:

Funding source: **Explanation:**
Other road and bridge

Total Amount Requested:

\$

ATTACHMENTS:

Click to download

[Project Sheet](#)

History

Time

Who

Clerk of the Board

Approval


Copyright 2001-2009

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0137

Sponsored by: County Executive FitzGerald/Department of Public Works/ Division of County Engineer	A Resolution declaring that public convenience and welfare requires the resurfacing of Ontario Street from Lakeside Avenue to approximately 900 feet north of Carnegie Avenue in the City of Cleveland; total estimated construction cost \$3,300,000,00; 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 the City of Cleveland in connection with said project.
--	--

WHEREAS, the County Executive FitzGerald/Department of Public Works/ Division of County Engineer has declared that public convenience and welfare requires the resurfacing of Ontario Street from Lakeside to approximately 900 ' north of Carnegie Avenue in the City of Cleveland; and

WHEREAS, the anticipated construction cost for the resurfacing is \$3,300,000,00; 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 Ontario Street from Lakeside to approximately 900 ' north of Carnegie Avenue in the City of Cleveland, Council District 7; 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 Ontario Street from Lakeside to approximately 900' north of Carnegie Avenue in the City of Cleveland.

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 City of Cleveland 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

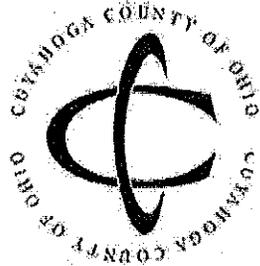
Deputy Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 2012



Item Details:

Agency/Dept. Name:	County Engineer	Agency/Dept. Head Name:	Jamal H. Husani
Type of Request:	Other		
Request by:	Prepared Nichole English	Telephone No.	216-348-3861

SUMMARY OF REQUESTED ACTION:

The request for Council action does not involve a contract.

A. Scope of Work Summary

1. Department of Public Works requesting that Council find:
 - a) that the public convenience and welfare requires the resurfacing of Ontario Street from Lakeside to approximately 900' north of Carnegie Avenue in the City of Cleveland;
 - b) that special assessments are not to be levied and collected to pay any part of the County's costs of these improvements
 - c) authorize the County Executive to enter into and execute the necessary agreements of cooperation with the appropriate municipalities.

The anticipated construction cost for this improvement is \$3,300,000.00 The anticipated start date for construction of these projects is 2013.
2. The primary goal of this request is to begin the process of Council review and approval of these projects. The primary goal of the projects themselves is to properly maintain the County's infrastructure.
3. N/A

B. Procurement - N/A

C. Contractor and Project Information

1. N/A
2. N/A
- 3a. The location of the project is Ontario Street from Lakeside to approximately 900' north of Carnegie Avenue in the City of Cleveland
- 3b. The project is located in Council District 7.

D. Project Status and Planning

1. The project is new to the County.
2. N/A

3. N/A

4. N/A

5. N/A

E. Funding

1. These projects are to be funded 100% with County Road and Bridge Fund.

2. N/A

3. N/A

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

Explanation for Increase/Decrease in \$ Amount for current request:

Financial Information:

Funding source: **Explanation:**
Other road and bridge

Total Amount Requested:

\$

ATTACHMENTS:

Click to download

[Project Sheet](#)

History

Time

Who

Clerk of the Board

Approval

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0138

<p>Sponsored by: County Executive FitzGerald/Department of Public Works/ Division of County Engineer</p>	<p>A Resolution making an award on RQ22978 to DiGioia-Suburban Excavating, LLC in the amount not-to-exceed \$2,321,156.59 for the widening and reconstruction of Barrett Road from Spafford Road to the Berea West Corporation Line and replacement of Barrett Road Culvert Nos. 8, 9, 10, 11 and improvement of Barrett Road Culvert No. 12 in Olmsted Township; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution, authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from the County Motor Vehicle \$7.50 License Tax Funds; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive FitzGerald/Department of Public Works/ Division of County Engineer has recommended an award on RQ22978 to DiGioi-Suburban Excavating, LLC, in the amount not-to-exceed \$2,321,156.59 for the widening and reconstruction of Barrett Road from Spafford Road to the Berea West Corporation Line and the replacement of Barrett Road Culvert Nos. 8, 9, 10, 11 and improvement of Barrett Road Culvert No. 12 in Olmsted Township; and

WHEREAS, the bids were received on June 6, 2012 and the Office of Procurement and Diversity (“OPD”) assessed a thirty (30%) percent Small Business Enterprise (SBE) goal; and

WHEREAS, there were ten (10) proposals pulled from OPD and five (5) bids were submitted for review and an award recommendation was made to the lowest qualified bidder; and

WHEREAS, the County tabulated the extension of the unit bid prices submitted by each bidder and verified the accuracy of the total amounts and determined DiGioia-Suburban Excavating, LLC to be the lowest qualified bidder; and

WHEREAS, DiGioia-Suburban Excavating, LLC is located at 11293 Royalton Road, North Royalton, Ohio 44133, and

WHEREAS, this project is in Olmsted Township, Council District 5, and

WHEREAS, construction on this project is anticipated to begin July, 2012 and be completed in the Spring of 2013, and

WHEREAS, the funding for this project is as follows: (a) 50% from the Ohio Public Works Commission Issue 1 funds, and (b) 50% will be paid from the County \$7.50 Vehicle License Tax Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order to ensure that critical services provided by Cuyahoga County can continue, and because the project's term is anticipated to begin July, 2012.

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 RQ22978 to DiGioia Suburban Excavating, LLC, in the amount not-to-exceed \$2,321,156.59 for the widening and reconstruction of Barrett Road from Spafford Road to the Berea West Corporation Line and the replacement of Barrett Road Culvert Nos. 8, 9, 10, 11 and improvement of Barrett Road Culvert No. 12 in Olmsted Township.

SECTION 2. That the County Executive is authorized to execute all documents required in connection with said contract.

SECTION 3. That the funding for this project is as follows: (a) 50% from the Ohio Public Works Commission Issue 1 funds, and (b) 50% will be paid from the County \$7.50 Vehicle License Tax Fund.

SECTION 4. It is necessary that this Resolution become immediately effective because the project's term is anticipated to begin July, 2012. 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 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

Novus AGENDA



Item Details:

Agency/Dept. Name:	County Engineer	Agency/Dept. Head Name:	Thomas P. Sotak, P.E.
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Type of Request: Award Recommendation

Request Prepared by:	Jullann Conway	Telephone No.	216-348-3838
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SUMMARY OF REQUESTED ACTION:

Department of Public Works

A) SCOPE OF WORK SUMMARY

1. Is recommending an award RQ22978 to DiGiola-Suburban Excavating, LLC in the amount not-to-exceed \$2,321,156.59 for the widening and reconstruction of Barrett Road from Spafford Road to the Berea West Corporation Line, replacement of Barrett Road Culvert Nos. 8, 9, 10 and 11 and **improvement of Barrett Road Culvert No. 12 in Olmsted Township**. Construction is anticipated to begin in July, 2012 and completed in the Spring of 2013.

2) Award a contract to the lowest qualified bidder and complete construction as per plan. This office found Suburban-DiGiola Excavating, LLC to be the lowest qualified bidder. They submitted all necessary documentation per the proposal, plans and specifications.

3) N/A.

PROCUREMENT

1) Competitive Bid process.

2) The bids were received on June 6, 2012. The Office of Procurements and Diverstly (OPD) assessed a thirty (30%) percent Small Business Enterprise (SBE) goal. OPD has approved their SBE Plan (see attached OPD Bid Tabulation included in Contract).

3) There were ten (10) proposals pulled from OPD and five (5) bids were submitted for review and an award recommendation is being made to the lowest qualified bidder.

3) N/A.

C) CONTRACTOR AND PROJECT INFORMATION

Suburban-DiGirola Excavating, LLC. 440-237-1978
11293 Royalton Road
North Royalton, Ohio 44133
Council District - 5

3. This improvement is in Olmsted Township (Council District 5).

D. PROJECT STATUS AND PLANNING

1. Construction plans are complete.

E. FUNDING

1. The Ohio Public Works Commission (Issue 1) and Cuyahoga County using funds from the \$7.50 Vehicle License Tax Funds will share the cost of this improvement.

The contractor has completed ethics training as required

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

The terms of this improvement include the replacement of culvert no. 8, 9, 10 11 and improvement of culvert no. 12, installation of a new 12" water main, hydrants and connections, installation of new storm sewers, guardrail, roadway signage, pavement markings and other related items as specified in the contract.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

Competitive Bid

Explanation for Increase/Decrease in \$ Amount for current request:

Financial Information:

Funding source:

Other

Explanation:

See Summary of Requesting Action.

Total Amount Requested:

\$2,321,156.59

ATTACHMENTS:

Click to download

- [Contract 1 of 9 TAB \(3\)](#)
- [Contract 2 of 9](#)
- [Contract 3 of 9](#)
- [Contract 4 of 9](#)
- [Contract 5 of 9](#)
- [Contract 6 of 9](#)
- [Contract 7 of 9](#)
- [Contract 8 of 9](#)
- [Contract 9 of 9](#)
- [Contract Cover TAB \(1\)](#)

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0139

Sponsored by: County Executive FitzGerald/Department of Development	A Resolution authorizing an Economic Development Loan in the amount not-to-exceed \$3,000,000.00 to The Lincoln Electric Company for renovation of a property located at 22801 St. Clair Avenue, Euclid; authorizing the Deputy Chief of Staff of Development or Director of Development to execute all documents consistent with said loan and this Resolution.
--	---

WHEREAS, the Department of Development has recommended an Economic Development Loan in the amount not-to-exceed \$3,000,000.00 to The Lincoln Electric Company for renovation of property located at 22801 St. Clair Avenue, Euclid, Ohio; and

WHEREAS, the purpose of the loan is to assist The Lincoln Electric Company, finance the cost of retooling, modifying and renovating their World Headquarters facility located at 22801 St. Clair Avenue to accommodate the relocation of the recently acquired Techalloy operations from Maryland; and

WHEREAS, this project is expected to create one hundred (100) new full-time equivalent jobs within three (3) years of project completion, which must be maintained for five (5) years; and

WHEREAS, pursuant to The Lincoln Electric Company's agreement with the State of Ohio, the company will retain 1,900 jobs in Cuyahoga County for eighteen (18) years; and

WHEREAS, the total cost of this project is \$40,000,000.00 of which the County will loan \$3,000,000.00 or seven and a half percent (7.5%) percent to assist with the building renovations; and

WHEREAS, One Million Dollars (\$1,000,000.00) of the loan has a fixed interest rate of two percent (2%), which must be repaid within three (3) years and is up to eighty-five percent (85%) forgivable upon satisfaction of job creation; and

WHEREAS, the other two One Million Dollars (\$2,000,000.00) of the loan have fixed interest rates of four percent (4%), which must be repaid within three years and are up to thirty-five percent (35%) forgivable each upon satisfaction of job creation goals; and

WHEREAS, The Lincoln Electric Company has agreed to spend fifty percent 50% of the County loan proceeds (\$1.5 million dollars) with vendors located in Cuyahoga County; and

WHEREAS, the proposed loan will be funded from the Economic Development Fund (WRF), and

Novus AGENDA



Item Details:

Agency/Dept. Name:	Department of Development	Agency/Dept. Head Name:	Larry Benders, Director
Type of Request:	Other		
Request Prepared by:	Laura Clark	Telephone No.	698-2575

SUMMARY OF REQUESTED ACTION:

A. Scope of Work Summary

1. Department of Development requesting approval of Economic Development Loans to The Lincoln Electric Company in the amount not-to-exceed \$3,000,000 and authorizing the Director of Development to execute all loan documents, amendments, subordination agreements and other instruments and agreements, with such parties that may be required or appropriate to effectuate the loans.

2. The primary goals of the project are to retool, modify and renovate the World Headquarters facility located at 22801 Saint Clair Avenue in Euclid to accommodate the relocation of the recently acquired Techalloy operations from Maryland. The project will create 100, new to Cuyahoga County, full-time equivalent jobs through the continued expansion of the business and acquisition. Total project costs are estimated at \$40,000,000 and the County loans total \$3,000,000.

B. PROCUREMENT: Economic Development Loan

The loan was considered by the Cuyahoga County Community Improvement Corporation Economic Development Loan Committee on June 13, 2012. The Committee recommends approval of the loan.

C. CONTRACTOR AND PROJECT INFORMATION:

1. Economic Development Loan borrower:

The Lincoln Electric Company
22801 Saint Clair Avenue
Euclid, Ohio 44117
County Council District 11

2. Principal Owner of The Lincoln Electric Company is Lincoln Electric Holdings, Inc.

3. The location of the project is

World Headquarters Facility
 22801 Saint Clair Avenue
 Euclid, Ohio 44117
 County Council District 11

D. PROJECT STATUS AND PLANNING:

The Department of Development has Economic Development loans for eligible businesses that create employment opportunities and promote economic growth in the County.

E. FUNDING:

This project will be funded by the Economic Development Fund (WRF).
 The schedule of payments will be quarterly.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

PURPOSE: The Lincoln Electric Company will be retooling, modifying and renovating the World Headquarters facility located at 22801 Saint Clair Avenue to accommodate the relocation of the recently acquired Techalloy operations from Maryland. The County's \$3,000,000 in loans will be utilized to assist with building renovations. The total project cost is \$40,000,000; the County's assistance is approximately 7.5% of the project.

The loan was considered by the Cuyahoga County Community Improvement Corporation Economic Development Loan Committee on June 13, 2012. The Committee recommends approval of the loan.

OUTCOMES: The project is expected to create 100, new to Cuyahoga County, full-time equivalent jobs within three years of project completion, which must be maintained for five years. Further, The Lincoln Electric Company, per their agreement with the State of Ohio, will retain 1,900 jobs in Cuyahoga County for 18 years. One \$1 million loan has a fixed interest rate of 2%, which must be repaid within three years and is up to 85% forgivable upon satisfaction of job creation goals. The other two \$1 million loans have fixed interest rates of 4%, which must be repaid within three years and are up to 35% forgivable (each) upon satisfaction of job creation goals. The Lincoln Electric Company has agreed to spend 50% of the County loan proceeds (\$1.5 million) with vendors located in Cuyahoga County.

PRINCIPAL OWNER: The Lincoln Electric Company is 100% owned by Lincoln Electric Holdings, Inc.

Explanation for late submittal:**Contract/Agreement Information:****Procurement Method:****Explanation for Increase/Decrease in \$ Amount for current request:****Financial Information:**

Funding source: **Explanation:**

General Fund Economic Development Fund (WRF)

Total Amount Requested:
\$3,000,000.00

ATTACHMENTS:

[Click to download](#)

[Loan Review Summary](#)

History
Time

Who
Clerk of the Board

Approval


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County Council of Cuyahoga County, Ohio

Resolution No. R2012-0140

Sponsored by: County Executive FitzGerald/Department of Workforce Development, in partnership with City of Cleveland/ Cuyahoga County Workforce Investment Board	A Resolution authorizing amendments to contracts with various providers for Employment Connection One-Stop operation and services to adult job seekers for the period 7/1/2010 - 6/30/2012 to extend the time period 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.
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WHEREAS, the County Executive FitzGerald/Workforce Development, in partnership with City of Cleveland/Cuyahoga County Workforce Investment Board has recommended to amend contracts with various providers for Employment Connection One-Stop operation and services to adult job seekers for the period 7/1/2012 – 6/30/2012 to extend the time period to 6/30/2013, and for additional funds; and

WHEREAS, the recommended amendments are for the following contracts:

- 1) No. CE1200195-01 with Linking Employment, Abilities & Potential in the amount not-to-exceed \$141,000.00.
- 2) No. CE1000589-01 with Mature Services, Incorporated in the amount not-to-exceed \$107,139.00.
- 3) No. CE1000590-01 with Towards Employment, Incorporated in the amount not-to-exceed \$250,000.00.
- 4) No. CE1000591-01 United Labor Agency, Inc. in amount not-to-exceed \$2,228,000.00.

WHEREAS, the primary goal of this project is to provide job search/job placement assistance to job seekers resulting in 3,000 job placements for the forthcoming fiscal year (7/1/2012-6/30/2013); and

WHEREAS, these contracts are funded 100% by the Federal Workforce Investment Act (“WIA”), Department of Labor and passed through from the Ohio Department of Job and Family Services; and

WHEREAS, it is necessary that this Resolution become immediately effective because the current contracts have expired 6/30/2012.

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 placement services for Employment Connection One-Stop operation and services to adult job seekers for the period 7/1/2010 – 6/30/2012 to extend the time period to 6/30/2013, and for additional funds for the following contracts:

- 1) No. CE1200195-01 with Linking Employment, Abilities & Potential in the amount not-to-exceed \$141,000.00.
- 2) No. CE1000589-01 with Mature Services, Incorporated in the amount not-to-exceed \$107,139.00.
- 3) No. CE1000590-01 with Towards Employment, Incorporated in the amount not-to-exceed \$250,000.00.
- 4) No. CE1000591-01 United Labor Agency, Inc. in amount not-to-exceed \$2,228,000.00.

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 because the current contracts have expired 6/30/2012; 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 Assigned:

Journal _____
_____, 2012

Novus AGENDA



Item Details:

Agency/Dept. Name: Department of Agency/Dept. Head
 Workforce Development Dave Reines
Name: **Name:**

Type of Request:

Request Prepared by: Frank Brickner **Telephone No.:** 698-2363

SUMMARY OF REQUESTED ACTION:

Workforce Development, submitting amendments to various contracts for one-stop operation and services to adult job seekers for the period 7/1/10 - 6/30/12, to extend the time period to 6/30/13 and for additional funds. The recommended contract amendments and additional funds are with the following organizations:

- a) Linking Employment, Abilities & Potential in the amount of \$141,000. CE1200195
- b) Mature Services, Incorporated in the amount of \$107,139. CE1000589
- c) Towards Employment, Incorporated in the amount of \$250,000.00. CE1000590
- k) United Labor Agency, Inc. in the amount of \$2,228,000.00. CE1000591

A. Scope of Work Summary

1. To offer employment connection services mandated by the federal Workforce Investment Act (WIA) to adults and dislocated worker job seekers. Contracted services include job search and placement assistance, career guidance, labor market information (which identifies job vacancies, skills needed for in-demand jobs, and local, regional and national employment trends), assessment of skills and needs, development of individual employment plans, case management, assisting eligible clients in choosing a certified training program that meets assessments and employment goals, work experience, and providing follow-up services after job placement. The amendments will continue to allow for the provision of Workforce Investment Act (WIA) services to eligible WIA adult job seekers for the period 7/1/12 - 6/30/13..

2. The primary goal of the project is to provide job search/job placement assistance to job seekers resulting in 3,000 job placements for the forthcoming fiscal year (7/1/12 -

6/30/13). 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 2010 and procured the organizations. The RFP allows for contract extensions through 6/30/13.

C. Contractor and Project Information

United Labor Agency, Inc. - David Megenhardt, Executive Director
1020 Bolivar Road Cleveland 44115

Towards Employment, Incorporated - Jill Rizika, Executive Director
1255 Euclid Avenue, Suite 300, Cleveland 44115

Mature Services, Incorporated - Linda Valentine, Executive Director
415 Portage Path, Akron 443202. The Principal Owners are as follows:

D. Project Status and Planning

1. These are 4 contract amendments with providers performing well under their current contract.
2. Services are contracted through 6/30/12. The amendments will allow for the continued provision of workforce services.

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 employment connection services mandated by the federal Workforce Investment Act (WIA) to adults and dislocated worker job seekers. Contracted services include job search and placement assistance, career guidance, labor market information (which identifies job vacancies, skills needed for in-demand jobs, and local, regional and national employment trends), assessment of skills and needs, development of individual employment plans, case management, assisting eligible clients in choosing a certified training program that meets assessments and employment goals, work experience, and providing follow-up services after job placement. **The recommended providers will continue to be expected to ensure that the past successful performance will be maintained. The key performance measures set by the State of Ohio, that are currently being met include:** Entered Unsubsidized Employment Rate for Adults and for Dislocated Workers * Employment Retention Rate after six months for Adults and for Dislocated Workers * Average earnings for Adults and Dislocated Workers

To-date performance has been very good. Workforce Development is meeting or exceeding all federal performance measures. The number of job seekers who have found employment has increased dramatically from the previous fiscal year -- over 2,500 this fiscal year (7/1/10 - 6/22/11) as compared to 1,500 for the fiscal year 7/1/09 - 6/30/10).

Primary Owners are as follows:

United Labor Agency, Inc. - David Megenhardt, Executive Director
1020 Bolivar Road Cleveland 44115

Towards Employment, Incorporated - Jill Rizika, Executive Director
1255 Euclid Avenue, Suite 300, Cleveland 44115

Mature Services, Incorporated - Linda Valentine, Executive Director
415 Portage Path, Akron 44320

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

RFP (Request for Proposal)

Explanation for Increase/Decrease in \$ Amount for current request:

Slight Increase in WIA allocations

Financial Information:

Funding source:

Federal

Explanation:

Workforce Investment Act

Total Amount Requested:

\$2726139

ATTACHMENTS:

Click to download

- [LEAP - Amendment 6-13](#)
- [LEAP - Blue Back](#)
- [LEAP - DMA](#)
- [LEAP - Work Comp. Ins. Cert & Signature Authority](#)
- [Mature Services - Amendment - 6-13](#)
- [Mature Services - Blue Back](#)
- [Mature Services - DMA](#)
- [Mature Services - Work Comp. Ins. Cert & Signing Authority](#)
- [Towards Employment - Amendment 6-13](#)
- [Towards - Blue Back](#)
- [Towards - DMA](#)
- [Towards - Work Comp. Ins Cert & Notary Letter](#)
- [United Labor Agency - amendment 6-13](#)
- [ULA - Blue Back](#)

- ULA - Work Comp. Insur & Notary Letter
- Evaluations
- History Log
- RFP Contract Dates
- Department Acknowledgement Form
- Justification - Form
- ULA - DMA
- Leap Revised History

History

Time	Who	Approval
6/19/2012 4:59 PM	Office of Procurement & Diversity Clerk of the Board	Yes



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 (LEAP)

Contract/Agreement No.: CE1000735 - 01

Time Period: 3/1/12 – 6/30/12

Service Description: LEAP will 1) employ a Disability Navigator; 2) provide employment related services to WIA eligible customers; and 3) will work collaboratively to assist Social Security beneficiaries through Social Security's Ticket to Work program.

Original Contract/Agreement Amount: \$600,000.00

Prior Amendment(s) Amount(s): None

Performance Indicators: To provide all services as identified in the Service Description.

Actual performance versus performance indicators (include statistics): All targeted services are being performed satisfactorily.

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.

Frank Brickner
User Department

6/6/12
Date

CONTRACT/AGREEMENT EVALUATION FORM
(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)

Contractor: Mature Services, Incorporated

Contract/Agreement No.: CE1000589-01 Time Period: 7/1/10 – 6/30/12

Service Description: Assist with the provision of one-stop job search and placement activities to WIA eligible adults.

Original Contract/Agreement Amount: \$335,313.00

Prior Amendment(s) Amount(s): \$25,007.00 and \$101,825

Performance Indicators: Successfully assist with the provision of one-stop job search and placement activities to WIA eligible adults at the comprehensive One-Stop centers located at 1020 Bolivar Road and 11699 Brookpark Road. The performance indicators were the number of people receiving services including job search assistance and job placement and retention services; and the placement wage of those receiving jobs.

Actual performance versus performance indicators (include statistics): Mature Services is a key partner in ensuring that all federal performance measures are met (measures include employment, employment retention and earnings). The public workforce system has placed over 5,700 eligible job seekers in the past two years.

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

6/6/12

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.: CE1000590-01 Time Period: 7/1/10 – 6/30/12

Service Description: Provide WIA eligible ex-offenders with job search and placement assistance so they can become employed.

Original Contract/Agreement Amount: \$280,017.00

Prior Amendment(s) Amount(s): \$250,000

Performance Indicators: Provide assessments, job search and placement assistance to 600 ex-offenders. 150 ex-offenders who receive intensive services will become employed full-time.

Actual performance versus performance indicators (include statistics): Through May 2012, 400 WIA eligible ex-offenders received intensive assistance. Over 200 have found full time employment. Anticipate the employment figures to even rise further as the individuals complete their workshops and commence job search.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: Anticipate that contract benchmarks will be achieved. Placement numbers to-date are strong, considering dealing with a tough population to place.

Workforce Development
User Department

6/6/12
Date

CONTRACT/AGREEMENT EVALUATION FORM
(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)

Contractor: United Labor Agency, Inc.

Contract/Agreement No.: CE1000591-01 Time Period: 7/1/10 – 6/30/11

Service Description: Assist with the provision of one-stop job search and placement activities to WIA eligible adults.

