



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, MAY 14, 2013
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) April 23, 2013 Work Session (See Page 11)
 - b) April 23, 2013 Regular Meeting (See Page 13)
- 7. ANNOUNCEMENTS FROM THE COUNCIL VICE-PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. COMMITTEE REPORT (RULE 9M) AND CONSIDERATION OF A MOTION OF COUNCIL FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES**
 - a) M2013-0017: A Motion confirming the County Executive's reappointment of Sharon Sobol Jordan to serve on The MetroHealth System Board of Trustees, and declaring the necessity that this Motion become immediately effective. (See Page 28)

Sponsors: Councilmembers Connally and Conwell

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

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

- a) M2013-0018: A Motion confirming the County Executive’s appointment of Mayor Vic Collova (Chagrin/Southeast Region) to serve on the Cuyahoga County Planning Commission, and declaring the necessity that this Motion become immediately effective. (See Page 38)

Sponsors: Councilmembers Connally and Conwell

- b) M2013-0019: A Motion confirming the County Executive’s appointment of various individuals to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees, and declaring the necessity that this Motion become immediately effective: (See Page 45)

- 1) David Reines
- 2) Matthew Rubino
- 3) Wade Steen
- 4) Mark A. Parks, Jr.
- 5) Lawrence E. Benders
- 6) J. W. Sean Dorsey
- 7) Radhika Reddy
- 8) Candace Klein
- 9) Richard C. Perry

Sponsors: Councilmembers Connally and Conwell

- c) M2013-0020: A Motion confirming the County Executive’s reappointment of Karen Gabriel Moss to serve on the Greater Cleveland Regional Transit Authority Board of Trustees, and declaring the necessity that this Motion become immediately effective. (See Page 56)

Sponsors: Councilmembers Connally and Conwell

11. COMMITTEE REPORT AND CONSIDERATION OF A MOTION OF COUNCIL FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

- a) M2013-0016: A Motion confirming the County Executive’s appointment of various individuals to serve on the Cleveland/Cuyahoga County Workforce Investment Board, and declaring the necessity that this Motion become immediately effective: (See Page 63)

- 1) Bill Kitson
- 2) Kim M. Shelnick

Sponsors: Councilmembers Connally and Conwell

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

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

- a) R2013-0086: A Resolution determining the services and programs that shall be provided and funded from the Veterans Services Fund in 2013; approving an alternative procurement process; making awards to various providers in the total amount of \$733,306.00 for said services and programs for the period ending 6/30/2014; authorizing the County Executive to execute the agreements, contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 66)
 - 1) Cuyahoga Community College in the amount of \$73,330.00.
 - 2) Cleveland State University in the amount of \$73,330.00.
 - 3) Cuyahoga County Office of Homeless Services in the total amount of \$242,500.00.
 - 4) Cleveland Municipal Court in the amount of \$104,146.00.
 - 5) Cuyahoga County Land Reutilization Corporation in the amount of \$100,000.00.
 - 6) The Legal Aid Society of Cleveland in the amount of \$75,000.00
 - 7) Cuyahoga County Department of Workforce Development in the amount of \$55,000.00.
 - 8) Cuyahoga County Soldiers' and Sailors' Monument Commission in the amount of \$10,000.00.

Sponsors: Councilmembers Connally, Greenspan and Simon

- b) R2013-0087: A Resolution making an award to College Now Greater Cleveland in the amount of \$115,000.00 from the Cuyahoga County Educational Assistance Fund for Component 2 of the Cuyahoga County Educational Assistance Program for the period ending 6/30/2014; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 72)

Sponsor: Councilmember Rogers

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

- a) O2013-0011: An Ordinance amending Ordinance No. O2012-0007 dated 7/10/2012, which established the Cuyahoga County Educational Assistance Program and the Cuyahoga County Educational Assistance Fund, to add additional components to the Program and to authorize an alternative procurement process; creating Chapter 710 and Section 804.01 to codify said Program and Fund; and declaring the necessity that this Ordinance become immediately effective. (See Page 75)

Sponsor: Councilmember Rogers

14. COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR SECOND READING

- a) O2013-0002: An Ordinance amending the Public Records Policy for Cuyahoga County, and declaring the necessity that this Ordinance become immediately effective. (See Page 81)

Sponsor: Councilmember Miller

Committee Assignment and Chair: Council Operations & Intergovernmental Relations – Greenspan

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

- a) R2013-0088: A Resolution amending the 2012/2013 Biennial Operating Budget for 2013 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. (See Page 92)

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

16. CONSIDERATION OF A RESOLUTION FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES / EXECUTIVE SESSION

- a) R2013-0089: A Resolution approving a collective bargaining agreement between Cuyahoga County and International Union of Operating Engineers, Local 18-S, representing approximately 17 employees in 14 classifications in the Department of Public Works for the period 5/7/2013

- 4/30/2015; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; 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. (See Page 127)

Sponsor: County Executive FitzGerald/Departments of Law and Public Works/Division of Finance and Planning

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

- a) R2013-0090: A Resolution authorizing a Downtown Development Fund Loan in the amount not-to-exceed \$1,500,000.00 to 1717 East 9th LLC for acquisition, renovation, construction and conversion of the East Ohio Gas Building and parking garage to a mixed-use residential complex; authorizing the Deputy Chief of Staff of Development or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 130)

Sponsor: County Executive FitzGerald/Department of Development

- b) R2013-0091: A Resolution authorizing a Downtown Development Fund Loan in the amount not-to-exceed \$1,500,000.00 to Flats East Development, LLC for construction of residential and retail components of the Flats East Bank Neighborhood Project – Phase II; authorizing the Deputy Chief of Staff of Development or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 134)

Sponsor: County Executive FitzGerald/Department of Development

- c) R2013-0092: A Resolution authorizing a Downtown Development Fund Grant in the amount not-to-exceed \$4,000,000.00 to Playhouse Square District Development Corporation for streetscape improvements; authorizing the Deputy Chief of Staff of Development or Director of Development to execute all documents consistent with said grant and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 138)

Sponsor: County Executive FitzGerald/Department of Development

- d) R2013-0093: A Resolution authorizing the issuance and sale of County of Cuyahoga, Ohio Taxable Economic Development Revenue Bonds, Series 2013 (Flats East Bank, LLC Project) in a principle amount not-to-exceed \$17,000,000.00 for the purpose of assisting in financing the costs of a "Project" within the meaning of Chapter 165, Ohio Revised Code, paying capitalized interest and paying costs of issuance; providing for the guaranty of the payment annual principle and interest charges of such bonds; authorizing the execution of various documents required in connection with said bond issuance and authorizing and approving related matters; and declaring the necessity that this Resolution become immediately effective. (See Page 142)

Sponsor: County Executive FitzGerald/Department of Development

Bond Counsel: Tucker Ellis LLP

- e) R2013-0094: A Resolution authorizing the reversal of a 1998 parcel swap with the Cuyahoga Metropolitan Housing Authority of Permanent Parcel Nos. 103-19-002 and 103-13-019; authorizing the County Executive to execute all documents necessary for the conveyance of said parcels and consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 154)

Sponsor: County Executive FitzGerald/Department of Public Works

- f) R2013-0095: A Resolution authorizing the appropriation of real property in connection with right-of-way plans as set forth in Plat No. M-5010 for reconfiguration of the Warrensville Center Road/Van Aken Boulevard/Chagrin Boulevard/Northfield Road Intersection in the City of Shaker Heights and Village of Highland Hills; directing the County Executive to proceed with the acquisition of real property required for public highway purposes; authorizing the Fiscal Officer to issue the monetary warrant to be deposited with the Probate Court of Cuyahoga County in an amount that is equal to the fair market value of the property; and declaring the necessity that this Resolution become immediately effective: (See Page 157)

- 1) Parcel No(s): 4-WD & T
Permanent Parcel No.: 751-01-015
Owner: Shaker Place VOA Affordable Housing L.P., an Ohio Limited Partnership
Approved Appraisal (Fair Market Value Estimate): \$899,300.00

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

- g) R2013-0096: A Resolution authorizing an amendment to Contract No. CE0300328-01 with Stonebridge Center, LLC for lease of office space located at 2100 Superior Viaduct, Cleveland, for the period 8/1/2003 - 7/31/2013 to extend the time period to 9/30/2014 and for additional funds in the amount of \$712,141.78; 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. (See Page 163)

Sponsor: County Executive FitzGerald/Department of Public Works

- h) R2013-0097: A Resolution making an award on RQ25309 to The Osborn Engineering Company in the amount not-to-exceed \$1,289,082.00 for facility assessment services of the Cuyahoga County Justice Center Complex; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 167)

Sponsor: County Executive FitzGerald/Department of Public Works

- i) R2013-0098: A Resolution making an award on RQ26347 to Spectra Contract Flooring in the amount not-to-exceed \$907,086.98 for flooring at various County buildings for the period 6/1/2013 - 5/31/2014; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 173)

Sponsor: County Executive FitzGerald/Department of Public Works

- j) R2013-0099: A Resolution authorizing an agreement with City of Cleveland in the amount not-to-exceed \$1,958,000.00 for reimbursement of eligible expenses in connection with the FY2011 Urban Area Security Initiative Grant Program for the period 9/1/2011 - 7/31/2014; 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. (See Page 178)

Sponsor: County Executive FitzGerald/Department of Public Safety and Justice Services/Division of Public Safety Grants

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

- a) R2013-0080: A Resolution declaring that public convenience and welfare requires resurfacing of Mayfield Road from the Cleveland Heights West

Corporation Line to the East Corporation Line in the City of Cleveland Heights; total estimated construction cost \$3,888,225.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective. (See Page 184)

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

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

- b) R2013-0081: A Resolution declaring that public convenience and welfare requires resurfacing of Monticello Boulevard from Belvoir Road to Noble Road in the City of Cleveland Heights; total estimated construction cost \$998,350.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective. (See Page 187)

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

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

- c) R2013-0082: A Resolution authorizing participation in the Ohio Department of Transportation Cooperative Purchasing Program for the period 5/1/2013 - 4/30/2015, in accordance with Ohio Revised Code Section 5513.01(B); and declaring the necessity that this Resolution become immediately effective. (See Page 190)

Sponsors: County Executive FitzGerald/Fiscal Officer/Office of
Procurement & Diversity

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

- d) R2013-0084: A Resolution making an award on RQ27305 to Emerald Development and Economic Network, Inc. in the amount not-to-exceed \$10,248,516.00 for administration of the Shelter Plus Care Tenant-based Rental Assistance Program in connection with the McKinney-Vento

Homeless Assistance Act for the period 4/10/2013 - 4/9/2014; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 192)

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

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

- e) R2013-0085: A Resolution making an award on RQ26276 to Youth Opportunities Unlimited in the amount of \$4,819,176.00 for the Temporary Assistance to Needy Families Summer Youth Employment Program for the period 5/15/2013 - 8/31/2013; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. (See Page 195)

Sponsors: County Executive FitzGerald/Department of Health and Human Services/Cuyahoga Job and Family Services and Councilmember Jones

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

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

- a) O2013-0012: 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. (See Page 197)

Sponsors: County Executive FitzGerald/Department of Human Resources on behalf of Human Resource Commission

20. CONSIDERATION OF AN ORDINANCE FOR THIRD READING ADOPTION

- a) O2013-0004: An Ordinance amending Ordinance No. O2011-0045, as amended, which established divisions and sections within the Department of Health and Human Services, to create the Office of the Director and to clarify and delineate displacement, reinstatement and reemployment procedures; combining Ordinance Nos. O2011-0045 and O2012-0029 with this Ordinance for purposes of codification; and declaring the necessity that this Ordinance become immediately effective. (See Page 244)

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

21. MISCELLANEOUS COMMITTEE REPORTS

22. MISCELLANEOUS BUSINESS

23. PUBLIC COMMENT UNRELATED TO AGENDA

24. ADJOURNMENT

NEXT MEETINGS

WORK SESSION:

TUESDAY, MAY 28, 2013
4:00 PM / COUNCIL CHAMBERS

REGULAR MEETING:

TUESDAY, MAY 28, 2013
5:00 PM / COUNCIL CHAMBERS

*In accordance with Ordinance No. O2011-0020, as amended, complimentary parking in the Huntington Park Garage will be available for the public on any day when the Council or any of its committees holds meetings. Please see the Clerk to obtain a parking pass.



MINUTES

**CUYAHOGA COUNTY COUNCIL WORK SESSION
TUESDAY, APRIL 23, 2013
CUYAHOGA COUNTY JUSTICE CENTER
COUNCIL CHAMBERS – 1ST FLOOR
4:00 PM**

1. CALL TO ORDER

The work session was called to order by Council President Connally at 4:02 p.m.

2. ROLL CALL

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

3. PRESENTATION

a) Update on County Administration Complex

Mr. Jeffrey Applebaum updated Council regarding the new County Administration Complex and provided various information, scenarios and costs relating to the connected Bridgeway. Mr. Steve Zannoni, representing Project Management Consultants, provided additional comments relative to these issues and he answered questions by Councilmembers. Councilmembers also asked questions of Mr. Appelbaum, which he answered accordingly. Discussion ensued.

4. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

5. PUBLIC COMMENT

Ms. Vanessa Pesec, Ms. Jennifer Kucera and Ms. Angela Lovell, representing the Advisory Committee on Persons with Disabilities, addressed Council regarding issues of concern to them relating to Bridgeway accessibility to County services by persons with disabilities.

6. ADJOURNMENT

With no further business to discuss, the work session was adjourned by Council President Connally at 4:50 p.m., without objection.



MINUTES

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, APRIL 23, 2013
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 5:02 p.m.

2. ROLL CALL

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

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. SILENT MEDITATION

Council President Connally requested a moment of silent meditation be dedicated in honor of the victims and families of the Boston Marathon tragedy and to the EMS and medical personnel who responded to assist the victims.

5. PUBLIC COMMENT RELATED TO AGENDA

Ms. Semanthie Brooks, representing the Northeast Ohio Medicaid Expansion Coalition, addressed Council regarding issues of concern to her relating to support for Medicaid expansion.

6. APPROVAL OF MINUTES

- a) April 9, 2013 Work Session
- b) April 9, 2013 Regular Meeting

A motion was made by Mr. Miller, seconded by Ms. Conwell and approved by unanimous vote to approve the minutes of the April 9, 2013 work session and regular meeting.

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

Council President Connally reported the following:

- 1) Item No. 13, consideration of a Resolution for first reading adoption under suspension of rules/executive session, would be taken out of order and considered after Item No. 21 on the agenda;**
- 2) Thanked the Estate of Ms. Alberta L. Bassinger for a gift of \$54,947.27 to the County Kennel; and**
- 3) Also thanked Mr. Bruce Kovac and Ms. Patricia Edwards for their donation of 14 cemetery lots to the County and state that the lots will be used for indigent burials.**

8. MESSAGES FROM THE COUNTY EXECUTIVE

County Executive FitzGerald reported the following:

- 1) In the wake of the tragic events surrounding the Boston Marathon, safety precautions are being reviewed and strengthened for the Cleveland Marathon to be held on May 19th. The Sheriff's Impact Unit will be mobilized and the County will be working with the Joint Terrorism Task Force during the event. 22,000 runners are expected to participate; and**
- 2) Complimented the Sheriff's Department and all participants in a successful full-scale exercise held at Progressive Field on April 23rd.**

9. CONSIDERATION OF A MOTION OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE

- a) M2013-0016: A Motion confirming the County Executive's appointment of various individuals to serve on the Cleveland/Cuyahoga County Workforce Investment Board, and declaring the necessity that this Motion become immediately effective:

- 1) Bill Kitson
- 2) Kim M. Shelnick

Sponsors: Councilmembers Connally and Conwell

Council President Connally referred Motion No. M2013-0016 to the Human Resources, Appointments & Equity Committee.

10. COMMITTEE REPORTS AND CONSIDERATION OF MOTIONS OF COUNCIL FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

A motion was made by Mr. Gallagher, seconded by Mr. Germana and approved by unanimous vote to suspend Rule 9D and to place on final passage Motion Nos. M2013-0014 and M2013-0015.

- a) M2013-0014: A Motion confirming the County Executive's reappointment of Alexandra Turk to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board, and declaring the necessity that this Motion become immediately effective.

Sponsors: Councilmembers Connally and Conwell

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

On a motion by Ms. Conwell with a second by Mr. Rogers, Motion No. M2013-0014 was considered and approved by unanimous vote.

- b) M2013-0015: A Motion confirming the County Executive's reappointment of Kathleen K. Palmer to serve on the Cuyahoga County Human Resource Commission, and declaring the necessity that this Motion become immediately effective.

Sponsors: Councilmembers Connally and Conwell

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

On a motion by Ms. Conwell with a second by Mr. Germana, Motion No. M2013-0015 was considered and approved by majority vote, with Councilmember Greenspan recusing himself from the vote.

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

A motion was made by Mr. Gallagher, seconded by Mr. Germana and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution No. R2013-0077.

- a) R2013-0077: A Resolution urging the Ohio General Assembly to approve the expansion of Medicaid in the State of Ohio, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Brady, Connally, Germana, Miller, Conwell, Jones, Simon, Rogers **and Gallagher**

Mr. John Corlett, Vice President for Government Relations and Community Affairs at The MetroHealth System, addressed Council in support of Medicaid expansion and discussed the impact it will have for Cuyahoga County and The MetroHealth System. Discussion ensued.

Mr. Gallagher introduced an amendment on the floor to amend Section 1 of Resolution No. R2013-0077 to add “coverage or insurance premium assistance from Medicaid funding, as presented in the “Ohio Plan”, “after “the expansion of Medicaid”. Discussion ensued. A motion was then made by Mr. Gallagher, seconded by Mr. Brady and approved by majority vote to amend Section 1, with Councilmember Schron casting the only dissenting vote.

On a motion by Mr. Brady with a second by Mr. Miller, Resolution No. R2013-0077 was considered and adopted by majority vote, as amended, with Councilmember Schron casting the only dissenting vote.

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

A motion was made by Mr. Gallagher, seconded by Mr. Germana and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution No. R2013-0078.

- a) R2013-0078: A Resolution amending the 2012/2013 Biennial Operating Budget for 2013 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. R2013-0078 was considered and adopted by unanimous vote.

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

[Note: Item No. 13 was taken out of order and considered after Item No. 21 on the agenda.]

A motion was made by Mr. Miller, seconded by Mr. Gallagher and approved by unanimous roll-call vote to move to Executive Session for the purpose of discussing matters concerning collective bargaining and for no other purpose whatsoever. Executive Session was then called to order by Council President Connally at 6:45 p.m. The following members were present: Councilmembers Miller, Brady, Germana, Gallagher, Schron, Conwell, Jones, Rogers, Simon, Greenspan and Connally. The following additional attendees were also present: Law Director Majeed Makhoulf and Director of Human Resources John McLaughlin and Labor Relations Manager Christina Brown of the Cuyahoga County Board of Developmental Disabilities. At 6:53 p.m., Executive Session was adjourned, without objection, and Council President Connally then reconvened the regular meeting.

- a) R2013-0079: A Resolution approving a collective bargaining agreement between Cuyahoga County Board of Developmental Disabilities and Service Employees International Union, District 1199: WV/KY/OH, The Healthcare and Social Service Union, representing approximately 155 employees in 3 classifications in Services and Support Administration for the period 1/1/2013 - 12/31/2015; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Council President Connally on behalf of Cuyahoga County Board of Developmental Disabilities

A motion was then made by Mr. Gallagher, seconded by Mr. Germana and approved by unanimous vote to suspend Rules 9D and 12A.

Clerk Schmotzer read Resolution No. R2013-0079 into the record. No legislative action was subsequently taken by Council.

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

- a) R2013-0080: A Resolution declaring that public convenience and welfare requires resurfacing of Mayfield Road from the Cleveland Heights West Corporation Line to the East Corporation Line in the City of Cleveland Heights; total estimated construction cost \$3,888,225.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said

municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective.

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

Council President Connally referred Resolution No. R2013-0080 to the Public Works, Procurement & Contracting Committee.

- b) R2013-0081: A Resolution declaring that public convenience and welfare requires resurfacing of Monticello Boulevard from Belvoir Road to Noble Road in the City of Cleveland Heights; total estimated construction cost \$998,350.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective.

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

Council President Connally referred Resolution No. R2013-0081 to the Public Works, Procurement & Contracting Committee.

- c) R2013-0082: A Resolution authorizing participation in the Ohio Department of Transportation Cooperative Purchasing Program for the period 5/1/2013 - 4/30/2015, in accordance with Ohio Revised Code Section 5513.01(B); and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Fiscal Officer/Office of
Procurement & Diversity

Council President Connally referred Resolution No. R2013-0082 to the Public Works, Procurement & Contracting Committee.

- d) R2013-0083: A Resolution making an award on RQ27205 to Northeast Ohio Regional Sewer District in the amount of \$30.00 for lease of space located at 6000 Canal Road, Cuyahoga Heights, for construction and operation of a Regional Law Enforcement Firing Range and Training Facility for the period 5/1/2013 - 4/30/2043; authorizing the County Executive to execute the agreement and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/County Sheriff

Council President Connally referred Resolution No. R2013-0083 to the Public Safety & Justice Affairs Committee.

- e) R2013-0084: A Resolution making an award on RQ27305 to Emerald Development and Economic Network, Inc. in the amount not-to-exceed \$10,248,516.00 for administration of the Shelter Plus Care Tenant-based Rental Assistance Program in connection with the McKinney-Vento Homeless Assistance Act for the period 4/10/2013 - 4/9/2014; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

Council President Connally referred Resolution No. R2013-0084 to the Health, Human Services & Aging Committee.

- f) R2013-0085: A Resolution making an award on RQ26276 to Youth Opportunities Unlimited in the amount of \$4,819,176.00 for the Temporary Assistance to Needy Families Summer Youth Employment Program for the period 5/15/2013 - 8/31/2013; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Health and Human Services/Cuyahoga Job and Family Services

Council President Connally referred Resolution No. R2013-0085 to the Health, Human Services & Aging Committee.

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

A motion was made by Mr. Gallagher, seconded by Mr. Germana and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution Nos. R2013-0064, R2013-0068, R2013-0069, R2013-0070, R2013-0071, R2013-0072, R2013-0073, R2013-0074, R2013-0075 and R2013-0076.

- a) R2013-0064: A Resolution making awards to various municipalities, in the total amount not-to-exceed \$1,340,661.00, for various municipal grant projects for the 2013 Community Development Block Grant Municipal Grant Program for the period 5/1/2013 - 9/30/2013; authorizing the

County Executive to execute the agreements and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:

- 1) Village of Woodmere in the amount of \$102,300.00 for the Safety Forces Emergency Generator Project.
- 2) City of Brooklyn in the amount of \$150,000.00 for the Upgrading Park and Recreation Areas Project.
- 3) City of North Olmsted in the amount of \$115,000.00 for the Senior Center Roof Replacement on Community Cabin Project.
- 4) City of Bedford Heights in the amount of \$150,000.00 for the Perkins Road Repair, ADA Sidewalk Ramps and Waterline Project.
- 5) City of Fairview Park in the amount of \$150,000.00 for the Western Lorain Road Streetscape Project.
- 6) City of Parma Heights in the amount of \$150,000.00 for the Ackley Boulevard Reconstruction Project – Phase 3.
- 7) Village of Newburgh Heights in the amount of \$150,000.00 for the Washington Park Boulevard Resurfacing Project.
- 8) City of Garfield Heights in the amount of \$150,000.00 for the Recreation Renovation Project.
- 9) Village of Glenwillow in the amount of \$100,000.00 for the Donald N. Payne Recreation Complex Enhancements Project.
- 10) City of South Euclid in the amount of \$123,361.00 for the Eastway Road Reconstruction Project.

Sponsor: County Executive FitzGerald/Department of Development

Committee Assignment and Chair: Economic Development & Planning – Schron

On a motion by Mr. Schron with a second by Ms. Conwell, Resolution No. R2013-0064 was considered and adopted by unanimous vote.

- b) R2013-0068: A Resolution authorizing the appropriation of real property in connection with right-of-way plans as set forth in Plat No. M-5010 for reconfiguration of the Warrensville Center Road/Van Aken Boulevard/Chagrin Boulevard/Northfield Road Intersection in the City of Shaker Heights and Village of Highland Hills; directing the County Executive to proceed with the acquisition of real property required for public highway

purposes; authorizing the Fiscal Officer to issue the monetary warrant to be deposited with the Probate Court of Cuyahoga County in an amount that is equal to the fair market value of the property; and declaring the necessity that this Resolution become immediately effective:

- 1) **Parcel No(s): 5-WD & T**
Permanent Parcel No.: 751-01-009
Owners: Village of Highland Hills and Municipal Financial Group, Inc.
Approved Appraisal (Fair Market Value Estimate): \$39,250.00

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

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

On a motion by Mr. Jones with a second by Mr. Germana, Resolution No. R2013-0068 was considered and adopted by unanimous vote.

- c) R2013-0069: A Resolution making an award on RQ26428 to Perk Company, Inc. in the amount not-to-exceed \$8,309,354.00 for reconstruction of Ridge Road from Interstate 480 to Memphis Avenue in the City of Brooklyn; 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 \$5.00 License Tax Funds in the amount of \$1,661,870.00 to fund said contract; and declaring the necessity that this Resolution become immediately effective.

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

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

On a motion by Mr. Jones with a second by Mr. Rogers, Resolution No. R2013-0069 was considered and adopted by unanimous vote.

- d) R2013-0070: A Resolution making an award on RQ26211 to Terrace Construction Company, Inc. in the amount not-to-exceed \$973,816.38 for the Bridge Sidewalk Replacement Program – East Project; 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 for said amount to fund said contract; and declaring the necessity that this Resolution become immediately effective:

- 1) Chagrin River Road Bridge No. 02.40 over Sulphur Springs Creek in the Village of Bentleyville.
- 2) Pleasant Valley Road Bridge No. 09.68 over the Cuyahoga River, Canal Road and Ohio Canal in the City of Independence and Village of Valley View.
- 3) Rockside Road Bridge No. 03.23 over CSXT Railroad and Access Road in the City of Independence.
- 4) Rockside Road Bridge No. 03.32 over the Cuyahoga River in the City of Independence and Village of Valley View.
- 5) Rockside Road Bridge No. 04.80 over former P&LE Railroad right-of way in the Village of Valley View.

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

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

On a motion by Mr. Jones with a second by Mr. Germana, Resolution No. R2013-0070 was considered and adopted by unanimous vote.

- e) R2013-0071: A Resolution making an award on RQ26213 to Terrace Construction Company, Inc. in the amount not-to-exceed \$953,389.50 for the Bridge Sidewalk Replacement Program – West Project; 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 for said amount to fund said contract; and declaring the necessity that this Resolution become immediately effective:

- 1) Bagley Road Bridge No. 05.63 over the East Branch of the Rocky River in the City of Berea.
- 2) Hilliard Road Bridge No. 03.21 over Cahoon Creek in the City of Westlake.

- 3) Hilliard Road Bridge No. 08.57 over the Rocky River, Cleveland MetroParks and Valley Parkway in the Cities of Lakewood and Rocky River.

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

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

On a motion by Mr. Jones with a second by Ms. Conwell, Resolution No. R2013-0071 was considered and adopted by unanimous vote.

- f) R2013-0072: A Resolution declaring that public convenience and welfare requires replacement of Sprague Road Culvert No. 47 in the Cities of Broadview Heights and Seven Hills; total estimated construction cost \$170,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into agreements of cooperation with said municipalities in connection with said project; 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

On a motion by Mr. Jones with a second by Ms. Conwell, Resolution No. R2013-0072 was considered and adopted by unanimous vote.

- g) R2013-0073: A Resolution amending Resolution No. R2011-0293 dated 10/25/2011, which established a list of certified providers for occupational skills training services for the Individual Training Account System for the period 7/1/2011 - 6/30/2014, to add various providers; and declaring the necessity that this Resolution become immediately effective:

- 1) Ashland University
- 2) Bowling Green State University
- 3) Catholic Charities Community Services Corporation
- 4) Cleveland State University
- 5) Institute of Holistic Health Careers
- 6) New Horizons Computer Learning Centers
- 7) Trainco, Inc.

Sponsors: County Executive FitzGerald/Department of Workforce Development, in partnership with City of Cleveland, as designated Local Workforce Investment Area No. 3

Committee Assignment and Chair: Education, Environment & Sustainability – Rogers

On a motion by Mr. Rogers with a second by Ms. Conwell, Resolution No. R2013-0073 was considered and adopted by unanimous vote.

- h) R2013-0074: A Resolution authorizing the County Executive to accept, on behalf of the County, the donation of fourteen (14) cemetery lots within the Whitehaven Memorial Park, Mayfield Village, Ohio, from Bruce E. Kovacs and Patricia Edwards, valued at approximately \$75,000.00, for the purpose of accommodating indigent burials; authorizing the County Executive to execute all documents that are necessary to effectuate such transfer; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Medical Examiner

Committee Assignment and Chair: Public Safety & Justice Affairs – Gallagher

On a motion by Mr. Gallagher with a second by Mr. Miller, Resolution No. R2013-0074 was considered and adopted by unanimous vote.

- i) R2013-0075: A Resolution making awards on various Requisitions to various providers in the total amount of \$729,993.00 for comprehensive case management, direct services and referral services for the FY2012 Second Chance Act Adult Offender Reentry Program for the period 10/1/2012 - 9/30/2013; authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:
- 1) RQ27042 to Case Western Reserve University, Begun Center for Violence Prevention, Research and Education in the amount of \$75,000.00.
 - 2) RQ25135 to The Centers for Families and Children in the amount of \$50,400.00.
 - 3) RQ27037 to Community Assessment and Treatment Services, Inc. in the amount of \$312,398.00.

- 4) RQ27035 to Community Re-entry Inc. in the amount of \$292,195.00.

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

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

On a motion by Mr. Schron with a second by Mr. Brady, Resolution No. R2013-0075 was considered and adopted by unanimous vote.

- j) R2013-0076: A Resolution authorizing an amendment to Contract No. CE1200260-01 with MHS, Inc. for transitional housing program services for the period 6/1/2012 - 3/31/2013 to extend the time period to 7/31/2014 and for additional funds in the amount of \$1,630,928.00; 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 Community Initiatives/Office of Homeless Services

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

On a motion by Mr. Brady with a second by Mr. Miller, Resolution No. R2013-0076 was considered and adopted by unanimous vote.

16. CONSIDERATION OF A RESOLUTION FOR THIRD READING ADOPTION

- a) R2013-0053: A Resolution authorizing an Economic Development Loan in the amount not-to-exceed \$1,280,000.00 to Kennedy Viking Property Investment IV, LLC for purchase and improvement of a facility located at 31390 Viking Parkway, Westlake; authorizing the Deputy Chief of Staff of Development or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Development

On a motion by Mr. Schron with a second by Ms. Conwell, Resolution No. R2013-0053 was considered and adopted by unanimous vote.

17. COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE FOR SECOND READING

- a) O2013-0004: An Ordinance amending Ordinance No. O2011-0045, as amended, which established divisions and sections within the Department of Health and Human Services, to create the Office of the Director and to clarify and delineate displacement, reinstatement and reemployment procedures; and declaring the necessity that this Ordinance become immediately effective.

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

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

Clerk Schmotzer read Ordinance No. O2013-0004 into the record.

Mr. Brady introduced a proposed substitute on the floor. Discussion ensued. A motion was then made by Mr. Brady, seconded by Mr. Schron and approved by unanimous vote to accept the proposed substitute to Ordinance No. O2013-0004.

This item will move to the May 14, 2013 Council meeting agenda for consideration for third reading adoption, as substituted.

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

- a) O2012-0036: An Ordinance establishing a College Savings Account Program and a College Savings Account Program Committee for the purpose of investing in the higher education of Cuyahoga County residents, and declaring the necessity that this Ordinance become immediately effective.

Sponsors: County Executive FitzGerald and Councilmembers Rogers, **Jones, Simon, Brady, Connally and Miller**

Committee Assignment and Chair: Education, Environment & Sustainability – Rogers

On a motion by Mr. Rogers with a second by Mr. Miller, Ordinance No. O2012-0036 was considered and adopted by majority roll-call vote, with Councilmembers Schron and Greenspan casting dissenting votes.

19. MISCELLANEOUS COMMITTEE REPORTS

Mr. Jones reported that the Public Works, Procurement & Contracting Committee will meet on Wednesday, May 1st at 11:00 a.m.

Ms. Conwell reported that the Human Resources, Appointments & Equity Committee will meet on Tuesday, May 7th at 11:00 a.m.

Mr. Miller reported that the Finance & Budgeting Committee will meet on Monday, April 29th at 1:00 p.m.

Mr. Brady reported that the Health, Human Services & Aging Committee will meet on Wednesday, May 1st at 1:00 p.m.

Mr. Greenspan reported that the Council Operations & Intergovernmental Relations Committee will meet on Monday, April 29th at 9:00 a.m.

20. MISCELLANEOUS BUSINESS

Council President Connally congratulated Legislative Budget Analyst Trevor McAleer and his wife, Sarah, on the birth of their daughter, Grace Sarah.

Ms. Simon reported that the Earth Day Coalition held an event at the County Fairgrounds on Sunday, April 21st. She also stated that a Lunch and Learn to screen the film, "Bag It" will be held in Council Chambers on Tuesday, May 7th at 12:15 p.m. Vitality Points will be awarded to all County employees who attend.

21. PUBLIC COMMENT UNRELATED TO AGENDA

No public comments were given unrelated to the agenda.

[Note: Item No. 13 was taken out of order and considered after Item No. 21 on the agenda.]

22. ADJOURNMENT

With no further business to discuss, Council President Connally adjourned the meeting at 6:55 p.m., without objection.

COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO

MOTION NO. M2013-0017

Sponsored by: Councilmembers Connally and Conwell

A Motion confirming the County Executive’s reappointment of Sharon Sobol Jordan to serve on The MetroHealth System Board of Trustees, and declaring the necessity that this Motion become immediately effective.

WHEREAS, Ohio Revised Code Chapter 339 provides for the organization and operation of a county hospital; and,

WHEREAS, Ohio Revised Code Section 339.02 provides for the creation of a board of county hospital trustees and the means by which appointments are made; and,

WHEREAS, Ohio Revised Code Section 339.02 further provides that such appointments to the board of trustees shall be for a six year term; and,

WHEREAS, pursuant to Ohio Revised Code 339.02(F)(1), the County Executive has sought and received approval from both the probate judge of the county senior in point of service and the judge of the court of common pleas of the county senior in point of service; and,

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

WHEREAS, the County Executive has nominated Sharon Sobol Jordan to serve on The MetroHealth System Board of Trustees to fill a vacancy in an expired term ending March 3, 2019; and,

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

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

SECTION 1. The Council of Cuyahoga County hereby confirms the reappointment of Sharon Sobol Jordan to serve on The MetroHealth System Board of Trustees to fill a vacancy in an expired term, commencing immediately and expiring March 3, 2019.

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

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

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

Yeas:

Nays:

County Council President

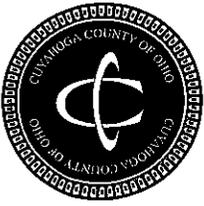
Date

Clerk of Council

Date

Referred to Committee in accordance with Council Rule 9M: May 7, 2013
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal CC010
May 14, 2013



EDWARD FITZGERALD
Cuyahoga County Executive

April 23, 2013

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

Re: *MetroHealth System Board of Trustees*

Dear President Connally:

Pursuant to Ohio Revised Code Chapter 339, I submit the following nomination for continued service on the MetroHealth System Board of Trustees:

- **Sharon Sobol Jordan**

You will recall that Ms. Sobol Jordan was confirmed as a Trustee in 2012, filling an unexpired term. She is now being nominated to continue on this Board for a full six-year term.

For your review, I have attached pertinent documents for your review, including a copy of her resume and correspondence from the Honorable Richard McMonagle and the Honorable Anthony Russo in support of her nomination. In her brief time on this Board, Ms. Sobol Jordan has provided needed assistance as MetroHealth seeks a new Chief Executive Officer. Additionally, her leadership in the community and the non-profit arena has been a great asset to MetroHealth.

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

Sincerely,

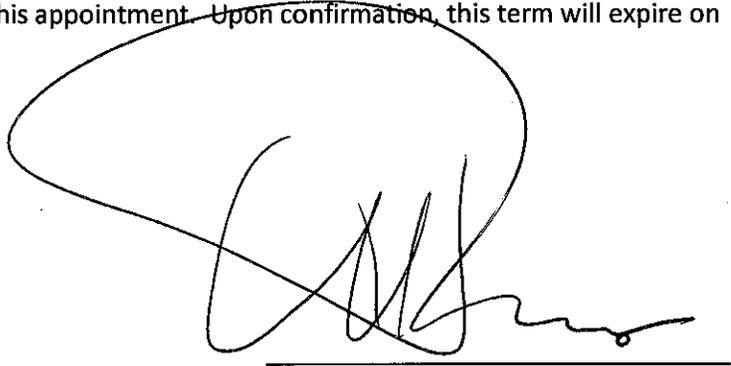
Edward FitzGerald
Cuyahoga County Executive

cc: Judge Richard McMonagle
Judge Anthony Russo

I have reviewed the qualifications of Sharon Sobol Jordan and I approve of her re-appointment to serve on the MetroHealth System Board of Trustees for a full six-year term. I understand that approval of the Cuyahoga County Council is required for this appointment. Upon confirmation, this term will expire on March 11, 2019.

4/16/13

DATE

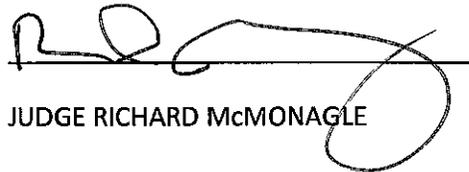
A handwritten signature in black ink, appearing to read 'Anthony J. Russo', is written over a horizontal line. A large, hand-drawn oval encircles the signature.