Original Contract/Agreement Amount: \$2,028,000.00

Prior Amendment(s) Amount(s): \$2,028,000 and \$200,000

Performance Indicators: Successfully assist with the provision of one-stop job search and placement activities to WIA eligible adults at the comprehensive One-Stop centers located at 1020 Bolivar Road and 11699 Brookpark Road. The performance indicators were the number of people receiving services including job search assistance and job placement and retention services; and the placement wage of those receiving jobs.

Actual performance versus performance indicators (include statistics): United Labor Agency is a key partner in ensuring that all federal performance measures are met (measures include employment, employment retention and earnings). The public workforce system has placed over 5,700 eligible job seekers over the past two years.

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

6/6/12
Date

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0141

<p>Sponsored by: County Executive FitzGerald/Workforce Development, in partnership with City of Cleveland/Cuyahoga County Workforce Investment Board</p>	<p>A Resolution authorizing an amendment to Contract No. CE1000585-01 with United Labor Agency, Inc. for Employment Connection employer services for the period 7/1/2010 - 6/30/2012, to extend the time period to 6/30/2013 and for additional funds in the amount not-to-exceed \$1,400,000.00, authorizing the County Executive to execute the amendment and all other documents consistent with the Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Workforce Development, in partnership with City of Cleveland/Cuyahoga County Workforce Investment Board has recommended to amend Contract No. CE1000585-01 with United Labor Agency, Inc. for Employment Connection employer services for the period 7/1/2010-6/30/2012, to extend the time period to 6/30/2013; and,

WHEREAS, the County Executive/Workforce Development, in partnership with City of Cleveland/Cuyahoga County Workforce Investment Board has recommended to amend Contract No. CE1000585-01 with United Labor Agency, Inc. for Employment Connection employer services for additional funds in the amount of \$1,400,000.00; and,

WHEREAS, the primary goal of the project is to continue to establish and maintain strong partnerships with employers, the public sector, and local educational institutions to supply the workforce with the necessary skills that employers seek; and,

WHEREAS, this project is federally funded by the Workforce Investment Act ("WIA"); the Department of Labor and passed through from the Ohio Department of Job and Family Services; and,

WHEREAS, it is necessary that this Resolution become immediately effective because the current contract has expired 6/30/2012.

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

SECTION 1. The Cuyahoga County Council hereby approves the amendment to Contract No. CE1000585-01 with United Labor Agency, Inc. for Employment

Novus AGENDA



Item Details:

Agency/Dept. Name: Department of Workforce Development
Agency/Dept. Head Name: David Reines

Type of Request: Agreement/Amendment

Request Prepared by: Frank Brickner
Telephone No.: 698-2363

SUMMARY OF REQUESTED ACTION:

Workforce Development, submitting an amendment to Contract No. CE1000585 with United Labor Agency, Inc. for workforce services for employers for the period 7/1/10-6/30/12, to extend the time period to 6/30/13 and for additional funds in the amount of \$1,400,000.

A. Scope of Work Summary

1. The City of Cleveland/Cuyahoga County Workforce Development is requesting approval of an amendment to a contract with United Labor Agency, Inc. for additional funding not to exceed \$1,400,000. The purpose of the amendments is to continue the provision of Workforce Investment Act (WIA) services to employers, extending the time period from 6/30/12 to 6/30/13.
2. The primary goal of the project is to to continue to establish and maintain strong partnerships with employers, the public sector, and local educational institutions to supply the workforce with the necessary skills that employers seek, in which all benefit with each successful entry to the world of work. The goals are that with the enhanced relationships with employers, 3,000 WIA eligible individuals will be employed.
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 2010 and procured United Labor Agency, Inc. The RFP allows for contract extensions through 6/30/13.

C. Contractor and Project Information

United Labor Agency, Inc.
1020 Bolivar Road, Cleveland, Oh. 44115

2. The Principal Owners are as follows:

United Labor Agency, Inc. - Dave Megenhardt, Executive Director

D. Project Status and Planning

1. This organization is performing well under the current contract. Job placements have nearly doubled since the inception of this contract.
2. Services continue in the present contract through 6/30/12.

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 amendment with Labor Agency is to continue to provide a wide array of services to employers. Through this contract, employers have a single point of contact to provide information about current and future skills needed by their workers and to list job openings. United Labor Agency will continue to perform the following:

- Identify a seamless process for matching job seekers from the One-Stop Centers to available jobs.
- Successfully engage businesses to identify jobs with large and emerging employers;
- Interact with the local Chambers of Commerce and other economic development organizations;
- Aid local employers with Human Resource services to assist by screening and qualifying applicants before they are referred on for consideration for employment.
- Market all available services and programs to employers, and to educate and motivate them to use One-Stop Center services and resources to benefit their businesses.

To-date performance has been very good. The number of job placements has increased over 1,000 from the prior fiscal year (over 2,500 this fiscal year (7/1/10 - 6/22/11) as compared to 1,500 for the fiscal year 7/1/09 - 6/30/10).

Dave Megenhardt is the Executive Director
1020 Bolivar Road
Cleveland, Oh 44115

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:
 RFP (Request for Proposal)

Explanation for Increase/Decrease in \$ Amount for current request:
 Sufficient federal allocation to allow for increase to contract to enhance the amount of services provided to area employers.

Financial Information:

Funding source: **Explanation:**
 Federal Workforce Investment Act

Total Amount Requested:
 \$1400000

ATTACHMENTS:

Click to download

- [ula - AMENDMENT](#)
- [ULA - Work Comp. Insur & Notary Letter](#)
- [ULA Blue Back](#)
- [Justification to Amend Contract](#)
- [Department Acknowledgement Form](#)
- [Page 10 of RFP - authorizing extension](#)
- [Evaluation](#)
- [ula - history log](#)
- [ULA - DMA](#)

History

Time	Who	Approval
6/19/2012 5:00 PM	Office of Procurement & Diversity Clerk of the Board	Yes



CONTRACT/AGREEMENT EVALUATION FORM
(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)

Contractor: United Labor Agency, Inc. (ULA)

Contract/Agreement No.: CE1000585-01
6/30/12

Time Period: 7/1/10 –

Service Description: ULA provides workforce-related services to employers. Employers recognize ULA as the single point of contact to share information about current and future skills needed by their workers and to post specific job openings for existing and new jobs. ULA is to possess strong linkages with employers and the Employment Connection (EC) one-stop system, demonstrate a willingness and ability to collaborate with EC management and staff, and be committed to match job-ready individuals with employers in real-time.

Original Contract/Agreement Amount: \$1,272,000.00

Prior Amendment(s) Amount(s): \$1,272,000.00

Performance Indicators: Number of job placements of WIA eligible individuals – initial goal was to place 4,000 WIA job seekers

Actual performance versus performance indicators (include statistics): As of 6/3/12 over \$5,700 WIA eligible job seekers have been placed.

Rating of Overall Performance of Contractor (Check One):

- Superior**
- Above Average**
- Average**
- Below Average**
- Poor**

Justification of Rating: Job placements have been 25% greater than initially anticipated in a difficult economic climate.

Frank Brickner
User Department

6/2/12
Date

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0142

Sponsored by: County Executive FitzGerald/Department of Health and Human Services/Division of Children & Family Services	A Resolution authorizing amendments to contracts with various providers for placement services for the period 10/1/2011 - 6/30/2012 to extend the time period to 12/31/2013, to change the terms effective 7/1/2012 and for additional funds, authorizing the County Executive to execute the amendments and all other documents consistent with the 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 & Family Services has recommended to amend contracts with various providers for placement services for the period 10/1/2011 – 6/30/2012 to extend the time period to 12/31/2013, to change the terms, effective 7/1/2012, and for additional funds in the total not-to-exceed amount of \$71,385,894.00; and

WHEREAS, the recommended amendments are as follows:

- 1) No. CE1100612-01 with In Focus of Cleveland, Inc. in the amount not-to-exceed \$1,031,436.00.
- 2) No. CE1100615-01 with Pathway Caring for Children in the amount not-to-exceed \$284,634.00.
- 3) No. CE1100624-01 with National Youth Advocate Program, Inc. in the amount not-to-exceed of \$2,936,790.00.
- 4) No. CE1100625-01 with Options for Families and Youth in the amount not-to-exceed of \$2,281,572.00.
- 5) No. CE1100628-01 with START - Support To At-Risk Teens in the amount not-to-exceed \$2,286,918.00.
- 6) No. CE1100672-01 with House of New Hope in the amount of \$2,175,732.00.
- 7) No. CE1100627-01 with Specialized Alternatives for Families and Youth of Ohio, Inc. in the amount not-to-exceed \$5,487,138.00.
- 8) No. CE1100629-01 with The Bair Foundation in the amount not-to-exceed \$3,107,628.00.
- 9) No. CE1100630-01 with The Cleveland Christian Home, Incorporated in the amount not-to-exceed \$4,325,796.00.
- 10) No. CE1100631-01 with The Twelve of Ohio, Inc. in the amount not-to-exceed \$2,163,618.00.
- 11) No. CE1100633-01 with The Village Network in the amount not-to-exceed \$2,316,798.00.

- 12) No. CE1100616-01 with Alliance Human Services, Inc. in the amount not-to-exceed \$4,854,564.00.
- 13) No. CE1100617-01 with Applewood Centers, Inc. in the amount not-to-exceed \$3,681,108.00.
- 14) No. CE1100618-01 with Beech Brook in the amount not-to-exceed \$7,294,950.00.
- 15) No. CE1100619-01 with BHC Belmont Pines Hospital, Inc. in the amount not-to-exceed \$1,268,262.00.
- 16) No. CE1100620-01 with Bellefaire Jewish Children's Bureau in the amount not-to-exceed \$5,969,700.00.
- 17) No. CE1100610-02 with Diversion-Adolescent Foster Care of Ohio, Inc. in the amount not-to-exceed \$327,312.00.
- 18) No. CE1100621-01 with Guidestone in the amount not-to-exceed \$9,170,748.00.
- 19) No. CE1100773-01 with Keystone Richland Center, LLC dba Foundations for Living in the amount not-to-exceed \$75,006.00.
- 20) No. CE1100622-01 with Caring for Kids, Inc. in the amount not-to-exceed \$105,030.00.
- 21) No. CE1100771-01 with Carrington Youth Academy LLC in the amount not-to-exceed of \$312,390.00.
- 22) No. CE1100623-01 with Catholic Charities Services Corporation (Parmadale) in the amount not-to-exceed \$8,927,154.00.
- 23) No. CE1100607-01 with Christian Children's Home of Ohio, Inc. in the amount not-to-exceed \$604,296.00.
- 24) No. CE1100608-01 with Continue Life, Inc. in the amount not-to-exceed \$397,314.00.

WHEREAS, these agreements are for placement services which include foster care, residential care, independent living, group homes, shelter care and/or day treatment; and

WHEREAS, these contracts are funded 100% by the Health and Human Services Levy; and

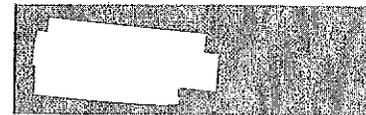
WHEREAS, it is necessary that this Resolution become immediately effective because the current contracts will expire 6/30/2012; and further delays will impede the agencies from adequately servicing children and families.

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 placement services for the period 10/1/2011 – 6/30/2012 to extend the time period to 12/31/2013, to change the terms effective 7/1/2012 and for additional funds in the total not-to-exceed amount of \$71,385,894.00 for the following:

- 1) No. CE1100612-01 with In Focus of Cleveland, Inc. in the amount not-to-exceed \$1,031,436.00.
- 2) No. CE1100615-01 with Pathway Caring for Children in the amount not-to-exceed \$284,634.00.
- 3) No. CE1100624-01 with National Youth Advocate Program, Inc. in the amount not-to-exceed of \$2,936,790.00.
- 4) No. CE1100625-01 with Options for Families and Youth in the amount not-to-exceed of \$2,281,572.00.
- 5) No. CE1100628-01 with START - Support To At-Risk Teens in the amount not-to-exceed \$2,286,918.00.
- 6) No. CE1100672-01 with House of New Hope in the amount of \$2,175,732.00.
- 7) No. CE1100627-01 with Specialized Alternatives for Families and Youth of Ohio, Inc. in the amount not-to-exceed \$5,487,138.00.
- 8) No. CE1100629-01 with The Bair Foundation in the amount not-to-exceed \$3,107,628.00.
- 9) No. CE1100630-01 with The Cleveland Christian Home, Incorporated in the amount not-to-exceed \$4,325,796.00.
- 10) No. CE1100631-01 with The Twelve of Ohio, Inc. in the amount not-to-exceed \$2,163,618.00.
- 11) No. CE1100633-01 with The Village Network in the amount not-to-exceed \$2,316,798.00.
- 12) No. CE1100616-01 with Alliance Human Services, Inc. in the amount not-to-exceed \$4,854,564.00.
- 13) No. CE1100617-01 with Applewood Centers, Inc. in the amount not-to-exceed \$3,681,108.00.
- 14) No. CE1100618-01 with Beech Brook in the amount not-to-exceed \$7,294,950.00.
- 15) No. CE1100619-01 with BHC Belmont Pines Hospital, Inc. in the amount not-to-exceed \$1,268,262.00.
- 16) No. CE1100620-01 with Bellefaire Jewish Children's Bureau in the amount not-to-exceed \$5,969,700.00.
- 17) No. CE1100610-02 with Diversion-Adolescent Foster Care of Ohio, Inc. in the amount not-to-exceed \$327,312.00.
- 18) No. CE1100621-01 with Guidestone in the amount not-to-exceed \$9,170,748.00.
- 19) No. CE1100773-01 with Keystone Richland Center, LLC dba Foundations for Living in the amount not-to-exceed \$75,006.00.
- 20) No. CE1100622-01 with Caring for Kids, Inc. in the amount not-to-exceed \$105,030.00.
- 21) No. CE1100771-01 with Carrington Youth Academy LLC in the amount not-to-exceed of \$312,390.00.
- 22) No. CE1100623-01 with Catholic Charities Services Corporation (Parmadale) in the amount not-to-exceed \$8,927,154.00.
- 23) No. CE1100607-01 with Christian Children's Home of Ohio, Inc. in the amount not-to-exceed \$604,296.00.

Novus AGENDA



Item Details:

Agency/Dept. Name:	Department of Children and Family Services	Agency/Dept. Head Name:	Patricia Rideout
Type of Request:	Contract/Amendment		
Request Prepared by:	Kurtisene Cunningham	Telephone No.	216-881-4729

SUMMARY OF REQUESTED ACTION:

Title: The Division of Children and Family Services (DCFS) (2012-2013) Board and Care Contract Amendments for: **House of New Hope (CE1100672), In Focus of Cleveland, Inc. (CE1100612-01), National Youth Advocate Program, Inc. (CE1100624-01), Options for Families and Youth (CE1100625-01), Pathway Caring for Children (CE1100615-01), START-Support To At Risk Teens (CE1100628-01).**

A. Scope of Work Summary

1. The Division of Children and Family Services (DCFS) is requesting authorization to add additional funding (see below for breakdown) and extend the current contract ending date from 10/1/2011- 6/30/2012 to 10/1/2011 to 12/31/2013 with various agencies that provide placement services including foster care, residential care, independent living, group homes, shelter care and/or day treatment.

House of New Hope - \$2,175,732.00
In Focus of Cleveland, Inc. \$1,031,436.00
National Youth Advocate Program, Inc. \$2,936,790.00
Options for Families and Youth \$2,281,572.00
Pathway Caring for Children \$284,634.00
START-Support To At Risk Teens \$2,286,918.00

Total-\$10,997,082.00

****We are asking to waive the three readings requirement for the above**

contracts because the current contracts end June 30, 2012 and any further delays with the approval of the contract amendments will impede the agency from adequately placing and servicing children and families.**

2. Community-based residential services provider agencies serve the Division of Children and Family Services as a primary resource for placement of children who have been abused and/or neglected. This contract will help to expand the range of services available to children.

3. Board and Care contracts are mandated by the Ohio Administrative Code (OAC) Section 5101:2-42-05

B. Procurement

1. The procurement method for this project was an exemption from Full and Open Competition.

- 2. NA
- 3. NA

C. Contractor and Project Information

1. The address of the vendor is:

1.Options for Families and Youth 5131 West 140th St.Brook Park, OH. 44142Council District-02

2. National Youth Advocate Program, Inc.1801 Watermark Drive, Suite 200Columbus, OH. 43215Council District- (NA-Outside of Cuyahoga County)

3.S.T.A.R.T. - Support To At-Risk Teens1468 W. 25th StreetCleveland, OH 44113Council District-07

4.Pathway Caring For Children 6370 Wise Ave. NWNorth Canton, Ohio 44720Council District (NA-Outside of Cuyahoga County)

5.House of New Hope8135 Mt. Vernon Rd.St. Louisville, OH. 43071Council District- (NA-Outside of Cuyahoga County)

6.In Focus of Cleveland, Inc.19008 Nottingham Rd.Cleveland, Ohio 44110Council District- 10

D. Project Status and Planning

1. The project reoccurs annually.

2. NA

3. The project is on a critical action path because the current contracts will expire 6/30/2012; and further delays with the approval of the contract amendments will impede the agency from adequately servicing children and families.

4. The project term has already began.

5. NA

E. Funding

1. The project is funded 100% by the General Fund (Health and Human Services Levy). The schedule of payments will be by invoice.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

The Cuyahoga County Department of Children and Family Services (CFS) is requesting authorization to amend contracts with various agencies providing placement services.

These agreements are for placement services which include foster care, residential care, independent living, group homes, shelter care and/or day treatment.

To protect children who cannot remain in their own homes and must be placed in substitute care until reunification or adoption can take place.

Provide the least restrictive placement consistent with the best interest and special needs of the child which prevent temporary placement with relatives, etc.

Principal Owner(s):

See Attached.

Explanation for late submittal:

Contracts were late due to contract per diem and service negotiations

Contract/Agreement Information:

Procurement Method:

Exempt from Competitive Bid Requirements

Explanation for Increase/Decrease in \$ Amount for current request:

Contracts amounts were increased because the contract period was extended until 12/31/2012 and funds were allocated for this period.

Financial Information:

Funding source:

General Fund

Explanation:

Health and Human Services Levy

Total Amount Requested:

\$10,997,082.00

ATTACHMENTS:

Click to download

- [House of New Hope TAB](#)
- [House of New Hope Signature Authorization](#)
- [House of New Hope](#)
- [House of New Hope PO](#)

CONTRACT/AGREEMENT EVALUATION FORM
**(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)**

Contractor: In Focus of Cleveland, Inc

Contract/Agreement No.: CE1100612-01
Time Period: 10/1/11- 6/30/12

Service Description: In Focus of Cleveland, Inc was incorporated in 2002 to provide community based group care in three settings for boys 12 through 18. CFS principally uses this provider for teens with treatment issues who for various reasons cannot be placed or have been unsuccessful in foster care.

Original Contract/Agreement Amount: \$526,500.00

Prior Amendment(s) Amount(s):

Performance Indicators: 1) rating of the quality of the program which includes the assessment of a safe environment, well-being of services provided, along with the stability and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; and 3) the number and percentage of children who experience an indicated/substantiated reports of abuse/neglect compared to the dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting time period. 4) the number and percentage of children who do not experience an indicated or substantiated abuse/neglect dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting period.

Actual performance versus performance indicators (include statistics): In Focus of Cleveland, Inc. has serviced approximately 21 children during this evaluation period. In Focus of Cleveland, Inc has provided of children with IL skills while residing in a based group home setting. The provider completed this period with minimal number of children experiencing lateral or more restrictive moves.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: In Focus does a good job with our teens and providing them Independent living opportunities. The program is continually improving in order to meet the needs of youth that are placed there. In Focus has been able to provide services leading to our children not experiencing moves.

Cuyahoga County Division of Children and Family Services
User Department

May 21, 2012
Date

s: evaluation.

CONTRACT/AGREEMENT EVALUATION FORM
(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)

Contractor: Pathway Caring for Children

Contract/Agreement No.: CE1100615-01
Time Period: 10/1/11 – 6/30/12

Service Description: Pathway Caring for Children was incorporated in 1973 to provide group home services for teen boys. They expanded to include foster care in 1979, and since then has developed treatment level foster care and adoption services. CCDCFS primarily uses this provider for foster care, with one child placed in the group home.

Original Contract/Agreement Amount: \$199,800.00

Prior Amendment(s) Amount(s):

Performance Indicators: 1) rating of the quality of the program which includes the assessment of a safe environment, well-being of services provided, along with the stability and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; and 3) the number and percentage of children who experience an indicated/substantiated reports of abuse/neglect compared to the dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting time period. 4) the number and percentage of children who do not experience an indicated or substantiated abuse/neglect dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting period.

Actual performance versus performance indicators (include statistics): Pathway Caring for Children has serviced approximately 12 children during this evaluation period. Pathway Caring for Children communicates effectively with our agency by providing documentation of services rendered for the clients serviced. The provider has completed this evaluation period with minimal number of children experiencing lateral or restrictive moves. Pathway Caring for Children received no substantiated or indicated abuse/neglect allegations.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: Pathway Caring for Children has been a provider that is able to meet the needs of children. They are a smaller agency but do well to provide for the youth placed with them. They have had no substantiated or indicated allegations. The youth placed with them experience minimal to no moves whether it be laterally or more restrictive.

Cuyahoga County Division of Children and Family Services
User Department

May 18, 2012
Date

s:evaluation.

CONTRACT/AGREEMENT EVALUATION FORM
(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)

Contractor: National Youth Advocate Program, Inc

Contract/Agreement No.: CE1100624-01
Time Period: : 10/1/11 – 6/30/12

Service Description: National Youth Advocate Program, Inc., formerly the Ohio Youth Advocate Program (OYAP), was founded in 1978. The national organization operates programs in six other states besides Ohio. OYAP has approximately 200 homes throughout Ohio, including approximately thirty in Cuyahoga County. CFS contracts for traditional and three levels of specialized foster care.

Original Contract/Agreement Amount: \$1,485,000.00

Prior Amendment(s) Amount(s):\$20,000.00

Performance Indicators: : 1) rating of the quality of the program which includes the assessment of a safe environment, well-being of services provided, along with the stability and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; and 3) the number and percentage of children who experience an indicated/substantiated reports of abuse/neglect compared to the dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting time period. 4) the number and percentage of children who do not experience an indicated or substantiated abuse/neglect dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting period.

Actual performance versus performance indicators (include statistics): National Youth Advocate Program services approximately 71 children during this evaluation period. National Youth Advocate Program completed this period with minimal children experiencing a lateral or more restrictive moves. This provider had no substantiated or indicated abuse/neglect allegations. NYAP has maintained good communication with the agency and has been open to suggestions.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: National Youth Advocate Program provides a wide range of services for the youth they serve. They are continually recruiting homes in the county but also provide great services to our youth that are placed outside the county.

Cuyahoga County Division of Children and Family Services
User Department

April 11, 2012
Date

s: evaluation

CONTRACT/AGREEMENT EVALUATION FORM
(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)

Contractor: Options for Families and Youth

Contract/Agreement No.: CE1100625-01
Time Period: 10/1/11 – 6/30/12

Service Description: Options for Families and Youth (OFY) is a nonprofit organization providing traditional and specialized levels of foster care as well as adoption and early start services. OFY has approximately 50 homes in Cuyahoga County.

Original Contract/Agreement Amount: \$1,341,000.00

Prior Amendment(s) Amount(s): Decrease (\$95,000.00)

Performance Indicators: 1) rating of the quality of the program which includes the assessment of a safe environment, well-being of services provided, along with the stability and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; and 3) the number and percentage of children who experience an indicated/substantiated reports of abuse/neglect compared to the dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting time period. 4) the number and percentage of children who do not experience an indicated or substantiated abuse/neglect dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting period.

Actual performance versus performance indicators (include statistics): 1) rating of the quality of the program which includes the assessment of a safe environment, well-being of services provided, along with the stability and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; and 3) the number and percentage of children who experience an indicated/substantiated reports of abuse/neglect compared to the dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting time period. 4) Identify the number and percentage of children who do not experience an indicated or substantiated abuse/neglect dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting period.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: Options for Youth maintains Treatment Foster Care homes primarily in Cuyahoga County. OFY supports the agency's philosophy of Family to Family. OFY supports their foster parents through attendance at meetings and assisting in transportation.

Cuyahoga County Division of Children and Family Services
User Department

April 11, 2012
Date

s: evaluation

CONTRACT/AGREEMENT EVALUATION FORM
(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)

Contractor: S.T.A.R.T. – Support to At-Risk Teens

Contract/Agreement No.: CE1100628-01
Time Period: 10/1/11 – 6/30-12

Service Description: S.T.A.R.T. – Support to At-Risk Teens S.T.A.R.T – Support to At-Risk Teens, formerly Lutheran Metropolitan Ministry, was founded in 1969. The organization serves populations primarily in Cuyahoga County. Their programs include criminal justice, employment services for the disabled, guardianship and ombudsman services for the elderly and indigent, and support services for at-risk youth. CFS contracts for short-term emergency shelter (14 to 30 days), cluster and scattered site independent living programs for older teens. This evaluation focuses on the independent living programs.

Original Contract/Agreement Amount: \$1,305,000.00

Prior Amendment(s) Amount(s):

Performance Indicators: : 1) rating of the quality of the program which includes the assessment of a safe environment, well-being of services provided, along with the stability and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; and 3) the number and percentage of children who experience an indicated/substantiated reports of abuse/neglect compared to the dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting time period. 4) the number and percentage of children who do not experience an indicated or substantiated abuse/neglect dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting period.

Actual performance versus performance indicators (include statistics): S.T.A.R.T. serviced approximately 89 children during this evaluation period. S.T.A.R.T completed this period with a minimal number of children experiencing lateral or restrictive moves. The provider also had no substantiated or indicated abuse/neglect allegations.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: S.T.A.R.T. provides Independent Living housing for some of the toughest teens that we serve. The program goes to great length to prevent disruptions. They are always willing to come to the table to discuss improvements to their programming.

Cuyahoga County Division of Children and Family Services
User Department

May 21, 2012
Date

for evaluation

CONTRACT/AGREEMENT EVALUATION FORM
(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)

Contractor: House of New Hope

Contract/Agreement No.: CE1100672-01
Time Period: 10/1/11 – 6/30-12

Service Description: House of New Hope, incorporated in 1993, provides traditional and treatment levels of foster care, as well as adoption services. CFS contracts for all levels of foster care, and utilizes this provider principally for large sibling groups and children with severe treatment issues.

Original Contract/Agreement Amount: \$1,134,000.00

Prior Amendment(s) Amount(s):

Performance Indicators: : 1) rating of the quality of the program which includes the assessment of a safe environment, well-being of services provided, along with the stability and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; and 3) the number and percentage of children who experience an indicated/substantiated reports of abuse/neglect compared to the dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting time period. 4) the number and percentage of children who do not experience an indicated or substantiated abuse/neglect dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting period.

Actual performance versus performance indicators (include statistics): House of New Hope serviced approximately 88 children during this evaluation period. House of New Hope completed this period with a minimal number of children experiencing lateral or restrictive moves. The provider also had no substantiated or indicated abuse/neglect allegations.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

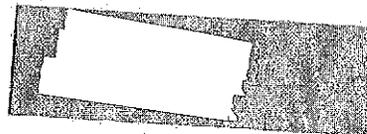
Justification of Rating: House of New Hope is able to provide homes for our large sibling groups. They are at the table for all types of meetings. They provide transportation to visits and make a great effort to keep the youth connected to their families while in care.

Cuyahoga County Division of Children and Family Services
User Department

May 21, 2012
Date

s: evaluation

Novus AGENDA



Item Details:

Agency/Dept. Name: Department of Children and Family Services
Agency/Dept. Head Name: Patricia Rideout

Type of Request: Contract/Amendment

Request Prepared by: Kurtisene Cunningham
Telephone No.:

SUMMARY OF REQUESTED ACTION:

Title: The Division of Children and Family Services (DCFS) (2012-2013) Board and Care Contract Amendments for: **SAFY, The Bair Foundation, The Cleveland Christian Home, The Twelve of Ohio, The Village Network**

A. Scope of Work Summary

1. The Division of Children and Family Services (DCFS) is requesting authorization to add additional funding (see below for breakdown) and extend the current contract ending date from 10/1/2011- 6/30/2012 to 10/1/2011 to 12/31/2013 with various agencies that provide placement services including foster care, residential care, independent living, group homes, shelter care and/or day treatment.

Specialized Alternatives for Families and Youth (SAFY) - \$5,487,138.00

The Bair Foundation- \$3,107,628.00

The Cleveland Christian Home- \$4,325,796.00

The Twelve of Ohio- \$2,163,618.00

The Village Network- \$2,316,798.00

Total-\$17,400,978.00

****We are asking to waive the three readings requirement for the above contracts because the current contracts end June 30, 2012 and any further delays with the approval of the contract amendments will impede the agency**

from adequately placing and servicing children and families.**

2. Community-based residential services provider agencies serve the Division of Children and Family Services as a primary resource for placement of children who have been abused and/or neglected. This contract will help to expand the range of services available to children.

3. Board and Care contracts are mandated by the Ohio Administrative Code (OAC) Section 5101:2-42-05

B. Procurement

1. The procurement method for this project was an exemption from Full and Open Competition.
2. NA
3. NA

C. Contractor and Project Information

1. The address of the vendor is:

1. Specialized Alternatives for Families and Youth of Ohio, Inc. 10100 Elida Rd Delphos, OH 45833 Council District-(NA-Outside of Cuyahoga County)

2. The Bair Foundation 241 High Street New Wilmington, PA 16142 Council District (NA-Outside of State of Ohio)

3. The Cleveland Christian Home Inc. 2202 Prame Ave. Cleveland, Ohio 44109 Council District -03

4. The Twelve of Ohio, Inc. 619 Tremont SW PO Box 376 Massillon, Ohio 44648 Council District-(NA-Outside of Cuyahoga County)
5. The Village Network PO Box 518 Smithville, Ohio 44677 Council District- -(NA-Outside of Cuyahoga County)

D. Project Status and Planning

1. The project reoccurs annually.
2. NA
3. The project is on a critical action path because the current contracts will expire 6/30/2012; and further delays with the approval of the contract amendments will impede the agency from adequately servicing children and families.
4. The project term has already began.
5. NA

E. Funding

1. The project is funded 100% by the General Fund (Health and Human Services Levy). The schedule of payments will be by invoice.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

The Cuyahoga County Department of Children and Family Services (CFS) is requesting authorization to amend contracts with various agencies providing placement services.

These agreements are for placement services which include foster care, residential care, independent living, group homes, shelter care and/or day treatment.

To protect children who cannot remain in their own homes and must be placed in substitute care until reunification or adoption can take place.

Provide the least restrictive placement consistent with the best interest and special needs of the child which prevent temporary placement with relatives, etc.

Principal Owner(s):

See Attached.

Explanation for late submittal:

Contracts were late due to contract per diem and service negotiations

Contract/Agreement Information:**Procurement Method:**

Exempt from Competitive Bid Requirements

Explanation for Increase/Decrease in \$ Amount for current request:

Contracts amounts were increased because the contract period was extended until 12/31/2012 and funds were allocated for this period.

Financial Information:**Funding source:**

General Fund

Explanation:

Health and Human Services Levy

Total Amount Requested:

\$17,400,978.00

ATTACHMENTS:

Click to download

- [SAFY TAB](#)
- [SAFY TAB 2](#)
- [SAFY Sign Auth](#)
- [SAFY Car Insur](#)
- [SAFY Workers Comp](#)
- [SAFY](#)
- [SAFY](#)
- [SAFY](#)
- [The Blair Foundation TAB](#)

- The Bair Foundation SA
- The Bair Foundation Cert Insuran
- The Bair Foundation Workers Comp
- The Bair Foundation
- The Bair Foundation PO
- The Cleveland Christian Home TAB
- The Cleveland Christian Home TAB 2
- The Cleveland Christian Home SA
- The Cleveland Christian Home Cert Insur
- The Cleveland Christian Home workers comp
- The Cleveland Christian Home
- The Cleveland Christian Home
- The Cleveland Christian Home
- The Twelve of Ohio
- The Twelve of Ohio TAB 2
- The Twelve of Ohio SA
- The Twelve of Ohio Insurance
- The Twelve of Ohio Workers Comp
- The Twelve of Ohio
- The Twelve of Ohio
- The Twelve of Ohio
- The Village Network TAB
- The Village Network TAB
- The Village Network TAB 2
- The Village Network SA
- The Village Network Insura
- The Village Network workers comp
- The Village Network
- The Village Network
- The Village Network
- Approved Justification
- Dept Acknowledgement Form
- The Bair Foundation CE1100629-01 Amend #2 Contract Cover TAB.doc
- History - Revised
- The Bair Foundation - Evaluation
- The Twelve Foundation - Evaluation
- Group B - must completed

History

Time

Who

Office of Procurement &
Diversity

Approval

CONTRACT/AGREEMENT EVALUATION FORM
**(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)**

Contractor: Specialized Alternatives for Families & Youth of Ohio, Inc.

Contract/Agreement No.: CE1100627-01

Time Period: 10/1/11 6/30/12

Service Description: Specialized Alternatives for Families and Youth of Ohio (SAFY) was founded in 1984. Today SAFY provides traditional and treatment level foster care services, adoption, in-home crisis counseling, and independent living services. It also offers foster care services for specialized populations such as medically fragile and MR/DD children. SAFY has programs in eight states including homes throughout Ohio.

Original Contract/Agreement Amount: 2,493,000.00

Prior Amendment(s) Amount(s): \$95,000.00

Performance Indicators: 1) rating of the quality of the program which includes the assessment of a safe environment, well-being of services provided, along with the stability and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; and 3) the number and percentage of children who experience an indicated/substantiated reports of abuse/neglect compared to the dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting time period. 4) the number and percentage of children who do not experience an indicated or substantiated abuse/neglect dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting period.

Actual performance versus performance indicators (include statistics): Specialized Alternative for Family and Youth of Ohio Inc., (SAFY) has serviced approximately 135 children during this evaluation period. SAFY provides an array of services for our children through their Continuum of Care from foster care to Independent Living. SAFY is currently a provider for the Multidimensional Foster Care program. This program has been doing very well since it started a year ago. The provider has maintained the placement they receive with a minimal amount of children experiencing a lateral or more restrictive move. SAFY have recruited 90 foster homes located in Cuyahoga county or a contiguous counties. SAFY has maintains good communication with the agency at all times.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: The rating was given based upon the performance that SAFY has displayed thus far through this contract period. SAFY continues to grow as a program and has continued to work with some of our toughest children to place through the Multidimensional Treatment Foster Care Program.

Cuyahoga County Division of Children and Family Services
User Department:

April 11, 2012
Date

s:evaluation

CONTRACT/AGREEMENT EVALUATION FORM
**(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)**

Contractor: The Bair Foundation

Contract/Agreement No.: CE1100629-01

Time Period: 10/1/11 – 6/30/2012

Service Description: The Bair Foundation, founded in 1967 in New Wilmington Pennsylvania, now operates in six states. It has homes in nineteen counties in Ohio, with many homes in Cuyahoga County. Services include case management, crisis intervention, counseling, independent living, and adoption.

Original Contract/Agreement Amount: \$1,800,000.00

Prior Amendment(s) Amount(s): Deduct (\$100,000.00)

Performance Indicators: 1) rating of the quality of the program which includes the assessment of a safe environment, well-being of services provided, along with the stability and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; and 3) the number and percentage of children who experience an indicated/substantiated reports of abuse/neglect compared to the dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting time period. 4) the number and percentage of children who do not experience an indicated or substantiated abuse/neglect dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting period.

Actual performance versus performance indicators (include statistics):

The Bair Foundation serviced approximately 80 children during this evaluation period. The Bair Foundation service model is the Structured Intervention Treatment Foster Care which includes Evidence-Based foster Parent Curriculum. The provider also had no substantiated or indicated abuse/neglect allegations. The Bair Foundation has had minimal lateral or more restrictive moves with the children they serve. They have maintained good communication with the agency and continue to work hard on ensuring that the children they serve are receiving the best care.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating:

The Bair Foundation continues to be a strong provider for the children and families we serve. They continue to recruit homes in the area and are always willing to take some of our more medically fragile children. As noted above they have worked very hard to make their program meet our needs and have not had any substantiated or indicated findings against the foster

Cuyahoga County Division of Children and Family Services
User Department

April 11, 2012
Date

s: evaluation

CONTRACT/AGREEMENT EVALUATION FORM
(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)

Contractor: The Cleveland Christian Home

Contract/Agreement No.: CE1100630-01

Time Period: 10/1/11 – 6/30/12

Service Description: The Cleveland Christian Home, founded in 1903, has evolved from an orphanage to a multi-service organization providing residential services, adoption, community based, and in-home programs. CCDCFS currently contracts for residential, family preservation and adoption services.

Original Contract/Agreement Amount: 1,800,000.00

Prior Amendment(s) Amount(s): \$404,000.00

Performance Indicators: 1) rating of the quality of the program which includes the assessment of a safe environment, well-being of services provided, along with the stability and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; and 3) the number and percentage of children who experience an indicated/substantiated reports of abuse/neglect compared to the dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting time period. 4) the number and percentage of children who do not experience an indicated or substantiated abuse/neglect dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting period.

Actual performance versus performance indicators (include statistics):

The Cleveland Christian Home serviced approximately 85 children during this evaluation period with of the clients receiving services from the Independent Living program, sexual offender Residential Program, Intensive Treatment Unit, and Open Residential Program. This provider maintains placements with minimal moves. The Cleveland Christian Home completed this period with one substantiated abuse/neglect allegation. The Cleveland Christian Home maintains good communication with the agency and has done a good job working with the tough populations they serve.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: The Cleveland Christian continues to provide services to children who have experienced sexual abuse or/and have been sexually reactive. They do so with minimal disruptions and are always willing to go an extra mile for them. They also provide services for our older youth and have had good success with the program.

Cuyahoga County Division of Children and Family Services
User Department

April 11, 2012
Date

s: evaluation

CONTRACT/AGREEMENT EVALUATION FORM
(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)

Contractor: The Twelve of Ohio, Inc.

Contract/Agreement No.: CE1100631-01

Time Period: 10/1/11 – 6/30/12

Service Description: The Twelve of Ohio, Inc. originally founded in 1965, has been providing residential services for adolescent boys since 1971. Today the organization also provides group home and residential services for sex offender treatment, four levels of foster care, independent living and adoption services. CFS contracts for all services.

Original Contract/Agreement Amount: \$1,071,000.00

Prior Amendment(s) Amount(s): \$50,000.00

Performance Indicators: 1) rating of the quality of the program which includes the assessment of a safe environment, well-being of services provided, along with the stability and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; and 3) the number and percentage of children who experience an indicated/substantiated reports of abuse/neglect compared to the dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting time period. 4) the number and percentage of children who do not experience an indicated or substantiated abuse/neglect dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting period.

Actual performance versus performance indicators (include statistics):

The Twelve serviced approximately 63 children in foster care and group home services during this evaluation period. The Twelve of Ohio has been able to maintain the placements they have received with minimal disruptions. This provider also had one substantiated abuse/neglect allegations. They have maintained good communication with the agency and continue to work hard on ensuring that they meet the needs of the children placed with them.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: The Twelve has provided services on a wide spectrum for our youth. They continue to work to ensure that they are doing so with the most current information and treatment modalities. They have minimal disruptions due to their continual efforts with the youth they serve.

Cuyahoga County Division of Children and Family Services
User Department

April 11, 2012
Date

s: evaluation

CONTRACT/AGREEMENT EVALUATION FORM
**(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)**

Contractor: The Village Network

Contract/Agreement No.: CE1100633-01

Time Period: 10/1/11 – 6/30/12

Service Description: The Village Network, formerly Boys' Village Inc. was founded in 1946 as a residential facility for teen boys. It has since expanded to provide foster care, day treatment and alternative school programs. CFS contracts for mental health, substance abuse, sex offender residential programs, and traditional/ treatment foster care. They operate a Cleveland regional office with approximately 25 homes.

Original Contract/Agreement Amount: \$1,170,000.00

Prior Amendment(s) Amount(s):\$50,000.00

Performance Indicators: 1) rating of the quality of the program which includes the assessment of a safe environment, well-being of services provided, along with the stability and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; and 3) the number and percentage of children who experience an indicated/substantiated reports of abuse/neglect compared to the dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting time period. 4) the number and percentage of children who do not experience an indicated or substantiated abuse/neglect dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting period.

Actual performance versus performance indicators (include statistics): The Village Network has serviced approximately 46 children during this evaluation period. The Village Network has provided a vast amount of services including but not limited to counseling, mental health services and sexual offender programming. The Village continues to communicate efficiently with our agency providing required documentation detailed within the contract. The provider has completed this evaluation period with minimal number of children experiencing lateral or restrictive moves along with receiving no substantiated or indicated abuse/neglect allegations.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

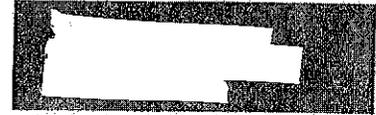
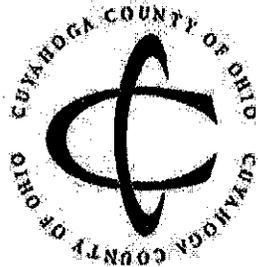
Justification of Rating: The Village Network continues to provide some of the best care for the children we serve. They have a variety of services and work hard to ensure that the youth they serve are receiving the best services. They have minimal disruptions and maintain good communication with the agency.

Cuyahoga County Division of Children and Family Services
User Department

April 19, 2012
Date

s: evaluation

Novus AGENDA



Item Details:

Agency/Dept. Name: Department of Children and Family Services
Agency/Dept. Head Name: Patricia Rideout

Type of Request: Contract/Amendment

Request Prepared by: Gregory E. Jones
Telephone No.: (216) 881-4495

SUMMARY OF REQUESTED ACTION:

Title: The Division of Children and Family Services (DCFS) (2012-2013) is requesting authorization for an extension and to add additional funding to the contracts with various agencies that provide placement services. **Alliance Human Services, Inc. \$4,854,564.00 CE1100616-01 Amendment #1, Applewood Centers Inc. \$3,681,108.00 CE1100617-01 Amendment #1, Beech Brook \$7,294,950.00 CE1100618-01 Amendment #2, Bellefaire Jewish Children's Bureau \$5,969,700.00 CE1100620-01 Amendment #1, BHC Belmont Pines Hospital, Inc. \$1,268,262.00 CE1100619-01 Amendment #2.**

A. Scope of Work Summary

1. The Division of Children and Family Services (DCFS) is requesting authorization to add additional funding (see below for breakdown) and extend the current contract ending date from 10/1/2011- 6/30/2012 to 10/1/2011 to 12/31/2013 with various agencies that provide placement services including foster care, residential care, independent living, group homes, shelter care and/or day treatment. **Alliance Human Services, Inc. \$4,854,564.00 CE1100616-01 Amendment #1, Applewood Centers Inc. \$3,681,108.00 CE1100617-01 Amendment #1, Beech Brook \$7,294,950.00 CE1100618-01 Amendment #2, Bellefaire Jewish Children's Bureau \$5,969,700.00 CE1100620-01 Amendment #1, BHC Belmont Pines Hospital, Inc. \$1,268,262.00 CE1100619-01 Amendment #2.**

Total-\$23,072,584.00

****We are asking to waive the three readings requirement for the above contracts because the current contracts end June 30, 2012 and any further delays with the approval of the contract amendments will impede the agency from adequately placing and servicing children and families.****

2. Community-based residential services provider agencies serve the Division of Children and Family Services as a primary resource for placement of children who have been abused and/or neglected. This contract will help to expand the range of services available to children.

3. Board and Care contracts are mandated by the Ohio Administrative Code (OAC) Section 5101:2-42-05

B. Procurement

1. The procurement method for this project was an exemption from Full and Open Competition.

2. NA

3. NA

C. Contractor and Project Information

1. The address of the vendor is:

Alliance Human Services, Inc.
134 Rumford Avenue, Suite #306
Newton, MA 02465
Council District: (NA-Outside of Cuyahoga County)
President: Mary A. McCarthy
Applewood Centers Inc.
2525 East 22nd Street
Cleveland, OH. 44115
Council District 07
Executive Director: Melanie Falls

Beech Brook
3737 Lander
Road Pepper Pike, Ohio 44124
Council District -06
CEO: Debra Rex

Bellefaire Jewish Children's Bureau
22001 Fairmount Boulevard
Shaker Heights, Ohio 44118
Council District (09)
President: Adam G. Jacobs, Ph.D

BHC Belmont Pines Hospital, Inc.

**615 Churchill- Hubbard Rd.
Youngstown, OH 44505
Council District - N/A (out of County)
CEO: George Perry**

D. Project Status and Planning

1. The project reoccurs annually.
2. NA.
3. The project is on a critical action path because the current contracts will expire 6/30/2012; and further delays with the approval of the contract amendments will impede the agency from adequately servicing children and families.
4. The project term has already began.
5. NA

E. Funding

1. The project is funded 100% by the General Fund (Health and Human Services Levy). The schedule of payments will be by invoice.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

The Cuyahoga County Division of Children and Family Services (CFS) is requesting authorization to amend contracts with various agencies providing placement services.

These agreements are for placement services which include foster care, residential care, independent living, group homes, shelter care and/or day treatment.

To protect children who cannot remain in their own homes and must be placed in substitute care until reunification or adoption can take place.

Provide the least restrictive placement consistent with the best interest and special needs of the child which prevent temporary placement with relatives, etc.

Principal Owner(s):

See Attached.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

Exempt from Competitive Bid Requirements

Explanation for Increase/Decrease in \$ Amount for current request:

Utilization

Financial Information:

Funding source:	Explanation:
General Fund	Health and Human Services Levy
Total Amount Requested:	
\$23,072,584.00	

ATTACHMENTS:

Click to download

- [Revised 2012-2013 Justification Various Board & Care Amendments.pdf 2.pdf](#)
- [Legislative Action Request form Children and Family Services 2011-12 Various Board and Care Amendments 1 & 2.doc](#)
- [2012 Department Acknowledgement Form for Board and Care.doc](#)
- [Alliance Human Services CE1100816-01 Amend #1 SB TAB.pdf](#)
- [Alliance Human Services 2011-12 W9.pdf](#)
- [Alliance Human Services CE1100816-01 Amend #1 DMA.pdf](#)
- [Alliance Human Services CE1100816-01 Amend #1 SOS.pdf](#)
- [Alliance Human Services CE1100816-01 Amend #1 Lics.pdf](#)
- [Alliance Human Services CE1100816-01 Amend #1 Ethics.pdf](#)
- [Alliance Human Services CE1100816-01 Amend #1 Wkr Comp.pdf](#)
- [Alliance Human Services CE1100816-01 Amend #1 Cert Llab.pdf 2.pdf](#)
- [Alliance Human Services CE1100816-01 FR.pdf](#)
- [Alliance Human Services CE1100816-01 Amend #1 Sig Auth.pdf](#)
- [2012 Alliance Human Services, Inc Eval CE1100816-01 Amend #1.doc](#)
- [Alliance Human Services CE1100816-01 Amend #1 Contract Cover TAB.doc](#)
- [Applewood Centers CE1100817-01 Amend #1 SD TAB.pdf](#)
- [Applewood Centers CE1100817-01 Amend #1 W9.pdf](#)
- [Applewood Centers CE1100817-01 Amend #1 DMA.pdf](#)
- [Applewood Centers CE1100817-01 Amend #1 SOS.pdf](#)
- [Applewood Centers CE1100817-01 Amend #1 Lics.pdf](#)
- [Applewood Centers CE1100817-01 Amend #1 Ethics.pdf](#)
- [Applewood Centers CE1100817-01 Amend #1 Wkr Comp.pdf](#)
- [Applewood Centers CE1100817-01 Amend #1 Cert Llab.pdf](#)
- [Applewood Centers CE1100817-01 Amend #1 Sig Auth.pdf](#)
- [2012 Applewood Centers CE1100817-01 Amend #1 Eval.doc](#)
- [Applewood Centers CE1100817-01 Amend #1 Contract Cover TAB.pdf.doc](#)
- [Beech Brook\Beech Brook CE1100818-01 Amend #2 SD TAB.pdf](#)
- [Beech Brook CE1100818-01 Amend #2 W9.pdf](#)
- [Beech Brook CE1100818-01 Amend #2 DMA.pdf](#)
- [Beech Brook CE1100818-01 Amend #2 SOS.pdf](#)
- [Beech Brook CE1100818-01 Amend #2 Lics.pdf](#)
- [Beech Brook CE1100818-01 Amend #2 Ethics.pdf](#)
- [Beech Brook CE1100818-01 Amend #2 Wkr Comp.pdf](#)
- [Beech Brook CE1100818-01 Amend #2 Cert Llab.pdf](#)
- [Beech Brook CE1100818-01 FR.pdf](#)
- [Beech Brook CE1100818-01 Amend #2 Sig Auth.pdf](#)
- [Beech Brook CE1100818-01 Amend #2 Eval.doc](#)
- [Beech Brook CE1100818-01 Amend #2 Contract Cover TAB.doc](#)
- [Bellefaiire Jewish Childrens Home\Bellefaiire JCB CE1100620-01 Amend #1 SD TAB.pdf](#)
- [Bellefaiire JCB CE1100620-01 Amend #1 W9.pdf](#)
- [Bellefaiire JCB CE1100620-01 Amend #1 DMA.pdf](#)
- [Bellefaiire JCB CE1100620-01 Amend #1 SOS.pdf](#)
- [Bellefaiire JCB CE1100620-01 Amend #1 Lics.pdf](#)
- [Bellefaiire JCB CE1100620-01 Amend #1 Ethics.pdf](#)

CONTRACT/AGREEMENT EVALUATION FORM
(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)

Contractor: Alliance Human Services, Inc

Contract/Agreement No.: CE1100616-01
Time Period: 10/1/11 – 6/30-12

Service Description: Alliance Human Services, Inc provides traditional and specialized foster care services, accepting difficult to place populations such as adjudicated delinquents, lower functioning/MRDD and severely behaviorally and/or emotionally disturbed children. CFS contracts for four levels of care.