JUDGE ANTHONY J. RUSSO

I have reviewed the qualifications of Sharon Sobol Jordan and I approve of her re-appointment to serve on the MetroHealth System Board of Trustees for a full six-year term. I understand that approval of the Cuyahoga County Council is required for this appointment. Upon confirmation, this term will expire on March 11, 2019.

April 16, 2013

DATE


JUDGE RICHARD McMONAGLE

SHARON SOBOL JORDAN
483 North Street
Chagrin Falls, Ohio 44022
Work: (216) 325-9225
Email: sjordan@c4fc.org

PROFESSIONAL EXPERIENCE

CENTER FOR FAMILIES AND CHILDREN, Cleveland Ohio

CFC is one of the oldest and largest private non-profit social service organizations in Northeast Ohio. With our affiliated subsidiary partners WSEM and El Barrio, we provide behavioral health, early childhood education, youth prevention, workforce development, family support, food and employee assistance program services to nearly 15,000 children, youth, adults and families each year. CFC employs over 450 professionals and has an annual budget of \$33 Million.

March 2006 to
Present

PRESIDENT/CHIEF EXECUTIVE OFFICER

Appointed by Board of Directors to provide strategic, programmatic, administrative, and fiscally responsible leadership to Board and staff, particularly with regard to formulating policy, strategy, implementing programs, delivering services, raising funds, and achieving performance standards and goals. Also responsible for serving as lead spokesperson for CFC; leading the efforts of staff to achieve focus, synergy, quality and teamwork to advance CFC's mission; serving as ex-officio member of the 46-member Board of Directors; and lead staff for the full Board of Directors and its Executive Committee. In addition to the below-described duties as Chief Operating Officer/General Counsel, responsible for providing oversight and direction to the Finance, Resource Development and Government Affairs functions.

September 2002 to
March 2006

CHIEF OPERATING OFFICER/GENERAL COUNSEL

Appointed by President & CEO Lee Fisher to provide strategic and tactical leadership to CFC's core business lines (Behavioral Health Services; Children, Youth & Family Services; and EASE@work) and critical administrative support functions (Quality, Compliance, Legal Services and Community Partnerships.) Also, responsible for leading CFC's Strategic Planning initiatives, including Strategic Plan updates in 2003 and 2006, and development and implementation of related annual action plans; Balanced Scorecard development, implementation, annual modifications and quarterly reporting from 2003 to present; and Smart Growth Strategy development and implementation from 2004 to present to grow and diversify CFC's revenue streams and to ensure CFC's financial sustainability. Served as Venture Champion and CFC's team leader in the 10-month Cleveland Community Wealth Collaborative in which we developed a new earned income activity for CFC; chair of planning committee for full-day All Staff Conference; and lead staff to the Board's Strategic Planning, Strategic Alliances, and Business Development Committees.

April 2000 to
September 2002

**VICE PRESIDENT/GENERAL COUNSEL –
BUSINESS & WORKFORCE DEVELOPMENT**

Appointed by President & CEO Lee Fisher to provide oversight and direction to Human Resources and Business Development functions during times of transition in leadership and focus. Led transformation of 20-year old non-profit venture into a profitable earned income activity. Also, served as chief legal counsel, co-lead negotiator in collective bargaining negotiations with SEIU (Local 1099), and lead staff to the Board's Human Resources and Business Development Committees.

CITY OF CLEVELAND, Cleveland, Ohio

January 1992 to
April 2000

SPECIAL COUNSEL TO THE MAYOR, Office of the Mayor
January 1998 to April 2000

Appointed by Mayor Michael R. White to serve as in-house consultant on a variety of special assignments including:

- Team leader for effort to protect Clevelanders from the adverse impacts of the acquisition of Conrail's assets by Norfolk Southern and CSX Corporation;
- Restructured, strengthened and transitioned to new leadership the Division of Air Pollution Control, Civil Service Commission staff, Office of Professional Standards and Police Review Board, and Office of Equal Opportunity; and
- General Counsel to the Director of the Department of Port Control during transition in leadership.

DIRECTOR OF LAW, Department of Law
June 1993 to January 1998

Appointed by Mayor Michael R. White to serve as chief legal counsel for the Executive, Legislative, and Judicial branches of government of the City of Cleveland. Responsible for leading and managing the 112-member Department of Law, which is a multi-service legal firm providing representation and counsel in the areas of Real Estate and Development, Environment, Utilities, Legislation, Municipal Finance and Governance, Labor and Employment, Tort Litigation, Civil Litigation, Housing Court Prosecutions, Tax Collections, and Municipal Criminal Prosecutions. Also, represented Mayor White at public events, and served as acting Mayor in his absence or unavailability. Significant matters during tenure included litigation to restrain Cleveland Browns from leaving town, litigation to enforce contract for the development of the Chagrin Highlands, and negotiations with the City of Brook Park over airport expansion.

CHIEF COUNSEL, Department of Law
January 1992 to June 1993

Appointed by Director of Law Danny R. Williams to serve as second in-command of the Department of Law with primary responsibility for supervision of all litigation activities. Special projects included leading an inter-departmental team formed to bring the City of Cleveland into compliance with the Americans with Disabilities Act, and drafting appellate briefs and presenting the City's oral argument before the Ohio Supreme Court in a disputed home rule matter.

SCHNEIDER SMELTZ RANNEY & LAFOND, Cleveland, Ohio

June 1984 to
January 1992

Hired as an associate attorney immediately following graduation from law school. Engaged in the general practice of law with particular emphasis on litigation, domestic relations, retirement and pension benefits, general corporate and contract matters. Admitted to partnership in January 1991.

EDUCATION

JURIS DOCTORATE, Ohio State University, Columbus, Ohio, June 1984

BACHELOR OF SCIENCE, Public Administration, School of Public and Environmental Affairs, Indiana University, Bloomington, Indiana, June 1981

COMMUNITY ACTIVITIES

CENTER FOR COMMUNITY SOLUTIONS

Board of Trustees (1993-1997); previously served as the Chair of the Council on Children, Youth & Families, and the Chair of the Council's Legal Committee

CITY CLUB OF CLEVELAND

Foundation Board of Directors (2011 to present)

CITY OF CLEVELAND

External Lead, Mayor Frank Jackson's Operations Efficiency Task Force, Phase 1 and 2 (2006 Health Department, and 2007 Division of Water)

Member of Mayor Jane Campbell's Law Department Transition Team and Search Committee for Director of Law (2001-2002)

CLEVELAND BAR ASSOCIATION

Board of Trustees (1992-1995); previously served as the Chair of the Young Lawyers Section and the Chair of the School Visitation Program, and as a member of a variety of committees including Board Nominating Committee, Juvenile Justice Initiative, and Government Attorneys Task Force

CUYAHOGA COUNTY TRANSITION

Member, Cuyahoga Commitment Youth Development Council (2012 to present)

Senior Transition Advisor to County Executive-Elect Ed FitzGerald (2010 - 2011)

Co-Chair, Human Capital/Quality Places Work Group (2010)

FUND FOR OUR ECONOMIC FUTURE

Chair, Research Grant Advisory Team, Low Skilled Worker Project (2009 to present)

Member, Education Works Advisory Team (2008 to present)

Member, Talent Action Team (2007 to present)

Member, Racial and Economic Inclusion Action Team (2007 to present)

Loaned Staff member with primary focus on strategic planning, grantmaking and evaluation initiatives (2005-present); Small group facilitator, Funders' Retreat (2005)

THE GATHERING PLACE

Member, Committee on Social Ventures (2009); Board of Directors (2001-present);

Secretary/Executive Committee member (elected for three year term beginning July 2006); member of Administrative Committee and Expansion Feasibility Task Force; co-

creator/chair of the Caregiver Connection program

IN COUNSEL WITH WOMEN (2007 - present)

LAUREL SCHOOL

Speech Tournament Judge (2008-present); Strategic Planning Committee member (2005); Life Skills Curriculum Planning Committee (2005); Room Parent (2003-2004, 2005-2006, 2006-2007 and 2010-2011 school years)

LEADERSHIP CLEVELAND

Class of 2003

MEDICAL MUTUAL OF OHIO CHARITABLE FOUNDATION

Board Member (2010 – present)

MENTAL HEALTH ADVOCACY COALITION

Vice Chair (2010 – present)

Steering Committee Member (2006-present)

METROHEALTH COMMUNITY ADVOCACY PROGRAM ADVISORY BOARD

Member (2007 – present)

MIDTOWN CLEVELAND

Board of Directors (2005-2006); member of Development Committee

OHIO LEGAL ASSISTANCE FOUNDATION

Board of Directors (2007-present); member, Finance and Strategic Planning Committees

POLICYBRIDGE

Board of Directors (2011 to present)

STATE OF OHIO

Ohio Judicial Applicant Review Panel for Cuyahoga County Domestic Relations Court, appointed by Governor Strickland (2010)

Ohio Board of Regents Shifting Gears Policy Council (2008 to 2010)

Governor's Workforce Policy Advisory Board (2008 to 2010)

Governor's Anti-Poverty Task Force, Self-Sufficiency Pathways Work Group (2008 to 2009)

Ohio Department of Development Strategic Planning Advisory Team (2007 to 2008)

Co-Coordinator, Department of Development Agency Review Team, Strickland/Fisher Transition (2006)

UNITED WAY OF GREATER CLEVELAND

Co-Chair (Public Sector Campaign), United Way Campaign Leadership Council (2009 and 2010)

Vice President, Council of Agency Executives (2009 to present)

Chair, Public Policy Committee and Member, Executive Committee of the Council of Agency Executives (2008 to present)

YOUTH CHALLENGE

Board of Trustees (served two non-consecutive three-year terms ending 2000); previously served as Chair, Planned Giving Committee, and a member of Financial Development Team

GUEST SPEAKER

- Key Bank Educational Summit (2011)
- Business Volunteers Unlimited "Role of the Board" Panelist (2008, 2010)
- Cleveland Business Connects Magazine AMPLIFY panel (May 26, 2010)
- Center for Community Solutions/Cleveland State University Levin College panelist, Impact of County Reform on Human Services (December 17, 2009)
- "Ohio Grantmakers Forum presentation on Re-entry initiative (January 21, 2009)
- Social Venture Partners 2008 Conference "The Road Ahead: Tools and Techniques for Successful Strategic Planning", Co-instructor (2008)
- Business Volunteers Unlimited, Co-instructor for 3 hour workshop on Balanced Scorecard (2006 and 2007)

- Case Western Reserve University, Professor John Yankey's graduate level Strategic Planning Course, "Case Study: Implementation of Balanced Scorecard at Center for Families & Children" (2005, 2006, 2008)

AWARDS AND RECOGNITIONS

- 1998 – Cleveland Key to City, presented by Mayor Michael R. White
- 2007 – Special Recognition by Mayor Frank Jackson for chairing the Health Department Committee of Operations Efficiency Task Force I
- 2008 – Special Recognition by Mayor Frank Jackson for chairing the Water Division Committee of Operations Efficiency Task Force II
- 2008 – Women of Excellence, Corporate Club (March 6, 2008)
- 2012 – Woman of Achievement, YWCA

References available upon request

COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO

MOTION NO. M2013-0018

Sponsored by: Councilmembers Connally and Conwell

A Motion confirming the County Executive's appointment of Mayor Vic Collova to serve on the Cuyahoga County Planning Commission, and declaring the necessity that this Motion become immediately effective.

WHEREAS, Ohio Revised Code Section 713.22 provides for the organization and maintenance of a county planning commission; and,

WHEREAS, the Cuyahoga County Planning Commission membership consists of three county representatives and representatives of eight separate planning regions. The regional representatives are mayors of one of the communities in each planning region who are appointed by the County Executive, except for the City of Cleveland representative, who is appointed by the Mayor of Cleveland; and,

WHEREAS, members of the Cuyahoga County Planning Commission shall serve three year terms; and,

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

WHEREAS, the County Executive has nominated Mayor Vic Collova (Chagrin/South East Region) to serve on the Cuyahoga County Planning Commission to fill a vacancy in an unexpired term ending December 31, 2014; and,

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

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

SECTION 1. The Council of Cuyahoga County hereby confirms the appointment of Mayor Vic Collova to serve on the Cuyahoga County Planning

Commission to fill a vacancy in an unexpired term, commencing immediately and expiring December 31, 2014.

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

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

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

Yeas:

Nays:

County Council President

Date

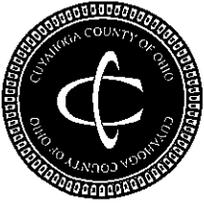
Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 2013



EDWARD FITZGERALD
Cuyahoga County Executive

April 23, 2013

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

Re: Cuyahoga County Planning Commission

Dear President Connally:

I have nominated the following individual to serve on the Cuyahoga County Planning Commission:

- **Mayor Vic Collova (Chagrin/SouthEast Region)**

To ensure geographic diversity on the Planning Commission, Cuyahoga County is divided into eight separate regions. Within each region, a Mayor or Administrator from one community will serve on this body. The Cuyahoga County Planning Commission is established pursuant to Ohio Revised Code Section 713.22 and its members serve three year terms. Upon confirmation, Mayor Collova will immediately commence service on the Planning Commission. He will fill a vacant position on the Commission which will expire on December 31, 2014.

As the attached biography details, Mayor Collova is a dedicated community leader. His involvement in civic and political matters began long before he assumed the office of Mayor of Garfield Heights. Since becoming mayor of Garfield Heights, he has led city-wide initiatives such as the Home Buyers Incentive Program and his vision has drawn new businesses and jobs to his community. This type of innovative leadership will be extremely beneficial to the Planning Commission.

I ask that this nomination be deemed submitted as of May 14, 2013, the date of the next regular County Council meeting. Should you or any of your colleagues have any questions, please feel free to contact my Special Assistant, James Boyle at 216-698-2089.

Sincerely,

Edward FitzGerald
Cuyahoga County Executive

cc: Glenn Coyne

Biography

Vic Collova has been a resident of Garfield Heights for 61 years. His family moved to the city when he was 4 years old and he graduated from Garfield Heights High School in 1965. After graduation, he served in the Army Reserve.

Throughout his life, Vic has been a volunteer member of several charitable organizations and he continues to work to make his a community a better place to live.

Vic and his wife, Jeannie, are longtime members of St. Monica's Church and Vic has been volunteering at the annual carnival for many years. He also is a member of the Knights of Columbus Garfield Heights Council 4130 and the St. Benedict School Committee.

A sports enthusiast, Vic attends as many Garfield Heights sporting events as possible (as his wife Jeannie can attest). Football, wrestling and basketball are his favorites. You can always find Vic in the end zone at football games, offering his game analysis.

He was a member of and coach for the Garfield Heights Baseball League for seventeen years. He still runs into his former players all the time. He was elected to the GHBL "Hall of Fame" in 1999.

He was also involved in the rejuvenation of the Cleveland Golden Gloves program after the number of participants declined. Golden Gloves offers young men the opportunity to learn discipline and how to develop personal goals. Vic and another volunteer were able to increase participation and create credibility in the program. Some of the boxers have excelled and won significant bouts and some have become professionals.

In conjunction with the Community Gardens, he encouraged volunteers to start a new event, "Harvest Fest," scheduled for the Saturday before Halloween. Harvest Fest is a family-oriented event with hayrides, pumpkin decorating, crafts, games and food.

While in office, one of the Mayor's goals has been to improve the city's neighborhoods. The demolition of nuisance properties is one way he accomplished this goal. In addition, he hired more part-time, seasonal staff to mow overgrown lawns at vacant and non-vacant houses. The owners are billed. With additional employees, the City increased the number of properties that were mowed and billing increased by 250%.

In partnership with Garfield Heights Municipal Court, Vic helped create the Juvenile Diversion Program and the Court Community Service Program. Both programs require offenders to work in the community cleaning vacant lots, overgrown yards, weeding and mowing at public buildings, etc.

Vic continues to generously donate his time and is dedicated to serving the residents of Garfield Heights. Since taking office in 2009, he has been instrumental in improving services and creating new programs. He began televising City Council meetings so that

residents who are unable to attend meetings are up-to-date on city affairs. A strong supporter of education, he has always supported and voted for levies that fund the school system because he knows that strong schools create strong communities.

Vic assisted with the development of the new Cuyahoga County Public Library, Garfield Heights Branch. Land transfers, easements and lot consolidations were necessary to assemble enough land for a larger library now under construction and expected to open next year at the Civic Center complex. He also negotiated an agreement with OverDrive, Inc., a digital media company that secures copyrights from publishers in order to make books available on E-Books. OverDrive's largest customers are libraries (including the local library systems) and schools. OverDrive is located in Cuyahoga County but considered out-of-state locations for their headquarters. The City and State were able to offer an incentive package that ensured the company stayed in the Northeast Ohio area. The building is being constructed on North Granger Road and will be completed in late fall, 2012. OverDrive will bring 125+ employees to Garfield Heights and has plans for additional hiring.

Vic's focus is on improving life in Garfield Heights and he has done this by:

- Maintaining a top notch Police and Fire Departments for the safety of residents.
- Creating incentives for new homebuyers.
- Developing partnerships and seeking grant funding to rid the city of blighted and vacant residential and commercial properties.
- Securing funding to repair the city's infrastructure, particularly the main transportation routes throughout the community.
- Securing funding to improve the city's parks and create community gardens.
- Supporting volunteer efforts such as the new "Green Up" project initiated this year to spruce up neglected public areas.
- Working to develop new revenue sources to fund city services such as garbage collection, street maintenance, etc.

Vic gives attention to the needs of all residents and is dedicated to maintaining programs for seniors, youth and entire families. In order to continue the summer concerts at the Gazebo, Vic contacted local businesses and secured donations to pay for the bands. He supports the many recreation programs including Resident Appreciation Days, Christmas in July and the Dog Days of Summer special events at the Recreation Center, as well as swimming and skating lessons, youth hockey, softball, soccer, etc.

Vic serves on the Executive Board of the Cuyahoga County Democratic Party and is a member of the local Democratic Club.

GARFIELD HEIGHTS, Ohio - For over 60 years, Mayor Vic Collova has been a resident of Garfield Heights. He has been the mayor of Garfield Heights since November of 2009 and is in his first term of office. "Being almost a lifetime resident, the residents of Garfield Heights are more than residents to me, they are neighbors," said Mayor Collova. He attended St. Monica School and graduated from Garfield Heights High School. After graduating, he served in the United States Army Reserve.

He has been married to Jeannie (Donovan) Collova, daughter of former Garfield Heights Mayor Jack Donovan, for 44 years. Together, they have three grown daughters, 3 sons-in-law and 6 grandchildren. The Collova family has a long history of service in the Garfield Heights community. Mayor Collova's brother, Tony, was the Fire Chief of Garfield Heights for many years.

Mayor Collova and his wife are members of St. Monica Parish in Garfield Heights and the Garfield Heights Historical Society. Mayor Collova is also a member of the Garfield Heights Chamber of Commerce, Knights of Columbus, the Garfield Heights Democratic Club, Catholic War Veterans and the Garfield Heights Baseball League Hall of Fame.

Not only does Mayor Collova serve the community of Garfield Heights in his current position, but he has a long track record of community service. He served as President of the Garfield Heights City Council from 2005 to 2007 and retired as Vice President of Teamsters Local 964. There, he put to good use his labor and management classes from Cleveland State University and Cuyahoga Community College.

Though he loves the game of golf, boxing is his real passion. For 20 years he has been involved in the Golden Gloves Program and was President of the Cleveland Golden Gloves for seven years. Presently, he is on the Board of Directors and is the Director of Events. "Golden Gloves is an amateur boxing program that was started back in 1925. Each year they have a boxing tournament, held in all the participating cities (31 as of 2012). Cleveland joined in 1929 and has been participating ever since," said Mayor Collova.

Being the mayor of Garfield Heights means being responsible for the needs of approximately 30,000 residents. Garfield Heights was founded in 1919 and is known as the "City of Homes." It is a union of residential and business interests with a number of facilities, services and activities for both young and old. The city of Garfield Heights is near the intersection of I-480 and I-77, within 15 minutes of downtown Cleveland and Cleveland Hopkins International Airport.

"My favorite part of being the mayor of Garfield Heights is being able to help people and the community," said Mayor Collova. When asked if he will run for re-election, Mayor Collova said, "Yes, I intend to."

While in office, Mayor Collova has helped to establish the World Headquarters for the Over Drive Digital Media Company. Not only will this bring \$8 million to Garfield Heights, but it will add between 160 and 170 new jobs. The project is due to be completed by the end of summer.

In addition, he created a Home Buyers Incentive Program (Escrow Fee). Two major road construction projects will be completed between 2012 and 2014. The two projects are McCracken Road (\$2.1 million) and the Turney Road Facelift (\$5 million). "80 percent will be federally funded and 20 percent county funded, with no cost to the city of Garfield Heights," said Mayor Collova.

Pat Salemi, Community Public Relations Coordinator for the City of Garfield Heights, has worked for Mayor Collova for over a year. "I've seen many people seek office only because of the power it brings. I can assure you, Vic Collova is motivated by other reasons. He ran for mayor because he truly cares about his community," said Salemi.

COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO

MOTION NO. M2013-0019

Sponsored by: Councilmembers Connally and Conwell

A Motion confirming the County Executive’s appointment of various individuals to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees, and declaring the necessity that this Motion become immediately effective.

WHEREAS, the Cuyahoga County Community Improvement Corporation (“CCCIC”) was incorporated in 1982 under the authority granted in ORC 1724; and,

WHEREAS, the CCCIC serves the sole purpose of advancing, encouraging and promoting the industrial, economic, commercial and civic development in Cuyahoga County. The CCCIC serves as Cuyahoga County’s review agent for industrial revenue bond financing; and,

WHEREAS, Article III of the CCCIC’s Code of Regulations provides that the Board of Trustees shall consist of two classes of Trustees. The “County Class”, which shall consist of five members appointed or elected officers of Cuyahoga County, and the “Private Class”, which shall be six members elected from persons nominated by the County Executive, in consultation with the Greater Cleveland Partnership; and,

WHEREAS, the members of CCCIC Board of Trustees shall serve for three year terms; and,

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

WHEREAS, the County Executive has nominated the following individuals to serve on the CCCIC’s Board of Trustees:

- a) David Reines (County Class), who will serve in this position until replaced by new appointment;
- b) Matthew Rubino (County Class), who will serve in this position until replaced by new appointment;

c) Wade Steen (County Class), who will serve in this position until replaced by new appointment;

d) Mark A. Parks, Jr. (County Class), who will serve in this position until replaced by new appointment;

e) Lawrence E. Benders (County Class), who will serve in this position until replaced by new appointment;

f) J. W. Sean Dorsey (Private Sector Class) to fill a vacancy in a term expiring January 1, 2015;

g) Radhika Reddy (Private Sector Class) to fill a vacancy in a term expiring January 1, 2015;

h) Candace Klein (Private Sector Class) to fill a vacancy in a term expiring January 1, 2014;

i) Richard C. Perry (Private Sector Class) to fill a vacancy in a term expiring January 1, 2014; and,

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

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

SECTION 1. The Council of Cuyahoga County hereby confirms the appointment of the following individuals to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees, commencing immediately:

a) David Reines (County Class), who will serve in this position until replaced by new appointment;

b) Matthew Rubino (County Class), who will serve in this position until replaced by new appointment;

c) Wade Steen (County Class), who will serve in this position until replaced by new appointment;

d) Mark A. Parks, Jr. (County Class), who will serve in this position until replaced by new appointment;

e) Lawrence E. Benders (County Class), who will serve in this position until replaced by new appointment;

f) J. W. Sean Dorsey (Private Sector Class) to fill a vacancy in a term expiring January 1, 2015;

g) Radhika Reddy (Private Sector Class) to fill a vacancy in a term expiring January 1, 2015;

h) Candace Klein (Private Sector Class) to fill a vacancy in a term expiring January 1, 2014; and

i) Richard C. Perry (Private Sector Class) to fill a vacancy in a term expiring January 1, 2014.

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

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

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

Yeas:

Nays:

County Council President

Date

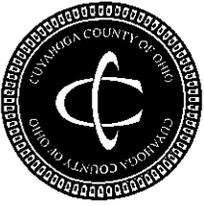
Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 2013



EDWARD FITZGERALD
Cuyahoga County Executive

April 23, 2013

C. Ellen Connally, President
Cuyahoga County Council
1219 Ontario Street, 4th Floor
Cleveland, OH 44113

Re: Cuyahoga County Community Improvement Corporation Board of Trustees

Dear President Connally:

I have nominated the following individuals to serve on the Board of Trustees for the Cuyahoga County Community Improvement Corporation Board of Trustees:

- **David Reines (County Class);**
- **Matt Rubino (County Class);**
- **Wade Steen (County Class);**
- **Mark Parks (County Class);**
- **Larry Benders (County Class);**
- **Sean Dorsey (Private Sector Class—expires 2015);**
- **Radhika Reddy (Private Sector Class—expires 2015);**
- **Candace Klein (Private Sector Class—expires 2014);**
- **Richard Perry (Private Sector Class—expires 2014)**

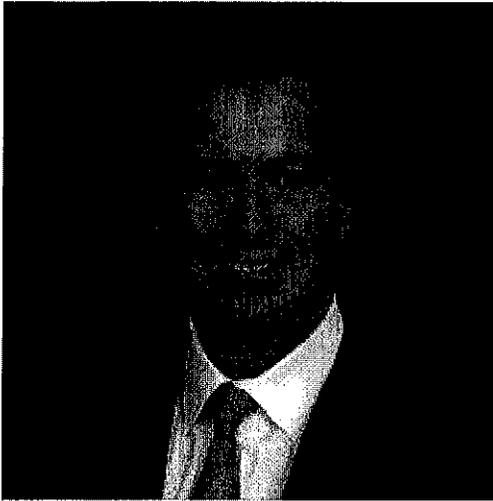
The CCCIC is established pursuant to Ohio Revised Code Section 1724 and the members come from both the public and private sectors. As you know, the CCCIC recently amended its by-laws regarding the appointment of the eleven members of the CCCIC Board of Trustees. Five of the Trustees are known as “County Class” and the remaining members are “Private Sector Class” Trustees. The “Private Sector Class” Trustees serve staggered three year terms.

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

Sincerely,

Edward FitzGerald
Cuyahoga County Executive

J.W. Sean Dorsey



Founder and CEO

216.455.9990

[Download vCard](#)

Sean is the founder and CEO of League Park. Prior to founding League Park, Sean was Senior Managing Director at National City where he led the investment banking and capital markets businesses. He also previously served as a Managing Director at McDonald Investments (currently KeyBanc Capital Markets), where he was co-head of the Mergers & Acquisitions Group, head of the Consumer Group and a member of the Structured and Real Estate Finance Group. Sean began his career as an attorney with the law firm of Baker Hostetler, and was a partner in its Business Group. Sean is also a founder of Achill Partners, a middle market investment group that owns interests in several businesses.

Sean holds his Series 7, 79, 24 and 99 licenses through SFI Capital Group, LLC in which he also serves as the firm's CEO and Chief Compliance Officer. Additionally, Sean serves as a member of the FINRA Global Capital Markets Examination Committee.

Sean is a graduate of Cornell University and Case Western Reserve University School of Law. He actively serves on the Board of Trustees for Notre Dame College and The Country Club, as well as the Visiting Committees for Case Western Reserve University School of Law and West Campus. Sean is also a member of the advisory boards for Alliance Staffing and PreEmptive Solutions. In the past, he has served on Boards of the American Red Cross, the American Heart Association, the United Way, and Chancellor University.

Radhika Reddy



Radhika Reddy, MBA, MA-Tax Partner,
Ariel Ventures, LLC
Direct Phone: 216-344-9441
Direct Fax: 216-373-7356
Cell: 216-577-2420
Email: rr@arielventures.com

Radhika Reddy is the founding partner of Ariel Ventures and has 30 years management experience (20 years in the US and 10 years in India) in real estate, renewable energy, economic development and international banking and business, which includes complex public-private project financing, banking, export/import trade and documentation, information systems, manufacturing, wholesale distribution and entrepreneurship.

Ms. Reddy also provides specialized economic development financial services including New Markets Tax Credits, Renewable Energy Tax Credits, Historic Tax Credits and has provided deal structuring, financial and cash flow modeling and compliance for over \$1.5 billion of tax credit transactions, to structure multi-layered project financing in public-private partnerships, combining comprehensive economic development incentives to attract businesses and stimulate economic development.

Ms. Reddy also offers international business, export/import documentation, finance, tax and IT services, to help US companies meet the challenges of operating in a global marketplace. Ms. Reddy has helped Ohio companies set up subsidiaries in India, Hong Kong, Canada, Brazil, Denmark, UK and Singapore and handled several aspects of international transactions, including letters of credit; foreign currency hedging; global purchasing, logistics and distribution; customs duties; accounting; transactions with foreign subsidiaries; and negotiations with suppliers in Asian countries. Ms. Reddy also set up a subsidiary for Ariel Ventures in India and China.

Ms. Reddy is on the global markets advisory team for the State of Ohio, providing advice on strategies to help Ohio companies export and market globally, attract foreign direct investment into Ohio, and attract global companies to locate in Ohio. She is also on the international advisory committee, for the City of Cleveland, helping to develop strategies to attract international businesses to Northeast Ohio for economic development.

Ms. Reddy was awarded the 2002 International Business Woman of the Year for Northeast Ohio and was also the recipient of the 2007 Commercial Real Estate Women (CREW) Cleveland Leadership award. She was also recognized by Inside Business as a 2009 and 2003 Athena Award finalist for her outstanding accomplishments as a woman business leader.

Ms. Reddy and her partners work closely in public-private partnerships with the Federal, State, and local government entities, Port, chambers of commerce, community development corporations, non-profits, banks, businesses and developers, to structure multi-layered project financing for real estate, international business and economic development projects. Ms. Reddy and her partners collaborated with the Cleveland-Cuyahoga County Port Authority to create a Community Development Entity and was successful in securing a total of \$100 million in NMTC allocations, since 2003, for making investments in the low income communities of Northeast Ohio. They also collaborated with other entities including National City Bank, University Circle Cleveland; Kentucky Inter-local School Transportation Association, St. Louis Development Corporation; Michigan Magnet Fund; Citywide Dayton and helped obtain over 600 million in NMTC allocations. Ariel Ventures manages the transaction structuring, financial modeling, compliance and reporting for several such community development entities and projects across the country.

They co-developed a LEED certified 50,000 square foot office and research/lab facility along the Euclid Avenue corridor of Cleveland, Ohio, and are also pursuing unique real estate development opportunities in India, capitalizing on recent economic growth trends and the continued liberalization of governmental regulations related to direct foreign investment in real estate. They are also developing another historic 70,000 s.f. building, located on East 40th Street and Lakeside, into the Ariel International Center to create a one-stop international business incubator, office, and an international business and intercultural event center in Cleveland.

Ms. Reddy is a published author and has presented at various national and international conferences in the areas of international business and tax, and federal tax credits. Her international tax article on "Global tax incentives for renewable energy (2001)" was not only published in national tax magazines and text books, but was also presented by her at the Asian Pacific Conference on International Accounting in Brazil, to 350 delegates from 40 countries.

Ms. Reddy has organized a number of seminars, inbound and outbound trade missions for the Ohio international business community. In 1996 she accompanied Governor Voinovich on a trade mission to India. In 1997, she organized a forum of cooperation among 60 Ohio international business organizations to jointly promote international business and networking in the region. In 1999, Ms. Reddy was one of 100 US women business leaders selected to participate in the first-ever Canada/USA Businesswomen's Trade Summit, co-chaired by Honorable William M. Daley, US Secretary of Commerce. In 2003, Ms. Reddy founded the India Ohio Chamber of Commerce, a non-profit organization, to promote business, educational, governmental and technological exchanges between Ohio and India.

Ms. Reddy is a board member of the Northeast Ohio International Business Network, India Ohio

Chamber of Commerce, The International Entrepreneurs (TIE Ohio), Women in International Trade – NEO, Urban Land Institute (ULI), Commercial Real Estate Women of Cleveland, and Cleveland State University business school. She is also a member in other organizations including, Cleveland Council on World Affairs, Cleveland Foreign Credit Group, Northern Ohio District Export Council, World Trade Center–Cleveland, Cleveland International Tax Forum, International Community Council, Greater Cleveland Partnership, Federation of Indian Community Associations, and National Association of Women Business Owners. Ms. Reddy was nominated to the Leadership Cleveland Class of 2009, a program that builds and strengthens regional leadership by selecting annually a small group of recognized and established leaders to participate in the curriculum, and graduated in June 2009.

Ms. Reddy has a Masters in Accounting / Taxation, from Cleveland State University and an MBA in Finance & MIS from Case Western Reserve University. She enjoys travel, music, philosophy, politics, sports and philanthropy. She founded a charity, Ray of Light International, Inc., in 1997, to provide food, clothing, shelter, medicine and education for destitute women, children and the aged, with a focus on third world countries.

Life Story

Candace Klein is the founder and CEO of two successful startup companies: Bad Girl Ventures and SoMoLend. Candace launched Bad Girl Ventures in March, 2010 as a non-profit, micro-finance organization focused on educating and financing woman-owned startup companies. In its first two years of operations, BGV has received over 2,000 applicants, has educated over 500 businesses, has financed nearly 50 women with more than \$700,000, and has created 188 jobs across Ohio.

Candace also launched SoMoLend in May, 2011, which offers new solutions for small businesses to get the money they need to launch and sustain their operations. To date, SoMoLend has partnered with KeyBank, the City of Cincinnati and 41 other corporate lenders, and anticipates rolling out crowdfunding in early 2014.

Candace Klein received her Bachelors of Arts from Northern Kentucky University, began working as a lobbyist for the Northern Kentucky Chamber and United Way, and then began attending law school at Chase University. While attaining her law degree, Candace led the Communities Practice at Property Advisors, with the title of "Maven" and the job description, "run and think." Candace continues to practice law at Ulmer and Berne, LLP with a focus on corporate law.



Richard C. Perry, CIC, AAI

Since 2009, Richard C Perry has served as President and Chief Executive Officer of the Pinkney-Perry Insurance Agency Inc. one of the oldest and largest minority owned and privately held insurance brokerage firms in the state of Ohio. Pinkney-Perry is a full service insurance and financial services firm, specializing in property & casualty, risk management, employee benefits, workers' compensation, contract surety, and bonding.

With a true commitment to his community, Richard has devoted a significant portion of his personal time to several civic and charitable causes. He is a member of the Board of Directors of Recovery Resources. He serves as Vice Chairman of The Presidents Council LLC (an organization comprised of CEO's of NE Ohio's largest African American owned companies); he also chairs their Government Affairs Committee. Richard is a founding member of the National African American Insurance Association (NAAIA); he was the immediate past President of the NE Ohio Chapter. He also serves as a Board Member of the Presidents Council Foundation. Richard currently serves on the City of Solon's Planning Commission, and has previously served on the City's Charter Review Commission and Strategic Planning Committee.

Richard's insurance designations include the Accredited Advisor in Insurance (AAI) and Certified Insurance Counselor (CIC). He is a proud alumnus of Shaker Heights High School and Central State University. He resides in Solon, Ohio with his wife Vanetta and their three sons.

COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO

MOTION NO. M2013-0020

Sponsored by: Councilmembers Connally and Conwell

A Motion confirming the County Executive's reappointment of Karen Gabriel Moss to serve on the Greater Cleveland Regional Transit Authority Board of Trustees, and declaring the necessity that this Motion become immediately effective.

WHEREAS, Ohio Revised Code Chapter 306 provides for the creation of a Regional Transit Authority; and,

WHEREAS, the Greater Cleveland Regional Transit Authority ("GCRTA") Board of Trustees provides policy direction for the Regional Transit Authority and provides oversight of Agency management's efforts to implement policy and run the day-to-day operations of the transit system; and,

WHEREAS, the GCRTA Board of Trustees consists of ten members who are appointed by the City of Cleveland, Cuyahoga County Mayors and Managers Association and Cuyahoga County; and,

WHEREAS, the members of the GCRTA Board of Trustees shall be appointed to serve a three (3) year term; and,

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

WHEREAS, the County Executive has nominated Karen Gabriel Moss to serve on the GCRTA's Board of Trustees to fill a vacancy in a term beginning March 1, 2013 and ending February 29, 2016.

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

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

SECTION 1. The Council of Cuyahoga County hereby confirms the re-appointment of Karen Gabriel Moss to serve on the Greater Cleveland Regional Transit Authority Board of Trustees to fill a vacancy in a term beginning March 1, 2013 and ending February 29, 2016.

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

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

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

Yeas:

Nays:

County Council President

Date

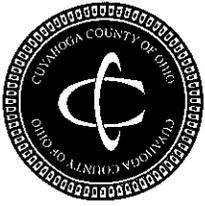
Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 2013



EDWARD FITZGERALD
Cuyahoga County Executive

April 30, 2013

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

Re: Greater Cleveland Regional Transit Authority (GCRTA) Board of Trustees

Dear President Connally:

I submit the following nominee to serve on the Greater Cleveland Regional Transit Authority (GCRTA) Board of Trustees:

- **Karen Gabriel Moss, Esq.**

The GCRTA was created pursuant to Ohio Revised Code Section 306.32. A ten-member board is responsible for the management and operation of this entity. The board members are appointed by the City of Cleveland (4), the Cuyahoga County Mayors and Managers Association (3) and Cuyahoga County (3). All members serve three-year terms.