Original Contract/Agreement Amount: \$2,588,175.00

Prior Amendment(s) Amount(s):

Performance Indicators: : 1) rating of the quality of the program which includes the assessment of a safe environment, well-being of services provided, along with the stability and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; and 3) the number and percentage of children who experience an indicated/substantiated reports of abuse/neglect compared to the dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting time period. 4) the number and percentage of children who do not experience an indicated or substantiated abuse/neglect dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting period.

Actual performance versus performance indicators (include statistics): Alliance Human Services, Inc has services approximately 136 children during this evaluations period. Alliance Human Services, Inc completed this period with a minimal number of children experiencing no lateral or restrictive moves. The provider also had no substantiated or indicated abuse/neglect allegations.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: Alliance continues to provide good services to the children that are placed in their foster homes. They are always improving their programming to fit the needs of the children that are placed with them. They attend meetings and provide good support to their foster parents.

Cuyahoga County Division of Children and Family Services
User Department

May 21, 2012
Date

s: evaluation

CONTRACT/AGREEMENT EVALUATION FORM
**(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)**

Contractor: Applewood Centers, Inc

Contract/Agreement No.: CE1100617-01
Time Period: 10/1/11 – 6/30/12

Service Description: Applewood Centers Inc., created in 1997 by the merger of Children's Services, Inc. and the Guidance Centers, operates residential, foster care, adoption, and community-based programming. Children's Aid Society merged with this provider effective 7/1/2004. This enabled the provider to increase it's continuum of care to include residential services for younger children and increased capacity in the Partial Hospitalization program.

Original Contract/Agreement Amount: \$1,588,950.00

Prior Amendment(s) Amount(s):

Performance Indicators: 1) rating of the quality of the program which includes the assessment of a safe environment, well-being of services provided, along with the stability and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; and 3) the number and percentage of children who experience an indicated/substantiated reports of abuse/neglect compared to the dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting time period. 4) the number and percentage of children who do not experience an indicated or substantiated abuse/neglect dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting period.

Actual performance versus performance indicators (include statistics): Applewood Centers, Inc serviced approximately 75 children during this evaluation period. Applewood Center, Inc. completed this period with a minimal number of children experiencing no lateral or restrictive moves. The provider also had no substantiated or indicated abuse/neglect allegations.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: Applewood provides both Residential and foster care services. They are currently only providing Residential services for Girls. During this review they have chosen to cease providing services to boys in their Residential program. They have continued to provide appropriate services to the girls who are residing in there facility. Applewood has worked hard to prevent disruptions in both their facility and their foster homes. Applewood is always willing to come to the table and discuss improvements that can be made.

Cuyahoga County Division of Children and Family Services
User Department

May 18, 2012
Date

s: evaluation

CONTRACT/AGREEMENT EVALUATION FORM
**(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)**

Contractor: Beech Brook

Contract/Agreement No.: CE1100618-01
Time Period: 10/1/11 – 6/30/2012

Service Description: Beech Brook is a non-profit organization offering traditional and specialized levels of foster care, intensive treatment and residential care for children 6 through 13, in-home, community based, and adoption services. CCDCFs currently contracts for all these services.

Original Contract/Agreement Amount: \$3,602,430.00

Prior Amendment(s) Amount(s): \$280,000.00

Performance Indicators: 1) rating of the quality of the program which includes the assessment of a safe environment, well-being of services provided, along with the stability and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; and 3) the number and percentage of children who experience an indicated/substantiated reports of abuse/neglect compared to the dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting time period. 4) the number and percentage of children who do not experience an indicated or substantiated abuse/neglect dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting period.

Actual performance versus performance indicators (include statistics): Beech Brook has serviced approximately 131 children during this evaluation period. Beech Brook has communicated effectively with our agency by providing documentation of services rendered for the clients served. The provider has completed this evaluation period with minimal number of children experiencing lateral or restrictive moves. Beech Brook received no substantiated or indicated abuse/neglect allegations.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: Beech Brook has provided effective services during this evaluation period. This provider specializes in providing services for our younger children in need of intensive residential services along with foster care.

Cuyahoga County Division of Children and Family Services
User Department

April 11, 2012
Date

sr: evaluation

CONTRACT/AGREEMENT EVALUATION FORM
**(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)**

Contractor: BHC Belmont Pines Hospital

Contract/Agreement No.: CE1100619-01
Time Period: 10/1/11 - 6/30/2012

Service Description: BHC Belmont Pines Hospital, Inc. is a for-profit organization, licensed by the Ohio Dept. of Mental Health to serve children and adolescents in short-term crisis stabilization and residential programs. We currently contract for a short-term (10 day) diagnostic/stabilization unit and a longer term residential program.

Original Contract/Agreement Amount: \$419,697.00

Prior Amendment(s) Amount(s):300,000.00

Performance Indicators: 1) rating of the quality of the program which includes the assessment of a safe environment, well-being of services provided, along with the stability and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; and 3) the number and percentage of children who experience an indicated/substantiated reports of abuse/neglect compared to the dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting time period. 4) Identify the number and percentage of children who do not experience an indicated or substantiated abuse/neglect dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting period.

Actual performance versus performance indicators (include statistics): Belmont Pines Hospital has provided services for approximately 13 children during this evaluation period. Belmont Pines continues to communicate efficiently with our agency through timely reporting, and documentation submission. During this period minimal number of children experienced more restrictive moves. Belmont Pines Hospital received no substantiated or indicated abuse/neglect allegations.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: Belmont Pines (BHC) provides services that address inpatient acute psychiatric care as well as residential services. BHC communicates effectively with our agency by identifying clients that have completed treatment and prepared to return to the community.

Cuyahoga County Division of Children and Family Services
User Department

April 11, 2012
Date

s: evaluation

CONTRACT/AGREEMENT EVALUATION FORM
(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)

Contractor: Bellefaire JCB

Contract/Agreement No.: CE1100620-01
Time Period: 10/1/11 – 6/30-12

Service Description: Bellefaire JCB, founded in 1868 as a Jewish orphanage has grown to a multi-service agency that provides residential treatment, traditional and treatment foster care, in-home counseling services, adoption services, independent living programs, and multi-site community clinics.

Original Contract/Agreement Amount: \$2,925,000.00

Prior Amendment(s) Amount(s):

Performance Indicators: 1) rating of the quality of the program which includes the assessment of a safe environment, well-being of services provided, along with the stability and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; and 3) the number and percentage of children who experience an indicated/substantiated reports of abuse/neglect compared to the dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting time period. 4) the number and percentage of children who do not experience an indicated or substantiated abuse/neglect dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting period.

Actual performance versus performance indicators (include statistics): Bellefaire JCB has serviced approximately 74 children for foster care, residential treatment center and Independent Living. Bellefaire JCB provides clinical care that supports the evidence based treatment model. The provider received minimal number of children experiencing lateral or restrictive moves. Bellefaire, JCB received no substantiated or indicated abuse/neglect allegations.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: JCB Bellefaire has many programs but there work with our Autistic population stands out. They maintain good communication and work well with the agency to address any concerns that arise.

Cuyahoga County Division of Children and Family Services
User Department

May 21, 2012
Date

s: evaluation


**Item Details:**

Agency/Dept. Name: Department of Agency/Dept. Head Patricia Rideout
Children and Family Name:
Services

Type of Request: Contract/Amendment

Request Prepared by: Gregory E. Jones **Telephone No.** (216) 881-4495

SUMMARY OF REQUESTED ACTION:

Title: The Division of Children and Family Services (DCFS) (2012-2013) is requesting authorization for an extension and to add additional funding to the contracts with various agencies that provide placement services. **Diversion Adolescent Foster Care of Ohio, Inc. \$327,312.00, (CE1100610-01) Amendment #2, Guidestone \$9,170,748.00, (CE1100621-01) Amendment #2, Keystone Richland, LLC DBA Foundations for Living \$75,006.00 (CE1100773-01) Amendment #1.**

A. Scope of Work Summary

1. The Division of Children and Family Services (DCFS) is requesting authorization to add additional funding (see below for breakdown) and extend the current contract ending date from 10/1/2011- 6/30/2012 to 10/1/2011 to 12/31/2013 with various agencies that provide placement services including foster care, residential care, independent living, group homes, shelter care and/or day treatment. **Diversion Adolescent Foster Care of Ohio, Inc. \$327,312.00, (CE1100610-01) Amendment #2, Guidestone \$9,170,748.00, (CE1100621-01) Amendment #2, Keystone Richland, LLC DBA Foundations for Living \$75,006.00 (CE1100773-01) Amendment #1.**

Total-\$9,573,066.00

****We are asking to waive the three readings requirement for the above contracts because the current contracts end June 30, 2012 and any further delays with the approval of the contract amendments will impede the agency**

from adequately placing and servicing children and families.**

2. Community-based residential services provider agencies serve the Division of Children and Family Services as a primary resource for placement of children who have been abused and/or neglected. This contract will help to expand the range of services available to children.

3. Board and Care contracts are mandated by the Ohio Administrative Code (OAC) Section 5101:2-42-05

B. Procurement

1. The procurement method for this project was an exemption from Full and Open Competition.

2. NA

3. NA

C. Contractor and Project Information

1. The address of the vendor is:

Diversion Adolescent Foster Care of Ohio, Inc.

1260 Woodkrest Dr.

Flint, Michigan 48532

Council District: (NA-Outside of Cuyahoga County) Executive Director: Lynn A. Eastman

202 East Bagley Road

Berea, Ohio 44017

Council District: (NA-Outside of Cuyahoga County)

President & CEO: Richard R. Frank
Keystone Richland, LLC DBA Foundations for Living

Dept. 888060, P.O. Box 102550

Atlanta, GA 30368-2550

Council District: (NA-Outside of Cuyahoga County)

CEO: Thomas Brohm
D. Project Status and Planning

1. The project reoccurs annually.

2. NA

3. The project is on a critical action path because the current contracts will expire 6/30/2012; and further delays with the approval of the contract amendments will impede the agency from adequately servicing children and families.

4. The project term has already began.

5. NA

E. Funding

1. The project is funded 100% by the General Fund (Health and Human Services Levy).

The schedule of payments will be by invoice.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

The Cuyahoga County Division of Children and Family Services (CFS) is requesting authorization to amend contracts with various agencies providing placement services.

These agreements are for placement services which include foster care, residential care, independent living, group homes, shelter care and/or day treatment.

To protect children who cannot remain in their own homes and must be placed in substitute care until reunification or adoption can take place.

Provide the least restrictive placement consistent with the best interest and special needs of the child which prevent temporary placement with relatives, etc.

Principal Owner(s):

See Attached.

Explanation for late submittal:**Contract/Agreement Information:****Procurement Method:**

Exempt from Competitive Bid Requirements

Explanation for Increase/Decrease in \$ Amount for current request:

Utilization

Financial Information:**Funding source:**

General Fund

Explanation:

Health and Human Services Levy

Total Amount Requested:

\$9,573,066.00

ATTACHMENTS:

Click to download

- [Revised 2012-2013 Justification Various Board & Care Amendments.pdf 2.pdf](#)
- [Legislative Action Request form Children and Family Services 2011-12 Various Board and Care Amendments 1 & 2.doc](#)
- [2012 Department Acknowledgement Form for Board and Care 6-13-2012.doc](#)
- [Diversion Adolescent Foster Care of Ohio, Inc. CE1100810-01 Amend #2 SD TAB.pdf](#)
- [Diversion Adolescent Foster Care of Ohio, Inc. CE1100810-01 Amend #2 W9.pdf](#)
- [Diversion Adolescent Foster Care of Ohio, Inc. CE1100810-01 Amend #2 DMA.pdf](#)
- [Diversion Adolescent Foster Care of Ohio, Inc. CE1100810-01 Amend #2 SOC.pdf](#)
- [Diversion Adolescent Foster Care of Ohio, Inc. CE1100810-01 Amend #2 Lic.pdf](#)
- [Diversion Adolescent Foster Care of Ohio, Inc. CE1100810-01 Amend #2 Ethics.pdf](#)
- [Diversion Adolescent Foster Care of Ohio, Inc. CE1100810-01 Amend #2 Wkr Comp.pdf](#)

CONTRACT/AGREEMENT EVALUATION FORM
**(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)**

Contractor: Diversion Adolescent Foster Care of Ohio, Inc

Contract/Agreement No.: CE1100610-01
Time Period: 10/1/2011 – 6/30/2012

Service Description: Diversion Adolescent Foster Care was originally founded in Flint, Michigan in 1973. It expanded its services to Ohio in 1978, eventually developing treatment foster care and adoption programs to better serve its clients. CFS utilizes approximately thirty homes located in Northwest Ohio, with ten homes in Cuyahoga County.

Original Contract/Agreement Amount: \$153,450.00

Prior Amendment(s) Amount(s):\$22,000.00

Performance Indicators: 1) rating of the quality of the program which includes the assessment of a safe environment, well-being of services provided, along with the stability and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; and 3) the number and percentage of children who experience an indicated/substantiated reports of abuse/neglect compared to the dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting time period. 4) the number and percentage of children who do not experience an indicated or substantiated abuse/neglect dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting period.

Actual performance versus performance indicators (include statistics): Diversion Adolescent Foster Care of Ohio, Inc. serviced approximately 11 children during this evaluation period with no moves from the initial placement. This provider maintains the majority of foster care placement within Cuyahoga County. Provider has provided quarterly reports and has good communication with the resource manager and other agency staff. There have been no indicated and/or substantiated referrals in regards to this provider.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: Diversion Adolescent Foster Care of Ohio, Inc demonstrates the ability to address our client needs. This agency maintains our client within the initial foster home maintaining stability of services.

Cuyahoga County Division of Children and Family Services
User Department

April 11, 2012
Date

s: evaluation

CONTRACT/AGREEMENT EVALUATION FORM
(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)

Contractor: Guidestone (Formerly Berea Children's Home)

Contract/Agreement No.: CE1100621-01
Time Period: 10/1/11 - 6/30-12

Service Description: Guidestone was founded in 1864 as the German Methodist Orphan's Asylum. The organization has expanded services over the years to include residential care, foster care services, counseling services, community education, and juvenile justice programs.

Original Contract/Agreement Amount: \$4,542,903.00

Prior Amendment(s) Amount(s):

Performance Indicators : 1) rating of the quality of the program which includes the assessment of a safe environment, well-being of services provided, along with the stability and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; and 3) the number and percentage of children who experience an indicated/substantiated reports of abuse/neglect compared to the dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting time period. 4) the number and percentage of children who do not experience an indicated or substantiated abuse/neglect dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting period.

Actual performance versus performance indicators (include statistics): Guidestone has provided services for approximately 235 children during this evaluation period. Guidestone offers residential treatment service with the component of continuum quality along with foster care. The provider has completed this period with a minimal number of children experiencing lateral or restrictive moves. The provider received no substantiated or indicated abuse/neglect allegations.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: Guidestone provides many services to our children. They are able to handle children with all different types of problems in various settings. They are always expanding programming to meet the needs of the children they serve. They attend meetings and provide transportation for visits. Their SHARP program provides for children with sexually reactive behaviors.

Cuyahoga County Division of Children and Family Services
User Department

May 21, 2012
Date

s: evaluation

CONTRACT/AGREEMENT EVALUATION FORM
(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)

Contractor: Keystone Richland Center, LLC DBA Foundations for Living

Contract/Agreement No.: CE1100773-01
Time Period: 10/1/11 – 6/30-12

Service Description: Keystone Richland Center, LLC DBA Foundations for Living is licensed by ODJFS and certified by The Ohio Department of Mental Health and The Ohio Department of Drug and Alcohol Services to provide mental health and chemical dependency services for adolescent boys and girls, ages 12 to 21. CFS occasionally utilized this provider for the chemical dependency and mental health programs.

Original Contract/Agreement Amount: \$51,300.00

Prior Amendment(s) Amount(s):

Performance Indicators: : 1) rating of the quality of the program which includes the assessment of a safe environment, well-being of services provided, along with the stability and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; and 3) the number and percentage of children who experience an indicated/substantiated reports of abuse/neglect compared to the dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting time period. 4) the number and percentage of children who do not experience an indicated or substantiated abuse/neglect dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting period.

Actual performance versus performance indicators (include statistics): Foundations for Living serviced approximately 1 child during this evaluation period. Foundations for Living is licensed under ODMH and no longer by ODJFS resulting in receiving a clear license. During this period the provider received no substantiated or indicated abuse/neglect allegations.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

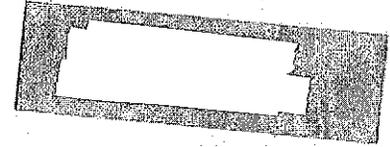
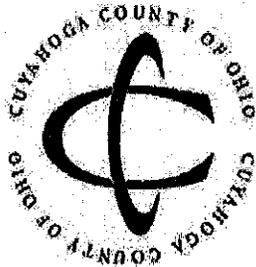
Justification of Rating: Foundations for Living services our clients with mental health programming and the acceptance criteria of pregnant female teens. They are utilized for some of our harder to place youth and have over the years done well with them.

Cuyahoga County Division of Children and Family Services
User Department

May 21, 2012
Date

s: evaluation

Novus AGENDA



Item Details:

Agency/Dept. Name: Department of Children and Family Services
Agency/Dept. Head Name: Patricia Rideout

Type of Request: Contract/Amendment

Request Prepared by: Gregory E. Jones
Telephone No.: (216) 881-4495

SUMMARY OF REQUESTED ACTION:

Title: The Division of Children and Family Services (DCFS) (2012-2013) is requesting authorization for an extension and to add additional funding to the contracts with various agencies that provide placement services. **Caring for Kids, Inc. \$105,030.00, (CE1100622-01) Amendment #2, Carrington Youth Academy LLC \$312,390.00, (CE1100771-01) Amendment #1, Catholic Charities Services Corporation (Parmadale) \$8,927,154.00, (CE1100623-01) Amendment #1, Christian Children's Home of Ohio, Inc. \$604,296.00, (CE1100607-01) Amendment #1, Continue Life, Inc. \$397,314.00 (CE1100608-01) Amendment #1.**

****We are asking to waive the three readings requirement for the above contracts because the current contracts end June 30, 2012 and any further delays with the approval of the contract amendments will impede the agency from adequately placing and servicing children and families.****

A. Scope of Work Summary

1. The Division of Children and Family Services (DCFS) is requesting authorization to add additional funding (see below for breakdown) and extend the current contract ending date from **10/1/2011- 6/30/2012 to 10/1/2011 to 12/31/2013** with various agencies that provide placement services including foster care, residential care, independent living, group homes, shelter care and/or day treatment. These amendments are for placement services which include foster care, residential care, independent living, group homes, shelter care and/or day treatment. **Caring for Kids, Inc. \$105,030.00, (CE1100622-**

01) Amendment #2, Carrington Youth Academy LLC \$312,390.00, (CE1100771-01) Amendment #1, Catholic Charities Services Corporation (Parmadale) \$8,927,154.00, (CE1100623-01) Amendment #1, Christian Children's Home of Ohio, Inc. \$604,296.00, (CE1100607-01) Amendment #1, Continue Life, Inc. \$397,314.00 (CE1100608-01) Amendment #1.

Total-\$10,346,184.00

2. Community-based residential services provider agencies serve the Division of Children and Family Services as a primary resource for placement of children who have been abused and/or neglected. This contract will help to expand the range of services available to children:

3. Board and Care contracts are mandated by the Ohio Administrative Code (OAC) Section 5101:2-42-05

B. Procurement

1. The procurement method for this project was an exemption from Full and Open Competition.
2. NA
3. NA

C. Contractor and Project Information

1. The address of the vendor is:

**Caring for Kids, Inc.
650 Graham Road, Suite 101
Cuyahoga Falls, Ohio 44221
Council District: (NA-Outside of Cuyahoga County)
Executive Director: Patricia Ameling**

Carrington Youth Academy LLC

2114 Noble Rd.

East Cleveland, Ohio 44112

Council District: 10

Chief Operating Officer: Tami Holcomb Catholic Charities Services Corporation (Parmadale)

6753 State Road

Cleveland, Ohio 44134

Council District: 04

Executive Director: Maureen Dee Christian Children's Home of Ohio, Inc.

P. O. Box 765

Wooster, Ohio 44691

Council District: (NA-Outside of Cuyahoga County) Executive Director: Kevin Hewitt Continue Life, Inc.

17917 Euclid Ave.

Cleveland, Ohio 44112
Council District: 10
Executive Director: Balinda Cavor
D. Project Status and Planning

1. The project reoccurs annually.
2. NA
3. The project is on a critical action path because the current contracts will expire 6/30/2012; and further delays with the approval of the contract amendments will impede the agency from adequately servicing children and families.
4. The project term has already began.
5. NA

E. Funding

1. The project is funded 100% by the General Fund (Health and Human Services Levy). The schedule of payments will be by invoice.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

The Cuyahoga County Division of Children and Family Services (CFS) is requesting authorization to amend contracts with various agencies providing placement services.

These agreements are for placement services which include foster care, residential care, independent living, group homes, shelter care and/or day treatment.

To protect children who cannot remain in their own homes and must be placed in substitute care until reunification or adoption can take place.

Provide the least restrictive placement consistent with the best interest and special needs of the child which prevent temporary placement with relatives, etc.

Principal Owner(s):

See Attached.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:
Exempt from Competitive Bid Requirements

Explanation for Increase/Decrease in \$ Amount for current request:
Utilization

Financial Information:

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Funding source:	Explanation:
General Fund	Health and Human Services Levy
Total Amount Requested:	
\$10,346,184.00	

ATTACHMENTS:

Click to download

- [Revised2012-2013Justification Various Board & Care Amendments.pdf 2.pdf](#)
- [Legislative Action Request form Children and Family Services 2011-12 Various Board and Care Amendments 1 & 2.doc](#)
- [2012DepartmentAcknowledgementFormforBoardandCare 6-13-2012.doc](#)
- [Caring for Kids, Inc CE1100822-01 Amend #2 W9.pdf](#)
- [Caring for Kids, Inc CE1100822-01 Amend #2 DMA.pdf](#)
- [Caring for Kids, Inc CE1100822-01 Amend #2 SOS.pdf](#)
- [Caring for Kids, Inc CE1100822-01 Amend #2 Lics.pdf](#)
- [Caring for Kids, Inc CE1100822-01 Amend #2 Ethics.pdf](#)
- [Caring for Kids, Inc CE1100822-01 Amend #2 Wkr Comp.pdf](#)
- [Caring for Kids, Inc CE1100822-01 Amend #2 Cert Liab.pdf](#)
- [Caring for Kids, Inc CE1100822-01 FR.pdf](#)
- [Caring for Kids, Inc CE1100822-01 Amend #2 Sig Auth.pdf](#)
- [2012 Caring for Kids CE1100822-01 Amend#2 Eval.doc](#)
- [Carrington Academy CE1100771-01 Amend #1 SD TAB.pdf](#)
- [Carrington Academy CE1100771-01 Amend #1 W9.pdf](#)
- [Carrington Academy CE1100771-01 Amend #1 DMA.pdf](#)
- [Carrington Academy 2012 SOS.pdf](#)
- [Carrington Academy CE1100771-01 Amend #1 Lics.pdf](#)
- [Carrington Academy CE1100771-01 Amend #1 Ethics.pdf](#)
- [Carrington Academy CE1100771-01 Amend #1 Wkr Comp.pdf](#)
- [Carrington Academy CE1100771-01 Amend #1 Cert Liab.pdf](#)
- [Carrington Academy CE1100771-01 FR.pdf](#)
- [Carrington Academy CE1100771-01 Amend #1 Sig Auth.pdf](#)
- [2012 Carrington Youth Academy CE1100771-01 Amend#1 Eval.doc](#)
- [Carrington Academy CE1100771-01 Amend #1 Contract Cover TAB.doc](#)
- [CATHOLIC CHAR PARMADALE CE1100823-01 Amend #1 SD.pdf](#)
- [CATHOLIC CHAR PARMADALE CE1100823-01 Amend #1 W9.pdf](#)
- [CATHOLIC CHAR PARMADALE CE1100823-01 Amend #1 DMA.pdf](#)
- [CATHOLIC CHAR PARMADALE CE1100823-01 Amend #1 SOS.pdf](#)
- [CATHOLIC CHAR PARMADALE CE1100823-01 Amend #1 Lics.pdf](#)
- [CATHOLIC CHAR PARMADALE CE1100823-01 Amend #1 Ethics.pdf](#)
- [CATHOLIC CHAR PARMADALE CE1100823-01 Amend #1 Wkr Comp.pdf](#)
- [CATHOLIC CHAR PARMADALE CE1100823-01 Amend #1 Cert Liab.pdf](#)
- [CATHOLIC CHAR PARMADALE CE1100823-01 FR.pdf](#)
- [CATHOLIC CHAR PARMADALE CE1100823-01 Amend #1 Sig Auth.pdf](#)
- [2012 Catholic Charities CE1100823-01 Amend#1 Eval.doc](#)
- [CATHOLIC CHAR PARMADALE CE1100823-01 Amend #1 Contract Cover TAB.doc](#)
- [Christian Children's Home of Ohio CE1100807-01 Amend #1 SD TAB.pdf](#)
- [Christian Children's Home of Ohio CE1100807-01 Amend #1 W9.pdf](#)
- [Christian Children's Home of Ohio CE1100807-01 Amend #1 DMA.pdf](#)
- [Christian Children's Home of Ohio CE1100807-01 Amend #1 SOS.pdf](#)
- [Christian Children's Home of Ohio CE1100807-01 Amend #1 Lics.pdf](#)
- [Christian Children's Home of Ohio CE1100807-01 Amend #1 Ethics.pdf](#)
- [Christian Children's Home of Ohio CE1100807-01 Amend #1 Wkr Comp.pdf](#)
- [Christian Children's Home of Ohio CE1100807-01 Amend #1 Cert Liab.pdf](#)

CONTRACT/AGREEMENT EVALUATION FORM
**(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)**

Contractor: Caring for Kids, Inc.

Contract/Agreement No.: CE1100622-01
Time Period: 10/1/11 – 6/30/12

Service Description: Caring for Kids, Inc., a non-profit organization founded in 1995, provides traditional and specialized foster care services. CFS contracts for both levels of care, and principally uses this provider for sibling groups when there is no availability in the county.

Original Contract/Agreement Amount: \$36,000.00

Prior Amendment(s) Amount(s):\$35,000.00

Performance Indicators: 1) rating of the quality of the program which includes the assessment of a safe environment, well-being of services provided, along with the stability and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; and 3) the number and percentage of children who experience an indicated/substantiated reports of abuse/neglect compared to the dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting time period. 4) the number and percentage of children who do not experience an indicated or substantiated abuse/neglect dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting period.

Actual performance versus performance indicators (include statistics): Caring For Kids, Inc. has serviced approximately 6 children during this evaluation period. Caring For Kids, Inc. has communicated effectively with our agency by providing documentation of services rendered for the clients serviced. The provider has completed this evaluation period with minimal children experiencing a lateral or more restrictive moves. They have had no indicated and or substantiated allegations.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: Caring For Kids has the ability to accept emergency out of home placements. The agency addresses the need of foster home that can accept large sibling groups. Caring For Kids foster families tend to adopt children that are in Permanent Custody within our agency.

Cuyahoga County Division of Children and Family Services
User Department

April 9, 2012
Date

s: evaluation

CONTRACT/AGREEMENT EVALUATION FORM
**(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)**

Contractor: Carrington Youth Academy

Contract/Agreement No.: CE1100771-01
Time Period: 10/1/11 - 6/30-12

Service Description: Carrington Youth Academy is a for-profit organization, licensed by the Ohio Dept. of Job and Family Services to serve boys and girls between the ages of 8 to 21 in a comprehensive residential setting and capabilities of maintaining youth in their shelter care program. CCDCFS primarily uses this provider for residential care.

Original Contract/Agreement Amount: \$153,000.00

Prior Amendment(s) Amount(s):

Performance Indicators: : 1) rating of the quality of the program which includes the assessment of a safe environment, well-being of services provided, along with the stability and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; and 3) the number and percentage of children who experience an indicated/substantiated reports of abuse/neglect compared to the dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting time period. 4) the number and percentage of children who do not experience an indicated or substantiated abuse/neglect dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting period.

Actual performance versus performance indicators (include statistics): Carrington Youth Academy has serviced approximately 4 children during this evaluation period. Carrington Youth Academy is compliant with CCDCFS requests for documents and attempts to effectively communication with our agency. This provider has completed this evaluation period with minimal number of children experiencing lateral or restrictive moves. Carrington Youth Academy received no substantiated or indicated abuse/neglect.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: Carrington Youth Academy provides services that address residential services for our clients. This provider demonstrates a team approach in providing case management, education and individual care of the client.

Cuyahoga County Division of Children and Family Services
User Department

May 21, 2012
Date

s: evaluation

CONTRACT/AGREEMENT EVALUATION FORM
**(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)**

Contractor: Catholic Charities Services Corporation (Parmadale)

Contract/Agreement No.: CE1100623-01
Time Period: 10/1/11 – 6/30-12

Service Description: Catholic Charities Services Corporation/Parmadale is a multi-service organization offering a complete array of human services including residential, foster care, adoptive, and in-home services. Residential services are provided at the Parmadale location. Founded in 1925, Parmadale has grown from a home for orphaned and dependent children to a facility offering specialized programs for children with emotional, behavioral and developmental issues. CFS contracts for all residential services, which includes approximately seventy five foster homes, principally in Cuyahoga County.

Original Contract/Agreement Amount: \$4,827,285.00

Prior Amendment(s) Amount(s):

Performance Indicators: : 1) rating of the quality of the program which includes the assessment of a safe environment, well-being of services provided, along with the stability and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; and 3) the number and percentage of children who experience an indicated/substantiated reports of abuse/neglect compared to the dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting time period. 4) the number and percentage of children who do not experience an indicated or substantiated abuse/neglect dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting period.

Actual performance versus performance indicators (include statistics): Catholic Charities Services Corporation serviced 131 children during this evaluation period. Catholic Charities Services Corporation completed this period with a minimal number of children experiencing no lateral or restrictive moves

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: Catholic Charities provides a wide range of services to our children. They can be counted on to take our harder to place youth in residential and are able to take youth over 18 in their residential facility. This is a plus as they are our only provider that provides this service. Catholic Charities is open to all recommendations on how to make their program better. They are willing to come to the table and discuss all issues.

Cuyahoga County Division of Children and Family Services
User Department

May 21, 2012
Date

s: evaluation

CONTRACT/AGREEMENT EVALUATION FORM
**(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)**

Contractor: Christian Children's Home of Ohio, Inc.

Contract/Agreement No.: CE1100607-01
Time Period: 10/1/11 – 6/30/12

Service Description: Christian Children's Home of Ohio, Inc (CCHO) was founded in 1969 to provide residential care for children with emotional and behavioral issues in small family like settings. CCHO has since expanded to include foster care, adoption, independent living, and counseling services.

Original Contract/Agreement Amount: \$300,240.00

Prior Amendment(s) Amount(s):

Performance Indicators: 1) rating of the quality of the program which includes the assessment of a safe environment, well-being of services provided, along with the stability and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; and 3) the number and percentage of children who experience an indicated/substantiated reports of abuse/neglect compared to the dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting time period. 4) the number and percentage of children who do not experience an indicated or substantiated abuse/neglect dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting period.

Actual performance versus performance indicators (include statistics): Christian Children's Home of Ohio, Inc has serviced approximately 22 children during this evaluation period. Christian Children's Home of Ohio provides residential treatment and foster care. The provider has completed this evaluation period with minimal lateral and restrictive moves along with no substantiated or indicated abuse/neglect allegations.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: Christian Children's Home provides services for children both in foster care and residential. They are continually improving programming to keep up with the issues that our children face on a daily basis.

Cuyahoga County Division of Children and Family Services
User Department

May 21, 2012
Date

sr: evaluation

CONTRACT/AGREEMENT EVALUATION FORM
(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)

Contractor: Continue Life Incorporated

Contract/Agreement No.: CE1100608-01
Time Period: 10/1/11 – 6/30-12

Service Description: Continue Life, Inc. was established in 1984 with the mission of assisting young women with unplanned pregnancies. The facility Continue Inn was established in 1988 to provide housing and services for pregnant and parenting young women. The scope of service includes individual and group counseling, independent living skill training and parenting education. CFS utilizes this provider for pregnant and parenting teens when the child is to be placed with the mother.

Original Contract/Agreement Amount: \$225,000.00

Prior Amendment(s) Amount(s):

Performance Indicators: : 1) rating of the quality of the program which includes the assessment of a safe environment, well-being of services provided, along with the stability and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; and 3) the number and percentage of children who experience an indicated/substantiated reports of abuse/neglect compared to the dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting time period. 4) the number and percentage of children who do not experience an indicated or substantiated abuse/neglect dispositional finding perpetrated by a foster or congregate caregiver by placement type for the reporting period.

Actual performance versus performance indicators (include statistics): Continue Life Incorporated has serviced approximately 13 children during this evaluation period. Continue Life Incorporated provides IL services for our teen mom and along with counseling services. The provider has completed this evaluation period with minimal number of children experiencing lateral or restrictive moves.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: Continue Life provides a unique service for our some of our teen moms. They work closely with the young ladies to help prepare them to live independently. The young ladies in this program rarely experience another move. Continue Life is at the table to discuss the young ladies and children that are placed in their program. They have a sound understanding of what these young mother's need.

Cuyahoga County Division of Children and Family Services
User Department

May 21, 2012
Date

s: evaluation

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0143

Sponsored by: County Executive FitzGerald/Department of Health and Human Services/Division of Children and Family Services	A Resolution making awards on RQ22547 to various providers for emergency assistance services for the period 9/1/2012 - 8/31/2014; and authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution.
---	---

WHEREAS, the County Executive/Department of Health and Human Services/Division of Children and Family Services has recommended awards on RQ22547 with various providers for emergency assistance services for the period 9/1/2012 – 8/31/2014 as follows:

- a) A-Z Furniture Co. Inc. in the amount not-to-exceed \$102,000.00
- b) Burlington Coat Factory Warehouse Corporation in the amount not-to-exceed \$272,000.00
- c) Dave's Supermarket. in the amount not-to-exceed \$40,000.00
- d) Silverman Brothers, Inc. in the amount not-to-exceed \$48,000.00
- e) West 25th Furnishings and Appliances, Inc. in the amount not-to-exceed \$238,000.00; and,

WHEREAS, the RFP exemption was determined by Contracts & Purchasing Board Approval No. CPB2012-557; and,

WHEREAS, the primary goal of the program is for emergency assistance services (food, clothing, and household/children furniture items) that are required to mitigate risk of abuse/neglect and/or to facilitate placement of children outside their own homes; and,

WHEREAS, the procurement method for this award recommendation was to conduct an RFP through RQ22547; the total value of the RFP is \$700,000.00; and,

WHEREAS, the RFP was closed on March 13, 2012 and there were seven proposals pulled from the Office of Procurement and Diversity and submitted for review, five proposals were approved for services; and,

WHEREAS, the project is funded 100% by the General Fund (Health and Human Services Levy); and.

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 RQ22547 with various providers for emergency assistance services for the period 9/1/2012 - 8/31/2014 as follows:

- a) A-Z Furniture Co. Inc. in the amount not-to-exceed \$102,000.00
- b) Burlington Coat Factory Warehouse Corporation in the amount not-to-exceed \$272,000.00
- c) Dave's Supermarket. in the amount not-to-exceed \$40,000.00
- d) Silverman Brothers, Inc. in the amount not-to-exceed \$48,000.00
- e) West 25th Furnishings and Appliances, Inc. in the amount not-to-exceed \$238,000.00.

SECTION 2. The County Executive is hereby authorized to execute the award 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 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 Assigned:

Journal _____
_____, 2012

Novus AGENDA



Item Details:

Agency/Dept. Name:	Department of Children and Family Services	Agency/Dept. Head Name:	Patricia Rideout
Type of Request:	Other		
Request Prepared by:	Kurtisene Cunningham	Telephone No.:	216-881-4729

SUMMARY OF REQUESTED ACTION:

Title: DCFS-2012-2014 **Award Recommendation and Contract Approval** for RFP RQ22547 Clothing, Food, and Furniture

A. Scope of Work Summary

1. Children and Family Services is requesting authority to submit award recommendations and contract approvals for RFP - RQ22547. The total cost of award is \$700,000.00 for the following vendors:

1. Burlington Coat Factory Warehouse Corporation - \$272,000.00 2. Silverman Brothers Inc.- \$48,000.00 3. Dave's Supermarket- \$40,000.00

4. A-Z Furniture Co. Inc. -\$102,000.00 5. West 25th Furnishings and Appliances, Inc. \$238,000.00

Burlington Coat Factory Warehouse Corporation did not return their signed contract; therefore we are only submitting four contracts for approval. The contract period is 9/1/2012 - 8/31/2014.

2. This RFP is for Emergency Assistance (Food, Clothing, and Household/Children Furniture Items) services that are required to mitigate risk of abuse/neglect and/or to facilitate placement of children outside their own homes. Releasing the RFP will allow for competitive bidding thus maximizing available dollars.

B. Procurement

1. The procurement method for this project is RFP - 22547. The total value of the RFP is \$700,000.00.
2. RFP - RQ22547 was closed on 3/13/2012. There is no SBE goal.
3. There were seven proposals submitted for this RFP. All seven of the proposals were reviewed, and five proposals were awarded.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors:
(Please see Attached Principal Owner Forms for this Info)

D. Project Status and Planning

1. The project reoccurs bi-annually.
2. NA
3. The project is on a critical action path because a justification exemption packet was submitted for exemptions to all requirements around quote facilitation, aggregation, and contracting for Emergency Assistance purchases, including food, clothing, and furniture items, under \$500.00.

E. Funding

1. The project is funded 100% by the General Fund (Health and Human Services Levy). The schedule of payments will be by invoice.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

The purpose of the Cuyahoga County Division of Children and Family Services (CCDCFS) is to assure that children at risk of abuse or neglect are protected and nurtured within a family and with the support of the community. To support the accomplishment of the mission of the Cuyahoga County Division of Children and Family Services, there are four (4) Imperatives in which drives the work and decision-making of our agency. These Imperatives are: children who cannot be protected within their own home must be removed; we must reduce the number of children who come into custody unnecessarily; children must be placed in the most family-like setting which can meet their needs; all children must have a time-limited permanency plan.

The purchase of Emergency Assistance Services (Food, Clothing, and Household/Children Furniture Items) is required to mitigate risk of abuse/neglect and/or to facilitate placement of children outside their own homes.

Explanation for late submittal:

NA

Contract/Agreement Information:

Procurement Method:**Explanation for Increase/Decrease in \$ Amount for current request:****Financial Information:**

Funding source:	Explanation:
General Fund	Health and Human Services

Total Amount Requested:
\$700,000.00

ATTACHMENTS:

Click to download

- [A-Z W-9 RFP 22547](#)
- [A-Z RFP 22547 Signature Authorization](#)
- [A-Z RFP 22547 Bidders Compliance](#)
- [A-Z RFP 22547 Financial Statements \(Confidential\)](#)
- [A-Z RFP 22547 Non-Collusion Affidavit](#)
- [A-Z RFP 22547 DMA](#)
- [A-Z RFP 22547 Principle Owner](#)
- [A-Z RFP 22547 Contract Cover TAB 2](#)
- [A-Z RFP 22547 Proposal](#)
- [A-Z RFP 22547 FR](#)
- [A-Z RFP 22547 Certificate of Liability](#)
- [A-Z RFP 22547 Contract TAB](#)
- [A-Z RFP 22547 SOS](#)
- [A-Z RFP 22547 Workers Comp](#)
- [A-Z RFP 22547 Award Letter](#)
- [Silverman Brothers 22547 W9](#)
- [Silverman Brothers Contract Cover TAB 2](#)
- [Silverman Brothers SOS](#)
- [Silverman Brothers Contract TAB](#)
- [Silverman Brothers Signature Authorization](#)
- [Silverman Brothers Award Letter](#)
- [Silverman Brothers Bidders Compliance Form](#)
- [Silverman Brothers Proposal](#)
- [Silverman Brothers Financial Statements Confidential](#)
- [Silverman Brothers Non-Collusion Affidavit](#)
- [Silverman Brothers Certificate of Insurance](#)
- [Silverman Brothers Workers Comp](#)
- [Silverman Brothers FR](#)
- [Silverman Brothers DMA](#)
- [Silverman Brothers PO](#)
- [Daves Supermarket W9](#)
- [Daves Supermarket Contract Cover TAB 2](#)
- [Daves Supermarket SOS](#)
- [Daves Supermarket Contract TAB](#)
- [Daves Supermarket Signature Authorization](#)
- [Daves Supermarket Award Letter](#)
- [Daves Supermarket Bidders Compliance](#)
- [Daves Supermarket Proposal](#)
- [Daves Supermarket Financial Statement Confidential](#)

- Daves Supermarket Non Collusion
- Daves Supermarket Certificate of Liability Insurance
- Daves Supermarket Workers Comp
- Daves Supermarket FR
- Daves Supermarket DMA
- Daves Supermarket PO
- West 25th Furniture W9
- West 25th Furniture TAB
- West 25th Furniture TAB 2
- West 25th Furniture SOS
- West 25th Furniture Award Letter
- West 25th Furniture Bidders Compliance Form
- West 25th Furniture Proposal
- West 25th Furniture Financial Statements CONFIDENTIAL
- West 25th Furniture Non-Collusion
- West 25th Furniture Cert of Insurance
- West 25th Furniture Workers Comp
- West 25th Furniture FR
- West 25th Furniture DMA
- West 25th Furniture PO
- West 25th Signature Authorization
- Final RFP
- RFP 22647 Bid Tabulation Sheet
- Department Acknowledgement Form
- Aggregation Justification

History

Time

Who

Office of Procurement & Diversity

Approval



CUYAHOGA COUNTY TABULATION OF PROPOSALS RECEIVED

DEPARTMENT NAME: Children and Family Services (DCFS)

PROPOSAL DUE DATE: March 13, 2012

RFP TITLE: Emergency Assistance Services (Clothing)

RFP #: 22547

SBE: 0%

TO BE COMPLETED BY OPD		TO BE COMPLETED BY SBE CONTRACT COMPLIANCE OFFICER						USER DEPT.
VENDOR NAME & ADDRESS	IS/ETHICS REGISTRATION COMPLETE	SBE SUBCONTRACTOR NAME	AMOUNT & PERCENTAGE	SBE PRIME %	TOTAL SBE %	COMPLY Y/N	COMMENTS & INITIALS	AWARDED Y/N
A-Z Furniture Co., Inc. 1860 East 55 th Street Cleveland, OH 44103	NER							
A Perfect Fit 14622 Grapeland Avenue Cleveland, OH 44111	NER							
Burlington Coat Factory 1830 Route 130 North Burlington, New Jersey 08016	NER							
Cleveland Furniture Bank 6610 Biddalgh Road Brooklyn, OH 44144	NER							
Dave's Supermarkets 5300 Richmond Road Bedford Hts. OH 44146	NER							

SBE WAIVED

Department Director Name _____

Department Director Signature of Approval _____

Date _____

CUYAHOGA COUNTY TABULATION OF PROPOSALS RECEIVED

DEPARTMENT NAME: Children and Family Services (DCFS)

PROPOSAL DUE DATE: March 13, 2012

RFP TITLE: Emergency Assistance Services (Clothing)

RFP #: 22547

SBE: 0%

TO BE COMPLETED BY OPD		TO BE COMPLETED BY SBE CONTRACT COMPLIANCE OFFICER					USER DEPT.
VENDOR NAME & ADDRESS	IG/ETHICS REGISTRATION COMPLETE	SBE SUBCONTRACTOR NAME	SBE PRIME %	TOTAL SBE %	COMPLT Y/N	COMMENTS & NOTES	AWARD Y/N
Silverman Brothers, Inc. 6601 Harvard Avenue Cleveland, OH 44105	NIER						
West 25 th Furnishings and Appliances Inc. 2104 West 25 th Street Cleveland, OH 44113	YER						
		<i>SBE WAIVED</i>					

Department Director Name _____

Department Director Signature of Approval _____ Date _____

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0086

Sponsored by: County Executive FitzGerald/Department of Public Works	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.
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WHEREAS, the County Executive/Department of Public Works has recommended to amend Contract No. CE1000462-02 (Subsidiary No. 1) 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,

WHEREAS, the amendment to Contract No. CE1000462-02 (Subsidiary No. 1) will add an additional not-to-exceed amount of \$1,225,000.00 to the existing contract amount of \$2,229,830.00; and,

WHEREAS, the primary goal of the increased amount is to provide additional energy conservation measures to reduce energy consumption for County owned facilities; and,

WHEREAS, funding for this contract amendment became available through an Energy Efficiency and Conservation Block Grant ("EECBG"), as a part of the American Recovery and Reinvestment Act ("ARRA") operated by the U.S. Department of Energy; and,

WHEREAS, it is necessary that this Resolution become immediately effective in order to ensure 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 Cuyahoga County Council hereby approves the amendment to Contract No. CE1000462-02 (Subsidiary No. 1) 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.

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 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 on the Floor: May 22, 2012
Committee(s) Assigned: Public Works, Procurement & Contracting

Held at the request of the County Executive: June 12, 2012

Journal CC007
July 10, 2012

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0107

<p>Sponsored by: County Executive FitzGerald/Department of Public Works/Division of County Engineer and Councilman Gallagher</p>	<p>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.</p>
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WHEREAS, the County Executive FitzGerald/Department of Public Works/Division of County Engineer has recommended an award on RQ23394 to Fabrizi Trucking & Paving Co., Inc. in the amount not-to-exceed \$806,847.80 for the rehabilitation of Prospect Road Culvert No. 9 in the City of Strongsville; and

WHEREAS, the bids were received on April 24, 2012 and the Office of Procurement and Diversity ("OPD") assessed a thirty (30%) percent Small Business Enterprise (SBE) goal; and

WHEREAS, there were six (6) proposals pulled from OPD and four (4) bids were submitted for review and an award recommendation was made to the lowest qualified bidder; and

WHEREAS, the County tabulated the extension of the unit bid prices submitted by each bidder and verified the accuracy of the total amounts and determined to Fabrizi Trucking & Paving Co., Inc. to be the lowest qualified bidder; and

WHEREAS, Fabrizi Trucking & Paving Co., Inc. is located at 389 Columbia Road, Valley City, Ohio 44280, and

WHEREAS, Patricia Fabrizi, Treasurer is the primary owner of Fabrizi Trucking, and

WHEREAS, the funding for this project is as follows: (a) 20% from the Ohio Public Works Commission Issue 1 funds, (b) 40% will be paid from the County \$5.00 Vehicle License Tax Fund, and (c) 40% will be paid for by the City of Strongsville.

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 RQ23394 to Fabrizi Trucking & Paving Co., Inc. in the amount not-to-exceed \$806,847.80 for the Rehabilitation of Prospect Road Culvert No. 9 in the City of Strongsville.

SECTION 2. That the County Executive is authorized to execute all documents required in connection with said contract.

SECTION 3. That the funding for this project is as follows: (a) 20% from the Ohio Public Works Commission Issue 1 funds, (b) 40% will be paid from the County \$5.00 Vehicle License Tax Fund, and (c) 40% will be paid for by the City of Strongsville.

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: Public Works, Procurement & Contracting

Additional Sponsorship Requested on the Floor: June 12, 2012

Journal CC007
July 10, 2012

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0108

Sponsored by: County Executive FitzGerald/Department of Public Works/Division of County Engineer	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.
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WHEREAS, the City of North Olmsted desires to retain Cuyahoga County to perform certain services in the City of North Olmsted to aid with the storm sewer maintenance program as part of Cuyahoga County Sewer District No. 7; and,

WHEREAS, the County Executive/Department of Public Works/Division of County Engineer recommends approval of a revenue generating agreement with the City of North Olmsted for storm sewer maintenance and repair services located in Sewer District No. 7; 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 storm sewer maintenance and repair services for the City of North Olmsted; 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 storm sewer maintenance and repair services can be provided by Cuyahoga County for the City of North Olmsted's sewer system.

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

SECTION 1. The Cuyahoga County Council hereby approves the revenue generating Agreement with City of North Olmsted for storm sewer maintenance and repair services located in Cuyahoga County Sewer District No. 7.