Ms. Moss is a resident of the City of Cleveland and has served on the GCRTA Board of Trustees since 2011. Her resume is attached for your review. In the two years that she has served on this body, GCRTA has begun some innovative projects, including the launch of the iWatchRTA program which allows customers to communicate directly with GCRTA police to report incidents. Seeking new energy opportunities, GCRTA is in the developmental stages of utilizing a hydrogen-fueled bus. Finally, GCRTA's ridership has increased for the second consecutive year, with a 4.3% increase in passengers in 2012 alone.

Ms. Moss has been a vital part of the excellent work that is already going forward with GCRTA and I ask that she continue this progress as a member of the GCRTA's Board of Trustees. Should you or any of your colleagues have any questions, please feel free to contact my Special Assistant, James Boyle at 216-698-2089.

Sincerely,

Edward FitzGerald
Cuyahoga County Executive

James Boyle - Boards and Commissions Form - Office of Boards and Commissions

From: <donotreply@cuyahogacounty.us>
To: <Jboyle@cuyahogacounty.us>
Date: 2/19/2013 4:56 PM
Subject: Boards and Commissions Form - Office of Boards and Commissions

A Web site user submitted the Boards and Commissions Form with the following information:

Last Name : Moss

First Name : Karen Gabriel

City : Cleveland

State : OH

Zip : 44113

Phone Number : (216)771-5588

Email Address : kmoss@rosnerlaw.com

Please select the boards/commissions/councils you would like to be considered for. : Greater Cleveland Regional Transit Authority Board of Trustees -

Why are you interested in serving on this board/commission/council? : Currently, I am a member of the GCRTA Board of Trustees. During my first two years, I have learned much about the GCRTA and its services. I am anxious to see projects such as cameras on the buses and opening of the University Circle station implemented. Moreover, I am a resident of Cleveland whose daughter, clients and neighbors use the RTA everyday.

What qualities do you possess that would make you a good candidate to serve on this board/commission/council? : I have three qualities that make me a good board member: (1) I have ethics and integrity. I have been practicing law for 14 years and have never had a disciplinary complaint or have been sued for malpractice; (2) I have accumulated expertise knowledge of the GCRTA; and (3) My professional and personal life has given me exposure to people who use RTA every day. My daughter rides the Rapid to go to school everyday. My tenant does not own a vehicle. My CAB (citizens advisory board) appointment is a Cleveland resident who uses the RTA everyday.

What professional experience do you have that would make you a good candidate to serve on this board/commission/council? : As an immigration attorney, I have a good background for the GCRTA. My clients use the services. My general legal education gives me a good back round for spotting legal issues and understanding of the law which has proven useful. Finally, my experience as a law clerk in a personal injury firm gave me an understanding of litigation.

Are there any relationships, including but not limited to business or family relationships, that may be perceived as creating a conflict of interest for your service on the Board and/or Commission for which you have applied? If so, please detail the circumstances: : No.

RTA

Karen Gabriel Moss
Rosner Partners
812 Huron Road, Suite 601
Cleveland, Ohio 44115
(216)771-5588

IMMIGRATION EXPERIENCE

Rosner Partners: Associate (1999-2004), Partner (2005-present)

Practicing in the area of Immigration & Naturalization Law with focus on Employment & Family based immigration.

Karen Gabriel Moss LPA Co. (Attorney) and Karen K. Meade & Associates Co. LPA (Of Counsel) (1996-1999):

Practiced in the area of Immigration & Naturalization Law with focus on Employment & Family based immigration.

Margaret Wong & Associates: (Associate) (1994-1996). Practiced in the area of Immigration & Naturalization Law with focus on Employment & Family based immigration.

Cleveland-Marshall College of Law, Adjunct Instructor (2001): Taught Immigration and Nationality Law course.

Licensed to practice in Ohio and United States District Court, Northern District.

PROFESSIONAL HONORS & ORGANIZATIONS:

2011 *The Best Lawyers in America* in the speciality of Immigration Law: selected by peers.

2009 & 2010 *Cleveland's Best Lawyers* in the speciality of Immigration Law: selected by peers.

AILA (American Immigration Lawyers Association): Member, Liaison to the Department of Labor for the state of Ohio; National mentor in Labor Certification; AILF (American Immigration Law Foundation) Ambassador; and Speaker at local and regional CLE conferences.

EDUCATION

Miami University, Oxford, Ohio: B.A. in Political Science (1984).

IIT Chicago Kent College of Law, Chicago, Illinois; J.D. (1989).

OTHER LEGAL EXPERIENCE

Eleventh District, Court of Appeals, Warren, Ohio, Law Clerk/Staff Attorney (1990-1993).

Lake Legal Views, Lake County Bar Association, Columnist (1991-1993).

BOARD EXPERIENCE

Tremont West Development Corporation, Board of Trustees (2005-2011); Served as Vice President, Nominations Chair and Finance Committee member.

Merrick Settlement House, Board of Trustees (1994-2000); Secretary (1999-2000).

Women's Political Caucus, Board of Trustee (1993-1997).

Women's Community Foundation (1997).

Personal: Have lived in the Tremont neighborhood of Cleveland since 1989 with husband, John Moss and 13 year old daughter who takes the RTA to school.

GCRTA	SEAT	NAME	START	END	APP.
	RTAEXE1	Gary Norton	3/1/2012	3/1/2015	EXEC
	RTAEXE2	Sonny Nardi	3/1/2011	3/1/2014	EXEC
(Clev Res)	RTAEXE3	Karen Gabriel Moss	3/1/2011	3/1/2013	EXEC
	RTACLE1	Valarie J. McCall	3/1/2012	3/1/2015	CLEVE
	RTACLE2	George F. Dixon, III	3/1/2011	3/1/2014	CLEVE
	RTACLE3	Jesse O. Anderson	3/1/2011	3/1/2014	CLEVE
	RTACLE4	Leo Serrano	3/1/2010	3/1/2013	CLEVE
	RTAMYR1	Dennis M. Clough	3/1/2012	3/1/2015	MYR/MGR
	RTAMYR2	Mark Elliott	3/1/2011	3/1/2014	MYR/MGR
	RTAMYR3	Bill Cervenik	3/1/2010	3/1/2013	MYR/MGR

3 yr term

ORC 306.32

1 EXE apptee must be Cleve resident

COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO

MOTION NO. M2013-0016

Sponsored by: Councilmembers Connally and Conwell

A Motion confirming the County Executive's appointment of various individuals to serve on the Cleveland/Cuyahoga County Workforce Investment Board, and declaring the necessity that this Motion become immediately effective.

WHEREAS, the Cleveland/Cuyahoga County Workforce Investment Board was established to fulfill the functions outlined in the Federal Workforce Investment Act of 1998, and was created pursuant to the provisions of Ohio Revised Code Section 6301; and,

WHEREAS, the joint operation between the City of Cleveland and Cuyahoga County provides public policy guidance and exercises oversight of local programs of workforce activities; and,

WHEREAS, such workforce development activities include helping individuals maximize their employment opportunities; help employers gain access to skilled workers; help employers retain skilled workers; help develop or enhance the skills of incumbent workers; improve the quality of the workforce and enhancing the productivity and competitiveness of the economy; and,

WHEREAS, the nominations for the individuals to serve on the Cleveland/Cuyahoga County Workforce Investment Board are submitted pursuant to applicable provisions, including Section 117(b)(2) of the 1998 Federal Workforce Investment Act; and,

WHEREAS, members of the Cleveland/Cuyahoga County Workforce Investment Board shall be appointed to serve a three (3) year term, and in the event of a vacancy, during an unexpired term, members who fill the vacancy will fill only the unexpired term; and,

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

WHEREAS, the County Executive has nominated the following individuals to serve on the Cleveland/Cuyahoga County Workforce Investment Board to fill vacancies in unexpired terms ending June 30, 2014:

- a) Bill Kitson, President and CEO of United Way of Greater Cleveland;
- b) Kim M. Shelnick, Vice President, Recruitment and Staffing at University Hospitals; and,

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

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

SECTION 1. The Council of Cuyahoga County hereby confirms the appointment of the following individuals to serve on the Cleveland/Cuyahoga County Workforce Investment Board to fill vacancies in unexpired terms, commencing immediately and expiring June 30, 2014:

- a) Bill Kitson, President and CEO of United Way of Greater Cleveland; and,
- b) Kim M. Shelnick, Vice President, Recruitment and Staffing at University Hospitals.

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

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: April 23, 2013

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

Journal CC010

May 14, 2013

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0086

Sponsored by: Councilmembers Connally, Greenspan and Simon	A Resolution determining the services and programs that shall be provided and funded from the Veterans Services Fund in 2013; approving an alternative procurement process; making awards to various providers in the total amount of \$733,306.00 for said services and programs for the period ending 6/30/2014; authorizing the County Executive to execute the agreements, contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Chapter 5901 of the Ohio Revised Code established a veterans service commission in each Ohio county, among whose duties include providing 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, by Ordinance No. O2012-0013, Cuyahoga County Council established the Veterans Services Fund, whereby the amounts appropriated and unspent by the Veterans Service Commission of Cuyahoga County are to be placed in a Veterans Services Fund and used to benefit veterans of the county; and

WHEREAS, \$733,306.00 has been deposited in the Veterans Services Fund from the 2012 appropriation for the Veterans Services Commission; and

WHEREAS, under Ordinance No. O2012-0013, 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; and

WHEREAS, under Ordinance No. O2012-0013, Council directed that 20% of the available funds each year shall be used for a workforce development program to assist veterans with the costs of post-secondary education; and

WHEREAS, Council now desires to determine the services and programs that shall be provided or funded from the remaining available 2012 funds, and the amounts to be designated for the services and programs; and

WHEREAS, Cuyahoga County Council has adopted and amended a Contracting and Purchasing Ordinance under which the appropriate contracting authority may approve an alternative procurement process when it is determined to be advantageous to the County; and

WHEREAS, in order to provide for the beneficial and immediate impact of these funds, Council has determined that it would be advantageous to the County to distribute the 2012 funds to public bodies with veterans related programs or services that benefit or exist to serve veterans or to non-profit agencies with existing or prior county contracts and programs or services dedicated to veterans.

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

SECTION 1. That the Cuyahoga County Council authorizes an alternative procurement process for the one-time expenditure of available 2012 Veterans Services Funds, in the total amount of \$733,306.00, for the following services and programs in the 2013 calendar year:

- 1) Cuyahoga Community College, Veterans Services & Program Office for scholarships for veterans residing in Cuyahoga County in the amount of **\$73,330.00.**
- 2) Cleveland State University, Veterans Benefit Office, for scholarships for veterans residing Cuyahoga County in the amount of **\$73,330.00.**
- 3) Cuyahoga County Office of Homeless Services for
 - a. the Supportive Services for Veterans Families Program (Operation Cleveland Home Front) administered by MHS, Inc. in the amount of **\$175,000.00.**
 - b. move-in kits required for veterans entering permanent supportive housing in Cuyahoga County, supplied and administered by EDEN, Inc., in the amount of **\$47,500.00.**
 - c. the Louis Stokes Veterans Affairs Medical Center Community Resource and Referral Center (CRCC) for support of the veterans initiative to end homelessness in the amount of **\$20,000.00.**
- 4) Cleveland Municipal Court, Veterans Treatment Docket for operational support in the amount of **\$104,146.00.**

- 5) Cuyahoga County Land Reutilization Corporation for support of a revolving loan fund to rehab houses for veterans and provide financial counseling in the amount of **\$100,000.00**.
- 6) The Legal Aid Society of Cleveland for its Legal Services for U.S. Veterans program in the amount of **\$75,000.00**.
- 7) Cuyahoga County Department of Workforce Development for operational support of the CO-VETT United Way 2-1-1 program in the amount of **\$55,000.00**.
- 8) Cuyahoga County Soldiers' and Sailors' Monument Commission for outreach to recruit veterans as Monument volunteers, programming and transportation for Wade Park Campus Bound Veterans and annual recognition for active duty service members and veterans in the amount of **\$10,000.00**.

SECTION 2. Each of the offices, agencies, departments, or other bodies, awarded funds under the VSF in 2013 shall provide written reports to Council, by January 30, 2014 and July 30, 2014, summarizing the uses, amounts, and impacts of the distributed funds. Council may request additional information, in the form of oral or written reports.

SECTION 3. That the County Executive is authorized to execute any necessary agreements and contracts in connection with the authorized expenditures and all other documents consistent with this Resolution.

SECTION 4. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 5. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and 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

Clerk of Council

Date

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

Journal _____
_____, 2013



**CUYAHOGA COUNTY COUNCIL
LEGISLATIVE ANALYSIS AND SUMMARY**

RESOLUTION NO: R2013-0086

As introduced

SUBJECT: Veterans Services Fund Distributions

SPONSOR(S) Connally, Greenspan, Simon

GENERAL PURPOSE:

O2012-0013 established the Veterans' Services Fund, dedicating funds returned to the county by the VSC for veteran support. The Ordinance gives Council the authority to determine the programs and services to be funded. In this first year, Council staff recommended a simple and alternative procurement process to ensure the funds would have an immediate beneficial impact. We contacted established public bodies and programs, most connected to veterans services and/or programs already serving veterans. (We wanted to avoid creating new infrastructure and delaying implementation.) Some had indicated that they had previously sought support from the VSC. We requested "proposals" as to how they would use one-time funding, if approved. One longstanding nonprofit provider of civil legal services with a veterans program was also contacted. **2012 monies available - \$733,306.00**

SUMMARY OF MAJOR PROVISIONS:

- The ordinance requires that 20% of the funds be distributed for a "workforce development program to be established by Council" to provide scholarships to veterans. Staff recommends that Council partner with the existing Veterans Programs at Tri-C and CSU, both of which have workforce development components.
 - CCC – Veterans Services & Program Office - **\$73,300** for direct assistance for honorably discharged older veterans (Cuyahoga County residents) in the Workforce Economic Development Division for tuition down payment and book assistance (150 awards of \$500 each)
 - CSU Veterans Benefit Office - **\$73,300** for direct tuition assistance for honorably discharged veterans or current members of the National Guard or Reserve who are Cuyahoga County residents (86 grants of between \$500-\$1000)
- The Office of Homeless Services has approached the VSC in the past to request assistance with some of the following programming.
 - the Supportive Services for Veterans Families Program (Operation Cleveland Home Front) administered by MHS, Inc. in the amount of **\$175,000.00**. These funds will leverage federal grant funds to assist veterans and their families in maintaining and stabilizing housing. (100-150 veterans assisted.)
 - move-in kits (linens, dishes, household supplies, etc.) required for veterans entering permanent supportive housing in Cuyahoga County, supplied and administered by EDEN, Inc., in the amount of **\$47,500.00**. (100 veterans assisted)
 - the Louis Stokes Veterans Affairs Medical Center Community Resource and Referral Center (CRCC) Homeless Program for support of the VA initiative to end homelessness by 2015 in the amount of **\$20,000.00**. (security deposits, emergency rental or temporary housing assistance)
- Cleveland Municipal Court Veterans Treatment Docket for operational support in the amount of **\$104,146.00**.

- Cuyahoga County Land Reutilization Corporation, for a revolving loan fund to rehab houses for veterans and provide financial counseling in the amount of **\$100,000.00**. (Anticipate 5-6 veterans provided with homes with minimal mortgages; as mortgages are repaid, funds will be put back into loan fund.)
- The Legal Aid Society of Cleveland for Legal Services for U.S. Veterans operational support in the amount of **\$75,000.00**. (Dedicated attorney to provide legal services to veterans.)
- Workforce Development for operational support for the CO-VETT United Way 211 program to provide military specific reference and referral services in the amount of **\$55,000.00**
- Cuyahoga County Soldiers' and Sailors' Monument Commission, for outreach to recruit veterans as Monument volunteers, programming and transportation for Wade Park Campus Bound Veterans and annual recognition for active duty service members and veterans in the amount of **\$10,000.00**.

BUDGETARY IMPACT: \$733,306.00 –funds already in VSF

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0087

Sponsored by: Councilmember Rogers	A Resolution making an award to College Now Greater Cleveland in the amount of \$115,000.00 from the Cuyahoga County Educational Assistance Fund for Component 2 of the Cuyahoga County Educational Assistance Program for the period ending 6/30/2014; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Article III, Section 3.09(11) of the Charter authorizes Council 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 post-secondary education, including vocational education and job training and retraining;” and

WHEREAS, Ordinance No. O2012-0007 established the Cuyahoga County Educational Assistance Program (the “Program”) and the Cuyahoga County Educational Assistance Fund (the “Fund”), and set aside \$6,000,000.00 in the 2012-2013 General Fund Budget in anticipation of the Program; and

WHEREAS, Ordinance No. O2012-0007 was amended to add an additional component to the Program, to authorize an alternative procurement process and to authorize Council to annually designate the amount of budgeted funds to be allocated for each component of the Program; and

WHEREAS, Council has determined to allocate an amount to College Now Greater Cleveland for Component 2 of the Program; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes the award of \$115,000.00 to College Now Greater Cleveland for scholarships, retention and mentoring services for Cuyahoga County residents as described in Component 2 of the

Journal _____
_____, 2013

County Council of Cuyahoga County, Ohio

Ordinance No. O2013-0011

Sponsored by: Councilmember Rogers	An Ordinance amending Ordinance No. O2012-0007 dated 7/10/2012, which established the Cuyahoga County Educational Assistance Program and the Cuyahoga County Educational Assistance Fund, to add additional components to the Program and to authorize an alternative procurement process; creating Chapter 710 and Section 804.01 to codify said Program and Fund; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Article III, Section 3.09(11) of the Charter authorizes Council 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 post-secondary education, including vocational education and job training and retraining;” and

WHEREAS, Ordinance No. O2012-0007 established the Cuyahoga County Educational Assistance Program and the Cuyahoga County Educational Assistance Fund, and set aside \$6,000,000.00 in the 2012-2013 General Fund Budget in anticipation of the Program; and

WHEREAS, it is now necessary to add additional components to the Program; and

WHEREAS, Cuyahoga County Council has adopted and amended a Contracting and Purchasing Ordinance under which the appropriate contracting authority may approve an alternative procurement process when it is determined to be advantageous to the County; 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 department.

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

SECTION 1. Chapter 710 and Section 804.01 are hereby enacted as follows:

Chapter 710: Cuyahoga County Educational Assistance Fund

The Cuyahoga County Educational Assistance Fund is hereby established for the purpose of depositing all revenue and other funds intended to be used for the Cuyahoga County Educational Assistance Program.

Section 804.01: Cuyahoga County Educational Assistance Program

(A) The Cuyahoga County Educational Assistance Program is hereby established to promote access to postsecondary education, including vocational, job training and retraining opportunities, in order to increase the number of skilled workers in Cuyahoga County's workforce, encourage completion of college degrees and program certification among Cuyahoga County residents, and enhance economic development opportunities for the region.

(B) Component One - Job Training/Retraining Program

- (1) Component One of the Cuyahoga County Educational Assistance Program provides financial assistance for Cuyahoga County residents seeking a postsecondary degree and/or program certification that will lead to gainful employment or career advancement.
- (2) Component One scholarships are open to all Cuyahoga County residents who satisfy one of the following criteria:
 - (a) They enroll in a degree or certification program in a field designated as "in demand" by the City of Cleveland/Cuyahoga County Workforce Investment Board; or
 - (b) They enroll in a degree or certification program in a non-demand field that has a commitment from an employer to hire or promote; or
 - (c) They are within twelve (12) credit hours from completing an associate, bachelor, or master degree in any field at an approved postsecondary institution; or
 - (d) They enroll in a class to satisfy continuing educational credit obligations associated with professional licensing.
- (3) Individual scholarships will be awarded up to a maximum of \$5,000.00.
- (4) The County Council shall annually designate an amount of the budgeted funds for Component One.
- (5) Public and private postsecondary educational program providers are eligible to participate in Component One who satisfy both of the following criteria:
 - (a) They are approved by Employment Connection; and

- (b) They are either accredited by the North Central Association of Colleges and Schools (the Higher Learning Commission), or registered with the Ohio State Board of Career College and Schools.
- (6) The Program will be administered by Employment Connection, a collaborative workforce system of the City of Cleveland and Cuyahoga County. The County shall determine annually the administrative fee for program administration. The Program administrator has all of the following responsibilities:
- (a) Provide a policies and procedures manual to the County Council prior to implementation of Component One; and notify the Council of all changes, additions or deletions from the manual; and
 - (b) Create an application and other relevant materials for review by the County Council prior to implementation of Component One; and
 - (c) Accept, review and make recommendations for approval of scholarships; and
 - (d) Monitor the performance of the educational program providers on an on-going basis, considering, among other factors, training program completion rate and training-related job placements or advancements; and
 - (e) Provide quarterly updates to the County Council to include 1) the number and monetary amount 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 of which the Council should be aware.
- (7) Restrictions. The following restrictions apply to Component One of the Program:
- (a) When applicable, students must complete the Free Application for Federal Student Aid (FAFSA). He/she must demonstrate unmet financial need after all federal, state, institutional or 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.
 - (b) Scholarship awardees must complete their program, degree or certification within 18 months of receiving an award from Component One.

- (c) The Program administrator may give priority to awarding scholarships based on financial need according to its established criteria.
- (d) The Program administrator reserves the right to recoup funds from an awardee who fails to complete his/her intended program, degree or certification within the required time period.

(C) Component Two – Post-Secondary College or University Scholarship Program

- (1) Component Two of the Cuyahoga County Educational Assistance Program provides financial assistance for Cuyahoga County residents seeking a postsecondary college or university degree.
- (2) Individual one (1) year renewable scholarships will be awarded up to a maximum of \$1,250.00.
- (3) The County Council shall annually designate an amount of the budgeted funds for Component Two.
- (4) Initial Eligibility. Cuyahoga County residents who satisfy all of the following criteria are eligible for Component One scholarships:
 - (a) They are a graduating high school senior attending one of the high schools served by College Now; and
 - (b) They have not otherwise been awarded College Now funding; and
 - (c) They complete the College Now scholarship application; and
 - (d) They plan to attend a four-year college or university; and
 - (e) They have a GPA of at least 2.5; and
 - (f) They achieve either a score of 18 or higher on the ACT, or a score of 860 or higher on the critical reading and math test of the SAT; and
 - (g) They meet College Now's income criteria (Pell eligibility).
- (5) Eligibility for Scholarship Renewal. The Program administrator shall determine when scholarships are eligible for renewal.
- (6) The Program will be administered by College Now Greater Cleveland, a nonprofit organization providing comprehensive college-access services. The County shall determine annually the administrative fee for program administration. The Program administrator has all of the following responsibilities:

- (a) Select scholarship recipients based on the criteria provided in this section; and
- (b) Verify continuing eligibility as scholarship recipients progress through their degree program; and
- (c) Administer all award payments with postsecondary education institutions; and
- (d) Provide all retention services, including mentoring, for all scholarship recipients; and
- (e) Report to the Cuyahoga County Council on an annual basis on 1) the number and monetary amount of scholarships awarded, 2) the geographic distribution of the awardees (city of residence and high school attended), 3) a list of postsecondary institutions attended by the scholarship recipients, 4) retention and graduation rates of scholarship recipients, and 5) any highlights or problems of which the Council should be aware.

SECTION 2. The Cuyahoga County Council hereby authorizes an alternative procurement process for components of the Cuyahoga County Educational Assistance Program.

SECTION 3. It is necessary that this Ordinance become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Ordinance receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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

Clerk of Council

Date

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

Journal _____
_____, 2013

County Council of Cuyahoga County, Ohio

Ordinance No. O2013-0002

Sponsored by: Councilmember Miller	An Ordinance amending the Public Records Policy for Cuyahoga County, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, on January 3, 2011 the Cuyahoga County Council passed Ordinance No. O2011-0003, which adopted a Public Records Policy for Cuyahoga County, and was amended by Ordinance No. O2011-0012; and

WHEREAS, it is necessary to amend the Public Records Policy to clarify potentially ambiguous provisions therein and to ensure that the Public Records Policy accurately reflects Council's original intent in enacting the Public Records Policy; and

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

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

SECTION 1. Chapter 106 and Chapter 204; Section 204.02(H) of the Cuyahoga County Code are hereby created, and Chapter 306 of the Cuyahoga County Code is hereby amended, to read as follows:

Chapter 106: Public Records

Section 106.01: Rationale

Believing that open government leads to a better-informed citizenry, greater public participation in government, better government, better public policy, and more effective use of public resources, the County Council establishes this Public Records Policy to ensure the preservation and public accessibility of records relating to all functions of Cuyahoga County government. Cuyahoga County's policy in all of its functions is to strictly adhere to all of its obligations under Ohio's Public Records Law and to exceed those obligations whenever it is practical and makes sense to do so.

Section 106.02: Definitions

- (A) “Committee” shall include subcommittees.
- (B) “Public office” includes the following:
 - (1) The office of the County Executive
 - (2) The Cuyahoga County Council, including all of its committees
 - (3) All departments, divisions, offices, or other organized bodies operating under the administration of the County Executive,
 - (4) The Cuyahoga County Prosecuting Attorney,
 - (5) All Boards, Commissions, and Advisory Councils to which the County Executive and/or the County Council appoints at least a majority of its members,
 - (6) All Boards, Commissions, Advisory Councils and any similar body created by the Cuyahoga County Charter, the County Council, and/or the County Executive.
- (C) As used in subsection (B), a “similar body” must be formally organized, be on-going, and be involved in making or advising on public policy decisions.
- (D) “Public record” includes any document, device, or item, regardless of physical form or characteristic, including electronic records, created or received by or coming under the jurisdiction of any public office, which serves to document the organization, functions, policies, decisions, procedures, operation, or other activities of the office. All records which meet this definition are public records, unless exempted under section 149.43 of the Ohio Revised Code.
- (E) “Electronic record” includes prepared documents such as word processing documents, spreadsheets, and graphic presentations as well as written electronic communications, including but not limited to electronic mail and text messages.

106.03: Scope of Ordinance

Applicability

This ordinance is hereby adopted as the public records policy, required under Section 149.43 of the Ohio Revised Code, for every public office in Cuyahoga County government, as public office is defined in Section 106.02(B) of the Cuyahoga County Code, over which the Cuyahoga County Council has legislative authority.

106.04: County Records Commission

(A) Creation of County Records Commission

There is hereby created, the County Records Commission, which shall succeed and replace the current County Records Commission. The County Records Commission shall consist of the County Executive, who shall serve as chairperson, the President of County Council, the Prosecuting Attorney, the Fiscal Officer, and the Clerk of Courts of Common Pleas.

(B) Appointment of Designees

Each member of the County Records Commission shall appoint one designee, an employee of his/her office who is knowledgeable about the maintenance of public records, who shall attend meetings of the County Records Commission whenever the member is unable to do so. The County Executive may appoint his or her designee from any County office or department.

(C) Powers and Duties of County Records Commission

The County Records Commission shall have all the powers and perform all the duties of County Records Commissions provided for in Section 149.38 of the Ohio Revised Code, including, but not limited to, the power to recommend applications for one-time disposal of records or proposed records retention schedules to the Ohio Historical Society.

(D) Rules and Procedures of the County Records Commission

The County Records Commission shall adopt its own rules and procedures, which shall be consistent with Section 149.38 of the Ohio Revised Code. Until such time as the County Records Commission adopts such rules, it shall operate under the rules of the prior County Records Commission that existed prior to the enactment of this ordinance.

(E) Meetings of the County Records Commission

The County Records Commission shall meet at the call of the chair as often as needed to respond to proposed records retention schedules and proposed one-time disposals of records, but shall meet a minimum of once every six (6) months.

(F) County Records Commission Action on Records Proposals

Within sixty (60) days after receiving a request for one-time disposal of records or a proposed records retention schedule from any office, the County Records Commission shall either approve the request and send it to the Ohio Historical

Society for its consideration or return the request disapproved to the office that submitted it with a letter stating the reasons for disapproval.

106.05: Public Records

(A) Maintenance of Public Records

All public offices within the scope of this ordinance shall organize and maintain all their public records so that they are readily available for inspection and copying in accordance with the Ohio Public Records Law and the Public Records Policy of Cuyahoga County.

(B) Maintenance of Electronic Mail

- (1) All electronic mail sent or received through the Cuyahoga County Department of Information Technology system shall be the property of Cuyahoga County. The necessity to maintain electronic mail as public records shall depend on the content of the records, not on the medium in which it is kept. It shall be the responsibility of the public records managers and each individual user to ensure that electronic mail is maintained in accordance with the records retention schedule for each office, and that records which must be kept for an extended length of time will not be placed in files where they will be automatically deleted.
- (2) Each person covered by this ordinance shall also ensure that all public record electronic mail sent or received outside of the County Department of Information Technology system are maintained so that they are readily available for inspection and copying in accordance with the records retention schedule for each office.

(C) Designation of Countywide Public Records Manager

The County Archivist is hereby designated as the Countywide Public Records Manager and shall do the following:

- (1) Manage the public records of Cuyahoga County to ensure that they are organized so as to be readily available to the public for inspection and copying and are maintained and disposed of in accordance with the records retention schedules of the various offices within Cuyahoga County government.
- (2) Assist the public records managers of the various public offices in Cuyahoga County in implementing a sound and consistent countywide public records process in accordance with this ordinance.

- (3) Assist the public offices within the scope of this ordinance in preparing and updating public records retention schedules.
- (4) The County Archivist shall monitor departmental compliance with provisions of this ordinance with respect to records retention schedules and disposition of records, and shall provide a status report to the County Executive at the end of each calendar year.

(D) Designation of Deputy Countywide Public Records Manager

The County Executive shall designate one member of the executive staff as Deputy Countywide Public Records Manager, who shall do the following:

- (1) Assist the Countywide Public Records Manager in the performance of his/her duties;
- (2) Maintain and administer the public records request log provided for in Section 106.06(E) of the Cuyahoga County Code.
- (3) Work with each public office to determine what kinds of public records requests are received by that office that relate to personal or business matters, rather than governmental operations, and are not required to be included in the public records request log.
- (4) Provide a copy of Cuyahoga County's Public Records policy to each public records manager and obtain a written acknowledgement from each records manager that the policy was received. A record manager's receipt and acknowledgement of a County Human Resources Policies and Procedures Manual that contains the County's Public Records policy shall satisfy the requirements of this subsection.
- (5) Serve as the public records manager for the County Executive's office.

(E) Designation of Public Records Manager

- (1) Each public office shall designate a public records manager who shall be responsible for the maintenance of the public records for that office and for handling public records requests directed to that office.
- (2) For the following offices, the person designated as public records manager shall be an employee of the office who works at the principal place at which that office does business:
 - (a) the County Executive, including all executive office staff
 - (b) the County Council
 - (c) the Department of Law
 - (d) the Sheriff

- (e) the Medical Examiner
- (f) the Clerk of Courts
- (g) the Department of Development
- (h) the Department of Information Technology
- (i) the Department of Public Works
- (j) the Department of Purchasing
- (k) the Department of Human Resources
- (l) the Fiscal Officer
- (m) the Cuyahoga Job and Family Services
- (n) the Division of Children and Family Services
- (o) the Division of Senior and Adult Services
- (p) the Department of Health and Human Services
- (q) the Agency of the Inspector General
- (r) the Department of Communications
- (s) the Department of Public Safety and Justice Services
- (t) the Department of Consumer Affairs
- (u) the Department of Internal Auditing
- (v) the County Treasurer
- (w) the County Prosecutor

- (3) Each office not listed in subsection 2 of this section shall designate a public records manager who shall be one of the following:
- (a) an employee of that office or an officer of a Board, Commission, or Advisory Council,
 - (b) the Deputy Countywide Public Records Manager, or
 - (c) an employee of Cuyahoga County, approved by the Deputy Countywide Public Records Manager, in another office with responsibilities related to those of the designating office.

(F) Public Records Manager for County Council

The Clerk of Council is hereby designated as public records manager for Cuyahoga County Council.

(G) Records Retention Schedules

Each public office shall have a records retention schedule in place, which shall specify, consistent with state law, the methods by which and the length of time that records shall be kept. Such schedule shall be kept on file by each public office as a public record. For any office that has a records retention schedule in place at the time that this ordinance becomes effective, that records retention schedule shall remain in effect until it is amended according to the procedure set forth in Section 149.38 of the Ohio Revised Code. Each public office that does not have a records retention schedule in place at the time that this ordinance becomes effective shall contact the Cuyahoga County Archives to create a records

retention schedule, in accordance with the procedure set forth in Section 149.38 of the Ohio Revised Code, not later than September 30, 2013.

(H) Interim Transient Records Retention Schedule

Except to the extent that a different records retention schedule on transient communications is required for an office by state law, each public office that does not have a records retention schedule on transient communications in place at the time that this ordinance becomes effective shall use the transient records retention policy and schedule submitted by the County Executive and approved by the Cuyahoga County Records Commission on August 15, 2012, until such time as the office's records retention schedule on transient communications is updated, according to the procedure set forth in Section 149.38 of the Ohio Revised Code.

(I) Publication of Public Records Policy

- (1) Each public office having public office space shall prepare a poster which shall describe the public records policy of that office, explain how to obtain public records, and name the public records manager for that office. The poster shall be displayed in a conspicuous place at the office and at any branch office where the office conducts business. Each office shall post the same information and its public records retention schedule on its web-page on the county's website.
- (2) The County Executive and the Clerk of Council shall each post on their respective web-pages the full Public Records Policy of Cuyahoga County, a summary of that policy, instructions on how to obtain public records, and a list of all of the public records managers for Cuyahoga County government and their contact information.
- (3) The Human Resources Policies and Procedures Manual issued to all employees shall include the County's Public Records policy. When any changes to the County Public Records Policy are made, the Director of Human Resources is hereby authorized to update the Human Resources Policies and Procedures Manual, and the Clerk of Council is authorized to update the Cuyahoga County Code with the approval of the Director of Law, to reflect those changes.

(J) County Website

The County shall maintain a readily accessible website, which shall include separate pages for the County Executive, the County Council, and each department in County government. The County Executive and the Clerk of County Council shall ensure that the website is regularly updated to provide current information, including the notice, agenda, minutes, and reports of all

public meetings conducted by offices within the scope of this ordinance and instructions on how to obtain public records.

106.06: Public Records Requests

(A) Form of Records Request

Any person requesting public records shall identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records requested. No specific language or form is required to make the request. If the records request is not sufficiently clear, the public records manager must contact the requestor for clarification, and should assist the requestor by providing information about the manner in which the office keeps its records.

(B) Identity of Requestor Not Required

The requestor is not required to put a public records request in writing and does not need to provide his/her identity or the intended use of the records requested. The public office may request this information, particularly to aid in complying with the request, but must clearly state that providing this information is voluntary.

(C) Availability of Records

Records shall be made available promptly for inspection or copying. Public records requests shall be given priority attention in any office receiving them, but reasonable time shall be allowed to comply with requests that are large, involve records stored other than at the site where the request was made, or involving records that must be inspected for possible redaction of information exempt from the public records law. Whenever a request is received that cannot be complied with expeditiously, the public office shall provide the requestor a receipt acknowledging and describing the public records request and may provide an estimate as to when the production can be provided. An oral response shall satisfy the requirement of a receipt when the requestor does not provide an email or postal address.

(D) Denial of Request and Redaction of Records

If a public records request is denied, in part or in whole, the public office shall provide the requestor with an explanation for the denial as provided for in Section 149.43(B)(3) of the Ohio Revised Code.

(E) Public Records Request Log

(1) Each office shall maintain a log of all public records requests received that relate to governmental operations and shall forward a copy of the log no later

than at the end of each week to the Deputy Countywide Records Manager, who shall maintain a countywide public records log. Each office shall, with the approval of the Deputy Countywide Public Records Manager, determine what kinds of public records requests received by that office relate to personal or business matters, rather than governmental operations; and these requests shall not be required to be included in the log. For each public records request required to be included in the public records request log, the following information shall be provided:

- (a) The office that received the request,
- (b) The date that the request was received,
- (c) The name of the requestor, if known,
- (d) A brief description of what records were requested,
- (e) The date that response to the request was completed,
- (f) A brief description of any denials or redactions required.

- (2) Except as otherwise provided by court order or law, the Deputy Countywide Public Records Manager may establish procedures for logging public records requests.

106.07: Costs of Public Records

(A) County Council to Determine Copy Costs for Public Records

Persons requesting copies of public records shall be required to pay for the cost of making copies, at a rate not to exceed the actual cost of making copies, unless otherwise addressed in Section 106.07(B). Payment in advance may be required.

Starting in calendar year 2011, the County Council shall biennially (once every two years) determine and establish the copying costs for public records.

(B) Interim Copy Costs for Public Records

Except as otherwise provided by court order or law, the following copying costs shall apply until the County Council first determines and establishes copying costs for public records:

- (1) The charge for paper copies shall be three cents (\$.03) per page. The charge shall be waived when less than one dollar (\$1.00).
- (2) The charge for computer files downloaded to a compact disc shall be the actual cost, not to exceed \$1.26 per disc. The charge shall be waived when only one (1) disc is required to fulfill the request.
- (3) There shall be no charge for copies provided by email.

- (4) Each public office shall have the discretion to waive copying costs when it determines that it is practical and cost-effective to do so, provided that the public office follows a consistent policy on waiver of copying fees for all requestors.

106.08: Public Records Training

All elected public officials and public records managers shall attend training on public records policy approved by the Ohio Attorney General, as provided for in Section 109.43 of the Ohio Revised Code. Each public office shall encourage other appropriate persons to receive public records training.

204.02(H): County Records Commission

The County Records Commission is hereby established in accordance with Section 106.04 of the Cuyahoga County Code.