SECTION 2. The County Executive is hereby authorized to execute the agreement, and all documents consistent with this Resolution.

SECTION 3. 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 North Olmsted's storm 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 4. 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

Journal CC007

July 10, 2012

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0112

Sponsored by: County Executive FitzGerald/Department of Development	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.
--	--

WHEREAS, the Department of Development has recommended an economic development loan in the amount not-to-exceed \$1,260,000.00 to Swift Filters, Inc., for construction of a new manufacturing facility located at 24040 Forbes Road, Oakwood Village, Ohio; and

WHEREAS, the purpose of the loan is to assist Swift Filters, Inc., finance the cost of construction of a new manufacturing facility; and

WHEREAS, this project will create thirty-six (36) new jobs; and

WHEREAS, the total cost of this project is \$3,150,000.00 of which the County will loan \$1,260,000.00 or forty (40%) percent to assist with the building construction; and

WHEREAS, the proposed loan will be funded by Federal Community Development Block Grant (Department of Housing and Urban Development) and will be disbursed at the completion of construction; and

WHEREAS, the loan payments will be fully amortized over fifteen (15) years at an interest rate of two (2%) percent; and

WHEREAS, the location of the project is 24040 Forbes Road, Oakwood Village, Ohio 44146, in Council District 6, Jack Schron.

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

SECTION 1. The County Council hereby approves of and authorizes an economic development loan in the amount not-to-exceed \$1,260,000.00 to Swift Filters, Inc., for construction of a new manufacturing facility located at 24040 Forbes Road, Oakwood Village, Ohio 44146.

SECTION 2. That the Deputy Chief of Staff of Development or the Director of Development are authorized to execute all documents required in connection with said loan agreement on behalf of the County Executive.

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0113

<p>Sponsored by: County Executive FitzGerald/Department of Development</p>	<p>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.</p>
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WHEREAS, the County of Cuyahoga, Ohio (the "*County*"), a county and political subdivision duly organized and validly existing under the laws of the State of Ohio and its Charter, is authorized and empowered, by virtue of the laws of the State of Ohio, including without limitation, Chapter 140, Ohio Revised Code (the "*Act*"), to (i) acquire, construct, improve and equip "hospital facilities" (as such term is defined in the Act), and to acquire by lease real estate within the boundaries of the Issuer and interests therein, including without limitation, improvements situated thereon comprising hospital facilities; (ii) issue its revenue bonds for the purpose of paying the "costs of hospital

facilities" (as such terms are defined in the Act), within the boundaries of the Issuer, including refunding obligations previously issued for that purpose; (iii) enter into lease agreements and supplemental lease agreements to provide for revenues to pay the principal of and interest and any premium on those revenue bonds; (iv) secure those revenue bonds by a trust indenture and supplemental trust indentures, by the pledge and assignment of its rights under a lease agreement and supplemental lease agreements, by a pledge of and lien on the hospital receipts and by an absolute and irrevocable assignment of certain funds to be held by the trustee under that trust indenture and those supplemental trust indentures; and (v) enact this Resolution and to sign and deliver necessary documents in connection therewith upon the terms and conditions provided herein; and

WHEREAS, this Council of the County of Cuyahoga, Ohio (the "*Council*"), pursuant to the foregoing authority and at the request of, and based upon the representations of, Menorah Park Center for Senior Living Bet Moshav Zekenim Hadati (the "*Lessee*") has requested that the County issue revenue bonds (the "*Series 2012 Bonds*") pursuant to the Act to assist it in financing and refinancing the costs of acquiring, constructing, equipping and improving "hospital facilities" by (i) refunding the outstanding principal amount of the County's \$10,555,000 Health Care Facilities Mortgage Revenue Bonds, Series 2003 (Menorah Park Center for the Aging – Wiggins Place Project (the "*Outstanding Bonds*"), which were issued pursuant to a Trust Indenture dated as of February 15, 2003 (the "*Original Indenture*"), by and between the County and The Huntington National Bank, as trustee (the "*Trustee*"), and the proceeds of which were used to construct Lessee's Wiggins Place facility (the "*Original Project*"); (ii) providing funds for (A) the renovation of approximately five existing suites in the Original Project; (B) constructing approximately 31 new units at Wiggins Place; (C) constructing connections on each floor to connect the expansion to the existing Wiggins Place facility; (D) constructing approximately 30 new indoor parking spaces; and (E) constructing, improving and equipping certain additional common elements for the facility (collectively, the "*Series 2012 Project*" and together with the Original Project, the "*Project*") and (iii) paying costs of issuing the Series 2012 Bonds; and

WHEREAS, the Series 2012 Bonds will be issued pursuant to the provisions of the Act and the Original Trust Indenture, as amended by a First Supplemental Trust Indenture between the County and the Trustee (the "*First Supplemental Indenture*", and together with the Original Indenture, the "*Indenture*"); and

WHEREAS, the Series 2012 Bonds shall not represent or constitute a general obligation, debt or bonded indebtedness, or a pledge of moneys raised by taxation or the faith and credit of the County, the State or any political subdivision thereof, and the holders of the Series 2012 Bonds shall not be given and shall not have any right to have excises or taxes levied by this Council or the County, or the State or the taxing authority of any political subdivision thereof, for the payment of bond service charges or any other costs of the Project, and the Series 2012 Bonds will be payable solely from revenues of the Project and other monies available to the Lessee;

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

SECTION 1. Definitions and Interpretations. All words and terms used herein as defined words and terms but not otherwise defined herein shall have the respective meanings given to them in the First Supplemental Indenture, the substantially final form of which is on file with this Council.

Any reference herein to the County or this Council or to any officers, employees or members thereof, shall include those which succeed to their functions, duties or responsibilities pursuant to or by operation of law or who are lawfully performing their functions.

SECTION 2. Authorization of the Series 2012 Bonds. This Council determines, based on the representations of the Lessee, that:

(a) it is necessary to, and the County shall, issue, sell and deliver, as provided and authorized herein and in accordance with the Indenture and pursuant to the authority of the Act, the Series 2012 Bonds in the aggregate principal amount that shall be determined in the Bond Purchase Agreement, but in any event not to exceed \$21,000,000, for the purposes of paying a portion of the costs of the Series 2012 Project, refinancing a portion of the costs of the Original Project by refunding the Outstanding Bonds, and paying certain costs of issuing the Series 2012 Bonds;

(b) the Lessee is a "nonprofit hospital agency" under the Act, and the facilities to be refinanced with proceeds of the Series 2012 Bonds are hospital facilities, available to or for the service of the general public without discrimination by reason of race, creed, color or national origin; and

(c) by the issuance of the Series 2012 Bonds to finance a portion of the cost of the Series 2012 Project, refinance a portion of the costs of the Original Project and to pay certain costs of issuing the Series 2012 Bonds, better provision will be made for the health and welfare of the people of the State and the County by enhancing the availability, efficiency and economy of hospital facilities and the services rendered thereby.

SECTION 3. Terms and Provisions of the Series 2012 Bonds

(a) Bond Terms. The Series 2012 Bonds shall (i) be issuable only in fully registered form and substantially as set forth in the Indenture; (ii) be exchangeable only for Bonds of the same series in Authorized Denominations, as provided in the Indenture; (iii) be numbered in a manner determined by the Trustee which will distinguish each Bond of a series from each other Bond of that series; (iv) be dated as set forth in the Indenture, provided that such date shall not be later than December 31, 2012; (v) bear interest from the most recent date to which interest has been paid or duly provided for, or if no interest has been paid or duly provided for, from their date of delivery, at the rates set forth in the Indenture, provided that the rates for the Series 2012 Bonds shall not

exceed 15% per year; (vi) payable on the interest payment dates set forth in the Indenture; (vii) be subject to optional redemption, extraordinary optional redemption, mandatory redemption and optional and mandatory tender for purchase in accordance with the Indenture; and (viii) mature, subject to prior redemption as set forth above, on the dates set forth in the Indenture, the final maturity date of which shall not exceed 35 years from their date of delivery.

The Series 2012 Bonds shall bear interest for a particular Rate Period (being a Bank Rate Period, Term Rate Period, Flexible Rate Period or Weekly Rate Period, all as defined and provided for in the Indenture). The initial Rate Period pertaining to the Series 2012 Bonds shall be a Bank Rate Period, unless otherwise specified in the Bond Purchase Agreement, until such Rate Period is converted to another Rate Period, all as provided for and in accordance with the Indenture, with the interest rate or rates for each applicable Rate Period being the rate or rates determined from time to time pursuant to and in accordance with the Indenture.

(b) Method of Payment; Paying Agents. The principal of and any premium and interest on the Series 2012 Bonds (the "*Bond Service Charges*") shall be payable as provided in the Indenture without deduction for the services of any paying agent. The Trustee initially shall be paying agent for the Series 2012 Bonds and may designate additional paying agents as provided in the Indenture.

(c) Execution. The Series 2012 Bonds shall be signed by the County Executive or his designee. Neither the County Executive, the members of this Council nor any person executing the Series 2012 Bonds shall be liable personally on the Series 2012 Bonds by reason of issuance thereof. In case the County Executive shall cease to be in office before the issuance or delivery of the Series 2012 Bonds, such signature or facsimile thereof shall nevertheless be valid and sufficient for all purposes, the same as if he or she had remained in office until after that time.

(d) Book-Entry System. The Series 2012 Bonds are permitted, but not required, to be issued to the Depository for holding in a book-entry system as provided in the Indenture, as the official(s) or member(s) executing and delivering the Indenture shall approve in the manner described in and under authority of Section 8 hereof.

SECTION 4. Sale of the Series 2012 Bonds.

The Series 2012 Bonds are hereby sold and awarded to The Huntington National Bank or its designee (the "*Original Purchaser*") in accordance with the terms of this Resolution and the Bond Purchase Agreement, at a purchase price equal to the aggregate principal amount of the Series 2012 Bonds to be issued. The sale of the Series 2012 Bonds to the Original Purchaser shall be conditioned upon the Original Purchaser's delivery of an investor acknowledgement letter to the County, or the inclusion of investor acknowledgement provisions in the Bond Purchase Agreement, in a form acceptable to the County and its legal counsel. It is hereby determined, based upon the advice of Bond Counsel and the representations of the Original Purchaser that the purchase price and the manner of sale and the terms of the Series 2012 Bonds, as provided in this Resolution and

the Indenture, are consistent with all legal requirements and will carry out the public purposes of the Act.

The County Executive, the Clerk of this Council and the Fiscal Officer are authorized and directed, alone or together, to make the necessary arrangements, as directed by the Trustee and upon the advice of Bond Counsel, with the Original Purchaser to establish the date, location, procedure and conditions for the delivery of the Series 2012 Bonds to the Original Purchaser. The County Executive is further authorized and directed, upon the advice of Bond Counsel, to make the necessary arrangements for the execution, authentication and delivery of the Series 2012 Bonds to the Original Purchaser under the terms of this Resolution, the Indenture and the Bond Purchase Agreement.

SECTION 5. Lease of Series 2012 Project. This Council authorizes and approves the lease of the Series 2012 Project by the Lessee to the County under and as defined in the First Supplemental Base Lease, and the leaseback of the Series 2012 Project to the Lessee by the County under the First Supplemental Lease. This Council finds and determines that the lease of the Series 2012 Project to the Lessee under the terms and conditions of the Lease will further the public purpose of better providing for the health and welfare of the residents of the County and the State by enhancing the availability, efficiency and economy of facilities such as the Series 2012 Project and the services rendered thereby so that those facilities and the services rendered thereby are available to or for the service of the general public without discrimination by reason of race, creed, color or national origin.

SECTION 6. Security for the Series 2012 Bonds. The Series 2012 Bonds shall be special obligations of the County and, except as otherwise provided under the Indenture, the principal of and interest and any premium on, and any other obligations relating to, the Series 2012 Bonds shall be equally and ratably payable solely from the funds and accounts established under the Indenture and other sources permitted by the Indenture. The Series 2012 Bonds shall be equally and ratably secured by a pledge of and lien on the Special Funds for which provision is made under the Indenture, by the hospital receipts assigned, transferred and pledged under the Indenture and by such other security as the County may from time to time accept.

To provide for such security and for the payment directly to the Trustee of the portion of the rental payments to be paid under the Lease by Lessee in respect of the principal of and interest and any premium on, and payment under the Lease to be made by Lessee in respect of certain other obligations relating to, the Series 2012 Bonds, this Council authorizes, confirms, and approves the assignment to the Trustee of all of the County's rights under the Base Lease and the Lease, except for the Unassigned Rights (as defined in the Lease), including its rights in the hospital receipts, including the rental payments and the Special Funds, all as provided in the Lease, the Indenture and the Assignment.

Anything in this Resolution, the Series 2012 Bonds or the Indenture to the contrary notwithstanding, the Series 2012 Bonds do not and shall not represent or constitute

general obligations, debt, bonded indebtedness or a pledge of the faith and credit of the County, the State or any other political subdivision thereof and further, nothing herein or therein gives the holders or owners of the Series 2012 Bonds, and they do not have, the right to have excises, ad valorem or other taxes levied by the County, or by the State or the taxing authority of any other political subdivision, for the payment of the principal of and interest and any premium on, or any other obligations relating to, the Series 2012 Bonds. The Series 2012 Bonds shall contain a statement to that effect and to the effect that the Series 2012 Bonds are payable solely from the Special Funds established under and other sources permitted by the Indenture and from any other money paid by Lessee or obtained by the Trustee upon the exercise of rights and remedies under the Indenture and the Lease. Nothing in the Series 2012 Bonds or the documents securing them, however, shall be deemed to prohibit the County from using, of its own volition, to the extent that it is authorized by law to do so, any other resources for the fulfillment of any of the terms or conditions of, or its obligations under, the Indenture or the Series 2012 Bonds.

SECTION 7. Covenants and Agreement of County. In addition to the other covenants of the County set forth in this Resolution and the Issuer Documents, the County further covenants and agrees as follows:

(a) Authority and Actions. The County is, and upon delivery of the Series 2012 Bonds will be, duly authorized by the laws of the State, particularly and without limitation the Act, to issue the Series 2012 Bonds, to execute and deliver the Issuer Documents and other instruments and documents to which it is a party, to provide the security for payment of the principal of and any premium or interest on the Series 2012 Bonds solely in the manner and from the sources and to the extent set forth herein, all as authorized by this Council and upon the advice of Bond Counsel. All actions on the part of the County for the issuance of the Series 2012 Bonds and the execution and delivery of the Issuer Documents and such other instruments and documents have been or will be duly and effectively taken. The Series 2012 Bonds will be valid and enforceable special obligations of the County according to the terms thereof. Each duty of the County and of its officers and employees undertaken pursuant to the Series 2012 Bonds and the Issuer Documents, is a duty specifically enjoined by law upon the County and each of those officers and employees having authority thereunder or by provision of law to perform the duty, resulting from an office, trust or station, within the meaning of Section 2731.01, Ohio Revised Code, providing for enforcement by writ of mandamus.

(b) Arbitrage and Tax Compliance Provisions; Transcript. Upon the advice of Bond Counsel and to the extent within its authority and control, the County will restrict the use of the proceeds of the Series 2012 Bonds in such manner and to such extent as is necessary so that the Series 2012 Bonds will not constitute arbitrage bonds under Section 148 of the Code. The members of this Council, the County Executive, the Fiscal Officer or the Clerk of this Council or any other officer of the County having responsibility for the issuance of the Series 2012 Bonds, alone or in conjunction with the Lessee or any officer, employee or agent of or consultant to the Lessee, shall give an appropriate certificate of the County for inclusion in the transcript of proceedings for the Series 2012 Bonds setting forth the reasonable expectations of the County regarding the amount and

use of all of the proceeds of the Series 2012 Bonds, the facts, circumstances and estimates on which they are based, and other facts and circumstances relevant to the tax treatment of the interest on the Series 2012 Bonds.

Upon the advice of Bond Counsel, and to the extent within its authority and control, the County (i) will take, or require to be taken, all actions that are required of it for the interest on the Series 2012 Bonds to be and remain excluded from gross income for federal income tax purposes, and (ii) will not knowingly take or authorize to be taken any actions that would adversely affect that exclusion under the provisions of the Code. The members of this Council, the County Executive, the Fiscal Officer and the Clerk of this Council and any other appropriate officers are hereby authorized and directed to take any and all actions and make or give such reports and certifications, as may be appropriate to assure such exclusions of that interest.

In its performance of these covenants, and other covenants of the County pertaining to the Series 2012 Bonds and federal income tax laws, the County may rely upon the advice of Bond Counsel.

The Clerk of this Council shall furnish to the Original Purchaser a true transcript of proceedings, certified by the Clerk, of all proceedings had with reference to the issuance of the Series 2012 Bonds together with such information from the records as is necessary to determine the regularity and validity of the issuance of the Series 2012 Bonds.

(c) Further Assurances. To the extent within its authority and control, the County shall do all things and take all actions on its part necessary to comply with the obligations, duties and responsibilities on its part under the Issuer Documents. Nothing herein or in the Issuer Documents shall be construed as requiring the County to operate the Project or to use any moneys from any source other than those provided in the Indenture and the Lease.

SECTION 8. Issuer Documents. To provide for the issuance and sale of the Series 2012 Bonds and the consummation of the transactions contemplated herein, the County Executive (or his designee) and the Fiscal Officer at the direction of the County Executive, alone or in conjunction with any of the foregoing, are authorized and directed to execute, acknowledge and deliver, for and in the name and on behalf of the County, the First Supplemental Indenture, the First Supplemental Lease, the First Supplemental Base Lease, the First Supplemental Assignment, the Bond Purchaser Agreement and each other document to which the County is party in connection with the issuance and delivery of the Series 2012 Bonds (collectively, the "*Issuer Documents*"), in substantially the respective forms thereof submitted to and approved by the County's legal officer. The Issuer Documents are approved with any changes therein which are not inconsistent with this Resolution, are not adverse to the County, are permitted by the Act, and are approved by the member or members or officer or officers executing the respective Issuer Documents and by Bond Counsel and the County's legal officer. The approval of those changes by such member or members or officer or officers, and the character of those changes as not being adverse to the County, shall be evidenced conclusively by the execution and delivery of the respective Issuer Documents by such member or members

or officer or officers. The Fiscal Officer is authorized to give any certifications that may be required under Ohio Revised Code Sections 5705.41 and 5705.44 with respect to any of the Issuer Documents.

SECTION 9. Other Documents. The County Executive (or his designee), the President of the Council, the Fiscal Officer, the Clerk of the Council or any other officer of the County, alone or in conjunction with any of the foregoing, are authorized and directed to execute, deliver and, if applicable, file, for and in the name and on behalf of the County, any certifications, financing statements, assignments and other instruments and documents which are, in the opinion of the County's legal officer and Bond Counsel to the County, necessary or appropriate to perfect the assignments contemplated in the Indenture and to consummate the transactions contemplated in the Issuer Documents, including the issuance of the Series 2012 Bonds. Those certifications and other instruments and documents include, without limitation, one or more reports on IRS Form 8038 (including Forms 8038-R and 8038-T), any other certifications and forms necessary or advisable under the Code and a certification by the Clerk of this Council of the transcript of proceedings relating to the issuance of the Series 2012 Bonds. The Lessee is hereby authorized and directed, upon the request or direction of the County, to file any such certifications or instruments that require filing.

SECTION 10. Acknowledgement of Assignment. The County acknowledges that pursuant to the First Supplemental Assignment, the County will assign without recourse its rights under the Indenture and Lease to the Trustee, except for Unassigned Issuer's Rights.

SECTION 11. Lien of Pledge under the Indenture. As provided in Section 140.06(D) of the Act, the Special Funds established under the Indenture are subject to the lien of the pledge under the Indenture without any physical delivery of the Special Funds or further act, and the lien of that pledge is valid and binding against all parties having claims of any kind against the County or the Lessee (irrespective of whether those parties have notice of such pledge), and creates a perfected security interest for all purposes of Chapter 1309, Ohio Revised Code, without the necessity for separation or delivery of such Special Funds or for the filing or recording of the Indenture or any other instrument by which that pledge is created or any certificate, statement or other document with respect to that pledge. The pledge of and lien on the Special Funds under the Indenture shall be effective and the money therefrom and therein may be applied to the purposes for which pledged without necessity for any further act of appropriation.

SECTION 12. No Personal Liability. No recourse under or upon any obligation, covenant, acceptance or agreement contained in this Resolution, or in the Series 2012 Bonds, or in the Issuer Documents, or under any judgment obtained against the County or by the enforcement of any assessment or by any legal or equitable proceeding by virtue of any constitution or statute or otherwise, or under any circumstances, shall be had against any officer or employee as such, past, present, or future, of the County, including any member of the Council, either directly or through the County, or otherwise, for the payment for or to the County or any receiver thereof, or for or to the Holder, or otherwise, of any sum that may be due and unpaid by the County upon any of the Series

2012 Bonds. Any and all personal liability of every nature, whether at common law or in equity, or by statute or by constitution or otherwise, of any such officer or employee, as such, to respond by reason of any act or omission on his or her part, or otherwise, for, directly or indirectly, the payment for or to the County or any receiver thereof, or for or to the Lessee or the Holder, or otherwise, of any sum that may remain due and unpaid upon any Bond, shall be deemed to be expressly waived and released as a condition of and consideration for the execution and delivery of the Issuer Documents and the issuance of the Series 2012 Bonds.

SECTION 13. Public Hearing. A public hearing of this Council shall be held at the Chambers of the Council of Cuyahoga County, 1274 W. 3rd Street, Cleveland, Ohio 44113, for the purpose of hearing objections and/or public comment on the issuance of the Series 2012 Bonds.

SECTION 14. Open Meeting. This Council hereby finds and determines that all formal actions of this Council and its committees concerning and relating to the adoption of this resolution were adopted in an open meeting of this 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, Ohio Revised Code.

SECTION 15. Effective Date. This Resolution shall be in full force and effect immediately upon the signature of the County Executive, provided this Resolution receives the affirmative vote of eight members elected to Council. It is hereby determined to be necessary that this Resolution become immediately effective in order that the project may proceed in a timely manner.

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: Economic Development & Planning

Journal CC007
July 10, 2012

County Council of Cuyahoga County, Ohio

Ordinance No. O2012-0018

Sponsored by: County Executive FitzGerald/ Department of Development and Councilmember Schron	An Ordinance adopting the 2012 five-year Economic Development Plan in accordance with Section 7.05 of the Charter of Cuyahoga County, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Article 7, Section 5 of the Charter of Cuyahoga County requires the Director of Development, in conjunction with the County Executive and in consultation with the Economic Development Commission, to prepare and present to the Council by the first day of June of each year a proposed five-year economic development plan for the County, for actions to be carried out by the County itself, and in cooperation with other public and private agencies and organizations, for the purpose of enhancing the prosperity and well-being of the County and its residents and communities; and

WHEREAS, Article 7, Section 5 of the County Charter provides that if the "Council shall fail to adopt the proposed plan, with such changes as the Council shall deem advisable, within sixty days of its presentation to Council, the plan shall be deemed to be adopted."

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

SECTION 1. Adoption of Plan. The County's 2012 five-year proposed economic development plan, including all changes thereto approved by Council, is hereby adopted in accordance with Article 7, Section 5 of the Cuyahoga County Charter. A copy of the final approved plan is attached hereto as Exhibit A and incorporated herein by reference.

SECTION 2. Necessity. 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. Open Meetings. 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,

County Council of Cuyahoga County, Ohio

Ordinance No. O2012-0019

Sponsored by: County Executive FitzGerald/Department of Public Works	An Ordinance amending Ordinance No. O2011-0039, as amended, which established procedures governing the use by the County of alternate construction project delivery methods, including construction manager-at-risk, design-build and general contracting project delivery methods for public construction projects; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, the Cuyahoga County Council adopted Ordinance No. O2011-0039, as amended, to establish alternate construction delivery methods; and,

WHEREAS, it is necessary to amend Ordinance No. O2011-0039 to clarify certain provisions in the Ordinance, to remove the cap on the County's ability to use general contracting, to enable the County to utilize a 1-step design build process on non-complex projects, and to empower the Director of Public Works to make the initial decisions on the choice of construction delivery methods.

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

SECTION 1. Ordinance No. O2011-0039, as amended, is hereby amended as per the attached exhibit (deletions are stricken out; additions are underlined and bolded).

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 County Council meeting relating to the adoption of this ordinance were adopted in an open meeting of the County Council and that all deliberations of this County Council and any of its committees that resulted in such formal actions took place 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:

Committee(s) Assigned:

Journal _____
_____, 2012

EXHIBIT A

County Council of Cuyahoga County, Ohio

Ordinance No. O2011-0039

Sponsored by: Councilmembers Schron, Miller, Germana, Jones, Conwell, Simon, Gallagher, Connally and Greenspan and County Executive FitzGerald	An Ordinance establishing procedures governing the use by the County of alternate construction project delivery methods, including construction manager-at-risk, design-build and general contracting project delivery methods for public construction projects; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Article 3, Section 9, Subsections 4 and 9 of the Cuyahoga County Charter empowers the Cuyahoga County Council to establish procedures governing the making of County contracts and to establish the procedures for making public improvements; and

WHEREAS, procedures used for contracting and procurement should enable Cuyahoga County to be efficient, flexible, and transparent.

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

SECTION 1: Notwithstanding the competitive bidding procedures or any other procedures or requirements provided for in the Ohio Revised Code, including, but not limited to Chapter 153 and Sections 307.86 through 307.921 of the Ohio Revised Code, the Ohio Administrative Code, or any other law or regulation, pursuant to the County's home rule powers, the policies and procedures of Cuyahoga County, Ohio relating to construction contracts employing alternate project delivery methods are established as follows:

Section 1. As used in Sections 1 to 13, inclusive, the following words shall have the following meanings unless indicated otherwise or unless the context in which they are used requires a different meaning:

(a) "Architect of record" means the professional design firm that serves as the final signatory on the plans and specifications for a design-build project.

(b) "Board of Control" means the Cuyahoga County Board of Control.

(c) "Building project" means the design, construction, reconstruction, improvement, alteration, installation, demolition or repair of any public building or improvement, **including, but not limited to, roadway, bridges, and sewerage.**

(d) "Consultant Selection Committee" means the Cuyahoga County Department of Public Works' Consultant Selection Committee.

(e) "Construction management-at-risk" or "construction management-at-risk services" means a construction method wherein a construction management-at-risk firm provides a range of preconstruction services and construction management services that may include cost estimating and consultation regarding the design of the building project, scheduling, the preparation and coordination of bid packages, cost control, value engineering, detailing the subcontractor scope of work, prequalifying and evaluating subcontractors, and holding the subcontracts.

(f) "Construction manager-at-risk" or "Construction management-at-risk firm" means an individual, corporation, partnership, sole proprietorship, joint venture, limited liability company or other legal entity that provides construction management-at-risk services.

(g) "Construction manager-at-risk contract" means a contract between the County and a construction manager-at-risk that obligates the construction manager-at-risk to provide construction management-at-risk services for a guaranteed maximum price.

~~"Contracts and Purchasing Board" means the Cuyahoga County Contracts and Purchasing Board.~~

(h) "County's project manager" means an individual, corporation, partnership, sole proprietorship, joint venture, limited liability company or other legal entity engaged to provide project management services on behalf of the County for the design and construction of a building project. The County's project manager may be an employee of the County whose assigned responsibility is the management of design and construction of a building project.

(i) "Criteria architect or engineer" means the professional design firm retained by the County to prepare conceptual plans and specifications **or a design professional who is an employee of the County**, to assist the County in connection with the establishment of the design criteria for a design-build project, and, if requested by the County, to serve as the representative of the County and provide, during the design-build project, other design and construction administration services on behalf of the County, including but not limited to, confirming that the design prepared by the design-build firm reflects the original design intent established in the design criteria package.

(j) "Design-build contract" means a contract between the County and a design-build firm that obligates the design-build firm to provide design-build services ~~for a guaranteed maximum price.~~

(k) "Design-build firm" means any individual, corporation, partnership, sole proprietorship, joint venture, limited liability company or other legal entity that provides design-build services.

(l) "Design-build services" means services that form an integrated delivery system for which a design-build firm is responsible to the County for both the design and construction, demolition, alteration, repair, or reconstruction of a building project.

(m) "General contracting" means a construction method wherein a general contracting firm is responsible for constructing and managing a building project under the award of a single aggregate lump sum or guaranteed maximum price contract.

(n) "General contracting firm" means a person that provides general contracting services.

(o) "Guaranteed maximum price" or "GMP" means the agreed maximum dollar amount to be paid by the County for the building project, including the cost of the work, the general conditions, agreed construction contingency and the fees charged by the construction management-at-risk firm, design-build firm or general contracting firm.

(p) "Professional design firm" shall have the same meaning as set forth in Section 153.65 of the Ohio Revised Code.

(q) "Subcontractor" means any individual, corporation, partnership, sole proprietorship, joint venture, limited liability company, or other legal entity that undertakes to provide any part of the labor, equipment or material of a building project under a contract with the construction management-at-risk firm, design-build firm or general contracting firm.

(r) "two-phase selection process" means a procurement process in which the first phase consists of creating a short list of prequalified firms as determined by responses to a request for qualifications and the second phase consists of inviting firms prequalified in the first phase to submit responses to a request for proposals or a request for bids.

Section 2. For each contract for ~~the construction, reconstruction, improvement, alteration, installation, demolition or repair~~ of any building project, the ~~Contracts and Purchasing Board, upon the recommendation of~~ the Director of Public Works, may elect to use the construction management-at-risk delivery method, pursuant to Sections 3 to 6, inclusive.

Section 3. (a) The ~~Contracts and Purchasing Board~~ **Director of Public Works** shall utilize a two-phase selection process as provided in this section to select a construction management-at-risk firm to provide construction management-at-risk services.

(b) Before issuing a request for qualifications, hereinafter called RFQ, the ~~Contracts and Purchasing Board~~ **Director of Public Works** shall establish a prequalification committee for the purpose of reviewing and evaluating responses submitted by a construction manager-at-risk to the RFQ. The prequalification committee shall be comprised of the Consultant Selection Committee, one (1) representative of the professional design firm, the County's project manager if the project manager is not a member of the Consultant Selection Committee, and any additional representatives of the County as may be deemed appropriate by the **Director of Public Works** ~~Contracts and Purchasing Board~~.

(c) The first phase of the two-phase selection process shall begin once the County gives public notice of the building project and solicits responses to an RFQ from construction management-at-risk firms. The public notice and solicitation section shall be advertised in a newspaper of general circulation in the County or on the County's website. The public notice and solicitation shall be given not less than two (2) weeks before the deadline for submitting responses to the RFQ. The public notice and solicitation shall include:

- (1) the time and date of the deadline for receipt of responses to the RFQ and the address of the office to which the responses are to be delivered;
- (2) a general description of the project and key factors important to the final selection of the construction management-at-risk firm;
- (3) a general description of the scope of services expected of the selected construction management-at-risk firm during the design, pre-construction, and construction, **and post construction** phases of the project;
- (4) a general description of the anticipated schedule and estimated construction cost for the building project; and
- (5) the criteria for the selection of the construction management-at-risk firm, including minimum experience, requirements for presentations/interviews, and the schedule for the selection process.

(d) The County shall require interested construction management-at-risk firms to submit a statement of qualifications in response to the RFQ. The statement of qualifications shall include the following:

- (1) a cover letter or executive summary detailing the key elements and factors that differentiate the firm from other potential qualified responders;
 - (2) completion of a statement of qualifications similar in form to AIA Document A305 (latest edition), listing general business information and financial capacity such as organizational structure, licensing, experience, references and financial statement;
 - (3) a list of all convictions or fines assessed against the construction manager-at-risk firm or any of its officers or directors for violations of state or federal law;
 - (4) submission of a project organization chart with specific information on key project personnel or consultants;
 - (5) a letter from a surety company licensed to do business in the State and whose name appears on United States Treasury Department Circular 570 confirming the ability to provide performance and payment bonds for the building project;
 - (6) submission of information on the firm's safety record including its workers' compensation experience modifier for the prior three (3) years;
 - (7) submission of information on and evidence of the firm's compliance record with respect to small business enterprise inclusion goals and workforce inclusion goals, if applicable;
 - (8) submission of information regarding the firm's experience on similar projects including contact information of the architects and owners of the projects;
 - (9) submission of specific examples of the firm's project management reports or other illustrations of the company's operating philosophy; and
 - (10) any other relevant information that the County determines desirable.
- (e) The prequalification committee established pursuant to Subsection (b) of this section, shall evaluate each statement of qualifications submitted by the construction management-at-risk firms. The evaluation shall take into account the following factors: (i) competence to perform the required construction management-at-risk services as indicated by the technical training, education, and experience of the construction management-at-risk firm's personnel and key consultants, especially the technical training, education, and experience of the employees and consultants of the construction management-at-risk firm who would be assigned to perform the services; (ii) ability of the firm in terms of its workload and the availability of qualified personnel, equipment, and facilities to perform the required preconstruction and construction services competently and expeditiously; (iii) past performance of the firm as reflected by the evaluations of previous clients with respect to such factors as control of costs, quality of work, and meeting of deadlines; and (iv) any other relevant factors as determined by the County. The prequalification committee shall select a

minimum of three (3) qualified construction management-at-risk firms to receive the request for proposals, unless less than three (3) firms responded to the RFQ, in which event the prequalification committee may select less than three (3) qualified construction management-at-risk firms to receive the request for proposals. The decision of the prequalification committee shall be posted on the County's web site. Once posted on the County's web site, the decision of the prequalification committee is final and shall not be subject to appeal except to the Board of Control on grounds of fraud or collusion. The written Notice of Appeal shall be filed with the Clerk of the Board of Control during business hours on a working day no later than five (5) calendar days of the posting of the prequalification committee's decision on the County's web site. If the fifth calendar day falls on a weekend or a legal holiday on which the County Administration Building is closed, the Notice of Appeal shall be filed no later than 4:00 p.m. on the first day following the weekend or the holiday. The Notice of Appeal shall include the appellant's allegations of fraud or collusion with specificity. The failure to timely file the Notice of Appeal with the Clerk of the Board of Control shall be considered a subject-matter jurisdictional defect, which may not be remedied. The Board of Control's determination of the appeal shall not be subject to any further appeals or any other challenges.

Section 4. (a) Before issuing a request for proposals, hereinafter referred to as RFP, the Director of Public Works ~~Contracts and Purchasing Board~~ shall establish a selection committee for the purpose of reviewing and evaluating responses submitted to the RFP. The selection committee shall be comprised of the Consultant Selection Committee, one (1) representative of the professional design firm, the County's project manager if the project manager is not a member of the Consultant Selection Committee, and any additional representatives of the County as may be deemed appropriate by the Director of Public Works ~~Contracts and Purchasing Board~~. Nothing herein shall prohibit the County from appointing the same individuals who served as the prequalification committee to serve as the selection committee.

(b) The County shall issue an RFP to each construction management-at-risk firm selected to receive an RFP pursuant to Section 3. The RFP shall include:

- (1) the date, time and place for submission of proposals;
- (2) a clear description of the submission requirements including separate price and technical components;
- (3) the small business enterprise inclusion goals and workforce inclusion goals for the building project, if applicable;
- (4) the form of construction management-at-risk contract; and
- (5) any other relevant information that the County determines desirable.

(c) The RFP shall require the submission of separate price and technical components as part of the proposal submitted in response to the RFP.

(1) The price component shall include: (i) the fee for preconstruction services with appropriate detail, (ii) the fee for construction services with explanation of the basis, (iii) the estimated cost of general conditions with appropriate detail, and (iv) the estimated construction contingency requirements regarding development of the GMP.

(2) The technical component shall include: (i) a detailed project approach, including preconstruction services, (ii) supplemental relevant project references, (iii) the project team members with position descriptions and relevant time commitments and billing rates of said team members during the project, and (iv) the construction management plan indicating their approach to controlling cost, schedule, quality, documents and claims.

Upon receipt of the responses to the RFP, the selection committee shall evaluate all proposals and rank firms based on the selection committee's evaluation of each firm's pricing proposal and qualifications. If the selection committee elects to conduct an interview with a construction management-at-risk firm who submits a proposal in response to the RFP, then the selection committee shall conduct interviews with each construction management-at-risk firm that submits a proposal to the RFP. The decision of the selection committee shall be posted on the County's web site. Once posted on the County's web site, the decision of the selection committee is final and not subject to appeal except to the Board of Control on the grounds of fraud or collusion. The written Notice of Appeal shall be filed with the Clerk of the Board of Control during business hours on a working day no later than five (5) calendar days of the posting of the selection committee's decision on the County's web site. If the fifth calendar day falls on a weekend or a legal holiday on which the County Administration Building is closed, the Notice of Appeal shall be filed no later than 4:00 p.m. on the first day following the weekend or the holiday. The Notice of Appeal shall include the appellant's allegations of fraud or collusion with specificity. The failure to timely file the Notice of Appeal with the Clerk of the Board of Control shall be considered a subject-matter jurisdictional defect, which may not be remedied. The Board of Control's determination of the appeal shall not be subject to any further appeals or any other challenges.

(d) The selection committee shall commence negotiations with the highest ranked construction management-at-risk firm. If the selection committee determines that negotiations with the highest ranked construction management-at-risk firm will not result in a contract acceptable to the County, then the selection committee shall terminate negotiations with the highest ranked construction management-at-risk firm and shall commence negotiations with the next highest ranked construction management-at-risk firm. The process shall continue until the selection committee has reached an acceptable contract with one of the prequalified construction management-at-risk firms. The list and ranking of proposed construction

management-at-risk firms shall be certified by the County's project manager and made available as a public record after the contract award.

Section 5. (a) Each contract for a building project procured pursuant to Sections 3 to 6, inclusive, shall utilize a cost-plus, not-to-exceed guaranteed maximum price form of contract in which the County shall be entitled to monitor and audit all project costs.

(b) In establishing the schedule and process for determining a guaranteed maximum price, the contract between the County and the construction management-at-risk firm shall comply with the following:

(1) The guaranteed maximum price shall be based on design documents that are no less developed than a percentage determined by the Director of Public Works Contracts and Purchasing Board;

(2) The guaranteed maximum price shall be agreed to as an amendment to the contract between the County and the construction management-at-risk firm;

(3) The guaranteed maximum price amendment shall be executed before the commencement of any construction work; except that the County, before the execution of the guaranteed maximum price amendment, may commence construction, so long as the County executes a separate amendment to the contract with the construction manager-at-risk detailing the scope of work selected to commence before execution of the guaranteed price amendment, and provided that each subcontractor performing work shall provide a payment and performance bond in the amount of its subcontract, which bond shall name the County and the construction manager-at-risk as co-obligees. The separate amendment shall state the sum for the scope of work, which shall include the cost of the work, the general conditions and additional fee, if any, for the construction manager-at-risk; but, any class of work included in the scope of work selected to commence before the execution of the guaranteed maximum price amendment shall be subject to the subcontractor selection process set forth in Section 6. If a guaranteed maximum price cannot be successfully negotiated between the County and the construction manager-at-risk, then any subcontractor agreement between the construction manager-at-risk and a subcontractor for work selected to commence before execution of the guaranteed maximum price amendment may be assigned to the County or to another construction manager-at-risk designated by the County, without the assent of the subcontractor, and the County or the designated construction manager-at-risk and the subcontractor shall be bound by the terms of the subcontractor agreement; and

(4) The guaranteed maximum price amendment to the contract between the County and the construction management-at-risk firm shall include a detailed line item cost breakdown by trade, including any cost for work selected to commence before the execution of the guaranteed maximum price amendment; dollar amounts for the construction management-at-risk firm's construction contingency; dollar

amounts for the general conditions and fees, including any amounts related to work selected to commence before the execution of the guaranteed maximum price amendment; a list of all the drawings, specifications and other information on which the guaranteed maximum price is based; a list of allowances and statement of their basis; a list of any assumptions or clarifications on which the guaranteed maximum price is based; the dates for substantial and final completion on which the guaranteed maximum price is based; and a schedule of applicable alternates and unit prices.

(5) The construction management-at-risk firm shall provide all required performance and payment bonds in the amount of the guaranteed maximum price within five (5) business days after the execution of the guaranteed maximum price amendment.

(c) If a guaranteed maximum price cannot be successfully negotiated between the County and the construction management-at-risk firm, then the selection committee may commence negotiations with an additional proposer starting with the next highest ranked proposer. If a contract and guaranteed maximum price amendment cannot be successfully negotiated between the selection committee and the next highest ranked proposer, then the County shall terminate the procurement process and may instead procure the building project under any other project delivery method permitted by law.

Section 6. (a) Each construction manager-at-risk with a construction manager-at-risk shall include terms that require the following procedures to be observed in connection with the award of subcontracts under the construction manager-at-risk:

(1) Prior to the award of any subcontract with an estimated subcontract value, selected by the Contracting and Purchasing Board at the time of approving the use of the alternate construction delivery method, the construction manager-at-risk shall submit to the County for approval the qualifications that a subcontractor must have in order to perform the work of the subcontract and a list of at least three (3) subcontracting firms that the construction manager-at-risk believes meets the qualifications. The County may eliminate from the list persons or firms that the County believes are not qualified, **based on the criteria mentioned in the scope of services,** or to which the County has other reasonable objections.. The construction manager-at-risk shall revise the list- in accordance with the County's eliminations. The County shall inform the construction manager-at-risk of its elimination of any persons or firms proposed by the construction manager-at-risk, within ten (10) working days after the County's receipt of the list. If the County disapproves of a proposed bidder, the written notice to the construction manager-at-risk shall set forth the County's objections of the proposed bidder(s). The construction manager-at-risk shall not solicit bids or proposals from any person or firm to whom the County has made objections.

(2) The County's elimination of any proposed bidder(s) under Section 6(a)(1) herein is final and not subject to appeal except to the Board of Control on grounds of fraud or collusion. The written Notice of Appeal shall be filed with the Clerk of the Board of Control during business hours on a working day no later than five (5) calendar days of the construction manager-at-risk's receipt of the County's objections. If the fifth calendar day falls on a weekend or a legal holiday on which the County Administration Building is closed, the Notice of Appeal shall be filed no later than 4:00 p.m. on the first day following the weekend or the holiday. The Notice of Appeal shall include the appellant's allegations of fraud or collusion with specificity. The failure to timely file the Notice of Appeal with the Clerk of the Board of Control shall be considered a subject-matter jurisdictional defect, which may not be remedied. The Board of Control's determination of the appeal shall not be subject to any further appeals or any other challenges.

(3) After the construction manager-at-risk and the County have agreed upon an acceptable list of potential subcontractors, the construction manager-at-risk shall solicit at least three (3) competitive bids or proposals (including design-assist bids or proposals) from subcontractors on the list of approved subcontractors. All bids or proposals submitted shall be sealed and shall not be opened before the bid opening date set forth in the solicitation.

(4) On the date set forth in the solicitation, the construction manager-at-risk shall open, in the presence of the County, all bids or proposals. The County shall have the right to be present at all post-opening scope review meetings of the construction manager-at-risk and the proposed subcontractors.

(5) Giving consideration to the price and the qualifications of each person or firm submitting a bid or proposal, the construction manager-at-risk shall recommend for award the subcontractor whose bid or proposal represents the best value, and such recommendation shall be submitted to the County with a written report setting forth the reasons supporting the recommendation. The County shall have the right to object to the proposed award if it determines that the person or firm proposed does not represent the best value. If the County objects to the proposed award, it shall do so by sending written notice of such objection within ten (10) days after the County's receipt of the construction manager-at-risk's recommendation report, and such written notice shall set forth the County's reasons for objecting. If the County does not disapprove the bidder recommended by the construction manager at risk, then the construction manager-at-risk shall award the subcontract to the recommended bidder.

(6) Notwithstanding the foregoing, subcontracts with an award value that does not exceed the threshold sum as identified in Subsection (a)(1) of this section, may be awarded by the construction manager-at-risk using any selection method selected by the construction manager-at-risk with the approval of the County.

(7) Regardless of any monetary thresholds, each subcontract shall expressly name the County as an intended third-party beneficiary with the right to sue and recover under said subcontract.

Section 7. (a) For each contract for ~~the construction, reconstruction, improvement, alteration, installation, demolition or repair~~ of any building project, the **Director of Public Works Contracts and Purchasing Board** may elect to use the design-build delivery method, pursuant to Sections 7 to ~~13-12~~, inclusive.

(b) For every design-build contract, the County shall first obtain the services of a criteria architect or engineer by either contracting for the services consistent with Sections 153.65 to 153.70 of the Ohio Revised Code or by obtaining the services through a design professional who is an employee of the County. After the County has retained a criteria architect or engineer, the County shall develop with the assistance of the criteria architect or engineer a scope of work statement that defines the building project and provides prospective design-build firms with sufficient information regarding the County's objectives and requirements. The scope of work statement shall include criteria and preliminary design, general budget parameters, and general schedule requirements to enable prospective design-build firms to submit proposals in response to the RFP issued under Section 9. The criteria architect or engineer retained by the County for a building project shall not be eligible to participate in any way as a member of the design-build team competing for the award of the design-build contract for the building project.

Section 8. (a) ~~Except as provided in Section 12 hereof, The~~ **the Director of Public Works Contracts and Purchasing Board** shall utilize a two-phase selection process as provided in this section to select a design-build firm to provide design-build services.

(b) Before issuing a request for qualifications, hereinafter called RFQ, the **Director of Public Works Contracts and Purchasing Board** shall establish a prequalification committee for the purpose of reviewing and evaluating responses submitted by a design-build firm to the RFQ. The prequalification committee shall be comprised of the Consultant Selection Committee, one (1) representative of the criteria architect or engineer, the County's project manager if the project manager is not a member of the Consultant Selection Committee, and any additional representatives of the County as may be deemed proper by the **Director of Public Works Contracts and Purchasing Board**.

(c) The first phase of the two-phase selection process shall begin once the County gives public notice of the building project and solicits responses to an RFQ from design-build firms. The public notice and solicitation required shall be advertised in a newspaper of general circulation in the County or on the County's website. The public notice and solicitation shall be given not less than two (2) weeks before the deadline for submitting responses to the RFQ. The public notice and solicitation shall include:

- (1) the time and date of the deadline for receipt of responses to the RFQ and the address of the office to which the responses are to be delivered;
 - (2) a general description of the project and key factors important to the final selection of the design-build firm;
 - (3) a general description of the scope of services expected of the selected design-build firm during the design, pre-construction and construction phases of the project;
 - (4) a general description of the anticipated schedule and estimated construction cost for the building project; and
 - (5) the criteria for the selection of the design-build firm, including minimum experience, requirements for presentations/interviews, and the schedule for the selection process.
- (d) The County shall require interested design-build firms to submit a statement of qualifications in response to the RFQ. The statement of qualifications shall include the following:
- (1) a cover letter or executive summary detailing the key elements and factors that differentiate the firm from other potential qualified responders;
 - (2) completion of a statement of qualifications similar in form to AIA Document A305 (latest edition), listing general business information and financial capacity such as organizational structure, licensing, experience, references and financial statement;
 - (3) a list of all convictions or fines assessed against the design-build firm or any of its officers or directors for violations of state or federal law;
 - (4) submission of a project organization chart with specific information on key project personnel or consultants, including the architect of record;
 - (5) a letter from a surety company licensed to do business in the State and whose name appears on United States Treasury Department Circular 570 confirming the ability to provide performance and payment bonds for the building project;
 - (6) submission of information on the firm's safety record including its workers' compensation experience modifier for the prior three (3) years;
 - (7) submission of information on and evidence of the firm's compliance record with respect to small business enterprise inclusion goals and workforce inclusion goals, if applicable;

- (8) submission of information regarding the experience of the design-build firm and the architect of record on similar projects, including contact information of owners of the projects;
- (9) submission of specific examples of the firm's project management reports or other illustrations of the company's operating philosophy; and
- (10) any other relevant information that the County determines desirable.

The prequalification committee established pursuant to Subsection (b) of this section shall evaluate each statement of qualifications submitted by design-build firms. The evaluation shall take into account the following factors: (i) competence to perform the required design-build services as indicated by the technical training, education, and experience of the design-build firm's personnel and key consultants, especially the technical training, education, and experience of the employees and consultants of the design-build firm who would be assigned to perform the services, including the proposed architect of record; (ii) ability of the firm in terms of its workload and the availability of qualified personnel, equipment, and facilities to perform the required professional design services or design-build services competently and expeditiously; (iii) past performance of the firm as reflected by the evaluations of previous clients with respect to such factors as control of costs, quality of work, and meeting of deadlines; and (iv) any other relevant factors as determined by the County. The prequalification committee shall select a minimum of three (3) qualified design-build firms to receive the request for proposals, unless less than three (3) firms responded to the RFQ, in which event prequalification committee may select less than three (3) qualified design-build firms to receive the request for proposals. The decision of the prequalification committee shall be posted on the County's web site. Once posted on the County's web site, the decision of the prequalification committee is final and shall not be subject to appeal except to the Board of Control on grounds of fraud or collusion. The written Notice of Appeal shall be filed with the Clerk of the Board of Control during business hours on a working day no later than five (5) calendar days of the posting of the prequalification committee's decision on the County's web site. If the fifth calendar day falls on a weekend or a legal holiday on which the County Administration Building is closed, the Notice of Appeal shall be filed no later than 4:00 p.m. on the first day following the weekend or the holiday. The Notice of Appeal shall include the appellant's allegations of fraud or collusion with specificity. The failure to timely file the Notice of Appeal with the Clerk of the Board of Control shall be considered a subject-matter jurisdictional defect, which may not be remedied. The Board of Control's determination of the appeal shall not be subject to any further appeals or any other challenges.