SECTION 2. It is necessary that this Ordinance become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Ordinance receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 22, 2013

Committee(s) Assigned: Council Operations & Intergovernmental Relations

Committee Report/Second Reading: May 14, 2013

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0088

<p>Sponsored by: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management</p>	<p>A Resolution amending the 2012/2013 Biennial Operating Budget for 2013 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.</p>
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WHEREAS, on December 11, 2012, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program Update for 2013 (Resolution No. R2012-0232) establishing the 2013 biennial budget update for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2013 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 2013 be amended to provide for the following additional appropriation increases and decreases:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A. 20A606 – Fatherhood Initiative	BA1302102
SE507152 – Fatherhood Initiative	
Personal Services	\$ 10,035.00
Other Expenses	\$ 540,910.56

Funding Source: Health & Human Services Levy Fund.

B.	29A391 – Fatherhood Initiative SU515999 – Fatherhood Initiative Other Expenses	\$ 1,100,000.00	BA1302155
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Funding Source: Health and Human Services Levy Fund.

C.	29A391 – HHS Levy 4.8 SU514273 – Fatherhood Initiative Other Expenses	\$ (1,100,000.00)	BA1302185
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Funding Source: Health and Human Services Levy Fund.

D.	01A001 – General Fund DR495515 – Domestic Relations Child Support Personal Services	\$ 84,861.00	BA1302106
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Funding Source: General Fund.

E.	01A001 – Domestic Relations DR391052 – Domestic Relations Personal Services	\$ 105,907.00	BA1302152
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Funding Source: General Fund.

F.	20A606 – Fatherhood Initiative SE507152 – Fatherhood Initiative Other Expenses	\$ 20,000.00	BA1302103
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Funding Source: Health & Human Services Levy Fund.

G.	40A069 – Capital Projects Future Debt Issue CC768853 – Justice Center Facilities Improvements Other Expenses	\$ 289,082.00	BA1200958
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Funding Source: Funding for the Justice Center study will come from a future bond offering.

H.	24A510 – Work and Training WT137141 – Client Support Services Other Expenses	\$ (250,000.00)	BA1302174
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Funding Source: Health & Human Services Levy Fund.

I.	24A530 – Children with Medical Handicap WT137935 – Children with Medical Handicap Other Expenses	\$ 250,000.00	BA1302173
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Funding Source: Health & Human Services Levy Fund.

J.	01A001 – General Fund CO380113- Common Pleas-Legal Research Other Expenses	\$ (64,504.00)	BA1302079
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Funding Source: General Fund.

K.	21A054 – SHSP-Search/Rescue Build Out 09/12 JA778696 – SHSP-Search/Rescue Build Out 09/12 Other Expenses	\$ 500.00	BA1302126
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Funding Source: Funding is from the United States Department of Homeland Security covering the period August 1, 2010 through March 31, 2013. No cash match is required.

L.	20A821 – State Criminal Alien Assistance Program SH456608 – State Criminal Alien Assistance Program Other Expenses	\$ 54,000.00	BA1302127
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Funding Source: Funding is from reimbursement from the State of Ohio covering the period January 1, 2013 through December 31, 2013.

M.	20A825 –9-1-1 Consolidated Shared Service JA106781 – Cuyahoga County 911 Consolidated Shared Service Other Expenses	\$ 2,500,000.00	BA1302136
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Funding Source: \$1,000,000 is being transferred from the Wireless 911 special revenue fund and the remaining \$1,500,000 is a General Fund Subsidy. The appropriations cover the period May 14, 2013 through December 31, 2013. The establishment of the fund was authorized through Council Ordinance 02013-0010 on April 9, 2013.

N.	01A001 –General Fund SU514695 – 911 Consolidated Shared Services General Fund Subsidy Other Expenses	\$ 1,500,000.00	BA1302137
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Funding Source: General Fund covering the period May 14, 2013 through December 31, 2013.

O.	20A695 –Clerk of Courts Computerization CL576124 – Clerk of Courts Computerization Capital Outlays	\$ 300,000.00	BA1302138
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Funding Source: Funding is from a \$10 fee collected as part of court costs covering the period January 1, 2013 through December 31, 2013.

P.	21A837 –State Homeland Security (SHSG) JA763508 – SHSP FY12-Special Response Equipment 12/14 Personal Services Other Expenses Capital Outlays	\$ 10,609.00 \$ 137,433.00 \$ 65,000.00	BA1302139
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Funding Source: Funding is from the United States Department of Homeland Security covering the period September 1, 2012 through May 30, 2014. The grant was approved December 27,

2012 by the Contracts and Purchasing Board, approval CPB2012-1154. No cash match is required.

Q. 21A837 –State Homeland Security (SHSG) **BA1302140**
JA763482 – SHSP-FY12 Special Team Sustainment 12/14
Other Expenses \$ 8,291.74
Capital Outlays \$ 157,543.10

Funding Source: Funding is from the United States Department of Homeland Security covering the period September 1, 2012 through May 30, 2014. The grant was approved December 27, 2012 by the Contracts and Purchasing Board, approval CPB2012-1152. No cash match is required.

R. 21A837 –State Homeland Security (SHSG) **BA1302158**
JA763490 – SHSP FY12-Region 2 Training & Exercise 12/14
Other Expenses \$ 90,000.00
Capital Outlays \$ 10,000.00

Funding Source: Funding is from the United States Department of Homeland Security covering the period September 1, 2012 through May 30, 2014. The grant was approved December 27, 2012 by the Contracts and Purchasing Board, approval CPB2012-1153. No cash match is required.

S. 21A218 –State SHSP-Law Enforcement (SHSPLE) **BA1302159**
JA768184 – FFY12 State Homeland –Law Enforcement 12/14
Personal Services \$ 10,841.45
Other Expenses \$ 102,993.78
Capital Outlays \$ 102,993.77

Funding Source: Funding is from the United States Department of Homeland Security covering the period September 1, 2012 through May 30, 2014. The grant was approved December 3, 2012 by the Contracts and Purchasing Board, approval CPB2012-1073. No cash match is required.

T. 29A391 –Health & Human Services Levy 4.8 **BA1302165**
SU514331 – Children Witness Violence Subsidy
Other Expenses \$ 1,988,692.00

Funding Source: Funding is from the Health & Human Services Levies covering the period January 1, 2013 through December 31, 2013.

U. 29A389 –Health & Human Services Levy 4.9 **BA1302166**
SU513549 – HHS Subsidy Witness Victim
Other Expenses \$ (1,988,692.00)

Funding Source: Funding is from the Health & Human Services Levies covering the period January 1, 2013 through December 31, 2013.

V. 21A891 –Domestic Violence Homicide Prevention **BA1302169**
JA750604 – Domestic Violence Homicide Prevention FY14
Other Expenses \$ 192,447.00

Funding Source: Funding is from the United States Department of Justice, Office on Violence Against Women covering the period May 1,2013 through April 30, 2014. The grant was accepted by the Board of Control on April 8, 2013 BC2013-98. No cash match is required.

W.	21A764 –Interoperable Emergency Communications	BA1302171
	JA752584 – 2009 Interoperable Emergency Communications-CY2010	
	Capital Outlays	\$ (8.65)

Funding Source: Funding is from the United States Department of Homeland Security covering the period June 1, 2009 through May 31, 2011.

X1.	01A001 - General Fund	BA1302183
	FS109645 – Fiscal Operations – Record/License/Outreach	
	Personal Services	\$ 163,000.00
	Capital Outlay	\$ 280,000.00
X2.	01A001 - General Fund	
	FS109652 – Fiscal Operations – Contractual Services	
	Personal Services	\$ 51,000.00
X3.	01A001 - General Fund	
	FS109678 – Office of Procurement & Diversity	
	Personal Services	\$ 154,000.00

Funding Source: General Fund.

Y1.	22A960 – Community Development Block Grant (CDBG) Year 39 2013	BA1302175
	DV714162 – CDBG Community Development Operating 2013	
	Personal Services	\$ 425,442.00
	Other Expenses	\$ 170,604.00
	Capital Outlays	\$ 500.00
Y2.	22A960 – Community Development Block Grant (CDBG) Year 39 2013	
	DV714147 – Administration Operating Fiscal Year 2013	
	Personal Services	\$ 381,627.00
	Other Expenses	\$ 174,726.00
	Capital Outlays	\$ 1,000.00
Y3.	22A960 – Community Development Block Grant (CDBG) Year 39 2013	
	DV714154 – CDBG Economic Development Operating 2013	
	Personal Services	\$ 80,595.00
	Other Expenses	\$ 29,842.00
	Capital Outlays	\$ 500.00
Y4.	22A960 – Community Development Block Grant (CDBG) Year 39 2013	
	DV714170 – CDBG Project Plan Fiscal Year 2013	
	Other Expenses	\$ 1,679,151.00

Y5. 22A962 – Emergency Solutions Grant (ESG) 2013 **BA1302176**
 DV714212 – Emergency Solutions Grant (ESG) 2013
 Personal Services \$ 7,000.00
 Other Expenses \$ 294,933.00

Y6. 22A961 – Home 2013
 DV714188 – Home Administration Operations Fiscal Year 2013
 Personal Services \$ 129,559.00
 Other Expenses \$ 73,863.00

Y7. 22A961 – Home 2013
 DV714196 – Home Project Plan Fiscal Year 2013
 Other Expenses \$ 1,802,251.00

Funding Source: Funding for all these grants (CDBG, ESG, and Home) comes from the Department of Housing and Urban Development. The allocation of ESG funds has been reduced by 10% from 2012 due to Federal sequestration.

Z. 22A105 – Community Development United States **BA1302177**
 Department of Housing and Urban Development Section 108
 DV711606 – United States Department of Housing and Urban Development
 Section 108
 Other Expenses \$ 8,357.08

Funding Source: Funding is provided through repayments from loan recipients that are collected in a Cuyahoga County Treasurer account for this purpose.

AA. 20A815 – Health and Community Services **BA1302178**
 SM522573 – Solid Waste Convenience Center
 Other Expenses \$ 200,000.00

Funding Source: Funding is provided by \$1.50 disposal fee surcharge.

BB. 54P569 – Capital Projects Sanitary Engineer **BA1302179**
 ST541128 – Home Septic Tank Systems 2012 Repair/Replacement Program
 Other Expenses \$ 154,000.00

Funding Source: Funding is provided by the State of Ohio Environmental Protection Agency's Water Pollution Control Loan Fund which is a principle forgiveness loan.

CC. 65A604 – Postage **BA1302180**
 CT577353 – County Mailroom
 Other Expenses \$ 100,000.00

Funding Source: Funding is provided by internal charges for services.

DD. 40A067 – Cellular Phone 911 Surcharges **BA1200959**
 CC768192 – Emergency Operations Center
 Capital Outlays \$ 200,000.00

Funding Source: Funding for the Emergency Operations Center will come from Cellular Phone 911 Surcharges.

EE.	01A001 – General Fund	BA1302048
	HR018010 – Human Resources – General Fund	
	Personal Services	\$ 133,000.00

Funding Source: General Fund.

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

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A. FROM: 24A430 – Executive Office of HHS	BA1302104
HS157289 – Executive Office of HHS	
Other Expenses	\$ 11,000.00
TO: 24A430 – Executive Office of HHS	
HS157289 – Executive Office of HHS	
Capital Outlay	\$ 11,000.00

Funding Source: The purchase will be paid for by the Executive Office of HHS subfund of the Public Assistance Fund.

B. FROM:	24A301 –Children and Family Services	BA1302000
	CF135491 – Information Services	
	Other Expenses	\$ 130,000.00
TO:	24A301 –Children and Family Services	
	CF135467 – Administrative Services	
	Other Expenses	\$ 130,000.00

Funding Source: The funding source is primarily Federal and State revenues, as well as the Health and Human Services Levy Fund.

C. FROM:	20A821 – State Criminal Alien Assistance Program	BA1302129
	SH456608 – Sheriff	
	Capital Outlays	\$ 188.00
TO:	20A821 – State Criminal Alien Assistance Program	
	SH456608 – Sheriff	
	Other Expenses	\$ 188.00

Funding Source: Funding is from reimbursement from the State of Ohio covering the period January 1, 2013 through December 31, 2013.

D. FROM:	01A001 – General Fund	BA1302130
	SH350579 – Sheriff Operations	
	Personal Services	\$ 187,587.60

TO: 01A001 – General Fund
 HR018010 – Human Resources-GF
 Personal Services \$ 187,587.60

Funding Source: Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

E. FROM: 21A039 – CPC Felony Drug Court **BA1302131**
 JA758078 – CPC Felony Drug Court FFY2010/2013
 Personal Services \$ 6,500.00

TO: 21A039 – CPC Felony Drug Court
 JA758078 – CPC Felony Drug Court FFY2010/2013
 Other Expenses \$ 6,500.00

Funding Source: Funding is from the United States Department of Justice covering the period September 30, 2010 through September 29, 2013.

F. FROM: 21A764 – Interoperable Emergency Communications **BA1302160**
 JA752949 – 2010 Interoperable Emergency Communications 10/12
 Personal Services \$ 723.75

TO: 21A764 – – Interoperable Emergency Communications
 JA752949 – 2010 Interoperable Emergency Communications 10/12
 Other Expenses \$ 723.75

Funding Source: Funding is from the from the Ohio Emergency Management Agency covering the period August 1, 2010 through May 31, 2013.

G. FROM: 21A065 – Cleveland Safe Port **BA1302164**
 SH456079 – Cleveland Safe Port
 Other Expenses \$ 43.11
 Capital Outlays \$ 649.09

TO: 21A065 – Cleveland Safe Port
 SH456079 – Cleveland Safe Port
 Personal Services \$ 692.20

Funding Source: Funding is from the United States Department of Homeland Security, Federal Emergency Management Agency covering the period June 1, 2009 through May 31, 2013.

H. FROM: 01A001 – General Fund **BA1302168**
 JA100354 – CECOMS
 Personal Services \$ 2,700.00

TO: 01A001 – General Fund
 JA100354 – CECOMS
 Capital Outlays \$ 2,700.00

Funding Source: Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

I. FROM:	01A001 – General Fund	BA1302170
	JA100990 – Division of Information Technology	
	Personal Services	\$ 447,415.00
TO:	01A001 – General Fund	
	SH350579 – Sheriff Operations	
	Personal Services	\$ 447,415.00

Funding Source: Funding for both departments is from the General Fund covering the period January 1, 2013 through December 31, 2013.

J. FROM:	01A001 – General Fund	BA1302187
	IT601104 – Mainframe Operation Services	
	Other Expenses	\$ 300,000.00
TO:	01A001 – General Fund	
	IT601047 – Web & Multi-Media Development	
	Other Expenses	\$ 300,000.00

Funding Source: Funding comes from the General Fund.

K. FROM:	20A301 – Real Estate Assessment	BA1302188
	FS109702 – Fiscal Operations/Assessment	
	Personal Services	\$ 500,000.00
	Other Expenses	\$ 728,000.00
TO:	20A301 – Real Estate Assessment	
	BR420067 – Board of Revision	
	Personal Services	\$ 70,000.00
	Other Expenses	\$ 1,158,000.00

Funding Source: Funding comes from a fee applied to moneys collected on any tax duplicate other than estate taxes.

L. FROM:	01A001 – General Fund	BA1302189
	HC019018 – Human Resource Commission	
	Other Expenses	\$ 87,000.00
TO:	01A001 – General Fund	
	HC019018 – Human Resource Commission	
	Personal Services	\$ 87,000.00

Funding Source: Funding comes from the General Fund.

M. FROM:	01A001 – General Fund	BA1302190
	CL200055 – Clerk of Courts	
	Personal Services	\$ 163,988.62

TO: 01A001 – General Fund
 IT601020 – IT Administration
 Personal Services \$ 163,988.62

Funding Source: The General Fund provides funding for both departments.

N. FROM: 01A001 – General Fund **BA1302191**
 FS109611 – Fiscal Office Administration
 Personal Services \$ 130,000.00

TO: 01A001 – General Fund
 FS109637 – Financial Reporting
 Personal Services \$ 130,000.00

Funding Source: Funding comes from the General Fund.

O. FROM: 20A658 – Fiscal Certificate of Title Administration **BA1302182**
 FS109694 – Fiscal Operations – Title Bureau
 Other Expenses \$ 1,000.00

TO: 20A658 – Fiscal Certificate of Title Administration
 FS109694 – Fiscal Operations – Title Bureau
 Capital Outlay \$ 1,000.00

Funding Source: Funding comes from fees for the titling of motor vehicles.

P. FROM: 61A607 – Centralized Custodial Services **BA1302181**
 CT577411 – Central Services Other Services
 Other Expenses \$ 200,000.00

TO: 61A607 – Centralized Custodial Services
 CT577379 – Custodial Services
 Other Expenses \$ 200,000.00

Funding Source: Funding for the Centralized Custodial Services fund is provided by internal charges for services.

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

Fund Nos. /Budget Accounts

Journal Nos.

A. FROM: 29A390 – Health and Human Services Levy 2.9 **JT1305182**
 SU513986 – Employment and Family Subsidy 2.9
 Transfer Out \$ 515,912.88

TO: 24A510 – Work and Training Admin.
 WT137109 – Administrative Services
 Revenue Transfer \$ 515,912.88

FROM: 29A390 – Health and Human Services Levy 2.9
SU513986 – Employment and Family Subsidy 2.9
Transfer Out \$ 194,665.83

TO: 24A510 – Work and Training Admin.
WT137109 – Administrative Services
Revenue Transfer \$ 194,665.83

FROM: 29A391 – Health and Human Services Levy 4.8
SU514430 – Employment and Family Subsidy 4.8
Transfer Out \$ 841,752.60

TO: 24A510 – Work and Training Admin.
WT137109 – Administrative Services
Revenue Transfer \$ 841,752.60

FROM: 29A391 – Health and Human Services Levy 4.8
SU514430 – Employment and Family Subsidy 4.8
Transfer Out \$ 317,612.67

TO: 24A510 – Work and Training Admin.
WT137109 – Administrative Services
Revenue Transfer \$ 317,612.67

Funding Source: The funding source is the Health and Human Services Levy Fund.

B. FROM: 20A803 – Treatment Services HHS **JR1301877**
JA107185 – Treatment Services HHS
Transfer Out \$ 274,420.00

TO: 29A391 – Health & Human Services Levy 4.8
ND514513-Health & Human Services 4.8 Mill Levy Revenue
Revenue Transfer \$ 274,420.00

Funding Source: Funding is from the Health and Human Services Levies covering the period January 1, 2013 through December 31, 2013.

C. FROM: 20A810 –Criminal Justice Intervention HHS **JR1301879**
JA107433 – Criminal Justice Intervention HHS
Transfer Out \$ 46,222.06

TO: 29A391 – Health & Human Services Levy 4.8
ND514513 – Health & Human Services 4.8 Mill Levy Revenue
Revenue Transfer \$ 46,222.06

Funding Source: Funding is from the Health and Human Services Levies covering the period January 1, 2013 through December 31, 2013.

D. FROM: 20A067 – Northeast Ohio Regional Fusion Center **JR1301880**
JA108779 – Northeast Ohio Regional Fusion Center
Transfer Out \$ 2,720.43

TO: 01A001 – General Fund
 ND508515 – Non-Departmental Revenue GF
 Revenue Transfer \$ 2,720.43

Funding Source: Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

E. FROM: 20A814 – Wireless 9-1-1 Government Assistance **JT1305183**
 JA106773 – Wireless 9-1-1 Government Assistance
 Transfer Out \$ 1,000,000.00

TO: 20A825 – 9-1-1 Consolidated Shared Service
 JA106781 – Cuyahoga County 911 Consolidated Shared Service
 Revenue Transfer \$ 1,000,000.00

Funding Source: The contribution is from the Department of Public Safety and Justice Services Wireless 911 special revenue fund that derives funding a fee assessed from cell phones in Cuyahoga County. Funding covers the period January 1, 2013 through December 31, 2013. There is a sufficient cash balance in the Wireless 911 account for this transfer.

F. FROM: 01A001 – General Fund **JT1305184**
 JA302224 – Public Safety Grants Administration
 Transfer Out \$ 0.01

TO: 21A277 – SHSP Exercise FY2008
 JA752105 – SHSP Exercise FY2008
 Revenue Transfer \$ 0.01

Funding Source: Funding for the one cent is the General Fund covering the period January 1, 2013 through December 31, 2013.

G. FROM: 21A764 – Interoperable Emergency Communications **JR1301881**
 JA752584 – 2009 Interoperable Emergency Communications-CY2010
 Transfer Out \$ 2.66

TO: 01A001 – General Fund
 JA302224 – Public Safety Grants Administration
 Revenue Transfer \$ 2.66

Funding Source: Funding is from the United States Department of Homeland Security, passed through the Ohio Emergency Management Agency covering the period June 1, 2009 through May 31, 2011.

SECTION 4. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County

Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 5. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and 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

Clerk of Council

Date

Journal CC010
May 14, 2013

MEMORANDUM

TO: Jeanne Schmotzer, Clerk of Council

FROM: Matthew Rubino, Director, Office of Budget & Management

DATE: May 7, 2013

RE: Agenda Items

The Office of Budget & Management is requesting 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 May 14, 2013. The requested fiscal items including additional appropriations, appropriation transfers, and cash transfers meet agency budgetary needs.

Resolution: Additional Appropriations

A.	20A606 – Fatherhood Initiative		BA1302102
	SE507152 – Fatherhood Initiative		
	Personal Services	\$	10,035.00
	Other Expenses	\$	540,910.56

The Fatherhood Initiative is requesting additional appropriation to enable a transfer of expenses to a new budget structure. This increase will be offset by a future corresponding decrease in appropriation to the current index code. Both index codes are funded by the Health & Human Services Levy Fund.

B.	29A391 – Fatherhood Initiative		BA1302155
	SU515999 – Fatherhood Initiative		
	Other Expenses	\$	1,100,000.00

This is a request for a transfer of subsidy to the Fatherhood Initiative. This will delineate the funds from the Child Support Enforcement Agency, and does not require additional funds from the Health and Human Services Levy Fund.

C.	29A391 – HHS Levy 4.8		BA1302185
	SU514273 – Fatherhood Initiative		
	Other Expenses	\$	(1,100,000.00)

This is a request for a transfer of subsidy to the Fatherhood Initiative. This will delineate the funds from the Child Support Enforcement Agency, and does not require additional funds from the Health and Human Services Levy Fund.

Fiscal Office
Office of Budget & Management
1219 Ontario Street, Cleveland, OH 44113, (216) 443-7220, FAX (216) 443-8193
Ohio Relay Service (TTY) 711

D.	01A001 – General Fund DR495515 – Domestic Relations Child Support Personal Services	\$ 84,861.00	BA1302106
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The Domestic Relations Court is requesting appropriation from the General Fund for a Support and Domestic Violence Magistrate and a Court Scheduler. The actual impact to the General Fund will be less than the total appropriation because these positions are 66% reimbursable by IV-D. The actual impact to the general fund will be \$28,852.74.

E.	01A001 – Domestic Relations DR391052 – Domestic Relations Personal Services	\$ 105,907.00	BA1302152
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The Domestic Relations Court is requesting additional appropriation from the General Fund for a Court Scheduler, a Social Worker, and a part-time Psychologist.

F.	20A606 – Fatherhood Initiative SE507152 – Fatherhood Initiative Other Expenses	\$ 20,000.00	BA1302103
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This is a request for additional appropriation of \$20,000 to Other Expenses to represent a \$20,000 grant from the St. Luke’s Foundation. This index code is funded by the SR-Hlth & Comm Serv Fund.

G.	40A069 – Capital Projects Future Debt Issue CC768853 – Justice Center Facilities Improvements Other Expenses	\$ 289,082.00	BA1200958
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Additional appropriation is requested for the Justice Center Facilities Study which was originally budgeted at \$1.0 million. The additional appropriation reflects the expanded scope of the project which includes a study of the City of Cleveland Police Headquarters. The City of Cleveland has agreed to reimburse the County \$274,832 for the evaluation of their headquarters. Funding for the Justice Center study will come from a future bond offering.

H.	24A510 – Work and Training WT137141 – Client Support Services Other Expenses	\$ (250,000.00)	BA1302174
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The Job and Family Services/EFS division is requesting an appropriation reduction to its operating budget in order to cover a corresponding appropriation increase in the Children with Medical Handicap Fund. The Handicap fund covers the medical expenditures of eligible children submitted annually by the Ohio Jobs and Family services. The Medical Handicap fund is funded 100% by the HHS Levy Fund.

I.	24A530 – Children with Medical Handicap WT137935 – Children with Medical Handicap Other Expenses	\$ 250,000.00	BA1302173
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The Job and Family Services/EFS division is requesting an appropriation reduction to its operating budget in order to cover a corresponding appropriation increase in the Children with Medical Handicap Fund. The Handicap fund covers the medical expenditures of eligible children

submitted annually by the Ohio Jobs and Family services. The Medical Handicap fund is funded 100% by the HHS Levy Fund.

J.	01A001 – General Fund	BA1302079
	CO380113- Common Pleas-Legal Research	
	Other Expenses	\$ (64,504.00)

Decrease appropriations in the Common Pleas Court Legal Research general Fund account that will now be paid from the Common Pleas Legal Research Computerization special revenue account. An increase in the Common Pleas special revenue account (CO456541) seen on document BA1302073 appearing on the April 9, 2013 Council Fiscal Agenda, R2013-0067 for \$54,000. Funding for the decrease is from the General Fund covering the period January 1, 2013 through December 31, 2013.

K.	21A054 – SHSP-Search/Rescue Build Out 09/12	BA1302126
	JA778696 – SHSP-Search/Rescue Build Out 09/12	
	Other Expenses	\$ 500.00

Provide appropriations for the additional award in the FY2010 State Homeland Security Program (SHSP) Search and Rescue Training program. The additional amount of \$500 corrects the original request submitted and approved by Council on February 26, 2013 on document BA1301955-01 for \$22,000 however the award was for \$22,500. The award was accepted by the Contracts and Purchasing Board on June 11, 2012 (CPB2012-544). Funding is from the United States Department of Homeland Security passed through the Ohio Emergency Management Agency covering the period August 1, 2010 through March 31, 2013. No cash match is required.

L.	20A821 – State Criminal Alien Assistance Program	BA1302127
	SH456608 – State Criminal Alien Assistance Program	
	Other Expenses	\$ 54,000.00

Provide additional appropriations in the Sheriff's SCAAP special revenue fund to pay for annual software license fees and system maintenance on the IRIS and SORIS software systems. Funding is from reimbursement from the State of Ohio covering the period January 1, 2013 through December 31, 2013. Sufficient cash exists in the fund for the increased appropriations

M.	20A825 –9-1-1 Consolidated Shared Service	BA1302136
	JA106781 – Cuyahoga County 911 Consolidated Shared Service	
	Other Expenses	\$ 2,500,000.00

Provide appropriations in the Department of Public Safety and Justice Services in the newly created Cuyahoga County 911 Consolidated Shared Service fund. \$1,000,000 is being transferred from the Wireless 911 special revenue fund (JT1305183, fiscal item E, on page 15) and the remaining \$1,500,000 is a General Fund Subsidy. The appropriations cover the period May 14, 2013 through December 31, 2013. The establishment of the fund was authorized through Council Ordinance 02013-0010 on April 9, 2013.

N.	01A001 –General Fund	BA1302137
	SU514695 – 911 Consolidated Shared Services General Fund Subsidy	
	Other Expenses	\$ 1,500,000.00

Provide appropriations for the General Fund Subsidy to the Department of Public Safety and Justice Services in the newly created Cuyahoga County 911 Consolidated Shared Service fund.

The establishment of the fund was authorized through Council Ordinance 02013-0010 on April 9, 2013. Funding for the subsidy is from the General Fund covering the period May 14, 2013 through December 31, 2013.

O.	20A695 –Clerk of Courts Computerization		BA1302138
	CL576124 – Clerk of Courts Computerization		
	Capital Outlays	\$	300,000.00

To increase appropriations in the Clerk of Courts Computerization special revenue fund for a pending disaster recovery project that will include Common Pleas, Probate and Domestic Relations Courts as well as Clerk of Court and the Sheriff Foreclosure/Civil Division. Funding is from a \$10 fee collected as part of court costs covering the period January 1, 2013 through December 31, 2013. Sufficient cash exist in this special revenue fund for the additional appropriations and has been authorized by the Court of Common Pleas.

P.	21A837 –State Homeland Security (SHSG)		BA1302139
	JA763508 – SHSP FY12-Special Response Equipment 12/14		
	Personal Services	\$	10,609.00
	Other Expenses	\$	137,433.00
	Capital Outlays	\$	65,000.00

Establish appropriations the recently awarded Federal Fiscal Year 2012 State Homeland Security Program, Specialty Response Team Equipment. Funding is from the United States Department of Homeland Security passed through the Ohio Emergency Management Agency covering the period September 1, 2012 through May 30, 2014. The grant was approved December 27, 2012 by the Contracts and Purchasing Board, approval CPB2012-1154. No cash match is required.

Q.	21A837 –State Homeland Security (SHSG)		BA1302140
	JA763482 – SHSP-FY12 Special Team Sustainment 12/14		
	Other Expenses	\$	8,291.74
	Capital Outlays	\$	157,543.10

Establish appropriations the recently awarded Federal Fiscal Year 2012 State Homeland Security Program, Specialty Response Team Sustainment. Funding is from the United States Department of Homeland Security passed through the Ohio Emergency Management Agency covering the period September 1, 2012 through May 30, 2014. The grant was approved December 27, 2012 by the Contracts and Purchasing Board, approval CPB2012-1152. No cash match is required.

R.	21A837 –State Homeland Security (SHSG)		BA1302158
	JA763490 – SHSP FY12-Region 2 Training & Exercise 12/14		
	Other Expenses	\$	90,000.00
	Capital Outlays	\$	10,000.00

Establish appropriations the recently awarded Federal Fiscal Year 2012 State Homeland Security Program, Region 2 Training and Exercise. Funding is from the United States Department of Homeland Security passed through the Ohio Emergency Management Agency covering the period September 1, 2012 through May 30, 2014. The grant was approved December 27, 2012 by the Contracts and Purchasing Board, approval CPB2012-1153. No cash match is required.

S.	21A218 –State SHSP-Law Enforcement (SHSPLE)	BA1302159
	JA768184 – FFY12 State Homeland –Law Enforcement 12/14	
	Personal Services	\$ 10,841.45
	Other Expenses	\$ 102,993.78
	Capital Outlays	\$ 102,993.77

Establish appropriations the recently awarded Federal Fiscal Year 2012 State Homeland Security Program, Law Enforcement. Funding is from the United States Department of Homeland Security passed through the Ohio Emergency Management Agency covering the period September 1, 2012 through May 30, 2014. The grant was approved December 3, 2012 by the Contracts and Purchasing Board, approval CPB2012-1073. No cash match is required.

T.	29A391 –Health & Human Services Levy 4.8	BA1302165
	SU514331 – Children Witness Violence Subsidy	
	Other Expenses	\$ 1,988,692.00

To increase appropriations in the Children Who Witness Violence subsidy account for 2013 to offset the decrease processed in error and is on NSF for BA1302007 in the amount of \$1,813,692, Council Ordinance R2013-0039. Additionally provide the proper funding of \$175,000 for the Family Justice Center subsidy. Funding is from the Health & Human Services Levies covering the period January 1, 2013 through December 31, 2013.

U.	29A389 –Health & Human Services Levy 4.9	BA1302166
	SU513549 – HHS Subsidy Witness Victim	
	Other Expenses	\$ (1,988,692.00)

To decrease appropriations in the HHS Subsidy Witness Victim account for 2013. There was an increase in the Witness Victim General Fund subsidy account (SU514661) of \$1,813,692 on document BA1302009-01, Council Ordinance R2013-0039. Funding is from the Health & Human Services Levies covering the period January 1, 2013 through December 31, 2013.

V.	21A891 –Domestic Violence Homicide Prevention	BA1302169
	JA750604 – Domestic Violence Homicide Prevention FY14	
	Other Expenses	\$ 192,447.00

To establish appropriations in the newly awarded Domestic Violence Prevention FY14 grant. Funding is from the United States Department of Justice, Office on Violence Against Women covering the period May 1, 2013 through April 30, 2014. The grant was accepted by the Board of Control on April 8, 2013 BC2013-98. No cash match is required.

W.	21A764 –Interoperable Emergency Communications	BA1302171
	JA752584 – 2009 Interoperable Emergency Communications-CY2010	
	Capital Outlays	\$ (8.65)

To decrease appropriations in Justice Services 2009 Interoperable Emergency Communication CY2010 grant in preparation to close out the grant. Funding is from the United States Department of Homeland Security passed through the Ohio Emergency Management Agency covering the period June 1, 2009 through May 31, 2011.

X1.	01A001 - General Fund FS109645 – Fiscal Operations – Record/License/Outreach	BA1302183
	Personal Services	\$ 163,000.00
	Capital Outlay	\$ 280,000.00
X2.	01A001 - General Fund FS109652 – Fiscal Operations – Contractual Services	
	Personal Services	\$ 51,000.00
X3.	01A001 - General Fund FS109678 – Office of Procurement & Diversity	
	Personal Services	\$ 154,000.00

This request would increase General Fund personal services appropriation in the Fiscal Office based on first quarter projections. The Fiscal Office has seen additional staff realignments and refinements among General Fund divisions since the 2013 budget update. The Operations/Records & Licenses General Fund division has a projected personal services surplus sufficient to cover the payroll deficits in the other General Fund divisions based on the current staffing level. However, this division plans to hire fourteen employees to provide expansive scanning services to county agencies and external customers, which will use the surplus and require additional appropriation of \$163,000 for personal services and \$280,000 for the purchase of scanning equipment.

Y1.	22A960 – Community Development Block Grant (CDBG) Year 39 2013	BA1302175
	DV714162 – CDBG Community Development Operating 2013	
	Personal Services	\$ 425,442.00
	Other Expenses	\$ 170,604.00
	Capital Outlays	\$ 500.00
Y2.	22A960 – Community Development Block Grant (CDBG) Year 39 2013 DV714147 – Administration Operating Fiscal Year 2013	
	Personal Services	\$ 381,627.00
	Other Expenses	\$ 174,726.00
	Capital Outlays	\$ 1,000.00
Y3.	22A960 – Community Development Block Grant (CDBG) Year 39 2013 DV714154 – CDBG Economic Development Operating 2013	
	Personal Services	\$ 80,595.00
	Other Expenses	\$ 29,842.00
	Capital Outlays	\$ 500.00
Y4.	22A960 – Community Development Block Grant (CDBG) Year 39 2013 DV714170 – CDBG Project Plan Fiscal Year 2013	
	Other Expenses	\$ 1,679,151.00
Y5.	22A962 – Emergency Solutions Grant (ESG) 2013	BA1302176
	DV714212 – Emergency Solutions Grant (ESG) 2013	
	Personal Services	\$ 7,000.00
	Other Expenses	\$ 294,933.00

Y6.	22A961 – Home 2013		
	DV714188 – Home Administration Operations Fiscal Year 2013		
	Personal Services	\$	129,559.00
	Other Expenses	\$	73,863.00
Y7.	22A961 – Home 2013		
	DV714196 – Home Project Plan Fiscal Year 2013		
	Other Expenses	\$	1,802,251.00

Appropriation is requested for the 2013 Department of Housing and Urban Development (HUD) Grants to begin operating the programs under the grants. Funding has been set for 2013 for the Community Development Block Grant (CDBG) programs, the Emergency Solutions Grant (ESG) program and the Home Grant programs. Funding for all these grants (CDBG, ESG, and Home) comes from the Department of Housing and Urban Development. The allocation of ESG funds has been reduced by 10% from 2012 due to Federal sequestration.

Z.	22A105 – Community Development United States		BA1302177
	Department of Housing and Urban Development Section 108		
	DV711606 – United States Department of Housing and Urban Development Section 108		
	Other Expenses	\$	8,357.08

Appropriation is requested for the payment of fees, interest, and principal for the United States Department of Housing and Urban Development Section 108 Collections Account. Payments are due according to the revised fee schedule of the Fiscal Agency Agreement between the Department of Development and the United States Department of Housing and Urban Development. Funding is provided through repayments from loan recipients that are collected in a Cuyahoga County Treasurer account for this purpose.

AA.	20A815 – Health and Community Services		BA1302178
	SM522573 – Solid Waste Convenience Center		
	Other Expenses	\$	200,000.00

Appropriation is requested for the full payment of the convenience center management contract with vendor Clean Harbors. Additional services will be completed during 2013 due to increased demand for solid waste disposal functions. Funding is provided by \$1.50 disposal fee surcharge.

BB.	54P569 – Capital Projects Sanitary Engineer		BA1302179
	ST541128 – Home Septic Tank Systems 2012 Repair/Replacement Program		
	Other Expenses	\$	154,000.00

Appropriation is requested for the payment of repairs to failing home septic tank systems in Cuyahoga County. These program year 2012 funds are being awarded as a supplemental loan rather than a new loan action because the work is a continuation of activities originally approved in the Program Year 2011 award. Funding is provided by the State of Ohio Environmental Protection Agency's Water Pollution Control Loan Fund which is a principle forgiveness loan.

CC.	65A604 – Postage		BA1302180
	CT577353 – County Mailroom		
	Other Expenses	\$	100,000.00

Appropriation is requested for the payment of postage in the County Mailroom. This appropriation increase will be enough to pay for postage for all Cuyahoga County agencies through 2013. Funding is provided by internal charges for services.

DD.	40A067 – Cellular Phone 911 Surcharges		BA1200959
	CC768192 – Emergency Operations Center		
	Capital Outlays	\$	200,000.00

Appropriation is requested for the Emergency Operations Center in Broadview Heights to fund the purchase of Architectural and Engineering (A&E) Services for the design of the center. This project will require additional follow on funding once construction begins. Funding for the Emergency Operations Center will come from Cellular Phone 911 Surcharges.