Section 9. (a) Before issuing a request for proposals, hereinafter referred to as RFP, the **Director of Public Works** ~~Contracts and Purchasing Board~~ shall establish a selection committee for the purpose of reviewing and evaluating responses submitted to the RFP issued pursuant to Subsection (b) of this section. The selection committee shall be comprised of the Consultant Selection Committee, one (1) representative of the criteria architect or engineer, the County's project manager if the

project manager is not a member of the Consultant Selection Committee, and any additional representatives of the County as may be deemed appropriate by the Director of Public Works Contracts and Purchasing Board. Nothing herein shall prohibit the County from appointing the same individuals who served as the prequalification committee to serve as the selection committee.

(b) The County shall issue an RFP to each design-build firm selected to receive an RFP pursuant to Section 8. The RFP shall include:

- (1) the date, time and place for submission of proposals;
- (2) a clear description of the submission requirements including separate price and technical components;
- (3) the design criteria produced by the criteria architect or engineer;
- (4) the small business enterprise inclusion goals and workforce inclusion goals for the building project, if applicable;
- (5) the form of design-build services contract; and
- (6) any other relevant information that the County determines desirable.

(c) The RFP shall require the submission of separate price and technical components as part of the proposal submitted in response to the RFP.

(1) The price component shall, **in a separate sealed submission**, include: (i) the fee for design services, including the fee of the architect of record, with appropriate detail, (ii) the fee for preconstruction services, with appropriate detail, (iii) the fee for design-build services with explanation of the basis, (iv) the estimated cost of general conditions, with appropriate detail, and (v) the estimated design and contingency requirements regarding development of the GMP.

(2) The technical component shall include: (i) a detailed project approach, including preconstruction and design services, (ii) supplemental relevant project references, (iii) the project team members with position descriptions and relevant time commitments and billing rates of said team members during the project, and (iv) the construction management plan indicating their approach to controlling cost, schedule, quality, documents and claims.

(d) Upon receipt of the responses to the RFP issued pursuant to Subsection (c) of this section, the selection committee shall evaluate all proposals and rank firms based on the selection committee's evaluation of each firm's pricing proposal and qualifications. If the selection committee elects to conduct an interview with a design-build firm who submits a proposal in response to the RFP, then the selection committee shall conduct interviews with each design-build firm that submits a

proposal to the RFP. The decision of the selection committee shall be posted on the County's web site. Once posted on the County's web site, the decision of the selection committee is final and not subject to appeal except to the Board of Control on the grounds of fraud or collusion. The written Notice of Appeal shall be filed with the Clerk of the Board of Control during business hours on a working day no later than five (5) calendar days of the posting of the selection committee's decision on the County's web site. If the fifth calendar day falls on a weekend or a legal holiday on which the County Administration Building is closed, the Notice of Appeal shall be filed no later than 4:00 p.m. on the first day following the weekend or the holiday. The Notice of Appeal shall include the appellant's allegations of fraud or collusion with specificity. The failure to timely file the Notice of Appeal with the Clerk of the Board of Control shall be considered a subject-matter jurisdictional defect, which may not be remedied. The Board of Control's determination of the appeal shall not be subject to any further appeals or any other challenges.

(e) The selection committee shall commence negotiations with the highest ranked design-build firm. If the selection committee determines that negotiations with the highest ranked design-build firm will not result in a contract acceptable to the County, then the selection committee shall terminate negotiations with the highest ranked design-build firm and shall commence negotiations with the next highest ranked design-build firm. The process shall continue until the selection committee has reached an acceptable contract with one of the prequalified design-build firms. The list and ranking of proposed design-build firms shall be certified by the County's project manager and made available as a public record after the contract award.

Section 10. (a) Each contract for a building project procured pursuant to Sections 7 to ~~1312~~, inclusive, shall utilize a cost-plus, not-to-exceed guaranteed maximum price form of contract in which the County shall be entitled to monitor and audit all project costs.

(b) In establishing the schedule and process for determining a guaranteed maximum price, the contract between the County and the design-build firm shall comply with the following:

(1) The guaranteed maximum price shall be based on design documents that are no less developed than a percentage determined by the **Director of Public Works Contracts and Purchasing Board**;

(2) The guaranteed maximum price shall be agreed to as an amendment to the contract between the County and the design-build firm;

(3) The guaranteed maximum price amendment shall be executed before the commencement of any construction work; except that the County, before the execution of the guaranteed maximum price amendment, may commence construction, so long as the County executes a separate amendment to the contract with the design-build firm detailing the scope of work selected to commence before

execution of the guaranteed price amendment, and provided that each subcontractor performing work shall provide a payment and performance bond in the amount of its subcontract, which such bond shall name the County and the design-build firm as co-obligees. The separate amendment shall state the sum for the scope of work, which shall include the cost of the work, the general conditions and additional fee, if any, for the design-build firm; but, any class of work included in the scope of work selected to commence before the execution of the guaranteed maximum price amendment shall be subject to the subcontractor selection process set forth in Section 11. If a guaranteed maximum price cannot be successfully negotiated between the County and the design-build firm, then any subcontractor agreement between the design-build firm and a subcontractor for work selected to commence before execution of the guaranteed maximum price amendment may be assigned to the County or to another design-build firm designated by the County, without the assent of the subcontractor, and the County or the designated design-build firm and the subcontractor shall be bound by the terms of the subcontractor agreement; and

(4) The guaranteed maximum price amendment to the contract between the County and the design-build firm shall include a detailed line item cost breakdown by trade, including any cost for work selected to commence before the execution of the guaranteed maximum price amendment; dollar amounts for the design-build firm's design and construction contingencies; dollar amounts for the general conditions and fees, including any amounts related to work selected to commence before the execution of the guaranteed maximum price amendment; a list of all the drawings, specifications and other information on which the guaranteed maximum price is based; a list of allowances and statement of their basis; a list of any assumptions or clarifications on which the guaranteed maximum price is based; the dates for substantial and final completion on which the guaranteed maximum price is based; and a schedule of applicable alternates and unit prices.

(5) The design-build firm shall provide all required performance and payment bonds in the amount of the guaranteed maximum price within five (5) business days after the execution of the guaranteed maximum price amendment.

(c) If a guaranteed maximum price cannot be successfully negotiated between the County and the design-build firm, then the selection committee may commence negotiations with an additional proposer starting with the next highest ranked proposer. If a contract and guaranteed maximum price amendment cannot be successfully negotiated between the selection committee and the next highest ranked proposer, then the County shall terminate the procurement process and may instead procure the building project under any other project delivery method permitted by law.

Section 11. (a) Each design-build contract with a design-build firm shall include terms that require the following procedures to be observed in connection with the award of subcontracts under the design-build contract:

(1) Prior to the award of any subcontract with an estimated subcontract value, selected by the ~~Contracting and Purchasing Board~~ **the Director of Public Works** at the time of approving the use of the alternate construction delivery method, the design-build firm shall submit to the County for approval the qualifications that a subcontractor must have in order to perform the work of the subcontract and a list of at least three (3) subcontracting firms that the design-build firm believes meets the qualifications. The County may eliminate from the list persons or firms that the County believes are not qualified, **based on the criteria mentioned in the scope of services**, or to which the County has other reasonable objections. The design-build firm shall revise the list unless in accordance with the County's eliminations. The County shall inform the design-build firm of its eliminations of any persons or firms proposed by the design-build firm, within ten (10) working days after the County's receipt of the list. If the County disapproves of a proposed bidder, the written notice to the design-build firm shall set forth the County's objections of the proposed bidder(s). The design-build firm shall not solicit bids or proposals from any person or firm to whom the County has made objections.

(2) The County's elimination of any proposed bidder(s) under Section 11(a)(1) herein is final and not subject to appeal except to the Board of Control on grounds of fraud or collusion. The written Notice of Appeal shall be filed with the Clerk of the Board of Control during business hours on a working day no later than five (5) calendar days of the design-build firm's receipt of the County's objections. If the fifth calendar day falls on a weekend or a legal holiday on which the County Administration Building is closed, the Notice of Appeal shall be filed no later than 4:00 p.m. on the first day following the weekend or the holiday. The Notice of Appeal shall include the appellant's allegations of fraud or collusion with specificity. The failure to timely file the Notice of Appeal with the Clerk of the Board of Control shall be considered a subject-matter jurisdictional defect, which may not be remedied. The Board of Control's determination of the appeal shall not be subject to any further appeals or any other challenges.

(3) After the design-build firm and the County have agreed upon an acceptable list of potential subcontractors, the design-build firm shall solicit at least three (3) competitive bids or proposals (including design-assist bids or proposals) from subcontractors on the list of approved subcontractors. All bids or proposals submitted shall be sealed and shall not be opened before the bid opening date set forth in the solicitation.

(4) On the date set forth in the solicitation, the design-build firm shall open, in the presence of the County, all bids or proposals. The County shall have the right to be present at all post-opening scope review meetings of the design-build firm and the proposed subcontractors.

(5) Giving consideration to the price and the qualifications of each person or firm submitting a bid or proposal, the design-build firm shall recommend for award the subcontractor whose bid or proposal represents the best value, and such

recommendation shall be submitted to the County with a written report setting forth the reasons supporting the recommendation. The County shall have the right to object to the proposed award if it determines that the person or firm proposed does not represent the best value. If the County objects to the proposed award, it shall do so by sending written notice of such objection within ten (10) days after the County's receipt of the design-build firm's recommendation report, and such written notice shall set forth the County's reasons for objecting. If the County does not disapprove the bidder recommended by the design-build firm, then the design-build firm shall award the subcontract to the recommended bidder.

(6) Notwithstanding the foregoing, subcontracts with an award value that does not exceed the threshold sum as identified in Subsection (a)(1) of this section, may be awarded by the design-build firm using any selection method selected by the design-build firm with the approval of the County.

(7) Regardless of any monetary thresholds, each subcontract shall expressly name the County as an intended third-party beneficiary with the right to sue and recover under said subcontract.

Section 12. For non-complex building projects as determined by the Director of Public Works, the Director of Public Works may opt to utilize a one-step design build process, including, if deemed appropriate, a selection process through an RFB.

Section 13. The Department of Public Works, with the approval of the **Director of Law Contracts and Purchasing Board**, may adopt rules proscribing additional terms and provisions to be included in each construction manager-at-risk or design-build contract, including procedures and criteria for pre-qualification of subcontractors under Sections 6 and 12 11.

Section 14. (a) For each contract for ~~the construction, reconstruction, improvement, alteration, installation, demolition or repair~~ of any building project estimated to cost not more than \$200,000.00, the **Director of Public Works Contracts and Purchasing Board** may elect to use the general contracting method, pursuant to this Section 1413.

(b) The County shall give public notice of the building project and shall solicit bids from general contracting firms. The public notice and solicitation shall be advertised in a newspaper of general circulation in the County or on the County's website. The public notice and solicitation shall be given not less than two (2) weeks before the deadline for submitting bids. The public notice and solicitation shall include the time and date of the deadline for receipt of bids, the address of the office to which the responses are to be delivered, a general description of the project, and a general description of the anticipated schedule and estimated construction cost for the building project.

(c) The County shall require interested general contracting firms to submit a pricing proposal and statement of qualifications in response to the bid request. The statement of qualifications shall include the following:

- (1) a cover letter or executive summary detailing the key elements and factors that differentiate the firm from other potential qualified responders;
- (2) completion of a statement of qualifications similar in form to AIA Document A305 (latest edition), listing general business information and financial capacity such as organizational structure, licensing, experience, references and financial statement;
- (3) a list of all convictions or fines assessed against the general contraction firm or any of its officers or directors for violations of state or federal law;
- (4) submission of a project organization chart with specific information on key project personnel or consultants;
- (5) a letter from a surety company licensed to do business in the State and whose name appears on United States Treasury Department Circular 570 confirming the ability to provide performance and payment bonds for the building project;
- (6) submission of information on the firm's safety record including its workers' compensation experience modifier for the prior three (3) years;
- (7) submission of information on and evidence of the firm's compliance record with respect to small business enterprise inclusion goals and workforce inclusion goals, if applicable;
- (8) submission of information regarding the firm's experience on similar projects including contact information of the architects and owners of the projects;
- (9) submission of specific examples of the firm's project management reports or other illustrations of the company's operating philosophy;
- (10) submission of either a single aggregate lump sum price or a single aggregate cost-plus, not-to-exceed guaranteed maximum price, as required by the bid documents; and
- (11) any other relevant information that the County determines desirable.

(d) The contract for general contracting services shall be awarded to the firm whose bid is determined by the lowest and best.

Section 15. For purposes of the Jail Kitchen Project, the Board of Control may grant exemptions from any of the requirements or monetary thresholds provided for in this Ordinance if it determines that such action is advantageous to the County.

(Amended on 3/27/2012 by Ordinance No. O2012-0010)

Section 16. In determining whether to accept any recommendation for a contract award or in determining the lowest and best bid for any contract under this ordinance, the County may consider any or all of the factors provided for in Section 4.7 of the Contracting and Purchasing Procedures Ordinance for Cuyahoga County.

Section 17. At the time of execution of any contract under this ordinance, any successful bidder or respondent to an RFP shall make all of the certifications provided for in Section 4.8 of the Contracting and Purchasing Procedures Ordinance of Cuyahoga County.

Section 18. The County shall have the right to take measures to encourage fair and equitable participation by all segments of the County's residents in county construction projects.

SECTION 2. The policies and procedures established in Section 1, subsections 1 through 18, are intended to provide the County with alternate construction project delivery methods in addition to those available under the Ohio Revised Code. The County shall still have to option to operate under the Ohio Revised Code if it deems it advantageous to do so.

SECTION 3. Awards of contracts under this Ordinance, and the approval of expenditure of funds therefor, shall be made by the appropriate County approval authority based on the monetary thresholds established in the County's Contracting and Purchasing Procedures Ordinance.

SECTION 4 3. ~~The Contracts and Purchasing Board~~ **Director of Public Works, with the approval of the Director of Law,** shall determine the appropriate bonding requirements for all contracts entered under this Ordinance.

SECTION 5 4. The Department of Development is hereby directed to investigate alternative possible programs, including funding sources, to provide bonding guarantees to small businesses and to report back to Council no later than October 30, 2011, with its findings and proposals for the adoption of such a program by the County.

SECTION 6 5. If any conflict arises between the procedures, requirements, or any other terms of the Ohio Revised Code, Ohio Administrative Code, or any other law or regulation, and this Ordinance, the procedures, requirements, and terms of this Ordinance shall prevail.

SECTION 7 6. 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 8 7. It is found and determined that all formal actions of this County Council meeting relating to the adoption of this ordinance were adopted in an open meeting of the County Council and that all deliberations of this County Council and any of its committees that resulted in such formal actions took place 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 Mr. Schron, seconded by Mr. Miller, the foregoing Ordinance was duly enacted.

Yeas: Brady, Germana, Gallagher, Schron, Conwell, Jones, Rogers, Simon, Greenspan, Miller and Connally

Nays: None

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: August 9, 2011

Committee(s) Assigned: Economic Development & Planning

Additional Sponsorship Requested on the Floor: August 9, 2011

Second Reading/Referred to Committee: August 23, 2011

Committee(s) Assigned: Economic Development & Planning

Additional Sponsorship Requested on the Floor: October 25, 2011

Journal CC004

October 25, 2011

County Council of Cuyahoga County, Ohio

Ordinance No. O2012-0015

Sponsored by: County Executive FitzGerald/Department of Law and Councilmember Miller	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.
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WHEREAS, the Cuyahoga County Council enacted the Cuyahoga County Contracting and Purchasing Procedures Ordinance in Ordinance No. O2011-0014, as amended; and,

WHEREAS, the County has now had over a year experience with the Contracting and Purchasing Procedures Ordinance and has determined that the Ordinance should be amended in accordance with the draft of the ordinance attached hereto; 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 THAT:

SECTION 1: The Cuyahoga County Contracting and Purchasing Procedures Ordinance, Ordinance No. O2011-0014, as amended, is hereby amended in accordance with the attached draft of the ordinance, with the stricken language being deleted, and the bolded, underlined language being added.

SECTION 2: The Clerk of Council shall update the table of contents for the ordinance upon its passage to reflect the correct pagination with the amendments made herein.

SECTION 3: Effective Date. It is hereby found and determined necessary for this Ordinance to become immediately effective, for the reasons that this Ordinance provides for the usual daily and necessary operations of Cuyahoga County government. Therefore, this Ordinance, provided that it receives the affirmative vote of at least eight (8) members of County Council, 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 County Council meeting relating to the adoption of this Ordinance were adopted in an open meeting of the County Council and that all deliberations of this County Council and any of its committees that resulted in such formal actions took place 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

Clerk of Council Date

First Reading/Referred to Committee: June 12, 2012
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal _____
_____, 2012

County Council of Cuyahoga County, Ohio

Ordinance No. O2012-0016

Sponsored by: County Executive FitzGerald on behalf of Human Resource Commission	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.
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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:

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|------------|--------------|--|
| 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 CC007
July 10, 2012

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Area Construction Engineer	Class Number:	1063516
FLSA:	Exempt	Pay Grade:	16
Dept:	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.

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

Class Title:	Assistant Maintenance Superintendent	Class Number:	1042511
FLSA:	Exempt	Pay Grade:	12
Dept:	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.

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

Class Title:	Assistant Maintenance Supervisor	Class Number:	1042513
FLSA:	Non - Exempt	Pay Grade:	7
Dept:	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 snooper, 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

Class Title:	Bridge Inspector	Class Number:	1062111
FLSA:	Non - Exempt	Pay Grade:	4
Dept:	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

Class Title:	C.A.D. Technician 1	Class Number:	1061122
FLSA:	Non - Exempt	Pay Grade:	5
Dept:	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.

- 40% +/- 10%
• 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.
- 10% +/- 10%
• Creates compiles and maintains geospacial datasets; draws plats into a microstation; measures acreage.
- 20 +/- 10%
• Performs standard database queries and special analysis; runs queries and expressions to update database; runs validations, checking for errors

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.

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.

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

Class Title:	C.A.D. Technician Assistant	Class Number:	10691121
FLSA:	Non - Exempt	Pay Grade:	4
Dept:	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.

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

Class Title:	Capital Plan Construction Administrator	Class Number:	1042191
FLSA:	Exempt	Pay Grade:	15
Dept:	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.

- 30% +/- 10%
- 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.
- 25% +/- 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.
- 30% +/- 5%
- 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.
- 15% +/- 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.

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.

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

Class Title:	Chief Section Engineer	Class Number:	1063517
FLSA:	Exempt	Pay Grade:	17
Dept:	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.

Chief Section Engineer

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

Class Title:	Chief Surveyor	Class Number:	1063613
FLSA:	Exempt	Pay Grade:	17
Dept:	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

10% +/- 5%

- 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.

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

Class Title:	Construction Contract Coordinator	Class Number:	1045112
FLSA:	Non - Exempt	Pay Grade:	7
Dept:	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.

- 30% +/- 10%
- 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.
- 20% +/- 10%
- Upon award of contract, prepares and distributes contracts; processes estimates for each active project; processes amended agreements for each project
- 15% +/- 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.
- 20% +/- 5%
- Establish and maintain files for each project, utilizing appropriate computer software packages as necessary.

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

Class Title:	Construction Supervisor	Class Number:	1045113
FLSA:	Non - Exempt	Pay Grade:	8
Dept:	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

Class Title:	Construction Technician	Class Number:	1045111
FLSA:	Non - Exempt	Pay Grade:	4
Dept:	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

Class Title:	Engineer 1	Class Number:	1063512
FLSA:	Non - Exempt	Pay Grade:	8
Dept:	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.

Engineer 1

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.

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

Class Title:	Engineer 2	Class Number:	1063513
FLSA:	Non - Exempt	Pay Grade:	10
Dept:	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

Class Title:	Engineer 3	Class Number:	1063514
FLSA:	Exempt	Pay Grade:	14
Dept:	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

Class Title:	Engineer 4	Class Number:	1063515
FLSA:	Exempt	Pay Grade:	15
Dept:	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.

- 40% +/- 10%
- 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.
- 30% +/- 10%
- Reviews the work of consultant engineers for conformance with standards and accepted practice. Includes review of invoices and proposals.
- 20% +/- 5%
- 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.
- 10% +/- 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.

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.

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

Class Title:	Engineering Map Supervisor	Class Number:	1063711
FLSA:	Exempt	Pay Grade:	12
Dept:	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.

- 35% +/- 20%
- 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.
- 20% +/- 10%
- 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.
- 25% +/- 5%
- Review, revises and corrects mistakes or errors in the tax maps.
- 10% +/- 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.

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

Engineering Map Supervisor

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

Class Title:	Engineering Technician	Class Number:	1063511
FLSA:	Non - Exempt	Pay Grade:	7
Dept:	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

Class Title:	Facilities Maintenance Administrator	Class Number:	1042151
FLSA:	Exempt	Pay Grade:	15
Dept:	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

Class Title:	Fleet Services Manager	Class Number:	1041114
FLSA:	Exempt	Pay Grade:	13
Dept:	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.

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

Class Title:	Fleet Services Supervisor	Class Number:	1041113
FLSA:	Exempt	Pay Grade:	11
Dept:	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.

- 30% +/- 10%
- 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.

- 20% +/- 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.

- 10% +/- 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.

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, calculate 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.

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

Class Title:	Legal Clerk 1	Class Number:	1013411
FLSA:	Non - Exempt	Pay Grade:	2
Dept:	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.

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

Class Title:	Legal Clerk 2	Class Number:	1013412
FLSA:	Non - Exempt	Pay Grade:	3
Dept:	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

Class Title:	Legal Clerk 3	Class Number:	1013413
FLSA:	Non - Exempt	Pay Grade:	4
Dept:	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 certifications 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

Class Title:	Licensed Land Surveyor	Class Number:	1063612
FLSA:	Non - Exempt	Pay Grade:	9
Dept:	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.

- 40% +/- 10%
- 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.
- 25% +/- 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.
- 10% +/- 10%
- Researches historic ownership information.

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.

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

Class Title:	Maintenance Superintendent	Class Number:	1042514
FLSA:	Exempt	Pay Grade:	15
Dept:	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.

- 20% +/- 10%
- 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% +/- 5%
- 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.
- 10% +/- 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.

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.

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

Class Title:	Maintenance Supervisor	Class Number:	1042512
FLSA:	Exempt	Pay Grade:	10
Dept:	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.

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

Class Title:	Prevailing Wage Coordinator	Class Number:	1052511
FLSA:	Non - Exempt	Pay Grade:	6
Dept:	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.

- 30% +/- 10%
- 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.
- 20% +/- 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.

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.

Prevailing Wage Coordinator

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.

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

Class Title:	Project Inspector	Class Number:	1065511
FLSA:	Non - Exempt	Pay Grade:	7
Dept:	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.

- 50% +/- 20%
- 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.
- 30% +/- 10%
- 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.
- 10% +/- 5%
- 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.

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.

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

Class Title:	Project Manager	Class Number:	1065512
FLSA:	Non - Exempt	Pay Grade:	11
Dept:	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.

- 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. 30% +/- 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. 20% +/- 10%

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

Class Title:	Senior Bridge Inspector	Class Number:	1062112
FLSA:	Non - Exempt	Pay Grade:	8
Dept:	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, snooper, 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

Class Title:	Senior Business Services Manager	Class Number:	1052323
FLSA:	Exempt	Pay Grade:	17
Dept:	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

Class Title:	Senior Project Manager	Class Number:	1065513
FLSA:	Exempt	Pay Grade:	14
Dept:	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

Class Title:	Sign Shop Supervisor	Class Number:	1042611
FLSA:	Non - Exempt	Pay Grade:	9
Dept:	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

Class Title:	Survey Party Chief	Class Number:	1063613
FLSA:	Non - Exempt	Pay Grade:	6
Dept:	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.

Survey Party Chief

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

Class Title:	Survey Technician	Class Number:	1063611
FLSA:	Non - Exempt	Pay Grade:	3
Dept:	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.

- 40% +/- 10%
- 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.
- 10% +/- 10%
- May do geodetic surveys to set and traverse monuments.
- 20 +/- 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.
- 10% +/- 5%
- Records level, cross section and other notes in field book and makes simple computations for standard level notes.

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.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Vehicle Electronics Technician	Class Number:	1041111
FLSA:	Non - Exempt	Pay Grade:	5
Dept:	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.

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.