EE.	01A001 – General Fund		BA1302048
	HR018010 – Human Resources – General Fund		
	Personal Services	\$	133,000.00

Appropriation is requested to restore the salary budget for the Human Resources department that was reduced for the 2013 budget update. At that time the OBM forecast showed a surplus, but the Department has reevaluated its staffing requirements based on demand from the departments. As a result the Human Resources department is requesting the funds be placed back into its budget.

Resolution: Appropriation Transfers:

A.	FROM:	24A430 – Executive Office of HHS HS157289 – Executive Office of HHS Other Expenses	\$	11,000.00	BA1302104
	TO:	24A430 – Executive Office of HHS HS157289 – Executive Office of HHS Capital Outlay	\$	11,000.00	

This is a request for a transfer of appropriation to support the cost of replacement computer workstations and monitors. The purchase will be paid for by the Executive Office of HHS subfund of the Public Assistance Fund.

B.	FROM:	24A301 –Children and Family Services CF135491 – Information Services Other Expenses	\$	130,000.00	BA1302000
	TO:	24A301 –Children and Family Services CF135467 – Administrative Services Other Expenses	\$	130,000.00	

This appropriation request is to align controlled services appropriation with actual expenses within the administrative index code of DCFS. The funding source is primarily Federal and State revenues, as well as the Health and Human Services Levy Fund.

C.	FROM:	20A821 – State Criminal Alien Assistance Program SH456608 – Sheriff Capital Outlays	\$	188.00	BA1302129
	TO:	20A821 – State Criminal Alien Assistance Program SH456608 – Sheriff Other Expenses	\$	188.00	

Transfer appropriations from contractual to capital for part of the cost of the annual software licenses and equipment support for the IRS and SORIS software. . Funding is from reimbursement from the State of Ohio covering the period January 1, 2013 through December 31, 2013.

D.	FROM:	01A001 – General Fund SH350579 – Sheriff Operations Personal Services	\$	187,587.60	BA1302130
	TO:	01A001 – General Fund HR018010 – Human Resources-GF Personal Services	\$	187,587.60	

Transfer appropriations from the Sheriff Operations account to Human Resources in wages and fringes for three employees transferred effective March 10, 2013. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

E.	FROM:	21A039 – CPC Felony Drug Court JA758078 – CPC Felony Drug Court FFY2010/2013 Personal Services	\$ 6,500.00	BA1302131
	TO:	21A039 – CPC Felony Drug Court JA758078 – CPC Felony Drug Court FFY2010/2013 Other Expenses	\$ 6,500.00	

Transfer appropriations with the CPC Felony Drug Court for the year two budget revision. Funding is from the United States Department of Justice covering the period September 30, 2010 through September 29, 2013.

F.	FROM:	21A764 – Interoperable Emergency Communications JA752949 – 2010 Interoperable Emergency Communications 10/12 Personal Services	\$ 723.75	BA1302160
	TO:	21A764 – – Interoperable Emergency Communications JA752949 – 2010 Interoperable Emergency Communications 10/12 Other Expenses	\$ 723.75	

Transfer appropriations with the Interoperable Emergency Communications 2010/2012 grant in preparation of additional expenses and to prepare the grant for closure. Funding is from the from the Ohio Emergency Management Agency covering the period August 1, 2010 through May 31, 2013.

G.	FROM:	21A065 – Cleveland Safe Port SH456079 – Cleveland Safe Port Other Expenses	\$ 43.11	BA1302164
		Capital Outlays	\$ 649.09	
	TO:	21A065 – Cleveland Safe Port SH456079 – Cleveland Safe Port Personal Services	\$ 692.20	

Transfer appropriations within the Sheriff's Cleveland Safe Port grant in compliance with a recent budget modification. Funding is from the United States Department of Homeland Security, Federal Emergency Management Agency covering the period June 1, 2009 through May 31, 2013.

H.	FROM:	01A001 – General Fund JA100354 – CECOMS Personal Services	\$ 2,700.00	BA1302168
	TO:	01A001 – General Fund JA100354 – CECOMS Capital Outlays	\$ 2,700.00	

Transfer appropriations within the Department of Public Safety and Justice Services, CECOMS account for a pending customer service request (CSR) to purchase a security control panel. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

I.	FROM:	01A001 – General Fund JA100990 – Division of Information Technology Personal Services	\$ 447,415.00	BA1302170
	TO:	01A001 – General Fund SH350579 – Sheriff Operations Personal Services	\$ 447,415.00	

Transfer appropriations from the Department of Public Safety and Justice Services, Division of Information Technology to restore the budget in the Sheriff's Operations account for decision item 12JA02 titled Public Safety Information Technology Consolidation as part of the 2012/2013 budget. The seven employees in the Sheriff Department that were to be transferred to Public Safety and Justice Services did not materialize thus the need to move the appropriations to the department that incurs the cost of these employees. Funding for both departments is from the General Fund covering the period January 1, 2013 through December 31, 2013.

J.	FROM:	01A001 – General Fund IT601104 – Mainframe Operation Services Other Expenses	\$ 300,000.00	BA1302187
	TO:	01A001 – General Fund IT601047 – Web & Multi-Media Development Other Expenses	\$ 300,000.00	

An appropriation transfer would move appropriation between Department of Information Technology divisions to pay consulting services for case management software development. Funding comes from the General Fund.

K.	FROM:	20A301 – Real Estate Assessment FS109702 – Fiscal Operations/Assessment Personal Services Other Expenses	\$ 500,000.00 \$ 728,000.00	BA1302188
	TO:	20A301 – Real Estate Assessment BR420067 – Board of Revision Personal Services Other Expenses	\$ 70,000.00 \$ 1,158,000.00	

The Board of Revision has increased expenses because of the number of complaints received following the sexennial reappraisal and to bring the operations to the level needed through investments in technology and the assistance of temporary employees. The Fiscal Office has surplus appropriation of Real Estate Assessment funds based on first quarter review. This request would transfer surplus funds from the Fiscal Office to the Board of Revision. Funding comes from a fee applied to moneys collected on any tax duplicate other than estate taxes.

L.	FROM:	01A001 – General Fund HC019018 – Human Resource Commission Other Expenses	\$ 87,000.00	BA1302189
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TO: 01A001 – General Fund
 HC019018 – Human Resource Commission
 Personal Services \$ 87,000.00

The Human Resource Commission uses consultants as hearing officers and has a staff of two to administer the department. The Commissioners have decided that an attorney on staff would provide the expertise needed on legal employment and other relevant issues and could provide expertise and support to the hearing officers, which would reduce the time needed on their part. This would reduce the need for appropriation for consultant contracts and increase payroll needs for the additional hire. This request would transfer surplus appropriation to fund the additional position. Funding comes from the General Fund.

M. FROM: 01A001 – General Fund **BA1302190**
 CL200055 – Clerk of Courts
 Personal Services \$ 163,988.62

TO: 01A001 – General Fund
 IT601020 – IT Administration
 Personal Services \$ 163,988.62

The 2013 budget is the first consolidated budget for the Department of Information Technology (IT). Staff members who performed IT-related functions in other executive agencies have been consolidated to the Department of IT along with the appropriations for their payroll expenses. The staff consolidations began in 2012 and continue. This transfer would match appropriations for four staff who moved from the Clerk of Courts to the Department of IT effective March 24, 2013. The General Fund provides funding for both departments.

N. FROM: 01A001 – General Fund **BA1302191**
 FS109611 – Fiscal Office Administration
 Personal Services \$ 130,000.00

TO: 01A001 – General Fund
 FS109637 – Financial Reporting
 Personal Services \$ 130,000.00

The Fiscal Office Administration division has a projected surplus due to vacancies. The Financial Reporting division has a projected deficit because three staff have been reassigned from the Operations division, which does not have available surplus because of plans to hire additional staff to expand scanning services. Funding comes from the General Fund.

O. FROM: 20A658 – Fiscal Certificate of Title Administration **BA1302182**
 FS109694 – Fiscal Operations – Title Bureau
 Other Expenses \$ 1,000.00

TO: 20A658 – Fiscal Certificate of Title Administration
 FS109694 – Fiscal Operations – Title Bureau
 Capital Outlay \$ 1,000.00

The Certificate of Title Administration Division has purchased stools to add seating in one of its Title Administration branches. This transfer would use appropriation not needed in the contractual services budget line to purchase the stools. Funding comes from fees for the titling of motor vehicles.

P.	FROM:	61A607 – Centralized Custodial Services	BA1302181
		CT577411 – Central Services Other Services	
		Other Expenses	\$ 200,000.00
	TO:	61A607 – Centralized Custodial Services	
		CT577379 – Custodial Services	
		Other Expenses	\$ 200,000.00

An appropriation transfer is requested to cover the cost of outstanding contracts in the Department of Public Works, centralized custodial services. The centralized custodial services implemented a preventative maintenance program which requires additional commodities. Funding for the Centralized Custodial Services fund is provided by internal charges for services.

Resolution: Cash Transfers:

A.	FROM:	29A390 – Health and Human Services Levy 2.9 SU513986 – Employment and Family Subsidy 2.9 Transfer Out	\$	515,912.88	JT1305182
	TO:	24A510 – Work and Training Admin. WT137109 – Administrative Services Revenue Transfer	\$	515,912.88	
	FROM:	29A390 – Health and Human Services Levy 2.9 SU513986 – Employment and Family Subsidy 2.9 Transfer Out	\$	194,665.83	
	TO:	24A510 – Work and Training Admin. WT137109 – Administrative Services Revenue Transfer	\$	194,665.83	
	FROM:	29A391 – Health and Human Services Levy 4.8 SU514430 – Employment and Family Subsidy 4.8 Transfer Out	\$	841,752.60	
	TO:	24A510 – Work and Training Admin. WT137109 – Administrative Services Revenue Transfer	\$	841,752.60	
	FROM:	29A391 – Health and Human Services Levy 4.8 SU514430 – Employment and Family Subsidy 4.8 Transfer Out	\$	317,612.67	
	TO:	24A510 – Work and Training Admin. WT137109 – Administrative Services Revenue Transfer	\$	317,612.67	

In accordance with the Ohio Revised Code (ORC) Section 5101.16 the county is required to pay a share of TANF related administration (\$5,430,662) and Non-TANF (\$2,049,114) related administration for Medicaid, Food related expenditures during a calendar year. This represents 3/12 of the total required mandated share that generally is transferred to the corresponding fund on a quarterly basis. This transfer is for January – March 2013. The amount is based on the current State Fiscal Year's requirement. The funding source is the Health and Human Services Levy Fund.

B.	FROM:	20A803 – Treatment Services HHS JA107185 – Treatment Services HHS Transfer Out	\$	274,420.00	JR1301877
	TO:	29A391 – Health & Human Services Levy 4.8 ND514513-Health & Human Services 4.8 Mill Levy Revenue Revenue Transfer	\$	274,420.00	

To return unused portion of the Health and Human Services Levy subsidy from Justice Affairs-Treatment Services HHS account and close out the account and sub-fund. Funding is from the

Health and Human Services Levies covering the period January 1, 2013 through December 31, 2013.

C.	FROM:	20A810 –Criminal Justice Intervention HHS	JR1301879
		JA107433 – Criminal Justice Intervention HHS	
		Transfer Out	\$ 46,222.06
	TO:	29A391 – Health & Human Services Levy 4.8	
		ND514513 – Health & Human Services 4.8 Mill Levy Revenue	
		Revenue Transfer	\$ 46,222.06

To return unused portion of the Health and Human Services Levy subsidy from Justice Affairs-Criminal Justice Intervention HHS account and close out the account and sub-fund. Funding is from the Health and Human Services Levies covering the period January 1, 2013 through December 31, 2013.

D.	FROM:	20A067 – Northeast Ohio Regional Fusion Center	JR1301880
		JA108779 – Northeast Ohio Regional Fusion Center	
		Transfer Out	\$ 2,720.43
	TO:	01A001 – General Fund	
		ND508515 – Non-Departmental Revenue GF	
		Revenue Transfer	\$ 2,720.43

To return unused portion of the General Fund from Justice Affairs-Northeast Ohio Regional Fusion Center special revenue fund and close out the account and sub-fund. Funding is from the General Fund covering the period January 1, 2013 through December 31, 2013.

E.	FROM:	20A814 – Wireless 9-1-1 Government Assistance	JT1305183
		JA106773 – Wireless 9-1-1 Government Assistance	
		Transfer Out	\$ 1,000,000.00
	TO:	20A825 – 9-1-1 Consolidated Shared Service	
		JA106781 – Cuyahoga County 911 Consolidated Shared Service	
		Revenue Transfer	\$ 1,000,000.00

To provide the contribution to the Cuyahoga County 911 Consolidated Shared Services Fund that was established by Council on April 9, 2013, Ordinance 02013-0010. The contribution is from the Department of Public Safety and Justice Services Wireless 911 special revenue fund that derives funding a fee assessed from cell phones in Cuyahoga County. Funding covers the period January 1, 2013 through December 31, 2013. There is a sufficient cash balance in the Wireless 911 account for this transfer. (See related additional appropriation, item M, on page 3.)

F.	FROM:	01A001 – General Fund	JT1305184
		JA302224 – Public Safety Grants Administration	
		Transfer Out	\$ 0.01
	TO:	21A277 – SHSP Exercise FY2008	
		JA752105 – SHSP Exercise FY2008	
		Revenue Transfer	\$ 0.01

To transfer from the General Fund one cent to the State Homeland Security Program Exercise FY2008 grant in preparation for closure. Funding is from the United States Department of Homeland Security, passed through the Ohio Emergency Management Agency covering the period August 1, 2008 through December 31, 2011. Funding for the one cent is the General Fund covering the period January 1, 2013 through December 31, 2013.

G.	FROM:	21A764 – Interoperable Emergency Communications	JR1301881
		JA752584 – 2009 Interoperable Emergency Communications-CY2010	
		Transfer Out	\$ 2.66
	TO:	01A001 – General Fund	
		JA302224 – Public Safety Grants Administration	
		Revenue Transfer	\$ 2.66

To transfer from the FY09 Interoperable Emergency Communications CY2010 grant to the General Fund, returning a portion of the original cash match and in preparation for closure. Funding is from the United States Department of Homeland Security, passed through the Ohio Emergency Management Agency covering the period June 1, 2009 through May 31, 2011.



EDWARD FITZGERALD
Cuyahoga County Executive

CUYAHOGA COUNTY
FISCAL OFFICER



May 7, 2012

Clerk of County Council

Dear Ms. Schmotzer:

A brief summary of the fiscal items that will be submitted for consideration for adoption on first reading at the regular County Council meeting scheduled for May 14, 2013, are presented below.

Additional Appropriation Summary – Additional appropriations are needed when there is a new or increased revenue source, or a revision to the original appropriation level that is required to cover expenditures 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.

Q1 – Recommended revisions to 2013 appropriation levels as a result of first quarter review.

* Impact of fiscal item is included in the current projection and ending fund balance.

General Fund/Health & Human Services*	Amount
Q1 - Fatherhood Initiative – Additional appropriation to cover expenses. Funding is from the Health & Human Services Levy Fund.	\$550,945.56
Q1 - Fatherhood Initiative – Increase and corresponding decrease appropriation to move subsidy to separate index code. Funding is from the Health & Human Services Levy Fund. (\$1,100,000.)	\$0.00
Q1 - Domestic Relations – Additional appropriation to cover a Domestic Violence Magistrate, Court Scheduler, Social Worker and part-time Psychologist. Funding is from the General Fund.	\$190,768.00
Q1 - Job & Family Services/Employment & Family Services – A decrease of appropriation from Client Support Services with a corresponding increase to Children with Medical Handicap to cover medical expenditures of eligible children. Funding is from the Health & Human Services Levy Fund (\$250,000.00).	\$0.00
Common Pleas Court – A decrease in the Legal Research General Fund account. A corresponding increase to the Legal Research Computerization Special Revenue account was approved on April 9, 2013 (R2013-0067).	-\$64,504.00
Q1 - Justice Services – Additional appropriation to provide appropriations to the 9-1-1 Consolidated Shared Service program from the General Fund subsidy.	\$1,500,000.00
Q1 - HHS Subsidy/Children Who Witness Violence – Additional appropriation to restore appropriation to the Children who Witness Violence program which was decreased in error in the amount of \$1,813,692 and to provide proper funding for the Family Justice Center subsidy in the amount of \$175,000, and a corresponding decrease to Witness Victim account. Funding is from the Health & Human Services Levy Fund.	\$0.00
Q1 - Fiscal Office – Additional appropriation to cover personal services (based on first quarter projections) and the purchase of scanning equipment. Funding is from the General Fund.	\$648,000.00
Q1 - Human Resources – Additional appropriation to restore personal services that were reduced during the 2013 Budget Update. Funding is from the General Fund.	\$133,000.00
TOTAL	\$2,958,209.56

Other Operating Funds	Amount
Sheriff – Additional appropriation in the State Criminal Alien Assistance Program to cover annual software licenses and system maintenance fees on the IRIS and SORIS systems. Funding is from reimbursements from the State of Ohio.	\$54,000.00
Q1 - Justice Services – To establish appropriation for the 9-1-1 Consolidated Shared Service program. Funding is	\$2,500,000.00

from a cash transfer (JT1305183) in the amount of \$1,000,000 and \$1,500,000 from a General Fund Subsidy.	
Clerk of Courts – Increase of appropriation to cover funding for pending disaster recovery project. Funding is a fee collected as part of court costs.	\$300,000.00
Development – Additional appropriation to cover the payment of fees, interest, and principal for the U.S. Department of Housing and Urban Development Section 108 Collections Account. Funding is provided through repayments from loan recipients.	\$8,357.08
Q1 - Solid Waste Management District – Additional appropriation to cover the full payment of the convenience center management contract. Funding is from a disposal fee surcharge.	\$200,000.00
Q1 - Public Works/Facilities Management – Additional appropriation to cover postage in the County Mailroom. Funding is from charges for services.	\$100,000.00
TOTAL	\$3,162,357.08

Grants/Projects	Amount
Fatherhood Initiative – To appropriate a grant from the St. Luke’s Foundation.	\$20,000.00
Capital Project – Additional appropriation for the Justice Center Facilities Study to cover the expanded scope of the project to include the City of Cleveland Police Headquarters. The City has agreed to reimburse the County \$274,832 for the evaluation. Funding is from a future bond issuance.	\$289,082.00
Justice Services – To appropriate grant award for the FY2010 State Homeland Security Program Search & Rescue Training program from the U.S. Department of Homeland Security. An additional appropriation was approved on February 26, 2013 (R2013-0033) in the amount of \$22,000. The total award is \$22,500.	\$500.00
Justice Services – To appropriate grant funding for the SHSP FFY12 Special Response Team Equipment (\$213,042); the SHSP FFY Special Team Sustainment (\$165,834.84); the SHSP FFY12 Region 2 Training and Exercise (\$100,000); and the SHSP FFY12 State Homeland Law Enforcement (\$216,829) programs from the U.S. Department of Homeland Security.	\$695,705.84
Justice Services – To establish appropriation for the Domestic Violence Prevention FY14 grant from the U.S. Department of Justice, Office on Violence Against Women.	\$192,447.00
Justice Services – Decreasing appropriation to close-out the 2009 Interoperable Emergency Communication grant from the U.S. Department of Homeland Security.	-\$8.65
Development – To appropriate the 2013 Community Development Block Grants, the Emergency Solutions Grant, and the Home 2013 grants from the Department of Housing and Urban Development (HUD) grants.	\$5,251,593.00
Public Works/Sanitary Engineer – Additional appropriation to cover payment for repairs to failing home septic tank system in Cuyahoga County. Funding is from the State of Ohio Environmental Protection Agency’s Water Pollution Control Loan Fund.	\$154,000.00
Capital Project/Emergency Operations Center – Additional appropriation to cover Architectural and Engineering (A&E) Services for the design of the Center. Funding will come from cellular phone 9-1-1 surcharges.	\$200,000.00
TOTAL	\$6,803,319.19

Total Additional Appropriations - All Funds	\$12,923,885.83
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The following represents the overall changes made to the Annual Appropriation Measure for 2013 since its adoption on December 11, 2012 Resolution R2012-0232. The changes reflect the Additional Appropriations, Appropriation Transfers and Cash Transfers to the original adopted appropriation resolution.

APPROPRIATION STATUS SUMMARY:	05/14/2013 Agenda	Year to Date*	Adjusted Annual Appropriation
General Fund Impact	\$ 2,407,264.00	\$ 361,708,846.00	\$ 371,699,475.88
HHS Levy Impact	\$ 550,945.56	\$ 222,615,901.00	\$ 205,360,961.88
Other Fund Impact	\$ <u>9,965,676.27</u>	\$ <u>919,467,552.00</u>	\$ <u>974,966,525.92</u>
Total Impact	\$ 12,923,885.83	\$ 1,503,792,299.00	\$ 1,552,026,963.68

* 2013 appropriation levels adopted by resolution R2012-0232 on December 11, 2012.

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

General Fund/Health & Human Services	Amount
Office of Health & Human Services – Realignment to cover the replacement of computer workstations and monitors. Funding is from the Health & Human Services Levy Fund.	\$11,000.00
Children & Family Services – Realignment to properly align appropriation with expenditures. Funding is from Federal and State revenues as well as the Health & Human Services Levy Fund.	\$130,000.00
Q1 - Sheriff – Realigning appropriations from the Sheriff’s Operation account for staff transferred to the Office of Human Resources. Funding is from the General Fund.	\$187,587.60
Q1 - Justice Services – Realigning appropriation within the CECOMS to cover the purchase of a security control panel. Funding is from the General Fund.	\$2,700.00
Q1 - Justice Services – Realigning appropriation from the Division of Information Technology to restore appropriation to the Sheriff’s Operations for seven staff that were not transferred to the Division per decision item 12JA02. Funding is from the General Fund.	\$447,415.00
Q1 - Information Technology – Realigning appropriation from Mainframe Operation Services to Web & Multi-Media Development to cover consulting services for case management software development. Funding is from the General Fund.	\$300,000.00
Q1 - Human Resource Commission – Realigning appropriation from other expenses to personal services to hire an on staff attorney. Funding is from the General Fund.	\$87,000.00
Q1 - Clerk of Courts – Realigning appropriation from the Clerk of Courts to the Department of Information Technology for payroll expenses associated with staff consolidated into Information Technology. Funding is from the General Fund.	\$163,988.62
Q1 - Fiscal Office – Realigning appropriation from Administration to Financial Reporting to cover personal services for staff members reassigned from the Operations division. Funding is from the General Fund.	\$130,000.00
TOTAL	\$1,459,691.22

Other Operating Funds	Amount
Sheriff – Realigning appropriation to cover the cost of annual software licenses and equipment for the IRIS and SORIS software. Funding is from state reimbursements.	\$188.00
Q1 - Fiscal Office – Realigning appropriation from Real Estate Assessment Fiscal Operations/Assessment to the Board of Revision to cover increased expenses due to the number of complaints received following the sexennial reappraisal. Funding is from fees collected on tax duplicates other than estate taxes.	\$1,228,000.00
Fiscal Office – Realigning appropriation within the Fiscal Operation Title Bureau to cover the purchase of stools. Funding is from fees for the titling of motor vehicles.	\$1,000.00
Q1 - Public Works/Facilities Management – Realigning appropriation from Other Services to Custodial Services to cover the cost of additional commodities associated with the preventative maintenance program. Funding is from charges for services.	\$200,000.00
TOTAL	\$1,429,188.00

Grants/Projects	Amount
Justice Services – Realigning appropriation within the CPC Felony Drug Court for the year two budget revision. Funding is from the U.S. Department of Justice.	\$6,500.00
Justice Services – Realigning appropriation within the Interoperable Emergency Communications to cover expenses and to close-out the grant. Funding is from the Ohio Emergency Management Agency.	\$723.75
Sheriff – Realigning appropriation in the Cleveland Safe Port grant in compliance with a recent budget modification. Funding is from the U.S. Department of Homeland Security, Federal Management Agency.	\$692.20
TOTAL	\$7,915.95

Total Appropriation Transfers - All Funds	\$2,896,795.17
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Cash Transfer Summary – Operating transfers support operating expenditures, related to a cash matches for a grants, transfer of taxes or fees to a debt service fund, transfers from the General Fund to a capital project fund or operating subsidies to special revenue funds, enterprise funds, or internal service funds. This type of transaction posts as an expenditure and sufficient appropriation must be available to process the transaction.

General Fund/Health & Human Services	Amount
Health & Human Services – Cash transfers to pay the first quarter mandated share of Temporary Assistance to	1,869,943.98

Needy Families (TANF) and Non-TANF related administration for Medicaid, and Food related expenditures during a calendar year.	
Justice Services – A cash transfer to return the unused portion of the Health & Human Services Levy subsidy for Justice Services’ Treatment Services HHS and close-out the account. Funding is from the Health & Human Services Levy Fund.	\$274,420.00
Justice Services – A cash transfer from the Criminal Justice Intervention HHS account to return the unused portion of levy dollars and close-out fund. Funding is from the Health & Human Services Levy Fund.	\$46,222.06
Justice Services – A cash transfer from the Northeast Ohio Regional Fusion Center special revenue fund to return unused portion of General Fund appropriation and close-out the fund.	\$2,720.43
Justice Services – A cash transfer from Public Safety Grants Administration to the State Homeland Security Program Exercise FY2008 grant in preparation of grant closure. Funding is from the U.S. Department of Homeland Security.	\$0.01
TOTAL	\$2,193,306.48

Other Operating Funds	Amount
Q1 - Justice Services – A cash transfer to provide the contribution to the Cuyahoga County 9-1-1 Consolidated Shared Services Fund that was established by Council on April 9, 2013, Ordinance O2013-0010. Funding is from fees assessed on cell phones in the County.	\$1,000,000.00
TOTAL	\$1,000,000.00

Grants/Projects	Amount
Justice Services – A cash transfer from the FY09 Interoperable Emergency Communications CY2010 grant to return the unused portion of the cash match to the General Fund and prepare to close-out the grant.	\$2.66
TOTAL	\$2.66

Total Cash Transfers - All Funds	\$3,193,309.14
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Thank you for your consideration regarding this matter.

Sincerely,



Matthew Rubino
 Director, Office of Budget & Management
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 (216) 443-7448
 Fax: (216) 443-8193

Recommendation for Appropriation Request

Request Description	Appropriation Increase
Requesting Agency	Domestic Relations Court
Funding Source	General Fund
Total Impact	\$190,768 (2013), \$310,000 (2014)
Status	Recommended
Agenda Date	5/14/2013

Summary of Request

Request to increase appropriation to Domestic Relations Court totaling \$190,768 in 2013 to support the hire of four new full-time and one-part time positions to enable the Court to meet demand in accordance with Supreme Court guidelines.

Background Information

Domestic Relations Court is challenged to respond to a changing environment, which includes an increase in the number of *pro se* filings, an increase in the number of filings for domestic violence civil protection orders, and an increase in the number of parenting proceedings that have behavioral health components and/or parties whose relationship is contentious at best. This request includes:

- DV/Support Magistrate - \$96,300 annually, \$59,261 in 2013 – this position is eligible for IV-D reimbursement so the annual General Fund impact is only \$32,745.
- Scheduler (2) - \$83,200 annually, \$51,200 in 2013 – these positions support the new Magistrate and the Court’s existing professional staff, many of whom are scheduling themselves, which takes time away from direct services to litigants. One of these positions is eligible for IV-D reimbursement, so the annual impact of the two is \$55,744.
- Social Worker - \$68,100 annually, \$41,907 in 2013 – this position is needed to be the liaison between the Mediation and Family Conciliation Services divisions, complete evaluations and provide other services to litigants to dispose of cases, reduce post-decree filings, and prevent post-decree filings from elevating to levels that require hearings.
- Psychologist (PT) - \$62,400 annually, \$38,400 in 2013 – needed to administer required psychological testing and alleviate the burden on the existing psychologist following a 150% increase in the number of referrals from 2011. This will result in more timely completion of testing and evaluations and resolution of custody cases.

OBM Recommendation and Impact Statement

OBM strongly recommends support of this request to support the hire of the staff. The County is obligated to provide funding for the Court in order for it to fulfill its requirements; having sufficient staff to operate within the Supreme Court guidelines arguably meets the standard of “reasonableness.” Domestic Relations Magistrates in

Recommendation for Appropriation Request

Cuyahoga County hear more cases – on average – than Magistrates in any other DR Magistrates in the State.

Custody cases are being dragged on unnecessarily – often at the expense of the child/ren – due to the inability of the Court’s Family Conciliation Services division to complete its due diligence in a timely manner. Further, national trends suggest that thorough, pro-active FCS activities reduce post-decree motions, which ultimately represents a savings to the Court and is undeniably in the best interest of all parties, particularly the children.

Finally, the Magistrate currently assigned to Domestic Violence has the highest number of hearings among all of the Court’s Magistrates. Hiring a new Magistrate will result in a more equitable allocation of hearings and enable the Court to meet Supreme Court guidelines. Moreover, the new Magistrate will also be able to assist with the Child Support caseload, increasing processing time and decreasing the length of time custodial parents must wait to receive financial support for their children. With this new Magistrate the Court will, for the first time, be able to order child support in non-divorce Domestic Violence cases where the parties are living separately. This has the potential to have a significant and far-reaching impact on the litigants that present to the Court. Financial insecurity is cited as among the top reasons why victims of domestic violence – specifically those with children – return to their abusers. The ability to receive financial support could very well enable these individuals to permanently sever the relationship with their abuser and regain control of their lives. This complements the County’s efforts relative to the Family Justice Center, recognizing that stopping domestic violence ultimately saves money, saves lives, and is simply the right thing to do.

Assuming 16 pay periods for the new staff, the appropriation need for 2013 totals \$190,768 and increases to \$310,000 on an annual basis. Two of the positions – the Magistrate and one of the Schedulers – are eligible for Federal IV-D reimbursement (66%), which reduces the annual General Fund impact of this request to just under \$220,000.

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0089

<p>Sponsored by: County Executive FitzGerald/Departments of Law and Public Works/Division of Finance and Planning</p>	<p>A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and International Union of Operating Engineers, Local 18-S, representing approximately 17 employees in 14 classifications in the Department of Public Works for the period 5/7/2013 - 4/30/2015; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; 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.</p>
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WHEREAS, the Cuyahoga County Department of Law has been engaged in negotiations with the Local 18-S Union in an effort to negotiate a successor collective bargaining agreement (“CBA”) that includes approximately 17 employees in 14 classifications from the Cuyahoga County Department of Public Works; and,

WHEREAS, the parties have met on multiple occasions in a consolidated effort to negotiate new terms and have reached a tentative agreement on a single successor collective bargaining agreement; and,

WHEREAS, on or about May 1, 2013, the members of the bargaining unit met and voted to ratify the proposed successor collective bargaining agreement in full; and,

WHEREAS, O.R.C. 4117.10 (B) requires that a public employer submit a request for funds necessary to implement an agreement, and for approval of any other matter requiring the approval of the appropriate legislative body to the legislative body within thirty days of the date on which the parties finalize the agreement, unless otherwise specified or if the legislative body is not in session at the time, then within fourteen days after it convenes; and,

WHEREAS, O.R.C. 4117.10(B) further states that the legislative body must approve or reject the submission as a whole, and the submission is deemed approved if the legislative body fails to act within thirty days after the public employer submits the agreement; and,

WHEREAS, the Department of Law and the County Executive are recommending that Council approve the proposed Collective Bargaining Agreement for the period of 5/7/2013 – 4/30/2015; and,

WHEREAS, it is necessary that this Resolution become immediately effective to ensure the efficient operation of the Cuyahoga County Department of Public Works.

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

SECTION 1. The Cuyahoga County Council hereby approves the Collective Bargaining Agreement between Cuyahoga County and The International Union of Operating Engineers, Local 18-S, representing approximately 17 employees in 14 classifications from the Cuyahoga County Department of Public Works for the period of 5/7/2013 – 4/30/2015, and authorizes the County Executive to execute all documents consistent with this Resolution.

SECTION 2. Funds necessary to implement the CBA between the County and The International Union of Operating Engineers, Local 18-S shall be budgeted and appropriated.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed 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

Clerk of Council Date

Journal CC010
May 14, 2013

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0090

Sponsored by: County Executive FitzGerald/Department of Development	A Resolution authorizing a Downtown Development Fund Loan in the amount not-to-exceed \$1,500,000.00 to 1717 East 9 th LLC for acquisition, renovation, construction and conversion of the East Ohio Gas Building and parking garage to a mixed-use residential complex; authorizing the Deputy Chief of Staff of Development or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Development has recommended a Downtown Development Fund Loan in the amount not-to-exceed \$1,500,000.00 to 1717 East 9th LLC for acquisition, renovation, construction and conversion of the East Ohio Gas Building and parking garage to a mixed-use residential complex; and

WHEREAS, this project will be funded in part by Casino Tax Revenue Funds; and

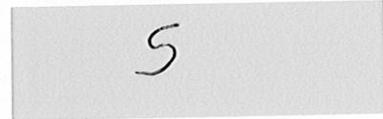
WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

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

SECTION 1. That the Cuyahoga County Council authorizes a Downtown Development Fund Loan in the amount not-to-exceed \$1,500,000.00 to 1717 East 9th LLC for acquisition, renovation, construction and conversion of the East Ohio Gas Building and parking garage to a mixed-use residential complex.

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

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest



Item Details:

Agency/Dept. Name:	Department of Development	Agency/Dept. Head Name:	Larry Benders, Director
Type of Request:	Other		
Request Prepared by:	Sara Parks Jackson	Telephone No.	216-443-8160

SUMMARY OF REQUESTED ACTION:

A. Scope of Service

1. Department of Development requesting approval of a Downtown Development Loan to 1717 East 9th LLC in the amount not to exceed \$1,500,000.

2. The primary goal of the project is to assist with the financing of the acquisition, renovation, construction and conversion of the East Ohio Gas Building and parking garage to a mixed -use residential complex.

B. Procurement

1. The procurement method for this project is a loan.

C. Contractor and Project Information

1. The address of the borrower is:

1717 East 9th Street
c/o Mary Forbes Lovett
Ulmer and Berne LLP
1660 West 2nd Street, Suite 1100
Cleveland, Ohio 44113

2. The owners are the 1717 East 9th LLC
K and D Group, Managing Members

3. The location of the project is

1717 East 9th Street
Cleveland, Ohio 44114

Council District 7

D. Project Status and Planning

1. The project is new to the County

E. Funding

1. The project will be funded in part by Casino Tax Revenue Funds.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

The primary goal of the project is to assist with the financing of the acquisition, renovation, construction and conversion of the East Ohio Gas Building and parking garage to a mixed - use residential complex.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

Exempt from Competitive Bid Requirements

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

Financial Information:

Funding source:

Other

Explanation:

Casino Tax Revenue Fund

Total Amount Requested:

\$1,500,000

ATTACHMENTS:

[Click to download](#)

No Attachments Available

History

Time

Who

Clerk of the Board

Approval



County Council of Cuyahoga County, Ohio

Resolution No. R2013-0091

<p>Sponsored by: County Executive FitzGerald/Department of Development</p>	<p>A Resolution authorizing a Downtown Development Fund Loan in the amount not-to-exceed \$1,500,000.00 to Flats East Development, LLC for construction of residential and retail components of the Flats East Bank Neighborhood Project – Phase II; authorizing the Deputy Chief of Staff of Development or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Development has recommended a Downtown Development Fund Loan in the amount not-to-exceed \$1,500,000.00 to Flats East Development, LLC for construction of residential and retail components of the Flats East Bank Neighborhood Project – Phase II; and

WHEREAS, this project is anticipated to create two hundred (200) full-time equivalent jobs; and

WHEREAS, the total estimated cost of this project is \$133,000,000.00 of which the County will loan \$1,500,000.00 with a term of seven (7) years at a fixed interest rate of three percent (3%); and

WHEREAS, this project will be funded by the Gross Casino Tax Revenue Funds, and the schedule of payments will be quarterly; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

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

SECTION 1. That the Cuyahoga County Council authorizes a Downtown Development Fund Loan in the amount not-to-exceed \$1,500,000.00 to Flats East Development, LLC for construction of residential and retail components of the Flats East Bank Neighborhood Project – Phase II.



6

Item Details:

Agency/Dept. Name:	Department Development	of Agency/Dept. Head Name:	Larry Benders, Director
Type of Request:			
Request Prepared by:	Laura Clark	Telephone No.	698-2575
SUMMARY OF REQUESTED ACTION:			
Title: Development/2013/Flats East Development, LLC/Downtown Development Fund Loan/Flats Phase II Project, Cleveland			
A. Scope of Work Summary			
1. Department of Development requesting approval of a Downtown Development Fund Loan to Flats East Development, LLC or to-be-formed limited liability company in the amount not-to-exceed \$1,500,000 and authorizing the Director of Development to execute the loan documents, amendments, subordination agreements and other instruments and agreements, with such parties that may be required or appropriate to effectuate the loan.			
2. The primary goals of the project are to construct the residential and retail component of the Flats East Bank Neighborhood project. These 17 acres will have multiple restaurants, a residential building, retail shops, parking garage and public space along the Cuyahoga River. The project will create 200, new to Cuyahoga County, full-time equivalent jobs. Total project costs are estimated at \$133,000,000 and the County loan is \$1,500,000.			
B. PROCUREMENT: Downtown Development Fund Loan			
C. CONTRACTOR AND PROJECT INFORMATION:			
1. Downtown Development Fund Loan borrower: Flats East Development, LLC or to-be-formed limited liability company 1138 West 9th Street Cleveland, Ohio 44113 County Council District: 7			
2. Principal Owners of Flats East Development, LLC are 75% The Wolstein Group and 25% Fairmount Flats LLC.			

3. The location of the project is
Flats East Bank - Phase II
1078 Old River Road
Cleveland, 44113
County Council District 7

D. PROJECT STATUS AND PLANNING:

The Department of Development has Downtown Development Fund loans for eligible borrowers that 1. revitalize vacant and/or underutilized properties, 2. enhance public infrastructure (access to waterfront, structured parking), and 3. construct new buildings, as appropriate.

E. FUNDING:

This project will be funded by the Gross Casino Revenues Tax.
The schedule of payments will be quarterly.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

PURPOSE: Flats East Development, LLC or to-be-formed limited liability company, will be constructing the residential and retail component of the Flats East Bank Neighborhood project. The County's \$1,500,000 loan will be utilized to assist with hard project costs. The total project cost is \$133,000,000; the County's assistance is approximately 1% of the project.

OUTCOMES: The project is expected to create 200, new to Cuyahoga County, full-time equivalent jobs within three years of project completion, which must be maintained for ten years. The loan has a fixed interest rate of 3% and must be repaid within 7 years.

PRINCIPAL OWNERS: Flats East Development, LLC is 75% The Wolstein Group and 25% Fairmount Flats LLC.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

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

Financial Information:

Funding source:	Explanation:
Other	Gross Casino Revenues Tax

Total Amount Requested:

\$1,500,000.00

ATTACHMENTS:

Click to download

[Ordinance for Casino Revenue Fund](#)

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0092

Sponsored by: County Executive FitzGerald/Department of Development	A Resolution authorizing a Downtown Development Fund Grant in the amount not-to-exceed \$4,000,000.00 to Playhouse Square District Development Corporation for streetscape improvements; authorizing the Deputy Chief of Staff of Development or Director of Development to execute all documents consistent with said grant and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Development has recommended a Downtown Development Fund Grant in the amount not-to-exceed \$4,000,000.00 to Playhouse Square District Development Corporation for streetscape improvements; and

WHEREAS, the primary goal of this project is to assist in the \$16,000,000.00 streetscape improvement activities for the Playhouse Square area in Cleveland, Ohio; and

WHEREAS, this project will be funded in part from the Downtown Development Fund and with the Casino Tax Revenue Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

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

SECTION 1. That the Cuyahoga County Council authorizes a Downtown Development Fund Grant in the amount not-to-exceed \$4,000,000.00 to Playhouse Square District Development Corporation for streetscape improvements.

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

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members



Item Details:

Agency/Dept. Name:	Department of Development	Agency/Dept. Head Name:	Larry Benders, Director
Type of Request:	Other		
Request Prepared by:	Sara Parks Jackson	Telephone No.	216-443-8160

SUMMARY OF REQUESTED ACTION:

A. Scope of Work

1. Department of Development requesting approval of a Downtown Development Grant to the Playhouse Square District Development Corporation in an amount not to exceed \$4,000,000 for the purpose of providing streetscape improvements.
2. The primary goal of the project is to assist in the \$16,000,000 streetscape improvement activities for the Playhouse Square area in Cleveland, Ohio.

B. Procurement

The procurement method for this project will be a grant agreement.

C. Contractor and Project Information

The project is located in the Playhouse Square area with principle offices located at
 Playhouse Square District Development Corporation
 1501 Euclid Ave
 Cleveland, Ohio 44115
 Council District 7

D. Project Status and Planning

The project is new to the County.

E. Funding

1. The project will be funded in part from the Downtown Development Fund.

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 Casino Tax Revenue Fund

Total Amount Requested:
\$4,000,000

ATTACHMENTS:

[Click to download](#)
No Attachments Available

History	Who	Approval
Time	Clerk of the Board	



County Council of Cuyahoga County, Ohio

Resolution No. R2013-0093

Sponsored by: County Executive FitzGerald/ Department of Development	A Resolution authorizing the issuance and sale of County of Cuyahoga, Ohio Taxable Economic Development Revenue Bonds, Series 2013 (Flats East Bank, LLC Project) in a principle amount not-to-exceed \$17,000,000.00 for the purpose of assisting in financing the costs of a “Project” within the meaning of Chapter 165, Ohio Revised Code, paying capitalized interest and paying costs of issuance; providing for the guaranty of the payment annual principle and interest charges of such bonds; authorizing the execution of various documents required in connection with said bond issuance and authorizing and approving related matters; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County of Cuyahoga, Ohio (the “Issuer”), a county and political subdivision duly organized and validly existing under the laws of the State of Ohio, by virtue of the laws of the State of Ohio, including Article VIII, Section 13 of the Constitution of Ohio and Chapter 165 of the Ohio Revised Code, as amended (the “Act”), is authorized and empowered among other things (a) to issue its Taxable Economic Development Revenue Bonds, Series 2013 (Flats East Bank Phase II Project) in an aggregate principal amount not to exceed \$17,000,000 (the “Bonds”), and loaning the proceeds of the Bonds to Flats East Bank, LLC, an Ohio limited liability company (“Borrower”), to (i) finance a portion of the costs of acquiring, constructing, equipping, furnishing and improving a “project”, as defined in Section 165.01, as amended, Ohio Revised Code, including but not limited to commercial facilities constituting approximately 235,000 square feet of new market rate residential rental units and approximately 80,000 square feet of ground level retail and restaurant space, (ii) pay capitalized interest, (iii) fund a debt service reserve fund and (iv) pay costs of issuance (collectively, the “Series 2013 Project”); (b) to guaranty the payment of certain interest on and scheduled principle of the Bonds; and (c) to enact this Resolution (the “Bond Resolution”) and execute and deliver the agreements and instruments hereinafter identified;

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 the Borrower, has determined that it is willing to authorize the issuance and sale of the Issuer’s Taxable Economic Development

Revenue Bonds, Series 2013 (Flats East Bank, LLC Project) in the aggregate maximum principal amount of \$17,000,000 to assist in the financing of the Project, and in connection with that issuance and sale, to adopt this Resolution, to enter into the Issuer Documents and to execute and deliver certain other statements, documents and instruments upon the terms set forth in this Resolution and those documents and instruments; and

WHEREAS, the Bonds will be issued pursuant to the provisions of the Act and a Trust Agreement (the “Trust Agreement”), by and between the Issuer and _____, as trustee (the “Trustee”); and

WHEREAS, the 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 Issuer, the State or any political subdivision thereof, and the holders of the Bonds shall not be given and shall not have any right to have excises or taxes levied by this Council or the Issuer, or the State or the taxing authority of any political subdivision thereof, for the payment of bond service charges, and the Bonds will be payable solely from Revenues (as defined in the Trust Agreement) and other monies available to the Borrower; and

WHEREAS, the Act provides, among other things, that, to create or preserve jobs and employment opportunities and to improve the economic welfare of the people of the State, it is in the public interest and a proper public purpose for the State or its political subdivisions, including the County, to guarantee loans to provide moneys for the acquisition, construction, enlargement, improvement, or equipping of property, structures, equipment, and facilities within the State for commerce; and

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

SECTION 1. Definitions.

(a) As used herein, the following capitalized words and terms shall have the following definitions, unless the context or use indicates another or different meaning or intent:

(i) “Guaranteed Bond Service Charges” means any interest on or scheduled principal (including mandatory sinking fund installments) of the Bonds remaining payable after the application thereto of all moneys in the Bond Fund and the Bond Reserve Fund established pursuant to the Indenture.

(ii) “Guaranty” means the Guaranty Agreement between the County, Borrower, and the Trustee, to be dated as of the same date as the Bonds, as authorized pursuant to section 10 hereof and as the

same may be modified, amended or supplemented from time to time in accordance with its terms.

(iii) “Guaranty Period” means, as the case may be, the Initial Guaranty Period or any Subsequent Guaranty Period.

(iv) “Initial Guaranty Period” means the calendar year ____.

(v) “Payment Date” means any Interest Payment Date or any date on which a scheduled payment of principal or of a mandatory sinking fund installment of the Bonds is due.

(vi) “Subsequent Guaranty Period” means any calendar year subsequent to the Initial Guaranty Period during which any Bonds remain outstanding and for which all conditions precedent to the renewal of the Guaranty for such year set forth in Section 8 hereof have been met.

(b) All other capitalized terms used herein and those not otherwise defined herein shall have the respective meanings given to them in the Trust Agreement with respect to the Bonds.

(c) Any reference herein to the Issuer, or to any officers 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.

(d) Unless the context shall otherwise indicate, words importing the singular number shall include the plural number, and vice versa, and the terms “hereof,” “hereby,” “hereto,” “hereunder,” and similar terms, mean this Bond Resolution.

SECTION 2. Determination of Issuer. This Council hereby finds and determines, based on the information and representations provided by the Borrower and Bond Counsel, that the issuance of the Bonds for the purpose of financing the Series 2013 Project and execution of the Guaranty, in accordance with the terms set forth herein, is consistent with the purposes of the Constitution of the State and the Act and will benefit the people of the Issuer by creating or preserving jobs and employment opportunities and promoting the industrial, commercial and economic development of the Issuer and the State of Ohio. Provision of the loan to assist in the financing of the Series 2013 Project will require the issuance, sale and delivery of the Bonds.

SECTION 3. Authorization of Bonds. It is hereby determined to be necessary to, and the Issuer shall, issue, sell and deliver, as provided herein and pursuant to the authority of the Act, the Bonds, all in accordance with the provisions of the Loan Agreement between the Issuer and the Borrower (the “Loan Agreement”). The Bonds shall be designated “Economic Development Revenue Bonds, Series 2013 (Flats East Bank Phase II Project).”

SECTION 4. Terms and Execution of the Bonds. The Bonds shall be issued in the form and denominations, shall be numbered, dated and payable as provided in the Trust Agreement. The Bonds shall mature no later than June 1, 2038, and have such terms, and be subject to mandatory and optional redemption as provided in the Trust Agreement. This Board hereby determines that the interest rate on the Bonds shall be a variable rate that shall be determined in the manner and pursuant to the provisions of the Trust Agreement. The Bonds shall be executed on behalf of the Issuer by the manual or facsimile signature of the County Executive. In case any officer whose signature or a facsimile thereof shall appear on the Bonds shall cease to be such officer before the issuance or delivery of the Bonds, such signature or facsimile thereof shall nevertheless be valid and sufficient for all purposes, the same as if the officer had remained in office until after that time.

The form of the Bonds substantially in the form set forth in Exhibit A to the Trust Agreement, subject to appropriate insertions and revisions in order to comply with the provisions of the Trust Agreement, is hereby approved, and when the same shall be executed on behalf of the Issuer by the appropriate officer thereof in the manner contemplated hereby and by the Indenture, in an aggregate principal amount of up to \$17,000,000, shall represent the approved form of the Bonds.

The Bonds initially shall be issued only in fully registered form as described in the Trust Agreement.

SECTION 5. Authorization of Trust Agreement, Loan Agreement, Guaranty, Bond Purchase Agreement, and All Other Documents to be Executed by the Issuer. To provide for the issuance and sale of the Bonds, and to better secure the payment of the principal of, and premium, if any, and interest on, the Bonds as the same shall become due and payable, the County Executive and the County Executive's Chief of Staff as the County Executive's designee pursuant to Executive Order No. 02011-0002, and each of them, is hereby authorized and directed to execute, acknowledge and deliver in the name and on behalf of the Issuer, the Trust Agreement, the Guaranty (as described in Section 8 hereof), the Loan Agreement and the Bond Purchase Agreement (collectively, the "Issuer Documents") in substantially the forms on file with the Issuer, which are hereby approved, with such changes requested and approved by the County Prosecutor's office and Issuer's Counsel, and any changes not materially inconsistent with this Bond Resolution and not adverse to the Issuer as may be permitted by the Act and approved by the officers executing the same on behalf of the Issuer. The approval of such changes by said officer, and that such are not adverse to the Issuer, shall be conclusively evidenced by the execution and delivery of such Issuer Documents by such officer.

The Executive, the Chief of Staff as authorized designee of the Executive, the Fiscal Officer and the Clerk of the Council are each hereby separately authorized to take any and all actions and to execute such financing statements, assignments, certificates and other documents and instruments that may be necessary or appropriate in the opinion of Bond Counsel, in order to effect the

issuance of the Bonds and the intent of this Bond Resolution, including taking all actions necessary to complete the sale of the Bonds under the “blue sky” laws of any jurisdiction; provided that the Issuer shall not be required to submit to service of process in connection with any such “blue sky” action in any state except Ohio. The Clerk of the Council, or other appropriate officer of the Issuer, shall certify a true transcript of all proceedings had with respect to the issuance of the Bonds, along with such information from the records of the Issuer as is necessary to determine the regularity and validity of the issuance of the Bonds.

SECTION 6. Sale of Bonds. The Bonds are to be sold and awarded to the original purchaser thereof (the “Original Purchaser”) identified in accordance with the Trust Agreement, the Loan Agreement and the Bond Purchase Agreement, at a purchase price of not less than 100% of the aggregate par amount of the Bonds.

The Executive, the Chief of Staff as authorized designee of the Executive, the Clerk of the Council and the Fiscal Officer are each hereby authorized and directed to make the necessary arrangements with the Original Purchaser to establish the date, location, procedure and conditions for delivery of the Bonds to the Original Purchaser and to take all steps necessary to effect due execution, authentication and delivery to the Original Purchaser of the Bonds under the conditions of this Bond Resolution and the Trust Agreement.

It is determined by this Council that the price for and the terms of the Bonds, and the sale thereof, all as provided in this Bond Resolution, the Bond Purchase Agreement, the Loan Agreement and the Trust Agreement, are in compliance with all legal requirements.

SECTION 7. Covenants of Issuer. In addition to other covenants of the Issuer in this Bond Resolution, the Loan Agreement and the Indenture, the Issuer further covenants and agrees as follows:

(a) Payment of Principal, Premium and Interest. The Issuer will, solely from the Revenues received under the Loan Agreement or sources otherwise provided herein and in the Trust Agreement, pay or cause to be paid the principal of, premium, if any, and interest on the Bonds on the dates, at the places and in the manner provided herein, in the Trust Agreement and in the Bonds.

(b) Performance of Covenants, Authority and Actions. The Issuer will at all times observe and perform all agreements, covenants, undertakings, stipulations and provisions contained in the Issuer Documents, and in all proceedings of the Issuer pertaining to the Bonds. The Issuer warrants and covenants based upon opinion of Bond Counsel and representations of the Borrower that it is, and upon delivery of the Bonds will be, duly authorized by the laws of the State of Ohio, including particularly and without limitation the Act, to issue the Bonds and to execute the Issuer Documents, and all other documents to be executed by it, to provide for the security for payment of the principal of, premium, if any, and interest on the Bonds in the manner and to the extent herein and in the Trust Agreement set forth; that all actions on its part for the issuance of

the Bonds and execution and delivery of the Issuer Documents, and all other documents to be executed by the Issuer in connection with the issuance of the Bonds, are binding upon each officer of the Issuer in his or her official capacity as may from time to time have the authority under the law to take such actions as may be necessary to perform all or any part of the duty required by such provision; and each duty of the Issuer and of its officers and employees undertaken pursuant to such proceedings for the Bonds is established as a duty of the Issuer and of each such officer and employee having authority to perform such duty, specifically enjoined by law and resulting from an office, trust or station within the meaning of Section 2731.01 of the Ohio Revised Code, providing for enforcement by writ of mandamus.

SECTION 8. Guaranty.

(a) During the Initial Guaranty Period and any Subsequent Guaranty Period, the County absolutely and unconditionally guarantees to the Trustee for the benefit of the holders of the Bonds the full and timely payment of Guaranteed Bond Service Charges. The obligation of the County under the Guaranty shall not be secured by any pledge of tax revenue.

The Guaranty shall become effective as of its date, and the Initial Guaranty Period shall commence on the effective date of the Guaranty. The Initial Guaranty Period and the Guaranty shall terminate on _____. The amount of the appropriation required for the Guaranty during the Initial Guaranty Period and any Subsequent Guaranty Period that commences prior to the Escrow Release Date may be determined by deducting from the Guaranteed Bond Service Charges payable during such Guaranty Period the amounts in or from the Escrow Fund (to be established under the Trust Agreement) that are to be available for the payment of such Guaranteed Bond Service Charges. The Guaranty may be renewed in accordance with the terms and conditions set forth herein for Subsequent Guaranty Periods. If the right to renew is exercised, the Guaranty shall be a new Guaranty, and each such new Guaranty shall terminate on the termination date of the applicable Subsequent Guaranty Period unless it terminates at an earlier date as hereinafter provided in this Section 8. If the Guaranty shall not have terminated previously, then the Guaranty shall terminate at such time as all Guaranteed Bond Service Charges are paid in full by Borrower or any other party on behalf of Borrower.

The County shall be deemed to have exercised its right of renewal for each succeeding Subsequent Guaranty Period if, at or prior to the expiration of the then current Guaranty Period, the County lawfully appropriates to its Department of Miscellaneous County Obligations sufficient funds to permit the payment of all Guaranteed Bond Service Charges due during the next Subsequent Guaranty Period. The Fiscal Officer shall promptly certify each such appropriation to the Trustee, but no failure to make such certification shall negate the effect of a lawful and sufficient appropriation for the purpose of renewal of the Guaranty.

In the event no funds or insufficient funds are lawfully appropriated to permit the payment of Guaranteed Bond Service Charges due during a Guaranty Period, then the County will immediately notify the Trustee of such occurrence. On the first day following the Payment Date on which the last Guaranteed Bond Service Charges could be paid in full from lawfully appropriated funds, the Guaranty shall terminate without penalty or expense to the County of any kind whatsoever, except as to the portions of Guaranteed Bond Service Charges for Guaranty Periods in which sufficient funds had been lawfully appropriated, but subject to the provision of this Section 8 for reinstatement and renewal of the Guaranty.

If during any Guaranty Period, the County lawfully appropriates to its Department of Miscellaneous county Obligations sufficient funds to permit the payment of all Guaranteed Bond Service Charges due within a period less than the full term of a subsequent Guaranty Period, the Guaranty shall be deemed renewed for such shorter period and can be successively renewed for periods shorter than the full term of a Subsequent Guaranty Period. The county shall be deemed to have exercised its right to renew for such a period shorter than a Subsequent Guaranty Period of, at or prior to the termination of the current Guaranty Period, there are lawfully appropriated funds enabling the payment of Guaranteed Bond Service Charges for such shorter period. If the Guaranty is renewed for any period shorter than a Subsequent Guaranty Period, such shorter period shall terminate on the first day of the month following the last Payment Date on which there were funds lawfully appropriated to permit the payment of the Guaranteed Bond Service Charges then due in full.

If a Guaranty Period terminates without a renewal of the Guaranty for a succeeding Guaranty Period and if within thirty (30) days after such date of termination (a) there are lawfully appropriated funds which would have caused the Guaranty to be renewed if the appropriation had occurred prior to the termination of the Guaranty Period; and (b) the Fiscal Officer certifies that there is a balance in the appropriations, which balance is not obligated to pay existing obligations and is available to pay Guaranteed Bond Service Charges during the period for which funds have been lawfully appropriated for the payment thereof, then the Guaranty shall be reinstated and deemed renewed as of the day following the date of termination of the preceding Guaranty Period. If a Payment Date occurs during the period between the date of termination and date of reinstatement of the Guaranty, the Guaranty payment that would have been due on such Guaranty Payment Date if the Guaranty had not been terminated shall become immediately due on the date the Guaranty is reinstated and shall be payable as soon thereafter as it is practicable for the County to process payment.

(b) In consideration for the County's execution and delivery of the Guaranty, Borrower shall pay the County a fee of \$25,000 plus ten basis points of the amount of the issuance, simultaneously with the issuance and sale of the Bonds.

(c) The Guaranty shall include the agreement of Borrower or Guarantor to repay or cause to be repaid to the County from Borrower's future excess revenues any moneys paid to the Trustee pursuant to the Guaranty with interest and on such other terms and in such form as are consistent with Borrower's obligations under the Trust Agreement and the other trust indentures and related agreements securing the Bonds.

(d) The Trust Agreement shall, directly or by incorporation, include an Escrow Release Condition (as defined in the Trust Agreement). Upon the occurrence of the Escrow Release Condition, Borrower shall deliver to the Fiscal Officer copies of all opinions and certifications required under the Trust Agreement to be delivered to the Trustee evidencing the meeting of the Escrow Release Conditions.

(f) The Trust Agreement shall provide that the Revenues received under the Loan Agreement pledged to payment of the Bonds shall be applied to the following purposes in the following order: (i) to the payment of bond service charges on the Bonds; (ii) to the replenishment of the debt service reserve fund established under the Trust Agreement securing the Bonds if such replenishment is necessary after a draw on the fund to restore its balance to the minimum amount required under that Trust Agreement; (iii) to the payment of bond service charges on the Bonds; (iv) to the replenishment of the Bond Reserve Fund established under the Trust Agreement securing the Bonds if such replenishment is necessary after a draw on that Fund to restore its balance to the minimum amount required under the Trust Agreement; (v) to the repayment to the County of any amounts paid by the County under the Guaranty not previously reimbursed to the County; and (vi) to such other purposes in such priority as shall be set forth in or pursuant to the Trust Agreement.

(g) The Guaranty shall include the County's representation and warranty that:

(i) The County has full power and authority to deliver, and to execute and perform its obligations under, the Guaranty and to enter into and carry out the transactions contemplated therein;

(ii) such execution, delivery and performance are not in contravention of any resolution of the Council, or any indenture, agreement or undertaking to which the County is a party or by which it or any of its property is bound; and

(iii) the Guaranty has, by proper Council action, been duly authorized, executed and delivered by the County, and all steps necessary have been taken to constitute the Guaranty, when executed and delivered, a valid and binding obligation of the County enforceable in accordance with its terms.

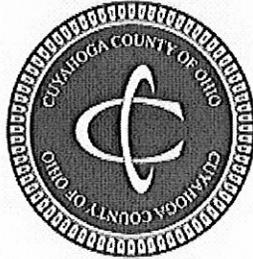
SECTION 9. No Personal Liability. No recourse under or upon any obligation, covenant, acceptance or agreement contained in this Bond Resolution, or in any Bond, or in the Issuer Documents, or under any judgment obtained against the Issuer or by the enforcement of any assessment or by any legal or equitable 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 Issuer, either directly or through the Issuer, or otherwise, for the payment for or to the Issuer or any receiver thereof, or for or to any holder of any Bond, or otherwise, of any sum that may be due and unpaid by the Issuer upon any of the 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 Issuer or any receiver thereof, or for or to the owner or any holder of any Bond, 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 Bonds.

SECTION 10. No Debt or Tax Pledge. Anything in this Bond Resolution, the Trust Agreement, the Bonds or any other agreement or instrument to the contrary notwithstanding, neither this Bond Resolution, the Bonds, the Trust Agreement, the Guaranty, the Loan Agreement, nor the Bond Purchase Agreement shall represent or constitute a debt or pledge of the faith and credit of or the taxing power of the Issuer, and each Bond shall contain on the face thereof a statement to that effect and to the effect that the Bonds shall be paid solely from the Revenues received pursuant to the Loan Agreement and otherwise in accordance with the Indenture.

SECTION 11. Severability. If any section, paragraph or provision of this Bond Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Bond Resolution.

SECTION 12. Open Meeting. This Council hereby finds and determines that all formal actions relative to the adoption of this Bond Resolution were taken in an open meeting of this Issuer, and that all deliberations of this Council and of its committees, if any, which resulted in formal action were in meetings open to the public, in full compliance with the law, including Section 121.22, Ohio Revised Code.

SECTION 13. Effective Date. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight



7

Item Details:

Agency/Dept. Name:	Department of Development	Agency/Dept. Head Name:	Larry Benders, Director
Type of Request:	Other		
Request Prepared by:	Sara Parks Jackson	Telephone No.	216-443-8160
SUMMARY OF REQUESTED ACTION:			
A. Scope of Work			
1. Department of Development and Tucker Ellis LLP requesting a Resolution authorizing the issuance and sale of County of Cuyahoga, Ohio Taxable Economic Development Revenue Bonds, Series 2013 (Flats East Bank, LLC Project) in a principal amount not to exceed \$17,000,000 for the purpose of assisting in financing the costs of a "Project" within the meaning of Chapter 165, Ohio Revised Code, paying capitalized interest and paying costs of issuance; providing for the pledge of revenues for the payment of such bonds; authorizing the execution of various documents required in connection with said bond issuance and authorizing and approving related matters, and declaring the necessity that this Resolution become immediately effective.			
2. The primary goal of this project is to provide conduit financing through the private activity bonds for the benefit of the project known as Flats East Bank II.			
3. The project is mandated by ORC Chapter 165.			
B. Procurement			
N/A			
C. Contractor and Project Information			
1. Flats East Development, LLC 1138 West 9th Street Cleveland, Ohio 44113 Council District 7			

2. Bond Counsel for the project is
Jennifer Roth
Tucker Ellis LLP

3. The location of the project is
Flats East Bank
Cleveland, Ohio

D. Project Status and Planning
The project is new to the county

E. Funding
The project will be funded in part by the issuance of industrial revenue bonds.

This project was approved by the Cuyahoga County Community Improvement Corporation on March 20, 2013.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:
Other

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

Financial Information:

Funding source: **Explanation:**
Other Private Activity Bonds

Total Amount Requested:
\$

ATTACHMENTS:

[Click to download](#)
No Attachments Available

History

Time

Who

Clerk of the Board

Approval



County Council of Cuyahoga County, Ohio

Resolution No. R2013-0094

Sponsored by: County Executive FitzGerald/Department of Public Works	A Resolution authorizing the reversal of a 1998 parcel swap with the Cuyahoga Metropolitan Housing Authority of Permanent Parcel Nos. 103-19-002 and 103-13-019; authorizing the County Executive to execute all documents necessary for the conveyance of said parcels and consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, in 1998, the Cuyahoga Metropolitan Housing Authority (“CMHA”) exchanged parking lot parcels of property with Cuyahoga County at Olde Cedar Estate and the former Juvenile Court facility at E 22nd Street and Cedar Ave. (the “1998 property swap”); and,

WHEREAS, CMHA quitclaimed a parking lot on the northwest corner of Olde Cedar (PPN 103-19-002) to the County, and the County quitclaimed a parking lot parcel on the north side of Cedar Avenue (PPN 103-13-019), to CMHA; and

WHEREAS, neither of the parties ever started using their newly acquired properties, and both continued to use the lots previously owned by them. Thus although the property ownership technically changed, the use or possession of the lots did not change; and

WHEREAS, the County has since built a new juvenile court facility and vacated the old juvenile court facility; and

WHEREAS, the parties have concluded that the best solution would be to “reverse” the 1998 land exchange so each party would again own record title to the parking lot each one actually used; and

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

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

SECTION 1. That the Cuyahoga County Council authorizes the reversal of the 1998 property swap and the conveyance the parking lot parcel in the northwest corner of Olde Cedar (PPN 103-19-002) to CMHA in exchange for CMHA's return of the parking lot parcel on the north side of Cedar Avenue (PPN 103-13-019) to the County.

SECTION 2. That the County Executive or his authorized designee is authorized to take all actions, and to execute, acknowledge, deliver and/or file for record (as and where appropriate) (i) all documents and instruments necessary or desirable to facilitate and/or consummate the transactions contemplated hereby and facilitate the issuance of title insurance with respect thereto, (ii) all other and further documents, instruments, certificates, agreements, amendments, assignments, subleases, consents, affidavits, certifications, disbursement authorizations, settlement statements, closing statements, proration statements, escrow agreements, escrow instructions, and notices, and (iii) amendments, modifications and supplements to any of the foregoing, that the County Executive may deem necessary or advisable in connection with the consummation of the transactions contemplated hereby, in all cases containing such terms and conditions as may be approved by the County's Director of Law.

SECTION 3. That all documents to be executed in connection with this transaction be subject to the Law Director's approval as to legal form and correctness.

SECTION 4. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 5. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and 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

Clerk of Council

Date

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

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0095

<p>Sponsored by: County Executive FitzGerald/Department of Public Works/Division of County Engineer</p>	<p>A Resolution authorizing the appropriation of real property in connection with right-of-way plans as set forth in Plat No. M-5010 for reconfiguration of the Warrensville Center Road/Van Aken Boulevard/ Chagrin Boulevard/Northfield Road Intersection in the City of Shaker Heights and Village of Highland Hills; directing the County Executive to proceed with the acquisition of real property required for public highway purposes; authorizing the Fiscal Officer to issue the monetary warrant to be deposited with the Probate Court of Cuyahoga County in an amount that is equal to the fair market value of the property; and declaring the necessity that this Resolution become immediately effective.</p>
--	--

WHEREAS, on September 27, 2011, County Council adopted Resolution No. R2011-0275, which authorized the County Executive to acquire the necessary Right-of-Way to proceed with the reconfiguration of the Warrensville Center Road/Van Aken Boulevard/Chagrin Boulevard/Northfield Road intersection in the City of Shaker Heights and the Village of Highland Heights; and,

WHEREAS, upon receiving the necessary authorization to proceed with acquisition of Right-of-Way, a fair market value analysis was conducted; and,

WHEREAS, the County's agent, O.R. Colan Associates, together with the County and City of Shaker Heights, has endeavored to acquire the necessary parcels through voluntary negotiation and settlement efforts with the property owner, but equitable settlement agreements could not be reached on the property set forth below; and,

WHEREAS, the Department of Public Works has requested that the County appropriate certain property rights required for highway purposes for the above described improvement, identified as the following parcels of land:

Parcel No(s): 4-WD, warranty deed and T, temporary easement
Owner(s): Shaker Place VOA Affordable Housing L.P., and Ohio Limited Partnership.
Approved Appraisal (Fair Market Value Estimate): \$899,300.00; and,

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

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

SECTION 1. That certain real property as required for the reconfiguration of the Warrensville Center Road/Van Aken Boulevard/ Chagrin Boulevard/Northfield Road Intersection in the City of Shaker Heights and Village of Highland Hill, as described below be, and the same is, hereby declared necessary to appropriate for public use, more specifically for the purpose of making or repairing roads which shall be open to the public, without charge. Such property is described as follows:

Parcel No(s): 4-WD, warranty deed and T, temporary easement
Owner(s): Shaker Place VOA Affordable Housing L.P., and Ohio Limited Partnership.
Approved Appraisal (Fair Market Value Estimate): \$899,300.00.

SECTION 2. That the County Executive, through the Department of Public Works, be, and is, hereby directed to proceed with filing the necessary action to acquire the property as described above.

SECTION 3. That the County Fiscal Officer be, and is, hereby authorized to issue the monetary warrant in the amount of the Fair Market Value Estimates listed above, made payable to the Cuyahoga County Probate Court, said warrant to be deposited with the Probate Court at the time of filing the petitions to appropriate.

SECTION 4. That the Clerk of Council his hereby directed to transmit copies of this Resolution upon its approval by the County Executive to Bonita Teeuwen, P.E., Director of Public Works and to Wade Steen, County Fiscal Officer.

SECTION 5. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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 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

Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 20__



4

Item Details:

Agency/Dept. Name:	County Engineer	Agency/Dept. Head Name:	Jamal Husani, P.E.
Type of Request:	Other		
Request Prepared by:	Fred Whatley	Telephone No.	348-3840

SUMMARY OF REQUESTED ACTION:

A. Scope of Work Summary

1. Public Works Department requesting authorization for the County Executive to take the required steps to file an appropriation action in Cuyahoga County Probate Court in order to acquire necessary right-of-way for highway purposes.

In the following case, the County has been unable to reach an agreement with the owner of the parcel as to the compensation to be paid for acquiring the parcels: **declaring the necessity that this Resolution become immediately effective.**

Parcel No. 4-WD [Warranty Deed, fee simple] and T [Temporary Easement], legal descriptions attached.

Owner - Shaker Place VOA Affordable Housing L.P., and Ohio Limited Partnership
 Fair Market Value Estimate for 4-WD, T = \$899,300.00 [the Review Appraiser and Review Appraiser's Fair Market Value Estimate is attached].

Fiscal Officer's Permanent Parcel No. 751-01-015.

This appropriation action will be filed in connection with the Warrensville Center Road/Van Aken Boulevard project which consists of reconfiguration of the Warrensville Center Road/Northfield Road/Van Aken Boulevard/Chagrin Boulevard intersection. The right-of-way for this project must be acquired either by agreement or by the filing of an Appropriation Action, together with a check in the amount of the FMVE of the parcel, by June 1, 2013.

2. The primary goal of acquiring right-of-way for this project is to allow for the reconfiguration of the above-referenced intersection.

3. N/A.

B. Procurement

1. The procurement method for the acquisition of right-of-way for this project is that an

ODOT pre-qualified appraiser from consultant O.R. Colan visited the properties and prepared a Fair Market Value Estimate of the property to be acquired. Then, Emily Braman, of Charles P. Braman & Co. Inc., an independent ODOT pre-qualified review appraiser, reviewed and recommended the FMVE of the O.R. Colan appraiser. Because the FMVE exceeded \$500,000, ODOT regulations required a review by a second review appraiser. Independent and ODOT pre-qualified review appraiser J. R. Bradford conducted the second review.

O.R. Colan, together with County and City of Shaker Heights' personnel, have negotiated with the property owner in order to acquire the required property rights. In the case listed above, the acquisition process has not culminated in an agreement with the property owner.

Should Council grant authority to appropriate the above parcel, a check in the amount of the FMVE will be requested. Said check will be made payable to the Cuyahoga County Probate Court and will be filed with the Complaint for Appropriation.

2. N/A

3. N/A

C. Contractor and Project Information

1. The the general partner of Shaker Place VOA Affordable Housing L.P. is Shaker Place VOA Affordable Housing, Inc., whose address is:

1660 Duke Street

Alexandria, VA 22314

Council District N/A

The property address is:

3600 Northfield Road

Highland Hills, OH 44122

The property is located in Council District 9.

2. N/A

3.a. The address or location of the project is the intersections of Warrensville Center Road/Northfield Road/Van Aken Boulevard/Chagrin Boulevard, in the City of Shaker Heights and the Village of Highland Hills, Ohio.

3.b. The project is located in Council District 9.

D. Project Status and Planning

1. This particular project is the first such project for this intersection

2. N/A

3. N/A

4. N/A

5. N/A

E. Funding

1. The County will manage the property acquisition on this project. The current estimated total cost of right-of-way acquisition is \$6,000,000.00. The acquisition will be funded as follows: 80% Federal and Issue I (\$2,800,000 Federal + \$2,000,000 Issue I = \$4,800,000); and, 20% Local (\$1,200,000 Shaker Heights).

2. N/A

3. N/A

Resolution 085012, adopted on 12/11/08, declared the Convenience and Welfare of this project. The agreements of cooperation between the County and the City of Shaker Heights and the County and the Village of Highland Hills were approved by Resolutions 091406 [adopted on 4/16/09] and 103703 [adopted on 9/8/10], respectively. Resolution R2011-0275 [adopted on 9/27/11] authorized the acquisition of necessary right-of-way.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

The purpose/outcome of this action is to complete the acquisition of necessary right-of-way for this project.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

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

Financial Information:

Funding source: Explanation:

Total Amount Requested:

\$

ATTACHMENTS:

Click to download

- [Legal Description of Parcel 4-T](#)
- [Legal Description of Parcel 4-WD](#)
- [Review Appraiser's Fair Market Value Estimate](#)
- [Requisition for Parcel 4-WD, T](#)

History

Time

Who

Approval

Clerk of the Board



County Council of Cuyahoga County, Ohio

Resolution No. R2013-0096

Sponsored by: County Executive FitzGerald/Department of Public Works	A Resolution authorizing an amendment to Contract No. CE0300328-01 with Stonebridge Center, LLC for lease of office space located at 2100 Superior Viaduct, Cleveland, for the period 8/1/2003 - 7/31/2013 to extend the time period to 9/30/2014 and for additional funds in the amount of \$712,141.78; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, the County Executive/Department of Public Works has submitted a request to amend Contract No. CE0300328-01 with Stonebridge Center, LLC fka Stonebridge Center LTD for lease of office space located at 2100 Superior Viaduct, Cleveland, for the period 8/1/2003 - 7/31/2013 to extend the time period to 9/30/2014, and for additional funds in the amount of \$712,141.78; and

WHEREAS, the term of the lease is fourteen (14) months from 08/01/2013 – 9/30/2014; and

WHEREAS, this project will be funded 100% by the General Fund; and

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

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

SECTION 1. The County Council hereby approves the amendment to Contract No. CE0300328-01 with Stonebridge Center, LLC fka Stonebridge Center LTD for lease of office space located at 2100 Superior Viaduct, Cleveland, for the period 8/1/2003 - 7/31/2013 to extend the time period to 9/30/2014, and for additional funds in the amount of \$712,141.78.

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 for the usual daily operation of the County and the reasons set forth in the preamble.



Item Details:

Agency/Dept. Name:	County Engineer	Agency/Dept.Head Name:	Jamal H. Husani
Type of Request:		Telephone No.	216-698-2517
Request Prepared by:	John Myers		

SUMMARY OF REQUESTED ACTION:

The Department of Public Works submitting an amendment to contract CE0300328-01 RQ0493 with Stonebridge Center, LLC for the lease of office space located at 2100 Superior Viaduct, Cleveland, Ohio 44113 in the amount of \$519,474.62 per year at a monthly amount of \$37,105.33 for 14 months for the time period of 8/1/2013 thru 9/30/2014.

Additional Rents and Tax Adjustments listed below, Total Cost of this 2013 Amendment to contract CE0300328-01 is \$712,141.78.

Title: Stonebridge Center, LLC (formally known as LTD)

A. Scope of Work Summary: Department of Public Works seeking an amendment to contract CE0300328-01 with Stonebridge Center, LLC for the time period of 14 months (8/1/2013 thru 9/30/14) for a total cost of \$712,141.78.

Total Rent for 14 monthTerm Brokendown as follows:

\$519,474.62 for Base Rent for the Amended Term

\$28,000.00 for Taxes for the Amended Term

\$164,667.16 to be attributed to the Tax Ajustment payment required for the original Term of(8/1/03 Thru 9/30/13)

a. Allows Department of Public Works to continue in its current location with out incurring costs of moving or building-out twice prior to a move to the new consolidated HQ. The current lease offered a renewal option.

b. This short term extension would have been costly with moving costs and build out, as well as likely increased rents.

B. Proucurement

1. The procurement method for this project was RFQ. Total Value of the RFQ

\$3,992,320.00 (Term 8/1/2003 - 7/31/2013).

2. RFQ was awarded on June 10, 2003 .

C. Contract and Project Information

- 1. The Address of the vendor is
Stonebridge Center, LLC (formally LTD)
4420 Sherwin Road
Wiloughby, Ohio 44094
Council District N/A
 - 2.a. A listing of board of directors for Stonebridge Center, LCC is included as an attachment.
 - 3.a. Address of office space 2100 Superior Viaduct, Cleveland, Ohio 44113.
 - 3.b. Office space located in Council District 8
- E. Funding**
- 1. The project is funded 100% by the General Fund.
 - 2. The schedule of payments is by invoice.
 - 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:
General Fund	General Fund

Total Amount Requested:

\$

ATTACHMENTS:

Click to download

- [Stonebridge Lease](#)
- [W9](#)
- [Stonebridge Ethics Training](#)
- [Principal Owner](#)
- [Auditor of State Search](#)
- [Primary Owner](#)
- [Secretary of State](#)
- [Workers Compensation Letter](#)
- [History](#)
- [Property Search](#)
- [Blue Back](#)
- [Insurance Certificate](#)
- [Authority Signature](#)

History

Time

Who

Approval

Office of Procurement &

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0097

Sponsored by: County Executive FitzGerald/Department of Public Works	A Resolution making an award on RQ25309 to The Osborn Engineering Company in the amount not-to-exceed \$1,289,082.00 for facility assessment services of the Cuyahoga County Justice Center Complex; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, the County Executive FitzGerald/Department of Public Works has recommended an award on RQ25309 to Osborn Engineering Company in the amount not-to-exceed \$1,289,082.00 for facility assessment services of the Cuyahoga County Justice Center Complex; and

WHEREAS, the primary goals of this project are to assess and make recommendations for upgrades for the design and construction of the physical aspects of the Justice Center Complex; and

WHEREAS, the objective of the Facility Assessment is to develop a comprehensive capital plan for modifications to the Justice Center Complex to enable it to function properly over the next decades; and

WHEREAS, the funding for this project is as follows: (a) the County will pay \$1,014,250.00, and (b) \$274,832.00 will be paid by the City of Cleveland; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ25309 to Osborn Engineering Company in the amount not-to-exceed \$1,289,082.00 for facility assessment services of the Cuyahoga County Justice Center Complex.



3

Item Details:

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

SUMMARY OF REQUESTED ACTION:

A. Scope of Work Summary

1. Department of Public Works requesting award and approval of a contract with the Osborn Engineering Company for the not-to-exceed cost of \$1,289,082.00. The anticipated start-completion dates are May 2013 - May 2014, but should not be referenced in the agreements since this is an engineering services agreement.
2. The primary goal of the project is to assess and make recommendations for upgrades for the design and construction of the physical aspects of the Justice Center Complex. The objective of the Facility Assessment is to develop a comprehensive capital plan for modifications to the Justice Center Complex to enable it to function properly over the next decades.
3. N/A

B. Procurement

1. The procurement method for this project was RFQ. The total value of the RFQ is \$1,289,082.00
2. The RFQ was closed on November 1, 2012. There is a 30% SBE goal on this RFQ.
3. There were 6 proposals submitted for review, 1 proposal approved.

C. Contractor and Project Information

1. The address of the vendor is:
The Osborn Engineering Company
1300 East 9th Street, Suite 1500
Cleveland, OH 44114
Council District 7
2. A listing of the board of directors for The Osborn Engineering Company is included as an

attachment.

3. a. The location of the project is:

Cuyahoga County Justice Center Complex, 1200 Ontario Avenue, Cleveland, Ohio

3. b. 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. The project is funded by the County and partially reimbursed by the City of Cleveland. County share: \$1,014,250.00, City share: \$274,832.00
- 2. The schedule of payments is by invoice.
- 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	General Fund and City of Cleveland

Total Amount Requested:
\$1,289,082.00

ATTACHMENTS:

Click to download

- [Contract](#)
- [W-9](#)
- [Signature Authority](#)
- [Board of Directors](#)
- [Insurance Certificate](#)
- [SBE forms](#)
- [Workers Compensation Certificate](#)
- [RFQ](#)
- [Osborn Response to Qualifications](#)
- [Secretary of State](#)
- [Evaluation of Proposals](#)
- [Auditor Finding](#)
- [Department Acknowledgement Form](#)
- [Osborn Proposal](#)



Final Proposal Evaluation Form

Facilities Assessment and

Recommendations for Upgrades -

Cuyahoga County Justice Center

Study

November 1, 2012

November 27, 2012/December 13, 2012

Nichole English

Committee Members:

Bonita Teeuwen

Douglas Dillon

Stanley Kosilesky

Michael Dever

Barb Shergalis

Steve Barber (URS)

Regina Daniel (Cleveland)

EVALUATION CRITERIA	Max Points	Osborn										AECOM									
Section 1 - Minimum Qualifications																					
Professional Registrations	Yes/No	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
SBE Goal Met	Yes/No	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Section 2 - Firm's Experience	20	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	
Section 3 - Available Staff's Experience																					
Project Manager	15	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	
Court Consulting	5	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
Detention/Security Consulting	5	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
Exterior Envelope	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	
Mechanical/Plumbing	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	
Electrical	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	
Org Chart/Support Staff	10	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	
Section 4 - Project Methodology	20	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	
Previous Work	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	
TOTAL	100	87																			



Initial Proposal Evaluation Form

Facilities Assessment and Recommendations for Upgrades - Cuyahoga County Justice Center

Project Name
Project Type
Submission Date
Selection Meeting Date
Facilitator

Bonita Teeuwen
 Douglas Dillon
 Stanley Kosilesky
 Michael Dever
 Barb Shergalis
 Steve Barber (URS)
 Regina Daniels (Cleveland)

EVALUATION CRITERIA	Max Points	ACOM					DLZ		NTH		Osborn		Richard Bowen		Richard Fleischman	
		Yes/No	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Section 1 - Minimum Qualifications																
Professional Registrations	Yes/No	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
SBE Goal Met	Yes/No	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Section 2 - Firm's Experience	20	17	15	10	10	17	10	10	10	17	10	10	10	5	5	5
Section 3 - Available Staff's Experience																
Project Manager	15	12	10	8	8	13	10	8	8	13	10	7	7	7	7	7
Court Consulting	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Detention/Security Consulting	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Exterior Envelope	5	5	5	4	4	5	5	4	4	5	3	3	3	3	3	3
Mechanical/Plumbing	5	5	5	4	4	5	5	4	4	5	2	2	2	2	2	2
Electrical	5	5	0	5	5	5	0	5	5	5	3	3	3	3	3	3
Org Chart/Support Staff	10	7	7	6	6	10	7	6	6	10	5	6	6	6	6	6
Section 4 - Project Methodology	20	17	16	13	13	16	16	13	13	16	8	5	5	5	5	5
Previous Work	10	10	3	10	10	10	3	10	10	10	10	10	10	10	10	10
TOTAL	100	88	71	70	70	91	71	70	70	91	61	56	56	56	56	56

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0098

Sponsored by: County Executive FitzGerald/Department of Public Works	A Resolution making an award on RQ26347 to Spectra Contract Flooring in the amount not-to-exceed \$907,086.98 for flooring at various County buildings for the period 6/1/2013 - 5/31/2014; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, the County Executive FitzGerald/Department of Public Works has recommended an award on RQ26347 to Spectra Contract Flooring in the amount not-to-exceed \$907,086.98 for flooring at various County buildings for the period 6/1/2013 - 5/31/2014; and

WHEREAS, the funding for this project is from the Capital Project Future Debt Issue; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ26347 to Spectra Contract Flooring in the amount not-to-exceed \$907,086.98 for flooring at various County buildings for the period 6/1/2013 - 5/31/2014.

SECTION 2. That the County Executive is authorized to execute a contract in connection with said award and all documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section



Item Details:

Agency/Dept. Name:	Department Central Services/County Architect	of	Agency/Dept. Head Name:	Michael W. Dever
---------------------------	--	----	--------------------------------	------------------

Type of Request: Award Recommendation

Request Prepared by:	Juliann 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 on RQ26347 to Spectra Contract Flooring in the amount not-to-exceed \$907,086.98 (Alternate 3) for Flooring at Various Cuyahoga County Buildings.
2. and enter into a contract with Spectra Contract Flooring.

PROCUREMENT

- 1) Competitive Bid process.
- 2) This Office of Procurement & Diversity (OPD) assessed a thirty (30%) percent SBE Goal. The contractor requested a full waiver. As per OPD since neither bidder submitted a SBE compliant bid, the SBE price preference policy allows us to award the contract to the "lowest and best" bidder that meets all bid requirements excluding the SBE Goal.
- 3) The engineer's estimate was \$1,000,000.00. The bids were open on March 13, 2013.

There were six (6) proposals pulled from OPD and two (2) 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

Spectra Contract Flooring 216-901-5710
7635 Hub Parkway
Valley View, Ohio
Council District - 6

3. Construction will be in various Council Districts

D. PROJECT STATUS AND PLANNING

1. The contract is for a one (1) year period. Will start necessary work as soon as the contract is executed.

E. FUNDING

1. Capital Project Future Debt Issue

The contractor has completed the training. They are in the process of completed the registration form and submitting payment.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Keith Stalnaker, Vice President

This contract is for a one (1) period and includes the flooring in various County buildings on an as need basis.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

Competitive Bid

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

Financial Information:

Funding source: Explanation:

Other See Summary of Requested Action

Total Amount Requested:

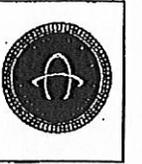
\$907,086.98

ATTACHMENTS:

Click to download

[Instruction to Bidders](#)

[Wage Rates](#)



(OPD USE ONLY) Date Sent to Dept: 3/22/2013

Date Received from Dept: 4/3/2013

OFFICE OF PROCUREMENT & DIVERSITY

TABULATION OF BIDS RECEIVED OVER \$25,000

TAB SHEET TO BE REVISED (AR)

BID DUE DATE: March 13, 2013

REQUISITION NUMBER: CT - 13 - 26347

REQUISITIONING DEPT: Public Works - Central Services

COMMODITY DESCRIPTION: Flooring at Various County Buildings

*If Contract awarded Vendor must be registered w/IC.

TO BE COMPLETED BY CONTRACT COMPLIANCE OFFICER

CONTRACT PERIOD: N/A
 NUMBER OF ITB'S SENT/RETURNED: 6/2
 ESTIMATE: \$1,000,000.00
 SBE GOAL: 30%

BIDDER'S NAME & ADDRESS	BID BOND / CHECK	P-ADMINISTRATIVE D-TECHNICAL REVIEW	ACTUAL BID AMOUNT	SBE SUBCONTRACTOR NAME	CCBB	SBE PRIME	TOTAL SBE %	COMPLY Y/N	COMMENTS & INITIALS
Spectra Contract Flooring 7635 Hub Parkway Valley View, Ohio 44125 ✓	Bid Bond, 100% - Travelers Casualty & Surety Company of America ✓	P = Yes ✓ IC = No * VCF = OK N/A = OK PH = Yes PB = Yes 20% match = Yes	\$827,642.50 ✓			0	0%	N	Requesting full answer due to a qualified SBE 4/3/2013
RFC Contracting, Inc. 13477 Prospect Road Suite 105 Strongsville, Ohio 44149 ✓	Bid Bond, 100% - Western Surety Company ✓	P = Yes ✓ IC = 13-0050 VCF = OK N/A = OK PH = Yes PB = Yes 20% match = Yes	\$1,564,250.00 ✓			0	0%	N	Did not submit BIDDER'S Document 4/3/2013

CCBB: Low Non-CCBB Bid: \$ 827,642.50 +2% \$ 14,552.85 = \$ 844,195.35 Does CCBB apply? Y N

* LOWEST BID RECD \$ 827,642.50 RANGE OF LOWEST BID RECD \$ 500,001 - 1,000,000 PRICE PREF % & LIMIT: 8% MAX SBE PRICE PREF \$ 910,406.75

OBM APPROVAL (If actual bid exceeds estimate) _____ DATE _____
 DEPARTMENT DIRECTOR SIGNATURE [Signature] DATE 4/1/13 LOW BIDDER NOTIFIED YES NO
 DEPARTMENT DIRECTOR NAME Baunith G. TEHLER

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0099

<p>Sponsored by: County Executive FitzGerald/Department of Public Safety and Justice Services/Division of Public Safety Grants</p>	<p>A Resolution authorizing an agreement with City of Cleveland in the amount not-to-exceed \$1,958,000.00 for reimbursement of eligible expenses in connection with the FY2011 Urban Area Security Initiative Grant Program for the period 9/1/2011 - 7/31/2014; 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.</p>
---	--

WHEREAS, the County Executive FitzGerald/Department of Public Safety and Justice Services/Division of Public Safety Grants has submitted an agreement with the City of Cleveland in the amount not-to-exceed \$1,958,000.00 for reimbursement of eligible expenses in connection with the FY2011 Urban Area Security Initiative (UASI) Grant Program for the period 9/1/2011 - 7/31/2014; and

WHEREAS, the primary goals of this project are (a) to provide funding for first responders to prepare for, prevent, respond to and recover from natural and man-made disasters; and (b) provide funding for homeland security related equipment, training exercises, and planning activities, and

WHEREAS, the Cleveland projects were approved by the Cuyahoga County Emergency Services Advisory Board (CCESAB), and all equipment will be approved by the Ohio Emergency Management Agency (OEMA); and

WHEREAS, the County will not procure any goods or services by entering into this agreement; and

WHEREAS, the performance period of this agreement is September 1, 2011 through July 31, 2014; and

WHEREAS, the funding for FY2011 UASI is passed through to Cuyahoga County from the OEMA and the Department of Homeland Security; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

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

SECTION 1. The Cuyahoga County Council hereby authorizes an agreement with the City of Cleveland in the amount not-to-exceed \$1,958,000.00 for reimbursement of eligible expenses in connection with the FY2011 Urban Area Security Initiative (UASI) Grant Program for the period 9/1/2011 - 7/31/2014.

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

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed 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

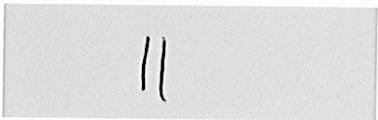
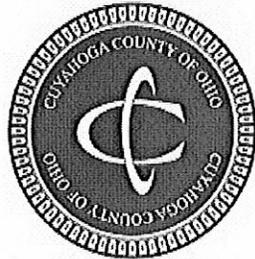
Date

Clerk of Council

Date

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

Journal _____
_____, 20__



Item Details:

Agency/Dept. Name:	Department of Justice Affairs	Agency/Dept. Head Name:	Norberto Colon
Type of Request:	Agreement/Amendment		
Request Prepared by:	Paula Young Pecko (Lawrence Tafe, 216.698.2881)	Telephone No.	216.443.5681
SUMMARY OF REQUESTED ACTION:			
Title: Public Safety & Justice Services 2013 City of Cleveland Agreement FY11 Urban Area Security Initiative (UASI) Grant Program			
A. Scope of Work Summary 1. Public Safety and Justice Services requesting approval of an agreement with the City of Cleveland for the anticipated cost of \$1,958,000.00. The anticipated start-completion dates are September1, 2011 – July 31, 2014. 2. The primary goals of the project are: Provide funding for First Responders to prepare for, prevent, respond to and recover from natural and man-made disasters. Provide funding for homeland security related equipment, training, exercises, and planning activities. The Cleveland projects were approved by the Cuyahoga County Emergency Services Advisory Boards (CCESAB), and all equipment will approved by Ohio Emergency Management Agency. 3. The funding for FY11 UASI is passed a through to Cuyahoga County from the Ohio Emergency Management Agency (OEMA) and the Department of Homeland Security (DHS). B. Procurement 1. The County will not procure any goods or services by entering into this agreement. 2. The performance period of this agreement is September 1, 2011 though July 31, 2014. 3. The City of Cleveland follows their procurement policy, which must at least conform to the procurement policy established by Cuyahoga County.			
C. Contractor and Project Information 1. City of Cleveland 601 Lakeside Avenue Cleveland, Ohio 44114 Council District 2, 3, 7 8 2. The Mayor of City of Cleveland is Frank Jackson			

3. a Projects funded by the City of Cleveland with UASI grant funds positively impact most if not all of the county municipalities.

3. N/A **D. Project Status and Planning** 1. The UASI Grant Program is awarded on a yearly basis provided DHS receives funding from Congress. 2. This is an ongoing project that will be completed by July 31, 2104. 3 This request is not on a critical path. 4. The project's term has already begun. The delay is the result of grant application approval from FEMA and OEMA.

5. N/A **E. Funding** 1. The project is funded 100% by the DHS through OEMA. 2. The grant is a reimbursement grant so expenses are submitted for reimbursement as they occur. The City of Cleveland has until July 31, 2014 to request reimbursement for expenses incurred against this FY11 UASI agreement. 3. N/A

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

City of Cleveland - Frank Jackson, Mayor

Explanation for late submittal:

Lengthy approval process from FEMA and Ohio Emergency Management Agency.

Contract/Agreement Information:

Procurement Method:

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

Grant dollars allocated for this year

Financial Information:

Funding source:

General Fund

Explanation:

Department of Homeland Security through Ohio Emergency Management Agency

Total Amount Requested:

\$1,958,000.00

ATTACHMENTS:

Click to download

- [Warning Memo](#)
- [Agreement City of Cleveland signed TAB 1 of 3](#)
- [Attachment 1 FY11 UASI Grant Guidance 2 of 3](#)
- [Exhibit A Standard Monthly Reporting Form 3 of 3](#)
- [FY11 UASI Cleveland Contract Evaluation](#)
- [Auditor Cleveland](#)
- [Department Acknowledgement Form](#)
- [Contract Cover-TAB](#)
- [Voucher](#)

History

Time

4/5/2013 4:57 PM

Who

Office of Procurement & Diversity

Approval

Yes

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

Contractor: City of Cleveland

Contract/Agreement No.: AG1200070 **Time Period:** 8.1.2010-6.30.2012

Service Description: Acquisition of equipment, facilitation of training and exercises, preparation of planning activities.

Original Contract/Agreement Amount: \$2,402,698.00

Prior Amendment(s) Amount(s): 0.00

Performance Indicators: Submission of required documentation for reimbursement; submission of quarterly reports; adherence to federal and state grant guidance.

Actual performance versus performance indicators (include statistics): The City of Cleveland follows federal and state guidelines and requests State of Ohio interpretation when challenged. City submits quarterly reports on time and reimbursement documentation as requested.

Rating of Overall Performance of Contractor (Check One):

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

Justification of Rating: Cleveland submitted reimbursement requests for FY09 UASI grant regularly. The City was responsive to requests for additional details.

Public Safety & Justice Services

User Department

3.18.2013
Date

s: evaluation

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0080

Sponsored by: County Executive FitzGerald/Department of Public Works/Division of County Engineer	A Resolution declaring that public convenience and welfare requires resurfacing of Mayfield Road from the Cleveland Heights West Corporation Line to the East Corporation Line in the City of Cleveland Heights; total estimated construction cost \$3,888,225.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective.
Co-sponsored by: Councilmember Rogers	

WHEREAS, the County Executive FitzGerald/Department of Public Works/Division of County Engineer has recommended that public convenience and welfare requires resurfacing of Mayfield Road from the Cleveland Heights West Corporation Line to the East Corporation Line in the City of Cleveland Heights; and

WHEREAS, the anticipated construction cost for this improvement is \$3,888,225.00; and

WHEREAS, that special assessments are not to be levied nor collected to pay for any part of the County's costs of this improvement; and

WHEREAS, this project will be funded as follows: (a) \$860,362.00 from the County Road and Bridge Fund; (b) \$860,362.00 will be paid by the City of Cleveland Heights; and \$2,167,500,000.00 will be paid from Federal Funds; and

WHEREAS, the primary goal of this project is to properly maintain the County's infrastructure for which the County is responsible; and

WHEREAS, this project is located at Mayfield Road from the Cleveland Heights West Corporation Line to the East Corporation Line in the City of Cleveland Heights; and

WHEREAS, the anticipated start date for construction of this project is 2014; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

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

SECTION 1. That the Cuyahoga County Council hereby declares that public convenience and welfare requires resurfacing of Mayfield Road from the Cleveland Heights West Corporation Line to the East Corporation Line in the City of Cleveland Heights.

SECTION 2. That special assessments are not to be levied nor collected to pay for any part of the County's cost of this improvement.

SECTION 3. That the County Executive is hereby authorized to enter into and execute an agreement of cooperation and any other documents with the City of Cleveland Heights in connection with this project.

SECTION 4. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 5. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and 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

Clerk of Council

Date

First Reading/Referred to Committee: April 23, 2013
Committee(s) Assigned: Public Works, Procurement & Contracting

Additional Sponsorship Requested: May 1, 2013

Journal CC010
May 14, 2013

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0081

Sponsored by: County Executive FitzGerald/Department of Public Works/Division of County Engineer	A Resolution declaring that public convenience and welfare requires resurfacing of Monticello Boulevard from Belvoir Road to Noble Road in the City of Cleveland Heights; total estimated construction cost \$998,350.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective.
Co-sponsored by: Councilmember Rogers	

WHEREAS, the County Executive FitzGerald/Department of Public Works/Division of County Engineer has recommended that public convenience and welfare requires resurfacing of Monticello Boulevard from Belvoir Road to Noble Road in the City of Cleveland Heights; and

WHEREAS, the anticipated construction cost for this improvement is \$998,350.00; and

WHEREAS, that special assessments are not to be levied nor collected to pay for any part of the County's costs of this improvement; and

WHEREAS, this project will be funded as follows: (a) 25%, or \$249,587.50 from the County Road and Bridge Fund; (b) 25%, or \$249,587.50 will be paid by the City of Cleveland Heights; and (c) 50%, or \$499,175.00 will be paid from Federal Issue 1 Funds; and

WHEREAS, the primary goal of this project is to properly maintain the County's infrastructure for which the County is responsible; and

WHEREAS, this project is located at Monticello Boulevard from Belvoir Road to Noble Road in the City of Cleveland Heights; and

WHEREAS, the anticipated start date for construction of this project is 2013; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

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

SECTION 1. That the Cuyahoga County Council hereby declares that public convenience and welfare requires resurfacing of Monticello Boulevard from Belvoir Road to Noble Road in the City of Cleveland Heights.

SECTION 2. That special assessments are not to be levied nor collected to pay for any part of the County's cost of this improvement.

SECTION 3. That the County Executive is hereby authorized to enter into and execute an agreement of cooperation and any other documents with the City of Cleveland Heights in connection with this project.

SECTION 4. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 5. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and 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

Clerk of Council

Date

First Reading/Referred to Committee: April 23, 2013
Committee(s) Assigned: Public Works, Procurement & Contracting

Additional Sponsorship Requested: May 1, 2013

Journal CC010
May 14, 2013

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0082

Sponsored by: County Executive FitzGerald/Fiscal Officer/Office of Procurement & Diversity	A Resolution authorizing participation in the Ohio Department of Transportation Cooperative Purchasing Program for the period 5/1/2013 - 4/30/2015, in accordance with Ohio Revised Code Section 5513.01(B); and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, the County Executive/Office of Procurement & Diversity has requested authority to participate in the Ohio Department of Transportation Cooperative Purchasing Program for the period 5/1/2013 - 4/30/2015; and

WHEREAS, Ohio Revised Code Section 5513.01(B) allows political subdivisions to purchase machinery, materials and other articles from ODOT purchase contracts; and

WHEREAS, it is necessary that this Resolution become immediately effective in order to assure that machinery, materials and other necessary items be purchased in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of County departments, offices, and agencies.

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

SECTION 1. That the County Executive/Office of Procurement & Diversity is hereby authorized to participate in the Ohio Department of Transportation Cooperative Purchasing Program for the period 5/1/2013 - 4/30/2015.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0084

<p>Sponsored by: County Executive FitzGerald/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services</p>	<p>A Resolution making an award on RQ27305 to Emerald Development and Economic Network, Inc. in the amount not-to-exceed \$10,248,516.00 for administration of the Shelter Plus Care Tenant-based Rental Assistance Program in connection with the McKinney-Vento Homeless Assistance Act for the period 4/10/2013 - 4/9/2014; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive FitzGerald/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services has recommended an award on RQ RQ27305 to Emerald Development and Economic Network, Inc. in the amount not-to-exceed \$10,248,516.00 for administration of the Shelter Plus Care Tenant-based Rental Assistance Program in connection with the McKinney-Vento Homeless Assistance Act for the period 4/10/2013 - 4/9/2014; and

WHEREAS, the provider will (a) administer the S+C TBRA grant, which provides rent subsidies on over 1,400 rental units per month; (b) verify client eligibility; (c) perform Housing Quality Standards Inspections on every property initially and then annually at the time of recertification; (d) pay landlords on a monthly basis; and (e) respond to landlord, neighbor and jurisdictional concerns related to client stability; and

WHEREAS, this Contract will be funded 100% by the U.S. Department of Housing & Urban Development, McKinney-Vento Homeless Assistance Grant and the provider will be reimbursed for rent assistance for clients on a monthly basis; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ27305 to Emerald Development and Economic Network, Inc. in the amount not-to-exceed \$10,248,516.00 for administration of the Shelter Plus Care Tenant-based Rental Assistance Program in connection with the McKinney-Vento Homeless Assistance Act for the period 4/10/2013 - 4/9/2014.

SECTION 2. That the County Executive is authorized to execute a contract in connection with said award and all documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed 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

Clerk of Council

Date

First Reading/Referred to Committee: April 23, 2013
Committee(s) Assigned: Health, Human Services & Aging

Journal CC010
May 14, 2013

County Council of Cuyahoga County, Ohio

Resolution No. R2013-0085

<p>Sponsored by: County Executive FitzGerald/Department of Health and Human Services/Cuyahoga Job and Family Services</p> <p>Co-sponsored by: Councilmember Jones</p>	<p>A Resolution making an award on RQ26276 to Youth Opportunities Unlimited in the amount of \$4,819,176.00 for the Temporary Assistance to Needy Families Summer Youth Employment Program for the period 5/15/2013 - 8/31/2013; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution, and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Cuyahoga Job and Family Services has recommended an award on RQ26276 to Youth Opportunities Unlimited in the amount of \$4,819,176.00 for the Temporary Assistance to Needy Families (“TANF”) Summer Youth Employment Program for the period 5/15/2013 – 8/31/2013; and,

WHEREAS, the goal of this project is to enhance employment skills of TANF eligible youth by providing a summer work experience of high quality, paid employment for 25-30 hours per week between 6-12 weeks; and,

WHEREAS, the funding for this project is 97% by Federal TANF funds and 3% by County Health and Human Service Levy Funds; and,

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ26276 to Youth Opportunities Unlimited in the amount of \$4,819,176.00 for the Temporary Assistance to Needy Families Summer Youth Employment Program for the period 5/15/2013 – 8/31/2013.

SECTION 2. That the County Executive is authorized to execute a contract in connection with said award and all documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble.

County Council of Cuyahoga County, Ohio

Ordinance No. O2013-0012

Sponsored by: County Executive FitzGerald/Department of Human Resources 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; and,

WHEREAS, the Human Resource Commission considered 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 April 3, 2013, the Human Resource Commission met and recommended the classification changes (attached hereto as Exhibits A through O), and recommend to County Council the formal adoption and implementation of the attached changes; 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 entity.

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

SECTION 1. The County Council hereby adopts the following changes to the Cuyahoga County Non-Bargaining Classification Plan:

New Classifications:

Exhibit A: Class Title: *Administrative Warden*
Number: 1025502
Pay Grade: 16

Exhibit B: Class Title: *Associate Warden*
Number: 1025502
Pay Grade: 13

Exhibit C: Class Title: *Chief Deputy, Civil*
Number: 1025701
Pay Grade: 14

Exhibit D: Class Title: *Corrections Operations Support Manager*
Number: 1025301
Pay Grade: 11

Exhibit E: Class Title: *Deputy Sheriff, Captain*
Number: 1025601
Pay Grade: 16

Exhibit F: Class Title: *Jail Administrator*
Number: 1025503
Pay Grade: 17

Exhibit G: Class Title: *Mental Health Intake Specialist*
Number: 1054101
Pay Grade: 6

Exhibit H: Class Title: *Motor Pool Attendant*
Number: 1025201
Pay Grade: 1

Exhibit I: Class Title: *Motor Pool Supervisor*
Number: 1025202
Pay Grade: 6

Exhibit J: Class Title: *Process Server*
Number: 1025101
Pay Grade: 3

Exhibit K: Class Title: *Psychiatric Services Supervisor*
Number: 1054115
Pay Grade: 13

Exhibit L: Class Title: *Social Service Specialist*
Number: 1056251
Pay Grade: 6

Revised Classifications:

Exhibit M: Class Title: *Legal Clerk 3*
Number: 1013413
Pay Grade: 4

Exhibit N: Class Title: *Security Lieutenant*
Number: 1025401
Pay Grade: 10

Exhibit O: Class Title: *Security Manager*
Number: 1025402
Pay Grade: 15

SECTION 2. It is necessary that this Ordinance become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Ordinance receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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

On a motion by _____, seconded by _____, the foregoing Ordinance was duly adopted.

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

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

Journal _____
_____, 20__



Robert M. Wolff, Chairman
 Kathleen Palmer, Commissioner
 Angela Simmons, Commissioner

MEMORANDUM

DATE: April 10, 2013

TO: Cuyahoga County Council President C. Ellen Connally
 Members of Cuyahoga County Council

FROM: Chairman Robert Wolff, *Robert M. Wolff*
 Cuyahoga County Human Resource Commission

RE: Proposed Deletions to the County's Classification Plan

Please be advised that the Cuyahoga County Human Resource Commission has fully reviewed and considered the proposed changes to the County's Classification Plan as recommended by the County Sheriff and County Human Resources Director. At our meeting of April 3, 2013, the Commission voted in favor of recommending the proposed new classifications and further recommends modification to the last three classifications listed below to incorporate the particular needs of the Sheriff's department:

Proposed New Classifications				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1025502	Administrative Warden	Sheriff's Office	Exempt	16
1025502	Associate Warden	Sheriff's Office	Exempt	13
1025701	Chief Deputy, Civil	Sheriff's Office	Exempt	14
1025301	Corrections Operations Support Manager	Sheriff's Office	Exempt	11
1025601	Deputy Sheriff, Captain	Sheriff's Office	Exempt	16
1025503	Jail Administrator	Sheriff's Office	Exempt	17
1054101	Mental Health Intake Specialist	Sheriff's Office	Non-Exempt	6
1025201	Motor Pool Attendant	Sheriff's Office	Non-Exempt	1
1025202	Motor Pool Supervisor	Sheriff's Office	Non-Exempt	6
1025101	Process Server	Sheriff's Office	Non-Exempt	3
1054115	Psychiatric Services Supervisor	Sheriff's Office	Exempt	13
1056251	Social Service Specialist	Sheriff's Office	Non-Exempt	6

Proposed Modified Classifications				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
1013413	Legal Clerk 3	Sheriff/Clerk of Courts	Non-Exempt	4
1025401	Security Lieutenant	Sheriff's Office	Exempt	10
1025402	Security Manager	Sheriff's Office	Exempt	15

cc: Commissioner Angela Simmons
 Commissioner Kathleen Palmer
 Chairperson Yvonne Conwell, Human Resources, Appointments & Equity Committee
 Clerk of Council Jeanne Schmotzer
 Employment Counsel/Human Resources Director Elise Hara
 Law Director Majeed Makhoulf
 Paralegal Whitney Kwok

RW:rk

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrative Warden	Class Number:	1025502
FLSA:	Exempt	Pay Grade:	16
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to manage daily activities of the Corrections division of the Sheriff's Department including inmate intake, booking, processing, and release procedures; to manage Sheriff's Department administrative functions including the employee roster, staffing, employee discipline and training.

Distinguishing Characteristics

This single-position, management classification is responsible for management, coordination, and supervision of inmate intake, booking, processing, grievance resolution, and release procedures and of employee staffing including scheduling, discipline and staff training directly and through subordinate supervisors. This class works under general direction and requires the analysis and solution of operational, technical, administrative and management problems related to operations and activities within the division. The employee is expected participate in development of objectives, priorities, and procedures. 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. This class is distinguished from the Jail Administrator in that the latter has responsibility for the Corrections division programs and activities.

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%
- Directs and manages administrative functions of the Corrections Division directly and through subordinate supervisors and officers; directs inmate intake, booking, processing and classification; directs investigations of inmate grievances; maintains database of inmate grievances; directs inmate release operations.
- 25% +/- 10%
- Supervises the assigned division's functions directly and through subordinate supervisors; assigns and reviews work; approves hiring, promotions, discharges, and disciplinary actions; drives the employee roster process and conducts selections; resolves staffing issues; oversees employee discipline processes including conducting investigations, conducting disciplinary hearings, and resolving disciplinary disputes; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale; drives employee roster process and conducts employee roster selection.
- 25% +/- 10%
- Interacts and coordinates work with intradepartmental staff and with representatives of other County departments and/or agencies; reviews the work of assigned personnel to ensure compliance with departmental policy and standards; regularly evaluates the efficiency of assigned Corrections operations; prepares or coordinates the preparation of administrative studies, reports and recommendations.

Administrative Warden

15% +/- 5%

- Communicates with inmates' families and attorneys; interacts with judicial system partners; represents the department by attending and participating in meetings, conferences, seminars and training; attends civil, administrative, and criminal hearings, proceedings and trials; stays abreast of new trends, requirements, and innovations in the field; provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner; resolves difficult public relations issues.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree with a major in law enforcement, corrections, social services or a related field; and five (5) years of law enforcement experience in a civilian governmental law enforcement correctional institution, which must have included a minimum of two (2) years of experience in a supervisory/management position; or an equivalent combination of education, training, and experience.

Additional Requirements

Correctional Officer training.
Correctional Officer Supervisory/Leadership training.

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 schedule, 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 to calculate and understand descriptive statistics.

Administrative Warden

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 inmate records, court notes, time sheets, invoices, records, grievances, disciplinary reports and architectural drawings.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, manuals, websites, architectural drawings, inmate handbook, contracts, and the Ohio Revised Code (ORC).
- Ability to prepare operational memos, statistical reports, performance appraisals, disciplinary reports, spreadsheets, training manuals, 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 basic law, counseling and human resources terminology and language.
- Ability to communicate with staff, departmental employees and administrators, employees of outside agencies, service providers, inmates, families, department directors, attorneys, and judges.

Environmental Adaptability

- Work is primarily performed indoors.
- Work may involve responding to security emergency situations.

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:	Associate Warden	Class Number:	1025502
FLSA:	Exempt	Pay Grade:	13
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to plan, organize, coordinate, assign, direct, and review the work of Correctional Sergeants in the overall planning and organizing of the Corrections division.

Distinguishing Characteristics

This is a second-line, full supervisory level class in the Correctional Deputy series, responsible for assisting in the management, coordination, supervision and control of the Corrections Division of the Sheriff's Department directly and through subordinate supervisors. This class works under direction and the incumbents study, evaluate, and recommend changes to, or develop of new policies and procedures for facility operations. 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.

- 35% +/- 10%
- Plans, organizes, directs, coordinates, supervises, and evaluates the work of subordinate supervisors; supervises the processing and conducts orientation of new inmates; supervises the preparation of work schedules for staff and inmates; conducts daily security inspections of facilities and grounds.
- 25% +/- 10%
- Supervises the maintenance of inmate accounts and funds; supervises the security of inmates; supervises crisis intervention, and casework services provided to inmates; responds to inmate grievances; disseminates rules and regulations; confers regularly with the Warden on the implementation of policies, programs, and procedures for the division.
- 30% +/- 5%
- Supervises the division's functions through subordinate supervisors; schedules, assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; conducts investigations into employee misconduct; assesses staffing requirements; evaluates performance; establishes and promotes employee morale; takes immediate command of personnel in emergencies and under special conditions, and directs their specific assignments; selects and trains the special response team.
- 10% +/- 5%
- Communicates with inmates' families; represents the department by attending and participating in meetings, seminars and training; stays abreast of new trends, requirements, and innovations in the field; provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner; resolves difficult public relations issues.

Associate Warden

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in criminal justice or related field and five years law enforcement experience including one year of experience at the level of Correctional Sergeant; or an equivalent combination of education, training, and experience.

Additional Requirements

None

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 audio visual equipment.
- Ability to use a variety of law enforcement tools and equipment including various restraining devices.

Supervisory Responsibilities

- Ability to schedule, 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, and divide.

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 attendance reports, disciplinary reports, vacation requests, video recordings, and incident reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, manuals, websites, inmate handbook, standards, and the Ohio Revised Code (ORC).

Associate Warden

- Ability to prepare memos, reports, performance appraisals, disciplinary reports, schedules, time slips, 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 basic legal and human resources terminology and language.
- Ability to communicate with staff, departmental employees and administrators, employees of outside agencies, families, inmates, and sales representatives.

Environmental Adaptability

- Work is primarily performed indoors.
- Work may involve responding to security emergency situations.

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 Deputy, Civil	Class Number:	1025701
FLSA:	Exempt	Pay Grade:	14
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to plan, organize, and direct the operations and activities of the Civil division of the Sheriff's Department including the Body Attachments, Cashiers, Deeds and Distributions, Executions, Land Sales and Writs units; to assist the Sheriff in the overall planning and organizing of the Civil division.

Distinguishing Characteristics

This single-position, management classification is responsible for management, coordination, supervision and control of the Civil Division of the Sheriff's Department directly and through subordinate supervisors. This class works under general direction and requires the analysis and solution of operational, technical, administrative and management problems related to operations and activities within the division. The employee is expected participate in development of objectives, priorities, and procedures, and participates in preparation of the division budget. 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. This class is distinguished from the Sheriff in that the latter is the Department Director that has overall responsibility for all Department programs and activities.

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%
- Directs and manages the operations and activities of the Civil Division directly and through subordinate supervisors; coordinates work with intradepartmental staff, and with representatives of other county departments and/or agencies; reviews the work of assigned personnel to ensure compliance with departmental policy and standards.
- 25% +/- 10%
- Confers regularly with the Sheriff on the implementation of policies, programs, and procedures for the department; assists in the determination of departmental needs in terms of programs, personnel and equipment; regularly evaluates the efficiency of Civil division operations, the morale and discipline of employees and the department in general; prepares or directs the preparation of administrative studies, reports and recommendations.
- 25% +/- 5%
- Supervises the division's functions directly and through subordinate supervisors; coordinates and allocates work and balances staff accordingly; reviews work; approves hiring, promotions, discharges, and disciplinary actions; conducts investigations into employee misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.

Chief Deputy - Civil

5% +/- 2%

- Reviews and approves all checks and deeds prior to distribution; notarizes documents; oversees the service and returns of summons, subpoenas, and legal documents; reviews and submits bureau budget reports and statistics; recommends and approves expenditures; coordinates with the fiscal office; prepares annual reports.

10% +/- 5%

- Communicates with attorneys; represents the department by attending and participating in meetings, conferences, seminars and training; stays abreast of new trends, requirements, and innovations in the field; provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner; resolves difficult public relations issues.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in criminal justice, social services, liberal arts, criminal justice, business administration or a closely related field and five (5) years of experience in a civilian governmental law enforcement institution, which must have included a minimum of two years of experience in a supervisory/management position; or an equivalent combination of education, training, and experience.

Additional Requirements

None

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 schedule, 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 approve 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.

Chief Deputy - Civil

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 court notes, time sheets, invoices, records, process server duty sheets, daily work count, foreclosure bulletin, eviction return report, disciplinary reports, bank statements and applications.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, manuals, clerk's docket, sick call list, websites, contracts, and the Ohio Revised Code (ORC).
- Ability to prepare memos, reports, correspondence, performance appraisals, disciplinary reports, invoices, order forms, bulletin board, foreclosure data, 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 basic legal, counseling and human resources terminology and language.
- Ability to communicate with staff, departmental employees and administrators, employees of outside agencies, magistrates, clerks, auditors, treasurers, courts, department directors, and attorneys.

Environmental Adaptability

- Work is primarily performed indoors 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:	Corrections Operations Support Manager	Class Number:	1025301
FLSA:	Exempt	Pay Grade:	11
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to plan, organize, coordinate, and supervise the food services, laundry, inventory, sanitation and maintenance operations and activities for the Cuyahoga County Corrections Center.

Distinguishing Characteristics

This is a management level class responsible for planning, organizing, coordinating, and supervising the operations and activities of the food services, laundry, inventory, sanitation and maintenance units for the Cuyahoga County Corrections Center. This class works under general direction and the incumbents evaluate and recommend changes to, or develop new policies and procedures for operations of the assigned functional areas within required standards and regulations. 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. The employee in this class provides supervision to sworn and non-sworn lead classes and to classes that oversee the work of inmates. This class is distinguished from the Operations Warden in that the latter is the Division director that has overall responsibility for division programs and activities.

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%
- Plans, organizes, directs, coordinates, and supervises the functions of several units within the Corrections division of the Sheriff's Department; procures and/or oversees procurement of materials and equipment; receives, prepares, distributes and stores materials and equipment.
- 30% +/- 5%
- Supervises staff in the assigned units; schedules, assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; maintains standards; conducts investigations into employee misconduct; assesses staffing requirements; evaluates performance; establishes and promotes employee morale.
- 15% +/- 10%
- Determines recommends and implements facilities, equipment, and personnel requirements; recommends layout designs for food service facilities; plans menus according to requirements and standards; directs the selection, placement, use, and maintenance of food service equipment.
- 10% +/- 5%
- Compiles updates and completes records; writes reports; maintains MSDS books and ensures that materials are stored in required conditions.
- 10% +/- 5%
- Stays abreast of new trends, requirements, and innovations in the assigned areas; provides responsive, high quality service to those contacted in performance of duties; coordinates activities with appropriate County divisions and departments; provides accurate, complete and up-to-date information, in a courteous, efficient and timely manner; resolves public relations issues.

Corrections Operations Support Manager

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in food services, management, or business administration and six (6) years of experience in the food service industry which should include experience supervising staff; or an equivalent combination of education, training, and experience.

Additional Requirements

None

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 use a variety of food service, laundry, and sanitation tools, equipment, and supplies.

Supervisory Responsibilities

- Ability to schedule, 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, and divide and calculate decimals and percentages.

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 attendance reports, disciplinary reports, vacation requests, tracking sheets, invoices and incident reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, safety and sanitation manuals, standards, menus, MSDS books, labor contracts, and the Ohio Revised Code (ORC).
- Ability to prepare requisitions, logs, reports, performance appraisals, schedules, assignments, tracking sheets, menus, time slips, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Corrections Operations Support Manager

- 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 basic mechanical terminology and language.
- Ability to communicate with staff, correctional officers, departmental employees and administrators, employees of outside departments and divisions, inmates, and sales representatives.

Environmental Adaptability

- Work is primarily performed indoors.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Deputy Sheriff, Captain	Class Number:	1025601
FLSA:	Exempt	Pay Grade:	16
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to plan, direct, and coordinate the activities of a number of organizational divisions and units within major division in the Sheriff's Department; to supervise assigned personnel; perform emergency command and control functions, as well as a variety of related administrative duties.

Distinguishing Characteristics

This management classification is responsible for management, coordination, supervision and control of a number of assigned divisions and units within divisions in the Sheriff's Department directly and through subordinate supervisors. This class works under general direction and requires the analysis and solution of operational, technical, administrative and management problems related to functional areas within the assigned division. Responsibilities include multiple work sites and multiple budget units. The employee is expected participate in development of objectives, priorities, and procedures, and participates in preparation of division budgets. 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. This class is distinguished from the Chief Deputy Sheriff in that the latter is the assistant Department Head that supports the Sheriff in overall responsibility for all Department programs and activities.

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%
- Directs and manages the operation of divisions and a number of specialized units within larger divisions of the department directly and through their respective commanding officers; coordinates the work of the unit with intradepartmental staff, and with representatives of other county departments and/or agencies; reviews the work of assigned personnel to ensure compliance with departmental policy and standards.
- 25% +/- 10%
- Reviews and revises existing policies and procedures; recommends, develops and implements new, approved policies and procedures; conducts inspection of personnel and facilities; prepares or directs the preparation of administrative studies, reports and recommendations.
- 25% +/- 5%
- Supervises the assigned divisions' functions directly and through subordinate supervisors; reviews duty reports; schedules, 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.
- 5% +/- 2%
- Reviews and submits bureau budget estimates; monitors bank accounts; recommends and approves expenditures; coordinates with the fiscal office; prepares yearly reports and auditing.

Deputy Sheriff, Captain

10% +/- 5%

- Represents the department by attending and participating in meetings, conferences, seminars and training; attends civil, administrative, and criminal hearing, proceedings and trials; stays abreast of new trends, requirements, and innovations in the field; provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner; resolves difficult public relations issues.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree with a major in criminal justice, social services, liberal arts, business administration or a closely related field and four (4) years of law enforcement experience in a civilian governmental law enforcement agency, which must have included a minimum of two years of experience in a position equivalent to Sheriff's Lieutenant; or an equivalent combination of education, training, and experience.

Additional Requirements

P.O.S.T Intermediate Certificate; P.O.S.T Advanced 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 use a variety of law enforcement tools, equipment and supplies.

Supervisory Responsibilities

- Ability to schedule, 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 to calculate and understand descriptive 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,

Deputy Sheriff, Captain

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 time sheets, invoices, training requests, grievances, disciplinary reports, forms, purchase orders and applications.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, training manuals, contracts, law books, and the Ohio Revised Code (ORC).
- Ability to prepare memos, budget reports, performance appraisals, disciplinary reports, spreadsheets, training manuals, invoices, logs, equipment request 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 basic legal, medical, counseling and human resources terminology and language.
- Ability to communicate with staff, departmental employees and administrators, employees of outside agencies, department directors, attorneys, union representatives, and elected officials.

Environmental Adaptability

- Work is primarily performed indoors, but also outdoors subject to heat, cold, wildlife/animals, and toxic agents.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Jail Administrator	Class Number:	1025503
FLSA:	Exempt	Pay Grade:	17
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to plan, organize, and direct the activities of the Corrections division of the Sheriff's Department; to assist the Sheriff in the overall planning and organizing of the Corrections division.

Distinguishing Characteristics

This single-position, management classification is responsible for management, coordination, supervision and control of the Corrections Division of the Sheriff's Department directly and through subordinate supervisors. This class works under general direction and requires the analysis and solution of operational, technical, administrative and management problems related to operations and activities within the division. The employee is expected participate in development of objectives, priorities, and procedures, and participates in preparation of the division budget. 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. This class is distinguished from the Sheriff in that the latter is the Department Director that has overall responsibility for all Department programs and activities.

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%
- Directs and manages the operation of the Corrections Division directly and through subordinate supervisors; conducts and attends meetings; reviews daily activities and jail count; oversees inmate intake, classification and release; coordinates work with intradepartmental staff, and with representatives of other County departments and/or agencies; reviews the work of assigned personnel to ensure compliance with departmental policy and standards;

- 30% +/- 10%
- Confers regularly with the Sheriff on the implementation of policies, programs, and procedures for the department; evaluates, develops and implements policies, programs and procedures; evaluates the efficiency of Corrections operations, the morale and discipline of employees, and the condition of physical facilities and equipment; participates in contract negotiations; oversees the preparation of administrative studies, reports and recommendations; ensures security of the facility.

- 25% +/- 5%
- Responds to inquires; responds to grievances; conducts investigations into employee misconduct; assesses staffing requirements; oversees training needs; evaluates performance; establishes and promotes employee morale.

- 5% +/- 2%
- Reviews and submits budgets; oversees bank accounts; recommends and approves expenditures; coordinates with the fiscal office; prepares annual reports.

- 5% +/- 2%
- Communicates with inmates' families and attorneys; represents the department by attending and participating in meetings, conferences, seminars and training; attends civil, administrative, and

Jail Administrator

criminal hearing, proceedings and trials; stays abreast of new trends, requirements, and innovations in the field; provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner; resolves difficult public relations issues.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree with a major in criminal justice, corrections, social services or a related field and seven (7) years of law enforcement experience in a civilian governmental law enforcement correctional institution, which must have included a minimum of two (2) years of experience in a supervisory/management position; or an equivalent combination of education, training, and experience.

Additional Requirements

Correctional Officer Supervisory/Leadership training.

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 schedule, 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 to calculate and understand descriptive 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 inmate records, court notes, incident reports, time sheets, invoices, records, grievances, disciplinary reports, purchase orders and applications.

Jail Administrator

- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, manuals, law books, architectural books, websites, inmate handbook, contracts, and the Ohio Revised Code (ORC).
- Ability to prepare memos, reports, performance appraisals, disciplinary reports, spreadsheets, training manuals, invoices, equipment request 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 basic law, counseling and human resources terminology and language.
- Ability to communicate with staff, departmental employees and administrators, employees of outside agencies, families, department directors, attorneys, union representatives, and elected officials.

Environmental Adaptability

- Work is primarily performed indoors.
- Work involves responding to security emergency situations.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Mental Health Intake Specialist	Class Number:	1054101
FLSA:	Non - Exempt	Pay Grade:	6
Dept:	Sheriff's Department		

Classification Function

The purpose of this classification is to identify and refer individuals entering the jail system who have mental health, developmental disabilities, and/or substance abuse/dependency issues to specialized court services.

Distinguishing Characteristics

This is an entry/journey-level clerical classification with responsibility for serving legal documents for the court system. Employees in this class initially work under direct supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. Employees are expected to use judgment in application of policies and procedures and in determining the needs and indicators of the people being screened.

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.

- 70% +/- 10%
 - Reviews daily bookings from the County jail to identify positive indicators to mental health screening questions; coordinate with the Mental Health unit in the Corrections division in scheduling psychiatric appointments to determine diagnosis; collects and faxes reports to Pretrial Services for Mental Health court docket eligibility determination; provides Pretrial Services with initial lists of mental health inmates identified during booking screening or by the Mental Health Board.
- 10% +/- 5%
 - Provides reports to judges regarding the status of the mental health defendants on their docket; researches court information and other information.
- 20% +/- 5%
 - Communicates with Mental Health liaisons to obtain information on inmates identified as consumers of Mental Health Board services; responds to inquiries from inmates on assigned floors regarding their incarceration, court or personal matters; answers written requests from inmates; attends meetings relevant to procedure development

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in humanities, social services or a related field and two (2) law enforcement or related work; any combination of education, training, and experience.

Additional Requirements

None

Mental Health Intake Specialist

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

- Requires the 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 a daily booking list and psychiatric evaluations.
- Ability to comprehend a variety of reference books and manuals including policies and procedure manuals and Mental Health identified inmates jail list.
- Ability to prepare Word documents, emails 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 basic legal and medical/mental health terminology and language.
- Ability to communicate with inmates, mental health liaisons, supervisor, court personnel, and Mental Health unit staff.

Environmental Adaptability

- Work is typically performed indoors.

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:	Motor Pool Attendant	Class Number:	1025201
FLSA:	Non-Exempt	Pay Grade:	1
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to perform work to ensure that vehicles in the Sheriff's Department motor pool are clean and in good working order.

Distinguishing Characteristics

This is an entry/journey level class responsible for cleaning, performing minor maintenance and for transporting vehicles for servicing. Employees in this class initially work under direct supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. Assignments are limited in scope, contain fairly routine tasks, and are performed within a framework established by higher level employees. This class is distinguished from the Motor Pool Supervisor class that is responsible for the operations and activities of the 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%
- Performs the operations and activities of the Motor Pool division in the Sheriff's department; inspects, performs minor maintenance, and cleans vehicles in the motor pool.
- 30% +/- 10%
- Ensures that vehicles are in good working order; tire pressure, tread wear, fuel and fluids are filled appropriately, that electrical systems are in working order, batteries charged, belts, hoses and wipers are in good repair, and that vehicles interiors and exteriors are washed and cleaned; may make minor repairs, such as fuse/bulb replacement, soldering broken equipment or wires; removes or installs van seats.
- 20% +/- 5%
- Transports of vehicles to be serviced, garaged, picked-up and delivered, as required; provides roadside assistance; transports people to meetings.
- 10% +/- 5%
- Cleans and maintains the work area and the level of the parking garage used by the motor pool.

Minimum Training and Experience Required to Perform Essential Job Functions

Sufficient reading, writing and understanding of the English language to be able to perform job functions; some experience in vehicle maintenance and repair preferred; or an equivalent combination of education, training, and experience.

Additional Requirements

None

Motor Pool Attendant

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of tools and equipment used for vehicle cleaning and maintenance, such as hoses, brushes, jack, air compressor, battery charger, fuses, and bulbs.

Supervisory Responsibilities

No supervisory responsibilities.

Mathematical Ability

No mathematical requirements.

Language Ability & Interpersonal Communication

- Requires the 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 diagnose. 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 employee performance evaluations, and timesheets and vacation requests.
- Ability to comprehend a variety of reference books and manuals including vehicle manuals and maps
- Ability to prepare mileage records, fuel receipts, time slips, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to attend to a work assignment, following specific instruction or orders of a supervisor. No immediate response or verbal exchange is required unless clarification of instructions is needed. Only minimal contact is required.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to communicate with departmental employees, employees of outside agencies and departments/divisions.

Environmental Adaptability

- Work is primarily performed in a garage environment subject to noise, fumes and fluids.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Motor Pool Supervisor	Class Number:	1025202
FLSA:	Non-Exempt	Pay Grade:	6
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to supervise and participate in the work performed by Motor Pool Attendants in the Motor Pool Division of the Sheriff's Department.

Distinguishing Characteristics

This is a first-level supervisor class, responsible for supervision of Motor Pool Attendants. This class works under general supervision and the incumbents perform duties within a framework of policies and procedures. Employees are expected to ensure that assigned activities are completed in a timely and efficient manner. This class is distinguished from the Deputy Sheriff, Captain class in that the latter has responsibility for multiple divisions and units in the Sheriff's Department. It is further distinguished from the Motor Pool Attendant class that is an entry-journey level class and receives supervision from employees in this class.

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%
 - Supervises and coordinates the operations and activities of the Motor Pool division in the Sheriff's department.
- 30% +/- 10%
 - Supervises the division's functions; schedules, assigns and reviews work; maintains standards; recommends hiring, promotions, discharges, and disciplinary actions; evaluates performance; establishes and promotes employee morale.
- 10% +/- 5%
 - Participates in and oversees inspection, minor maintenance, and cleaning of vehicles in the motor pool; ensures that vehicles are in good working order; tire pressure, tread wear, fuel and fluids are filled appropriately, that electrical systems are in working order, batteries charged, belts, hoses and wipers are in good repair, and that vehicles are cleaned inside and out; oversees the transport of vehicles to be serviced, garaged, picked-up and delivered, as required; makes minor repairs, such as fuse/bulb replacement, soldering broken equipment or wires.
- 20% +/- 5%
 - Participates in and oversees the cleaning and maintenance of the level of the parking garage used by the motor pool.

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma or GED; some experience in vehicle maintenance and repair and in supervision of employees preferred; or an equivalent combination of education, training, and experience.

Additional Requirements

None

Motor Pool Supervisor

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of tools and equipment used for vehicle maintenance, such as an air compressor, paints, battery charger, fuses, and bulbs.

Supervisory Responsibilities

- Ability to schedule, 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.

Mathematical Ability

- Ability to add and subtract.

Language Ability & Interpersonal Communication

- Requires the 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 diagnose. 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 insurance cards, vehicle service intervals, recalls, listings, maintenance schedules, and employee performance evaluations, and vacation requests.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, vehicle manuals, and maps
- Ability to prepare mileage records, fuel receipts, performance appraisals, time slips, 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 basic mechanical and electrical terminology and language.
- Ability to communicate with staff, departmental employees, employees of outside agencies and departments/divisions.

Motor Pool Supervisor

Environmental Adaptability

- Work is primarily performed in a garage environment subject to noise, fumes and fluids.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Process Server	Class Number:	1025101
FLSA:	Non - Exempt	Pay Grade:	3
Dept:	Sheriff's Department		

Classification Function

The purpose of this classification is to deliver legal documents of the Cuyahoga County Common Pleas Court System.

Distinguishing Characteristics

This is an entry/journey-level clerical classification with responsibility for serving legal documents for the court system. Employees in this class initially work under direct supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. Assignments are limited in scope, contain routine tasks, and are performed within a framework established by higher level employees.

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.

- 70% +/- 10%
- Performs work related to the serving of legal documents from the courts; review daily documents to gain such information as names, addresses, mileage and routes; drives to each address and hand delivers documents to a person of suitable age or posts document at address; documents how papers were served, times, dates, locations, and mileage; returns to the same location the next day, if needed in order to serve the document.
- 10% +/- 5%
- Performs back-up for other Process Servers, when necessary.
- 10% +/- 5%
- Responds to inquiries regarding completed service or status of on-going attempts.
- 10% +/- 5%
- Testifies in court when ordered regarding the results of the service.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED and one (1) year administrative or related experience; or any equivalent combination of education, training, and experience.

Additional Requirements

Ohio State Drivers license.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to drive a motor vehicle.

Process Server

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

- Ability to add, subtract, multiply, and divide.

Language Ability & Interpersonal Communication

- Requires the 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 instructions for special service of subpoenas.
- Ability to comprehend a variety of reference books and manuals including policies and procedure manuals.
- Ability to prepare duty sheets, log books, document returns 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 basic legal terminology and language.
- Ability to communicate with supervisors, co-workers, clients and subjects being served.

Environmental Adaptability

- Work is typically performed outdoors, subject to heat, cold and traffic.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Psychiatric Services Supervisor	Class Number:	1054115
FLSA:	Exempt	Pay Grade:	13
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to administer, coordinate, supervise, monitor and ensure quality of mental health services for the Cuyahoga County Corrections Center.

Distinguishing Characteristics

This is a first-line supervisor class responsible for coordinating and supervising the psychiatric services for the Sheriff's department. This class works under direction and the incumbent evaluates and recommends changes to policies and procedures for the assigned functional area within required standards, regulations, and laws. 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. The employee in this class provides supervision to professional and technical-level mental health nurses. This class is distinguished from the Health Care Manager who is responsible for management of physical and mental health programs in the Sheriff's department. It is further distinguished from the mental health Registered Nurses by coordinating and supervising their work.

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% +/- 10%
- Administers, coordinates, supervises, and participates in the work of mental health nurses; monitors and ensures that services are delivered in a timely and efficient manner; develops and monitors a mental health screening program for screening, evaluating, and referring inmates for mental health services; develops, assesses, and updates mental health services policies and procedures to ensure compliance with best practices, federal, state, and accrediting agency guidelines.
- 35% +/- 5%
- Supervises staff; schedules, assigns and reviews work; interviews and recommends hiring, promotions, discharges, and disciplinary actions; maintains standards; conducts investigations into employee misconduct; evaluates performance; establishes and promotes employee morale; counsels staff; monitors the need for and trains or arranges for staff training; ensures appropriate staffing levels and the availability of staff at all times.
- 10% +/- 5%
- Coordinates referrals and appointment services with clerical staff; compiles data regarding mental health services provided; updates and completes records; writes reports.
- 10% +/- 5%
- Stays abreast of new trends, requirements, and innovations in the assigned area; provides responsive, high quality service to those contacted in performance of duties; directs mental health team meetings; communicates with healthcare staff, correctional staff, community providers, members of the judicial system and family members as appropriate.

Psychiatric Services Supervisor

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Nursing and five (5) years of experience as a nurse which must have included a minimum of one year of experience as a mental health nurse and two (2) years supervisory experience.

Additional Requirements

Registered Nursing license.

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 use a variety of medical tools, equipment, and supplies.

Supervisory Responsibilities

- Ability to schedule, 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, and divide and calculate decimals and percentages.

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 charts, court orders regarding medications, inmate grievances, performance evaluations, attendance reports, disciplinary reports, vacation requests, tracking sheets, and incident reports.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, safety manuals, medical books, the DSM, mental health services standards, Physicians' Desk Reference, nursing drug handbook, and the Ohio Revised Code (ORC).

Psychiatric Services Supervisor

- Ability to prepare quality improvement reports, logs, performance appraisals, schedules, assignments, presentations, time slips, 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 basic medical, counseling and psychiatric terminology and language.
- Ability to communicate with managers, supervisors, psychiatrists, psychologists, correctional officers, departmental employees and administrators, employees of outside departments and divisions, inmates, and attorneys.

Environmental Adaptability

- Work is primarily performed indoors.

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:	Social Service Specialist	Class Number:	1056251
FLSA:	Non - Exempt	Pay Grade:	6
Dept:	Sheriff's Department		

Classification Function

The purpose of this classification is to serve as a liaison between inmates and service providers, provide court case documentation and provide counseling, as needed.

Distinguishing Characteristics

This is an entry/journey-level social work classification with responsibility for responding to requests for court information and social social services. Employees in this class initially work under direct supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. Employees are expected to use judgment in application of policies and procedures and in determining the needs and indicators of the people being screened.

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%
- Conducts face-to-face contact visits with inmates; responds to inmates' requests for services which may include researching court information, initiating social service referral or other miscellaneous referrals; reviews all forwarded mental health screening forms and makes necessary referrals; conducts rounds to assigned floors; responds to emergency situations.
- 20% +/- 5%
- Facilitates support and educational groups for inmates which may include anger management and other programs; participates in security hearings.
- 15% +/- 5%
- Functions as a liaison between inmates, their attorneys, caseworkers, probation/parole officers and family members.
- 10% +/- 5%
- Provides intervention and assessments for inmates with cognitive limitations.
- 5% +/- 2%
- Attends staff meetings; documents monthly statistics.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in social services, humanities or a related field and one (1) year social work or related work; any combination of education, training, and experience.

Additional Requirements

None

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

- Requires the 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 a inmate request forms, mental health referral forms, and departmental documentation.
- Ability to comprehend a variety of reference books and manuals including policies and procedure manuals, psychological manuals and mental health publications.
- Ability to prepare monthly statistical forms, memos, documents, emails and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to provide counseling, guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret basic legal and medical/mental health terminology and language.
- Ability to communicate with inmates, mental health liaisons, attorneys, caseworkers, families, supervisor, court personnel, and Mental Health unit staff.

Environmental Adaptability

- Work is typically performed indoors.
- Work involves responding to emergency situations.

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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, Sheriff's Office		

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. In the Sheriff's Office, the purpose is to issue Concealed Carry licenses, seal records as deemed by order of the Court and maintain databases.

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 office 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 and office records and documents; receives and/or gathers documents; sorts, indexes, and prepares documents; reviews and verifies required information; stamps, records and/or certifies documents; conducts background checks utilizing databases and the Law Enforcement Data System; prepares and sets up files, organizes documents, and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents; conducts records maintenance activities in compliance with guidelines governing record retention.

25% +/- 10%

Processes court records and documents for digital imaging; sorts and prepares documents; validates documents; reviews documents for completeness and accuracy; locates missing documents and corrects any errors; scans documents into digital imaging system.

10% +/- 10%

Assists County Court staff, attorneys, and the public in person or by phone; provides basic information on court policies and procedures; receives and responds to questions and requests for documentation and information; researches inquiries to provide accurate response.

10% +/- 10%

Processes outgoing mail; compiles and prepares documentation for mailing or delivery as needed; sorts, organizes, labels, and addresses outgoing mail; applies postage utilizing mail machine; scans outgoing mail; delivers documents in person or through established mail delivery systems; maintains related documentation.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED with five years clerical experience, including one year as a Legal Clerk II; or an equivalent combination of education, training, and experience.

Additional Requirements

No licenses or corticated required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to utilize principles of fractions.

Language Ability & Interpersonal Communication

- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to comprehend a variety of legal documents and court documents including rulings, judgments, indictments, plea agreements, sentencing documents, validations, rulings, motions, appeals, subpoenas, expungements, applications for license to carry a concealed handgun, police reports, court dockets, mail, forms, reports, memos and correspondence.
- Ability to comprehend a variety of reference books and manuals including computer software manual, Court manuals, L.E.A.D.S./C.R.I.S. manuals, Ohio Concealed Carry Laws 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.

Legal Clerk 3

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Security Lieutenant	Class Number:	1025401
FLSA:	Exempt	Pay Grade:	10
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to supervise security personnel on an assigned shift in the Protective Services division; to perform law enforcement duties.

Distinguishing Characteristics

This is a second-level supervisor class, responsible for supervision of all security personnel on an assigned shift, directly and through subordinate supervisors. This class works under direction and the incumbents are expected to exercise discretion in applying policies and procedures to emergency situations and in resolving day-to-day issues. Employees are expected to ensure that assigned activities are completed in a timely and efficient manner. This class is distinguished from the Security Manager in that the latter has responsibility for division programs and activities. It is further distinguished from the Security Sergeant that is a first-line supervisor and receives supervision from employees in this class.

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%
- Supervises and coordinates the operations and activities of the Protective Services division in the Sheriff's department on an assigned shift; remains on-call during off hours to assist in emergency situations; oversees communication procedures; assesses, recommends and develops policies and procedures.
- 25% +/- 10%
- Supervises the division's functions directly and through subordinate supervisors; schedules, assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; oversees maintenance of payroll and personnel records; assists in conducting investigations into employee misconduct; evaluates performance; establishes and promotes employee morale; takes immediate command of personnel in emergencies and under special conditions, and directs their specific assignments; monitors, arranges for, and conducts training.
- 10% +/- 5%
- Arranges for inspection and maintenance of equipment; confers regularly with the Security Manager on the implementation of policies, programs, and procedures for the division.
- 20% +/- 5%
- Secures buildings against theft and violence; performs law enforcement duties; diffuses volatile situations; interprets and enforces laws, rules and regulations; patrols grounds and buildings; apprehends and detains violators; testifies in court as required; utilizes firearms and handcuffs in the performance of duties.

5% +/- 2%

- Investigates and resolved customer and internal complaints; provides high quality service to County employees, representatives of outside agencies and members of the public; resolves public relations issues assists other departments and personnel with security needs through consultative review and recommendations.

5% +/- 2%

- Stays abreast of new trends, requirements, and innovations in the field; recommends the use of technology to insure effective and efficient use of resources; attends hearings and investigations.

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma or GED supplemented with vocational school in criminal justice/law enforcement and two years of experience at a supervisory level providing facility and personal security; or an equivalent combination of education, training, and experience.

Additional Requirements

P.O.S.T Basic Certificate desirable; completion of firearms training 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 and audio visual equipment.
- Ability to use a variety of communications and law enforcement tools and equipment including various restraining devices.

Supervisory Responsibilities

- Ability to schedule, 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, and divide, and to calculate decimals and percentages.

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 incident reports, payroll and attendance records, vehicle reports, invoices, disciplinary reports, grievances, performance evaluations, and vacation requests.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, department manuals, municipal ordinances, union contracts, and the Ohio Revised Code (ORC).
- Ability to prepare memos, logs, reports, performance appraisals, disciplinary reports, schedules, time slips, orders, audits, investigations, budgets 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 basic legal, medical, accounting, mechanical, and human resources terminology and language.
- Ability to communicate with staff, departmental employees and administrators, employees of outside agencies and departments/divisions, and citizens.

Environmental Adaptability

- Work is primarily performed indoors.
- Work involves responding to security emergency situations.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Security Manager	Class Number:	1025402
FLSA:	Exempt	Pay Grade:	15
Dept:	Sheriff's Office		

Classification Function

The purpose of this classification is to manage, coordinate, supervise, assign, control, and review the work of security personnel in the Protective Services division; to assist the Deputy Sheriff, Captain assigned to the Protective Services division in the overall planning and organizing of the unit.

Distinguishing Characteristics

This management class is responsible for planning, coordination, and supervision of the Protective Services division of the Sheriff's Department directly and through subordinate supervisors. This class works under direction and the incumbents are expected to study, evaluate, and recommend changes to, or to develop of new policies and procedures for the division's operations. 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. This class is distinguished from the Deputy Sheriff, Captain in that the latter has overall responsibility for division programs and activities. It is further distinguished from the Security Lieutenant that supervises and participates in the operations and activities of units over an assigned shift.

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%
- Manages, coordinates, supervises, and evaluates the work of subordinate supervisors of the Protective Services division; analyzes, plans and directs a comprehensive security program; develops and updates security policies and procedures; conducts daily security inspections of facilities and grounds; remains on-call for emergencies.
- 25% +/- 10%
- Supervises the division's functions through subordinate supervisors; schedules, assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; conducts investigations into employee misconduct; assesses staffing requirements; evaluates performance; establishes and promotes employee morale; takes immediate command of personnel in emergencies and under special conditions, and directs their specific assignments; conducts informal training procedures.
- 10% +/- 5%
- Prepares the division budget and coordinates fiscal affairs; arranges for inspection and maintenance of equipment; confers regularly with the Captain on the implementation of policies, programs, and procedures for the division.
- 20% +/- 5%
- Performs law enforcement duties; interprets and enforces laws, rules and regulations; patrols grounds and buildings; apprehends and detains violators; testifies in court as required; utilizes firearms and handcuffs in the performance of duties.

Security Manager

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 incident reports, safety violations, shift reports, invoices, attendance reports, disciplinary reports, grievances, proposals, vacation requests, and video recordings.
- Ability to comprehend a variety of reference books and manuals including departmental and county policy manual, manuals, websites, municipal ordinances, union contracts, and the Ohio Revised Code (ORC).
- Ability to prepare memos, reports, performance appraisals, disciplinary reports, schedules, time slips, orders, audits, investigations, 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 basic legal, medical, accounting and human resources terminology and language.
- Ability to communicate with staff, departmental employees and administrators, employees of outside agencies and departments/divisions, and citizens.

Environmental Adaptability

- Work is primarily performed indoors.
- Work involves responding to emergency situations.

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County Council of Cuyahoga County, Ohio

Ordinance No. O2013-0004

Sponsored by: County Executive FitzGerald/Department of Health and Human Services	An Ordinance amending Ordinance No. O2011-0045, as amended, which established divisions and sections within the Department of Health and Human Services, to create the Office of the Director and to clarify and delineate displacement, reinstatement and reemployment procedures; combining Ordinance Nos. O2011-0045 and O2012-0029 with this Ordinance for purposes of codification; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Article VIII, Section 8.01 of the Charter of Cuyahoga County created the Department of Health and Human Services, and provides that the Department of Health and Human Services “shall administer all programs and activities for which the County has or has assumed responsibility for the protection and enhancement of the health, education and well-being of County residents; and

WHEREAS, under the prior form of government these services were performed by four separate agencies, namely the Department of Employment and Family Services, the Cuyahoga Support Enforcement Agency; the Department of Children and Family Services; and the Department of Senior and Adult Services; and

WHEREAS, the work performed by the four above-named agencies required specialized knowledge and skills; and

WHEREAS, Article III, Section 3.09(2), of the Charter grants Council the power to establish departments, and divisions and sections within departments, under the supervision of the County Executive as the Council determines to be necessary for the efficient administration of the County; and

WHEREAS, Ordinance No. O2011-0045 established as separate divisions within the Department of Health and Human Services the following: the Division of Employment and Family Services/Cuyahoga Support Enforcement Agency; the Division of Children and Family Services; the Division of Senior and Adult Services; and the Division of Community Initiatives; and subsequent Ordinance No. O2012-0029 renamed the Division of Employment and Family Services/Cuyahoga Support Enforcement Agency as Cuyahoga Job and Family Services; and

WHEREAS, Ordinance No. O2011-0045 authorizes the Director of Health and Human Services to employ additional deputies, assistants and employees as shall be conducive to the efficient performance of the duties of the Department of Health and Human Services; and

WHEREAS, the establishment of an Office of the Director, within the Department of Health and Human Services, to employ additional employees, officers, and assistants, will benefit the operations of the Department; and

WHEREAS, the diversity of programming needs and issues under the new Department of Health and Human Services has not changed since the Charter consolidated the previously-separate departments, and continues to require specialized knowledge and skills; and

WHEREAS, the equalization and delineation of displacement rights within the Department of Health and Human Services is necessary to maximize the specialized knowledge and skills, minimize service disruption, and make better use of County resources; and

WHEREAS, Article XVIII, Section 3 of the Ohio Constitution grants Cuyahoga County broad home rule powers to adopt rules, as designated by ordinance, as the Council determines to be necessary for the efficient administration of the County; including ordinances at variance with state statute; 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 department.

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

SECTION 1. Section 202.10 is hereby enacted as follows:

Section 202.10: Department of Health and Human Services

(A): There is hereby established the Department of Health and Human Services. The duties, functions, and employees of the former Departments of Children & Family Services, Employment & Family Services, Cuyahoga Support Enforcement Agency, and Senior & Adult Services, each of which have historically operated as its own department, shall be incorporated as three separate divisions within the Department of Health and Human Services. These divisions shall be known as Cuyahoga Job and Family Services, Children and Family Services, and Senior and Adult Services, Each of these divisions will be supervised by an Administrator who will report to the Director of Health and Human Services.

(B): The Department of Health and Human Services shall also contain the Community Initiatives Division, consisting of the Family and Children First Council,

the Office of Early Childhood, the Office of Homeless Services, and the Office of Re-entry.

(C): The Department of Health and Human Services shall also contain the Office of the Director.

(D): The Director of Health and Human Services is hereby authorized to employ and supervise deputies, assistants and employees as shall be conducive to the efficient performance of the duties of the Department of Health and Human Services and is consistent with approved budgetary parameters determined by Council.

(E): Nothing in this Ordinance is intended to limit the ability of the County Executive and the Director of the Department of Health and Human Services to abolish positions for the purpose of enhancing the efficiency of operations or for any other reason permitted by general law.

(F): Displacement rights following the abolishment of a position within the Department of Health and Human Services are hereby delineated and wholly defined as displacement within the Division to which each employee is assigned (i.e., the Division of Children and Family Services; the Division of Senior and Adult Services; Cuyahoga Job and Family Services; or, the Division of Community Initiatives Services). In the case of the employees of the Office of the Director, displacement rights shall be limited to that office.

(G): No employee within the Department of Health and Human Services may displace another employee who has more retention points, regardless of the classification of either employee.

(H): This Ordinance specifically overrides any and all conflicting ordinances, as well as the provision set forth in OAC 123:1-41-12(E) that creates an additional displacement category for employees of county departments of job and family services defined as displacement in classifications previously held. Unless provided for otherwise in a collective bargaining agreement, in which case the terms of the agreement shall apply, employees in the Department of Health and Human Services shall have only those displacement rights contained herein.

SECTION 2. It is necessary that this Ordinance become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Ordinance receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 22, 2013
Committee(s) Assigned: Health, Human Services & Aging

Committee Report/Second Reading: April 23, 2013

Legislation Substituted on the Floor: April 23, 2013

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